Bogue Sound Elementary



Student & Parent

Handbook

3323 Highway 24
Newport, NC 28570

Phone (252) 393-1279

School Hours: 8 a.m. – 3 p.m.
Office Hours: 7:30 a.m. – 4:00 p.m.

Daily Schedule

7:30-8:00 Arrival & Breakfast (optional)

7:30 a.m. Teachers in classrooms to greet students

8:00 a.m. Instruction begins

3:00 p.m. Dismissal

A Safe, Positive Learning Environment

Bogue Sound Elementary School Faculty/Staff strives to provide a safe, positive school environment in which all children can learn. Teachers work to help children learn responsibility for themselves and others. Much of this learning takes place through a strong character education program supported by using **Positive Behavior Intervention Support (PBIS).**

Students who demonstrate good decision making are recognized through a variety of means, not the least of which is acknowledgement by the adults around them.

The general behavior expectations for BSES students are framed around the "CUBS," mascot:

Come prepared

Use problem solving skills

Be safe and responsible

Show respect

• Students are responsible for knowing that school wide expectations include arriving at school at 7:30am and going directly to breakfast or to their classroom area to wait for the first bell.

• Appropriate behavior is expected from students as they wait in the hallways prior to the beginning of the school day. Once a student arrives on his/her hallway, there will be no traveling to other parts of campus unless he/she is on an errand and has a written pass from a specific teacher.

Expectations are established for behavior in every area of our school building

and in any situation. Rubrics illustrating what expected behavior would look like in any given situation are posted around the building. When a situation exists whereby a student does not make the appropriate behavior choice, consequences are applied.

The Student Code of Conduct can be found on the Carteret County Schools Website.

Communication

There will be multiple ways BSES will be communicating with you this year!

- School Wide we will use **ClassDojo** and a weekly **Folder and digital Newsletter system**.
- In addition a weekly phone call will be sent out on Sunday evenings.
- Reminders and announcements can be found on our Facebook page and Class Dojo School Feed.
- Teachers **are not available by phone during the school day while instruction is taking place.** If you would like to speak to your child's teacher, please call the office and a message will be left for them to call you back.
- Teachers have 24 business hours to return phone calls and emails.
- Staff emails all follow the same pattern *firstname.lastname@carteretk12.org*

Absences

Regular school attendance is necessary in order for students to be successful. In order to be considered in attendance, students must be present for a minimum of 91% of the instructional time. The student should be present in their school or at a place other than the school with the approval of school officials, attending an authorized school activity (field trips, concerts, plays, exhibits, and athletic events).

Excusable absences from school include:

• personal illness or injury that makes the student physically unable to attend school;
• isolation ordered by the State Board of Health;
• death in the immediate family;
• medical or dental appointment;
• participation under subpoena as a witness in a court proceeding;
• observance of an event required or suggested by the religion of the student or the student's parent(s) (may be limited to no more than two days per academic year);

According to system policy, within three days of a child's return to school after being absent, the parent or guardian should send the teacher a note

stating the reason for the absence. If this is not done, the absence will be noted as unexcused and will remain documented as an unexcused absence for the remainder of the year. Absences due to extended illnesses generally require a statement from a physician.

If a parent/guardian wished to apply for an absence to be excused, they will need to obtain an absence request from the office and turn it in to the Principal at least two weeks prior to the absence.

Tardies

To protect instructional time, parents and guardians are asked to avoid tardies unless the child is ill. When a child is tardy, parents will escort the child to the office to get an admittance slip for class, after which the child will proceed to his/her classroom and the teacher will document the tardy.

Checkouts During the School Day

Parents are expected to limit checking students out from school to dental and doctor appointments or emergencies. Parents should send a note to their child's teacher if early checkout is anticipated. We will not call a student to the Office for check-out until a Parent/Guardian arrives. No student will be allowed to leave with anyone without permission of the parents or legal guardians, and ID is required. No student will be allowed to check-out unless an ID is presented.

Parents who pick up their children during the school day must report to the front office for sign-out. Office personnel will call the student to meet the parent. Upon return to school, parents must provide a doctor's note for the absence to be excused.

Visitors to Our School

Parents and families are welcomed to Bogue Sound Elementary and are encouraged to become active partners in their child's education. To best protect the children, **all visitors are required to check in at the office and secure an official visitor's badge for identification purposes. Additionally, visits to any classroom should be pre-arranged with the teacher to ensure that the instructional environment is maintained and unexpected disruptions are minimized.** Items being delivered to students will be left in the front office and school personnel will see to their delivery.

Unnecessary Items at School

Personal iPads, hand held video games, skateboards, roller blades, skate shoes, trading cards, or toys of any type are not to be brought to school unless they serve a specific instructional purpose approved in advance by the teacher. If there is teacher approval for these toys, they should be kept in book bags and cubbies until such time as they are asked for by the teacher. If these things are seen and observed to be a distraction during the school day, they will be confiscated to be returned to the student's parents at the end of the school year.

The Use of Telephones/Smart Watches by Students

While students may have cell phones or smart watches with them at school, these should not be in use during the school day. These can cause a distraction to the educational environment and will be taken for a parent to pick up if they are an issue.

Replacement of Lost/Damaged Materials

Students are responsible for exercising care in the treatment of all technology, media materials, and bus and school property. Students will be financially responsible for lost or damaged materials.

Report Cards & Progress Reports

Parents will receive information on their child's progress frequently. Student work is sent home regularly for the parent review.

Parent-teacher conferences will be conducted at least twice a year; the first conference is held after the first grading period ends. Parents desiring a meeting at any other time need only send a note to the teacher or call the school at 393-1279 to set an appointment.

K-2 Report cards are sent home at the end of each grading period. Progress Reports are sent home halfway through each quarter.

3-5 grade report cards are also sent home at the end of each grading period. Third grade students receive a numerical grade for reading, math, science and social studies. We encourage parents to get access to Infinite Campus to be able to access grades at any time.

Honor Roll: All A's and B's
Principal's List: All A's

3-5 Grade Grading Scale mirrors the scale set by the North Carolina State Board of Education

A – 90-100 Superior Work
B – 80-89 Good Work
C – 70-79 Average Work
D – 60-69 Poor Work
F – below 60 Failing
I -- Incomplete Work

In all grade levels, the Encore subjects (music, visual arts, computer skills, and physical education) and classroom conduct are assessed using the following scale:

Satisfactory
Needs improvement
Unsatisfactory

Food Service

Bogue Sound Cub Café operates for the well being of students and staff. A well-balanced breakfast and lunch are offered at reasonable prices, with free and reduced price meals provided for those who are eligible. The Free and Reduced Lunch application can be completed online

Parents and students may pay in advance for meals or a la carte foods. Students have a personal account in which to bank money and pay for meals and food items without having to bring money to school each day. Parents are able to download the LINQConnect app or go to LINQConnect.com

Student Meals are Free but additional snacks are available for purchase.

Students may not charge their account for additional snacks if they do not have money.

Celebrations and Events

At BSES we believe in celebrating student success. When class parties or celebrations are held, any food that is provided **must be commercially prepared and labeled as such.** This regulation is set forth by the State of North Carolina for food safety and anti contamination purposes.

Parents will not be permitted to have "Birthday Parties" during the school day.

Sending in or bringing in a treat for your child's birthday for the teacher to give out at a convenient time or bringing a treat to give out at lunch is appropriate. Parents will not be permitted to have "Birthday Parties" during the school day.

Throughout the year we will have some events that are open to parents and families and other events that will be school family only. These will be communicated in our weekly digital newsletter and call out.

Volunteer Opportunities

It is the intent of the Carteret County Public Schools to promote and encourage the use of volunteers in order to expand and enhance parental and community involvement in the school while providing additional resources for students and faculty members. While promoting and utilizing volunteers, the Carteret County Public Schools are committed to maintaining a high level of safety and security. There will be 2 volunteer training sessions a year.

Definition of a Volunteer

A volunteer under this policy is defined as any individual who volunteers his or her time to the Carteret County Public Schools to provide direct services to, or supervision of, students and who has been approved by the office of Human Resources and the school's principal/designee to act as a volunteer in that school. Volunteers under this policy have direct contact with students under limited supervision by school staff on a scheduled basis, may spend solitary time with student(s) for short periods of time, may be outside the view of school staff or other adults with students for extended periods of time, and may be used as chaperones on field trips. Examples of volunteers are, but are not limited to, participating as a tutor during or after school, a mentor, a field trip chaperone or volunteer driver, a volunteer coach, a volunteer with band/chorus/clubs on a scheduled basis, a medical helper, and a scheduled classroom helper.

Criminal Background Check

In order to protect the safety and security of children and school staff, all volunteer applicants must submit to a criminal background check. The process is initiated by an individual completing a volunteer application. The principal/designee at each school will submit to the Office of Human Resources all volunteer applications as they are completed. The Office of Human Resources will conduct a ten year minimum criminal background check on all volunteers by utilizing internet based data or other sources reasonably available. The Office of Human Resources will attempt to conduct such criminal background checks in all states where the volunteer has resided during the previous ten years. An initial criminal background check must be performed for every volunteer. After initial criminal background checks are completed and approved, volunteers must report any subsequent

criminal charges and convictions to the principal. Failure to do so will result in that individual being deemed ineligible to work as a volunteer. At the request of a school principal/designee, volunteers may be subject to annual criminal background checks.

Eligibility

An individual who wishes to volunteer at a school shall be approved by the Office of Human Resources. Individuals whose background investigation reveals a charge, a series of charges or a conviction of a crime more serious than a traffic violation, or a pattern of charges of behavior which is determined by the Office of Human Resources to represent a safety or liability issue, shall be ineligible to be a volunteer. Also, any individual refusing to submit to a background investigation shall be ineligible to be a volunteer.

Student Health and Safety

Emergency Contacts

It is of the utmost importance that school personnel be able to contact parents or guardians at a moment's notice. All students need to provide current parent and emergency contact information. It is most important that this information be updated whenever there are changes. This would include changes in phone numbers, addresses, and custody arrangements.

Students should never come to school when they are ill. **All students should be fever free for at least 24 hours without fever reducing medication before attending school.** A student who becomes ill at school will report to the school nurse. The nurse or our office personnel will determine if the student's parent or guardian needs to pick up the student from school before the end of the day. Minor injuries will be treated at school by the school staff. Parents or emergency contacts will be notified of more serious injuries.

Medication Administered At School

School personnel under the following guidelines may administer prescription medicine:

1. An order signed by a physician with specific directions for administration must be submitted to the principal or designee. A parent or legal guardian must also sign this order. Forms needed for this are available in the school's office and with most area physicians.
2. Parents must bring the medication to the school front office in a bottle with pharmacist's label designating patient's name, dispensing instructions, name of drug, and name of physician. The office staff will count medication received in pill form while the parent observes. A record will be

kept of all children receiving medication. This record will be accessible in the school clinic.

3. A note regarding the medication will be attached to the child's health card.
4. All medication will be kept locked up in the office and administered by office personnel. Teachers will be given medication to administer to students when on field trips.

Nonprescription Medicine -- if school personnel must administer non prescription medication, it must be under the same conditions as listed previously and be in the original container. No medication will be administered by injection except when a student is susceptible to a predetermined, life-endangering situation.

Student Dress Code

- All students will be modestly dressed and groomed so as not to unreasonably distract the attention of others, or to cause disruption of or interference with the educational process or the orderly operation of the school.

- Vulgar or inappropriate printing or logos on clothing is prohibited.
- Sunglasses, hats, hoods, or caps are not to be worn inside the building.
- Pants should be fitted or secured.

- Students should wear shoes that are appropriate for PE. Tennis/athletic shoes are recommended. This expectation eliminates the wearing of flip flops, pumps or high heels, open-toed shoes, or 'crocks' during PE class or on the playground. The natural consequence for not wearing the appropriate shoes for PE and/or recess will be:

✔ In PE, children who choose not to wear tennis/athletic shoes will be expected to sit out of the activity. Cumulative times of sitting out will be reflected in their grade for PE class.

Teachers will make the final judgment call about the appropriateness of the shoes, however we encourage tennis shoes daily.

Transportation

Students at BSES who are in district have the option to ride the school bus to (and from) school or parents may transport. The bus is a privilege and all riders must follow school bus rules and maintain safe behavior.

Car Riders

Drop-Off: Please use the drop-off lane at the school's entrance. For safety

purposes, please instruct your child to leave your vehicle from the passenger side. Observe and comply with the staff members who are directing traffic.

In adherence to fire safety procedures, parking in the drop-off lane is prohibited for any reason.

Dismissal
At afternoon dismissal time all bus riders will be escorted to the bus lot and all car riders will be escorted to designated locations to wait to be called out to the car line.

Parents, please be sure that you have your car tag

If a parent chooses to walk up at dismissal, those students will be released after the car rider line is finished.

The staff member on duty at that loading point will assist each child into the correct vehicle.

Your child should have one regular way to travel home (either by bus, or by car). Occasional changes in transportation (for any given day) may be accommodated by school staff if a note is sent to the child's teacher in advance. Persons transporting your child must have your visor/dashboard card in their vehicle.

We must receive the information in writing, in advance. This pertains to bus riders as well as carpoolers. Again, this is a safety concern. Please plan ahead and communicate with us in writing to assure your child's transportation needs are met. In extreme emergency situations, requests may be made by telephone but the conversation must take place with the principal or assistant principal.

Bus Riders

We are pleased to offer a fine transportation service for our students. Bus safety rules are made to protect students while traveling to and from school.

No student will ride a bus without being assigned to it by the principal or assistant principal. For special situations, the principal may grant temporary permission to ride a different bus if passenger space is available on that bus on that day. When special permission is needed for bus transportation the parent should write a note --in advance-- to the principal (or assistant principal) for approval, specifying the special circumstances which warrant the request. In extreme emergency situations, requests may be made by telephone but the conversation must take place with the principal or assistant principal.

Classroom teachers and school bus drivers will instruct students on the safe

ways to enter and depart a school bus. Additionally, bus safety training is conducted with all students annually within the first several days of the new school year.

Carteret County Schools Bus Safety Rules

The following must be observed on all school and activity buses to ensure the safety of passengers and drivers.

1. Passengers will enter the school bus, take their seats quickly and remain seated. They will refrain from moving around or changing seats on the bus when it is in motion.
2. Passengers will keep all body parts inside the bus at all times.
3. Passengers will not throw objects inside the bus or out the window.
4. Passengers will not shout, wave or gesture to pedestrians or occupants of other vehicles from the bus windows.
5. Passengers will not bring glass bottles, stones, sticks, snakes, animals, bullets, weapons or toy guns, or anything considered unnecessary or dangerous on buses.
6. Passengers are not allowed to bring any items on the school bus that will compromise the safety of other passengers or are against school rules.
7. Passengers will not eat, drink or chew gum while riding on a school bus.
8. Passengers will keep the aisle clear and never pile books, musical instruments, lunch boxes, or other objects in the aisle.
9. Passengers will not use profane or vulgar language or gestures, tobacco, or alcoholic beverages while riding on a bus.
10. Passengers will not be loud, boisterous, or distract the driver's attention in any way.
11. Passengers will maintain complete silence at all railroad crossings.
12. Passengers will not fight, play or scuffle on the school bus.
13. Passengers will not tamper with the emergency exits or any other part of the bus.
14. Passengers will not mar or deface the bus in any way. Students will be required to pay for any damage.
15. Passengers will not tamper with fire extinguishers or first aid supplies.
16. No person will ride a bus unless assigned to it by the principal or designee.
17. Passengers will not litter the school bus and will help keep it clean.

When a **kindergarten child** rides the school bus, at least one of the following conditions must exist:

a. An adult is waiting at the bus stop;
b. An older sibling is waiting at the bus stop;
c. An older sibling gets off at the stop with the kindergartener.

Unless one of the conditions listed above is met, the kindergarten student will not be allowed to get off the bus. The bus driver will contact the school

and will return to school with the student. The school will notify the parent to make arrangements for the student to be picked up at the school.

Parents of **pre-kindergarten children** must present their child to the bus driver in the morning and must be present at the bus stop in the afternoon to accept their child from the driver. There are no exceptions to this procedure regarding these young children.

Students who fail to observe the bus safety rules will be subject to immediate disciplinary action. Each driver will attempt to correct minor disciplinary problems. If the inappropriate behavior continues, the students will be referred to the principal or assistant principal for disciplinary actions up to and including loss of bus riding privileges.

In the event of a rule or safety violation, the following measures are generally applied: (depending on the severity of the violation, a student may be suspended off the bus immediately.)

1st Offense: Verbal warning and explanations of why the infraction cannot be tolerated. Note goes home to be signed.

2nd Offense: After repeated warnings, the parent will be contacted by telephone or letter to explain the seriousness of the problem and to request assistance in solving the problem.

3rd Offense: If problems persist, the child may be suspended from the bus for three days. If problems continue, the child may be suspended from the bus for a week (5 days) or longer. If the student still cannot observe the bus safety rules, the child will not be permitted to ride the bus for the remainder of the semester and possibly for the year.

The before-mentioned consequences are used in order to ensure that the safety of the bus riders and the driver is not compromised. We must work together to make the bus riding experience a safe and enjoyable one for all. **Video cameras are used to monitor the activity on a school bus.**

Additional Policies

In addition to the guidelines included in this booklet, the laws of the state of North Carolina and the policies of the Carteret County Board of Education govern Bogue Sound Elementary. There are a number of Board of Education policies students and parents should be aware of. These are available on the Carteret County Schools website.