

# College Road Early Childhood Center

## 2018-2019 Family Handbook

North Carolina Pre-Kindergarten  
New Hanover County Schools Kindergarten  
NHCS Exceptional Children's Program



### **“BUILDING A FOUNDATION FOR LIFELONG LEARNING”**

Our Mission is to work alongside parents to provide students with a solid foundation for success that will enable them to accomplish their goals and engage in responsible citizenship in the 21st Century.

We strive to provide a safe environment for all students, staff, families, volunteers and visitors. The following procedures have been put in place to safeguard our learning environment. The policies, procedures, and practices contained in this handbook are as complete as possible. From time to time, unanticipated situations may occur and reasonable actions will be taken to deal with these situations.

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<b><u>School Hours</u></b>	

7:30 a.m. – Students are allowed to enter the building and go to breakfast or to their classroom. Students eating breakfast should report directly to the cafeteria before going to the classrooms.

7:55 a.m. – The 5-minute warning bell will sound. Students should be finishing up breakfast at this time.

8:00 a.m. – Students must be in class or they will be reported as tardy in our attendance system (PowerSchool). Any absences or tardies (excused or unexcused) will be reported on quarterly report cards.

- A student must be in attendance at school by 11:15 to be counted present. Any student arriving after 11:15 is counted absent.

2:00 p.m. – Buses begin loading to go to Bellamy Elementary. From Bellamy, students are able to ride their assigned bus home, their after school care van, or be picked up by a parent/guardian in the car line.

### **Attendance and Punctuality**

Regular attendance is the key to scholastic success. Students with strong attendance records perform better academically and socially. Parents, students, and school personnel are responsible for promoting positive attendance attitudes. Tardiness is a serious problem since students miss valuable instructional time and disrupt the classroom when late for school. The CRECC staff encourages every child to come to school every day and is committed to helping both students and parents achieve this goal.

#### **When a student is absent:**

1. Parents are asked to submit an absence note within 3 days of a student's return to school. The note should state the child's name, date(s) of absence, and specific reason for absence. The principal or his designee may request verification of illness.
2. If a note is not provided by the third (3rd) day of attendance, the child's absence will remain unexcused.
3. Excessive absences may result in referral to the school social worker. According to North Carolina State Law and New Hanover County Schools policy, the following are reasons for an excused absence:
  - a. Illness of the child
  - b. Death in the immediate family
  - c. Court proceedings
  - d. Quarantine
  - e. Religious observances

Trips taken while school is in session are unexcused absences. Parents are requested to plan vacations and trips during school holidays, Spring Break and Summer Vacation.

#### **When a student is tardy:**

1. School begins promptly at 8:00 a.m. Students are tardy after the 8:00 a.m. bell.
2. When a student is tardy, a parent or guardian must accompany the child to the school office to be checked in. The office staff will provide the student with a tardy slip that the parent or guardian must sign before the child is admitted to class.

3. If appointments must be made during school hours, a doctor's note is required for the tardy to be counted as excused.

According to North Carolina Law and New Hanover County School's policy, traffic, car trouble, oversleeping, etc., are not excused reasons for tardiness.

### **Illness**

Students with a fever of 100 degrees or more must remain home and be fever free for 24 hours without the use of fever-reducing medication before they may return to school. If a student needs to be dismissed early, please notify your child's teacher in advance if at all possible. An absence note is required when the student returns to school from an illness.

### **Early Dismissal/Check-out**

Students will not be sent to the office to wait for a parent to pick them up. The parent or guardian must come into the office to check the student out.

- There will be no checkouts after 1:30 pm.

### **Change of Transportation**

A note should be written to the teacher. In case of emergency, transportation changes must be ***made by 1:30 p.m. by phone to the main office***. Please do not leave transportation changes on a teacher's voicemail, Bloomz or email. They may not be able to check their messages in time for the change to occur. If a child tells a teacher they need to go home a different way, without a note, the child will be sent home as usual. Direction must come from the parent/guardian only.

### **Telephone**

The school telephone is reserved for school business and emergency use only. Therefore, students are permitted to use the telephone only in cases of emergency. Calling parents to obtain permission to change transportation plans or when they forget homework is not considered an emergency. After school arrangements should be made between student and parent/guardians before leaving for school in the morning or by sending the child's teacher a note.

If an emergency arises during the day, please call the office before 1:30 p.m. to make any changes in afternoon dismissal.

### **Perfect Attendance**

Outstanding attendance will be recognized by our staff with an appropriate celebration at the end of each grading period and at the end of the school year. To qualify for a Perfect Attendance certificate, a student must be present for the entire grading period with no unexcused tardies. A New Hanover County Perfect Attendance certificate is awarded to students who have perfect attendance for all 185 school days.

## **Student Dress Code**

College Road Early Childhood Center will adhere to the following New Hanover County Schools Dress Code (Policy #8520) for Students. All staff members will enforce the dress code policy as outlined below. Teachers will review the dress code policy at the beginning of the school year and remind students as needed.

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. Specific dress code requirements are listed below:

1. The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops, tube tops, or tank tops are allowed.
2. Net shirts, bare midriffs, or other revealing attire are not acceptable.
3. Short dresses, short skirts, or short shorts will not be allowed.
4. Pants or shorts must be worn at the waistline. No underwear shall be revealed.
5. Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
6. No clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

When, in judgment of the principal, a student's appearance violates the intent of this policy, the student will be required to make necessary modifications. Students in violation of this dress code will have a referral to the office and parent will be called to bring appropriate clothing. (Continued violation of the dress code policy could result in an out-of-school suspension) (Board Policy # 115C-378).

## **Visitors/Volunteers**

Visitors are welcome at CRECC. For the safety and protection of students, all persons entering the school must sign in and out at the school office and wear an identification badge while in the school. This includes School Board employees, parents, substitute teachers, community agencies, and other visitors. The staff will approach any individual without a visitor's pass and escort them to the office. Trespassers are subject to legal action. Our intent is to protect the students and staff by knowing who is in the building at all times during the day. Parents and visitors are not allowed to loiter on the school grounds or outside of classroom doors. Students are not permitted to have visitors during the school day, unless they are eating lunch or have made prior arrangement with the classroom teacher. Students are not permitted to bring visiting students, friends, or younger siblings to school. School buildings and grounds are tobacco-free at all times.

Our staff asks that parents respect the students' instructional time and not go to the classrooms during arrival time or during the school day without a prior approved appointment. Office personnel will relay messages to

students during the school day. Office personnel will also handle items that may need to be delivered during the school day. These items may include lunches, money, homework, and books.

### **Child Custody**

The school system and school recognize that issues related to the legal and physical custody of students are complicated and can influence the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress, attend school functions, school meetings, and view education records.

Unless a court order decrees otherwise, official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.

Court orders regarding child custody issues must be in the child's educational file. Only court orders signed by a judge may be honored. Notarized forms or letters from parents are not acceptable. Please notify the office prior to the first day of school if there are child custody orders regarding procedures for parent pick-up or visitations.

Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

### **Safe and Orderly School Environment**

1. All side and back doors to CRECC will be locked at 8:00 a.m. Please use the front entrance to enter our school.
2. To provide the best instruction for all students, we ask parents to schedule parent conferences. We ask that you not visit the classrooms during the day to have an unscheduled conference.
3. Please sign in (and out when you leave) with the Ident-a-kid computer in the lobby whenever you visit our campus to volunteer, attend a conference, or eat lunch with your child. Please place the color photo sticker badge in a place that staff members can easily see.
4. Current emergency phone numbers are required. Please advise the office and your child's teacher when an emergency notification number changes. This includes your cell phone numbers, work numbers, and those of anyone we may call if you cannot be reached.
5. Please follow the procedures for parent pick-up and drop-off. These procedures are in place for the protection and safety of our students.
6. To protect our students, you may be asked to show Identification (ID) when checking out a student. We do this because we care about your child's safety and want to ensure that the student is leaving with the person listed on our check-out list.

## **Student Arrival and Departure**

Student safety is our most important concern. Your cooperation will help ensure that all our students arrive and depart safely each day. Early arrivals in the morning or afternoon are asked to stop your car at the light pole with the cone so school buses will be able to make the turn to drop off students or line up in the afternoon.

### **Car Riders**

1. Morning Car Arrival - After the 7:30 bell, pull your vehicle as far forward as possible for drop-off. Staff members and/or parent volunteers will assist the students out of the vehicle. Students shall remain in car until assisted by a staff member/volunteer. Please teach your child how to unbuckle seat belts as staff members will not unbuckle your child's safety restraints.
2. All car students will arrive along the front sidewalk each morning and walk along the fence and enter the building from the side door.
3. Afternoon Car Departure - We will begin after the buses leave for Bellamy. Students will be called and staff members will assist students. If students need extra time buckling, parents are welcome to pull up to the front few parking spots. Please make sure everyone is buckled before leaving our campus. Car duty personnel will not buckle or unbuckle your child's safety restraints.
4. All car pick-up students will exit the building from the front cafeteria door and get to the sidewalk through the gate closest to the front door. Students will wait in the cafeteria until they are called.
5. In order to help make parent pick-up work quickly and safely, please remain in your vehicle and display the car rider sign provided by the school with the student's name.

### **Parent, Volunteer, & Guest Parking**

- Parents and visitors may park in the lot located in front of the building using the parents and visitors entrance.

### **Student Code of Conduct**

Each student is expected to respect the rights, freedoms, and needs of their fellow students. The following is a list of expectations that reflects the beliefs of the staff, students and parents at CRECC:

1. Treat others with respect.
2. Treat others the way that you would like to be treated.
3. Respect the rights and property of others.
4. Talk appropriately at all times.
5. Conduct yourself in a safe and responsible manner.
6. Be prepared to work and do your best.

Consistent with Public School Laws of North Carolina and State Board of Education Policy, each school will develop discipline rules and procedures that provide incentive for citizenship and escalating consequences for repeat offenders. Schools are encouraged to consider student and parent input in devising rules (Board of Education Policy #8410).

### Potential Disciplinary Action

1. Student conferences
2. Parent conferences
3. Alternative placement
4. Out of school suspension
5. Possible removal from extracurricular activities
6. Referrals to other support services

The school system's Code of Student Conduct is distributed separately during the first week of school. It contains specific information concerning behavior, disciplinary consequences, expectations, and rights of students. Both parents and students should read and understand its contents thoroughly. Disruptive students who interfere with the educational process and/or do not comply with regulations and procedures are subject to administrative action.

### School Wide Discipline Procedures

We establish an atmosphere where children not only receive a quality education but also feel safe. We strive to establish a climate of high expectations (both academically and behaviorally), and we honor each other for our uniqueness and diversity. We request your support and cooperation as we establish a partnership in your child's education. Working together will ensure that your child is provided the skills and opportunities required to overcome the challenges of the future.

Our children have the right to feel safe and secure at school. Every staff member helps develop a school climate in which each student can experience success. Rules are established to help students learn and to prevent harm and injuries. They should be practiced both in school and at home. With your help, we can create a nurturing climate that fosters success and allows every student to feel safe and welcome.

The conduct of all students should be such that teachers and students can conduct their teaching and learning in an orderly and meaningful manner. The school will make every effort to contact the parent or guardian if a problem arises.

We have worked to establish an atmosphere where all children feel safe, secure, and happy to have the maximum opportunity for learning. In an effort to accomplish this goal, we have two school-wide expectations:

- We all have the right to learn and live safely.
- We are all expected to show respect and to be polite.

Each teacher has a detailed classroom discipline plan that addresses specific rules and consequences for inappropriate behavior and reinforcements for appropriate behavior. These plans will be shared with students and parents at the beginning of the school year and revisited when necessary. Severe disruptions and serious



offenses may lead to an immediate suspension from school at the discretion of the administrators and/or designee.

### Fire Crackers/Weapons/Explosives

Possession of a weapon (Board of Education) will result in suspension and referral to law enforcement officials.

Firecrackers, weapons and other explosive devices are not allowed at school or on the school bus. Students who violate this policy will be subject to disciplinary action. Fire causing devices such as matches, cigarette lighters are strictly forbidden on school grounds. This policy will be strictly enforced and will be reported to a law enforcement agency and/or result in suspension from school.

The principal has the discretion to suspend or refer the student to other programs depending on the severity of the behavior. Suspension could be invoked at any time for violation of school rules.

### Office Referral Procedures

Students may be referred to the office when behaviors are on-going and/or are serious. In these cases, the principal will impose appropriate consequences to help the student correct the behavior. These developmentally appropriate consequences may include a conference with the student, warnings, phone calls/letters to parents, and out- of-school suspension. The severity of discipline/consequence will coincide with the severity of the behavior and the number of times a student has been referred to the office. Some infractions may result in 1 or 10 days suspension from school.

### Vandalism

Students who choose to vandalize school property, equipment, or instructional materials will be held responsible for replacement or repair. Defacing or purposefully damaging school property in any way will lead to disciplinary action. It is also against the law for students to vandalize school property. The teacher or the principal will notify parents if a child has vandalized school property. Students who choose to take or destroy another student's property will be held responsible for its replacement or repair. In addition to replacing or repairing damage, students will be subject to other consequences for this behavior.

### Radios, iPods, cell phones, CD/ DVD Players, and Toys

Radios, iPods, cell phones, CD or DVD players, toys or any trading cards are not to be brought to school or on the school bus unless specifically related to a class project. Students who violate this policy will have the item stored in the main office until arrangements can be made for the parent/guardian to pick them up. Only items requested by the teacher are allowed at school. Students are discouraged from bringing (unless requested by the teacher) electronic games, computer games, calculators, Nintendo Ds/3Ds, PSP or PlayStation Vita, and any other mobile devices to school. These items can be distracting, frequently misplaced, and pose a temptation for stealing. The school cannot be responsible for stolen or lost items.

### Sale or Trade of Items

Students are not to engage in the sale of items to other students or the trading of items with other students. The sale of candy, gum, pencils, clothing or any other item is not permitted.

### **School Nurse**

Our school nurse administers first aid, assesses for illness/injury, performs lice checks, distributes health information, works to ensure that immunizations are current, and serves as a resource to the school staff and parents. If you need to contact our nurse, her extension is 103. She is here daily from 8:00 am to 2:00 pm.

### **Dental Health**

The New Hanover County Health Department's Dental Health Division provides dental services for school children throughout the county. Our Dental Hygienist also provides education classes and materials to aid teachers in planning dental health units, check students' teeth, and make appropriate referrals to a dentist. If you feel your child may be eligible for free dental care, please call the New Hanover County Health Department for more information.

### **Medication Administration**

Any (prescription or over the counter) medication administered during the school day must be brought to school by the parent in the original bottle that it was dispensed in. A physician's authorization must accompany the medication and parent must complete a form that gives the school personnel permission to administer to their child. If we do not have both of these authorizations to give the medication, parents must come to the school, have the student come to the office and administer the medication themselves.

### **Health Assessment**

North Carolina law requires a Kindergarten Health Assessment (Physical Examination) before a child can enter kindergarten. The required forms are available at College Road Early Childhood Center. An examination can be obtained from your private physician or at the New Hanover County Health Department.

### **Crisis Procedures**

In the event of an emergency that would cause the school to be evacuated, we will walk through the adjacent neighborhood and wait for NHCS transportation to relocate students based on the severity and nature of the emergency. For all other emergencies, students and staff will remain on site and follow established crisis procedures. We ask that you follow these procedures if you hear of an emergency at school. It is important that you remain calm. The school staff will do everything possible to make and keep your child as safe as possible during any crisis at school.

1. New Hanover County Schools will use the Connect5 emergency calling system to inform parents of critical emergencies at the school. Please make sure we always have your current phone numbers in the office.
2. Do not attempt to come to the school. Access roads need to be clear for emergency personnel and vehicles. Traffic congestion will make emergency response much more difficult for law enforcement, ambulances, and fire departments to get to the school to deal with the emergency quickly.

3. Remain at home or at work to make it easier for officials to contact you, if necessary. If the school sends your child home on the bus, it is important that you be there to receive your child.
4. Picture identification will be required to sign out a student in the office.
5. Do not call your child's school as telephone lines will be needed to deal with the emergency. If the phone system is overloaded it will hamper efforts to provide and receive necessary information.

## **Annual Notice about Educational Records**

The Family Educational Right and Privacy Act (FERPA) requires New Hanover County Schools to annually notify parents and students who are 18 years of age or older about their rights concerning educational records. The following information summarizes these rights. Parents and students 18 years of age or older have the:

1. Right to confidentiality of the Official Record at the collection, storage, disclosure and destruction stages.
2. Right to inspect, review, and obtain free copies of the Official Record.
3. Right to have a representative of your choosing inspect and review the Official Record with you.
4. Right to a full explanation, interpretation, and analysis of the Official Record by the principal or designee.
5. Right to add data or information to the Official Record which explains or clarifies information contained in the Official Record.
6. Right to a list of the types of and the location of all records maintained and disclosed by New Hanover County Schools.
7. Right to know that written consent is required to disclose the official record to others EXCEPT for the following: NHCS officials, teachers and other employees (list posted at each school), other schools where a student intends to enroll, state and federal education authorities, financial aid applications, studies and research, accrediting organizations, judicial order or subpoena, health or safety emergency, and Directory Information.
8. Right to request the correction or removal of information from the Official Record if you believe it is inaccurate, outdated, irrelevant, misleading or violates privacy.
9. Right to a hearing, if NHCS refuses your request to correct or remove information from the Official Record.
10. Right to file a complaint regarding records with the U.S. Department of Education, FERPA Office, Washington, D.C. 20202. Complaints must be written and specify allegations of fact.
11. Right to obtain copies of the New Hanover County School Board Policies on records from the New Hanover County Schools Superintendent's Office.
12. Right to know that the New Hanover County Board of Education has designated a student's name and school of enrollment as Directory Information.
13. Right to know that Directory Information is disclosed as a part of officially designated school activities such as: team/activity rosters, scholar athlete awards, athletic eligibility, honor society, honor roll, good citizens, academic scholars, presidential awards.

14. Right to refuse to allow New Hanover County Schools to disclose Directory Information by notifying the principal within 10 days of receipt of this notice.
15. Right to know that when records are no longer needed, NHCS destroys them according to a destruction schedule. NHCS permanently maintains only the following information: student name, address, phone number, grades, attendance, classes attended, grade levels completed, date of birth and identification numbers
16. Right to know that a graduating senior's name, address, phone number and school name are disclosed to the military. NHCS has designated the Assistant Superintendent for Student Support as the school official responsible for ensuring confidentiality of the Official Record. A student's principal also is responsible for maintenance and security of the Official Record. Please direct any inquiries or requests concerning your rights and the Official Record to the principal.

