

Murrayville Elementary School  
Parent & Student Handbook



2016-2017

# Murrayville Elementary School

## Mission:

The mission at Murrayville Elementary is to provide a nurturing learning environment which develops lifelong learners to become college and career ready. Every Mariner matters and every moment counts!

## Vision:

At Murrayville, we will create a continuous pathway to an outstanding educational experience.

- Students will come to school daily, on time, prepared and ready to learn while being respectful, responsible, safe and kind.
- Staff will build an environment without judgment, where creativity and learning are evident.
- Families will support at home and partner with school staff to promote health, well-being and the importance of learning.
- Community will support and enhance educational opportunities by partnering with our school.

Dear Students and Parents,

This handbook is for the parents and children who attend Murrayville Elementary School. It outlines some of the school's policies and procedures, as well as provides general information about the school. We encourage you to refer to this handbook often and hope that you will find it useful.

The Murrayville School Faculty and Staff

### Contact Information

Address.....225 Mabee Way  
Wilmington, NC 28411

Phone: .....910-790-5067

Fax: .....910-790-5068

Internet Address:

<http://www.nhcs.net/mville>

E-mail Address:

[murrayville@nhcs.net](mailto:murrayville@nhcs.net)



If you wish to leave a message with a teacher during school hours, please leave a message on their voice mail.

They will return your call as soon as possible. You may also choose to send a message to a staff member using their e-mail address.

*\*\*\*Do not leave a message if you have a transportation change for your child. Please*

*call the front office by 1:15 p.m. with any change in transportation or messages for your child.\*\*\**

### Policies

We strive to provide a safe environment for all our students and staff. The following procedures have been put in place to safeguard our learning environment.

### Safety

All side doors other than the main entrance will be locked at all times. Please use the front entrance to enter the school.

Whenever visiting Murrayville School whether for a conference, to join your child for lunch, or to volunteer, please stop by the office and sign in on the computer and put on a visitor's badge. We also request that you sign out when you leave.

To protect our students, you may be asked to show ID when checking your child(ren) out of school. We do this because we care about your child's safety.

Current emergency phone numbers are extremely important. 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 who we may call if you cannot be reached.

Please follow the procedures for parent pick-up and drop-off as outlined on the next page. They are in place for the protection of all our children and Murrayville School families.

## Student Arrival and Departure Procedures

Student safety is our most important concern. Your cooperation will help ensure that all our students arrive and depart safely each day. Students may not enter the school building before 7:15 a.m. Dismissal is at 2:15 p.m. **Please notify the school before 1:15 p.m. if there are any changes in your child's method of transportation from school.** If at all possible, please send a note with your child in advance. **No individual student check-outs will be allowed after 1:45 p.m.** as this creates unnecessary confusion in the office at dismissal time.

### **CAR DROP-OFF / PICK-UP PROCEDURES**

Please be courteous to other drivers and vigilant in watching out for the safety of our students. While in the car line, please do not use your cell phone so that we can communicate with you clearly.

#### **DROP-OFF PROCEDURES:**

- All car students will arrive and depart from the front of the building
- Pull your vehicle as far forward as possible for drop-off. Please watch for staff- they will wave you forward
- Please have your child on the passenger side of the vehicle when dropping off
- Please do not drop off your child in undesignated areas including the staff and bus lots, or by the mobile units
- All students and guests will use the front/main entrance when entering the building

#### **PICK-UP PROCEDURES:** Car students must be picked up by 2:30.

- All parents must place the official MES car sign(s) on their car dash board when picking up their child(ren). If you do not have the official MES car sign(s), you will be asked to park and go to the office to get one. Parents cannot make their own car signs. This is for the **safety of our** students. Parents will receive two cars signs at open-house. If more are needed, please contact the office.
- Please pull your car up to the corresponding cone number (1-6) at which your child is standing

- Leave student name card on display on dash or hanging in front of windshield until your child has been picked up
- All students will be placed on the passenger side of the vehicle during pick-up
- If you should need additional time to secure your child(ren) and or arrange items in your vehicle, please pull past the drop-off area and park in a space to give you additional time
- You must yield to all pedestrians walking across the crosswalk
- During the afternoon, cars waiting for dismissal to begin will need to pull off of Mabee Way Road and onto the grassy shoulder until the dismissal line starts. It is important that we **do not block** any of the incoming or outgoing traffic for emergency vehicles and buses that must be able to enter and exit the campus safely at all times.

**Walking Students:** We ask that parents wait by the media center door display the MES walking signs to the staff to indicate your child(ren) are walkers. **This will help staff identify walking students from car students.** You must have your walking sign at all times. You may also take a picture of your walking sign on your phone and display the MES walking sign that way as well.

**Bus Students:** All buses will arrive and depart from the circle at the blacktop area.

#### **Parents Walking Student to Class:**

In order to ease student anxiety, parents with students in **grades 1-5** are permitted to walk students to the classroom the **first week** of school. Due to staggered enrollment for **kindergarten students**, those parents are permitted to walk students to the classroom the **first two weeks** of school. Effective the following Monday parents may walk students as far as the **center foyer** and then must let them walk the rest of the way independently. Teachers are always at the door or in the rooms to greet children, and supervisory stations are set up strategically throughout the building.

## Student Attendance

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. The Murrayville School staff wants every child to come to school every day and is committed to helping both students and parents achieve this.

### If a student is absent:

- ◆ An absence note is required for the student's return to school. The note should state the child's full name, date(s) or absence, and specific reason for absence. The principal or his designee may request verification of illness.
- ◆ If a note is not provided by the third (3<sup>rd</sup>) day of attendance, the child's absence will be marked unexcused.
- ◆ Excessive absences may result in referral to the school social worker for possible legal action or may result in retention.

According to New Hanover County policy, the following are reasons for an **excused absence**:

- ◆ Illness of the child
- ◆ Quarantine
- ◆ Death in the immediate family
- ◆ Religious observations
- ◆ Court proceedings

**Family vacations** are not deemed as excused absences. We do understand that families need to spend quality time together and that does mean missing school periodically. However, these absences will be documented as unexcused. Students will be responsible for missed assignments. Make-up assignments should be completed within 10 days after returning to school. Please consult with your child's teacher.

### If a student is tardy:

- If you arrive at school after 7:45 am, your child(ren) is tardy
- There will be a sign in the roadway to indicate that you need to park and come into the building with your child(ren) to check them in at the front office
- Upon entering the building you will have to use the new Ai (buzzer system) to get access into the building as all doors are locked after 7:45 am. **You must enter the door directly next to the buzzer.**

According to New Hanover County policy, the following are reasons for tardiness to be counted as excused:

- ❖ Medical or dental appointment with a doctor's note

Note: According to county policy, traffic, car trouble, oversleeping are not excused reasons for tardiness. If a school bus is late, the students are not counted as tardy.

### If a student must be dismissed early:

Dismissal time is 2:15 PM. If a student needs to be dismissed early, please notify your child's teacher in advance if at all possible. If your child is dismissed early for a medical or dental appointment, please remember to send a doctor's note with your child the following school day for the early dismissal to be counted as excused.

**There will be no check outs after 1:45 PM.**

## Perfect Attendance

Perfect attendance is recognized at our awards assemblies. To achieve perfect attendance, the student must have **zero absences**.

**Murrayville Mariners**  
**School Wide Expectations**

<b>School Wide Expectations</b>	<b>Respectful Marine</b> 	<b>Responsible Marine</b> 	<b>Safe Marine</b> 	<b>Kind Mariner</b> 
<b>Classroom &amp; Specials</b>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Inside voices</li> <li>*Use good manners</li> <li>*Use good manners</li> <li>*Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time and ready for your best work with a positive attitude</li> <li>*Do your best work and learn.</li> <li>*Take care of property and materials</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk</li> <li>*Get permission and pass to leave class</li> <li>*Use materials properly.</li> <li>*Keep chairs still and all 4 on the floor</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>*Help others</li> <li>*Share</li> <li>*Take turns</li> <li>*Include everyone</li> <li>*Greet your teacher &amp; classmates</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Inside voices</li> <li>*Use good manners</li> <li>*Serving line is a quiet zone</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit quietly</li> <li>*Clean up your area</li> <li>*Raise your hand for help</li> <li>*Go through the line once and get extras then</li> </ul>	<ul style="list-style-type: none"> <li>*Sit properly until dismissed</li> <li>*Keep hands, feet and other objects to yourself</li> <li>*Report all spills to an adult</li> <li>*Walk in a single file line</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>*Greet the cafeteria workers</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>*Respect privacy of others</li> <li>*Voices off</li> <li>*Use facility as intended</li> <li>*One person per stall</li> </ul>	<ul style="list-style-type: none"> <li>*Wash your hands</li> <li>*Place paper towels in trash cans</li> <li>*Do not write on walls or stalls</li> </ul>	<ul style="list-style-type: none"> <li>*Keep floor dry</li> <li>*Report any negative activities to an adult</li> <li>*Go with a buddy</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Voices off</li> <li>*Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in a 3-5 line: Silent, Straight &amp; Still</li> <li>*Hold door open for person behind you</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in a 3-5 line: Silent, Straight &amp; Still</li> <li>*Stay on right side of hall; 2 feet from the blue</li> <li>*Hands and feet to yourself</li> <li>*Stop at STOP signs</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>*Help others</li> <li>*Hold doors safely</li> <li>*Greet others with a wave</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Inside voices</li> <li>*Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of property and materials</li> <li>*Treat others how you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk</li> <li>*Enter and exit bus appropriately</li> <li>*Sit in assigned seat &amp; keep aisles clear</li> <li>*Quiet voices</li> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Listen and follow directions of adults on your bus</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>*Help others</li> <li>*Say hello and goodbye to the driver</li> </ul>
<b>Media Center</b>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>*Voices off</li> <li>*Enter and exit quietly</li> <li>*Wait patiently to check out</li> </ul>	<ul style="list-style-type: none"> <li>*Return books to appropriate place</li> <li>*Handle books and materials appropriately</li> <li>*Choose appropriate books for your level</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet and objects to yourself</li> <li>*Always walk</li> <li>*Ask for help for items out of reach</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>*Help others</li> <li>*Greet your teacher</li> <li>*Hold door open for person behind you</li> </ul>
<b>Multi-Purpose Room/Assemblies</b>	<ul style="list-style-type: none"> <li>*Voices off</li> <li>*Use good manners</li> <li>*Listen and follow directions of an adult</li> <li>*Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Raise your hand if you have a question</li> <li>*Use appropriate audience behavior</li> <li>*Walk in a single file line</li> <li>*Sit properly until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in assigned space</li> <li>*Voices off</li> <li>*Respect personal space</li> <li>*Always walk</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>*Help others</li> <li>*Clap/cheer when appropriate</li> </ul>

<b>Dismissal</b>	<ul style="list-style-type: none"> <li>*Listen and follow directions</li> <li>* Voices off when walking to designated area</li> <li>* Walk 2 from the blue.</li> <li>* Hands to yourself; respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Exit the building quietly when instructed</li> <li>*Walk to the van, bus or car.</li> <li>*Pay attention for your name, bus number or van</li> <li>*Voices off when waiting for adults to call your bus, car or van</li> <li>*Keep all your belongings inside of your book bag</li> </ul>	<ul style="list-style-type: none"> <li>*Sit properly until called</li> <li>*Exit quietly and promptly</li> <li>*Walk in a single file line safely with your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Use friendly words and actions</li> <li>* Greet the driver with a wave</li> <li>* Hold the door open for others</li> </ul>
<b>Broadcast &amp; Announcements</b>	<ul style="list-style-type: none"> <li>*Voices off</li> <li>*Stop what you are doing and listen and/or view.</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate audience behavior</li> <li>* Stay in your place</li> <li>* Fully participate with the pledge of allegiance and moment of silent.</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in assigned space</li> <li>*Voices off</li> <li>*Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Acknowledge the achievement of others</li> <li>*</li> </ul>

## Student Discipline

Our children have the right to feel safe and secure at school. Every Murrayville School 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 injury. 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.

### School-wide Expectations:

Students, parents, and teachers will work together to help each child learn in a safe, secure environment. Classroom rules are to be a visible part of the classroom setting. Each child will receive appropriate attention to correct inappropriate behavior. Teachers and teacher assistants will address student discipline. If a student behavior warrants additional attention, action will be taken by the principal or assistant principal.

Parents are encouraged to be actively involved in all phases of their child's education. Please feel free to arrange a conference with your child's teacher, guidance counselor, assistant principal, or principal. We welcome your involvement.

### Referral Procedure:

A student sent to the office for discipline will receive the following at the discretion of the principal or assistant principal. Due to the serious nature of some behaviors, a parent conference or additional action may be taken immediately.

**First Offense:** Verbal warning

**Second Offense:** Phone call to parent or guardian

**Third Offense:** Parent conference and additional appropriate actions including but not limited to school suspension.

**Fourth Offense and Other Offenses:** County policy states that students with multiple short-term suspensions during a school year may be suspended for a long term.

### 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 reflect the beliefs of the staff, students, and parents at Murrayville.

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

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching and learning. Copies of the New Hanover County School Board Policy #8410 on Student Discipline are distributed to parents who request a copy in writing from the school administration. The information is also posted on the NHCS website at [www.nhcs.net](http://www.nhcs.net). (See Discipline Procedures).

The following are examples of unacceptable student conduct:

- ◆ Disruption of learning environment
- ◆ Verbal or physical abuse of peers or staff
- ◆ Destruction of school property or the property of others

### Suspension

Students who continually disrupt class or exhibit other unacceptable behavior may be suspended from school for up to ten days. Every effort will be made to enlist parent assistance before a student is suspended.

### Bullying

Bullying is defined as the intimidation or harassment of others by the real or threatened infliction of physical, verbal, written, or electronically transmitted or emotional abuse or through attacks on the property of another. Murrayville School has a zero tolerance policy against bullying.

Behaviors	Minor Behavior Definition	Major Behavior Definition
<b>Inappropriate Language</b>	Unsuitable use of words that are not curse words, calling names, use of inappropriate tones.	Indecent language. Swearing or curse words directed towards others in a demeaning or provoking manner.
<b>Physical Contact (minor)/Aggressive Behavior (major)</b>	Inappropriate touching with the hands or feet or other objects <b>which does not</b> result in injury.	Physical contact with the <b>intent or outcome of causing injury or harm</b> to others.
<b>Noncompliance (minor) Defiance(major) /Insubordination (major)</b>	Refusing to obey. Challenging or resisting authority.	Refusing <b>boldly</b> to obey. Challenging or resisting authority. Verbal defiance.
<b>Disruption (minor)/ Disruptive Behavior (major)</b>	Any disturbance or interference that takes away from the learning environment <b>which does not</b> cause physical harm or to one's self or others.	Any disturbance or interference that takes away from the learning environment and/or threatens the safety of others.
<b>Property Misuse or Damage</b>	Use of property in a way in which it was not designed <b>which does not</b> cause	Intentional destruction of property belonging to the school, another student,

	physical harm or injury to one's self or others.	or the teacher through <b>misuse or aggressive behavior</b> .
<b>Technology Violation (Property misuse or damage)</b>	Use of technology in an inappropriate way.	Use of technology in an inappropriate way that can cause harm to others (cyber-bullying, inappropriate sites).
<b>Teasing (minor)/ Bullying (major)</b>	Words or actions said with the intention of hurting another's feelings. (single time)	Bullying, <b>repeated</b> verbal abuse, threats to others, inappropriate touching, inappropriate gestures, pictures or notes. (multiple times)
<b>Inappropriate Items/ Weapons</b>	Having possession of items of a harmless nature that are not related to instruction	Having possession of a weapon or weapon look-alike either pretending or being capable of causing bodily harm.

<b>Major Behaviors</b>	<b>Definition</b>	<b>Examples</b>
<b>Use/Possession of Tobacco, Alcohol, and other Drugs</b>	Any possession of tobacco, alcohol, and/or other drugs.	Tobacco, alcohol, and/or other drugs found in a backpack, purse, jacket, or pockets of a student.
<b>Use/Possession of Combustible Items</b>	Items used to ignite and/or cause explosions.	Ammunition, matches, lighters, firecrackers, bottle rockets, etc.
<b>Bomb Threat / False Alarm</b>	Falsely saying there is a bomb and/or pulling a fire alarm.	Pulling the fire alarm, saying there is a bomb.
<b>Arson</b>	Attempting or causing a fire to ignite.	Lighting a fire.

## NEW HANOVER COUNTY SCHOOLS ANNUAL NOTICE ABOUT EDUCATIONAL RECORDS

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

- ◆ Right to confidentiality of the Official Record at the collection, storage, disclosure, and destruction
- ◆ Right to inspect, review, and obtain free copies of the Official Record
- ◆ Right to have a representative of your choosing inspect and review the Official Record with you
- ◆ Right to a full explanation, interpretation, and analysis of the Official Record by the principal or
- ◆ Right to add data or information to the Official Record which explains or clarifies information contained in the Official Record
- ◆ Right to a list of the types of and the location of all records maintained and disclosed by New Hanover County Schools
- ◆ 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
- ◆ 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
- ◆ Right to a hearing if NHCS refuses your request to correct or remove information from the Official

- ◆ Right to file a complaint regarding records with the U.S. Department of Education, FERPA Office, Washington, DC 20202. Complaints must be written and specify allegations of fact.
- ◆ Right to obtain copies of the New Hanover County School Board Policies on records from the New Hanover County Schools Superintendent's Office
- ◆ Right to know that the New Hanover County Board of Education has designated a student's name, address, telephone listing, electronic mail address, date and place of birth and school of enrollment as Directory Information
- ◆ 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
- ◆ Right to refuse to allow New Hanover County Schools to disclose Directory Information by notifying the principal within ten days of receipt of this notice
- ◆ 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 number
- ◆ Right to know that the name, address, phone number, and school name of each high school student is disclosed to the military and colleges/universities as requested

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.



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### **Academics**

Murrayville Elementary School's curriculum is guided by the Common Core and Essential Standards. All instruction is provided with the framework established by the Department of Public Instruction. It is essential that all students' reading and mathematical skills be at or above grade level. The writing program is also consistently taught as a part of the communication skills curriculum. Science, social studies and health are taught through the integration of content into meaningful lessons. Music, art, physical education, and technology, the itinerant classes, expose students to numerous concepts that enhance and support the core academic subjects.

### **Accidents**

Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school secretary and classroom teachers always have a current emergency phone number. In the event of an accident, an Accident/Incident Notification form will be completed and on file in the school office.

## Acceptable Use Policy

In order to use a computer at Murrayville Elementary, each student is required to have on file a signed New Hanover County Acceptable Use Policy which outlines proper use of the computers and network in our school.

## AIG - Academically & Intelligently Gifted

New Hanover County's Gifted Education Plan is designed to provide differentiated services to all students who demonstrate a need for academic advancement. The model adopted by New Hanover County Schools provides a continuum of services based on individual student interest, abilities and needs. This process includes screening, data review by the student match team, and appropriate service options match. Parents, teachers, and others in the educational community may nominate students for consideration. For further information, contact the principal or AIG specialist.

## Animals on Campus

The safety of students, staff, and visitors is a primary concern. To help maintain the cleanliness of the facility, no animals are permitted on school campus. Animals utilized in science or as a part of the curriculum are allowed with prior approval from an administrator. Animals that are part of the K-9 unit supporting law enforcement and/or trained working dogs that support disabled students, parents, or visitors are allowed on campus. Animals that are essentially pets are not allowed on campus.

## Awards Assemblies-

We recognize students for their accomplishments with a special assembly each semester; look for your invitation and come celebrate your child's efforts!



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## Balloons and Flowers

County policy does not allow us to deliver balloons and flowers to students on a school premises and may not be transported home on the school bus.

## Book Fair



Each year the Murrayville School Media Center holds two Book Fairs. Students may visit the book fair during scheduled library classes or at other times with the permission of their teacher. Media Center staff and volunteers help students select appropriate books or other "goodies". Parents may also choose to purchase books to donate to their child's classroom. All proceeds are used to purchase new materials for the Media Center.

## Books and Materials

Students are responsible for the textbooks and materials issued to him/her. All materials issued to students are to be returned with no excessive wear. Fines will be charged for lost or damaged books.

## Bus Transportation

Students should be at the bus stop ten minutes before the bus is due to arrive. Buses should run within ten minutes of scheduled time. A parent/guardian should be at the bus stop in the afternoon to meet the child. Bus drivers will not drop students off at home with no one there. If a K-2 parent/guardian cannot be at the bus stop please submit the New Hanover County Schools Parent/Legal Guardian Permission Form for Unattended Bus Stop Drop-Off to the school (ask the school for the form). The form must be approved by the Parent/Legal Guardian and reviewed by the Principal/Asst. Principal and Coordinator/Asst. Direction before going into effect.

## Bus Behavior

The bus driver is responsible for safely getting students to and from school daily. In order to ensure that the students are kept safe, certain rules and expectations are required of all students who ride the busses. These rules are:

- Children must sit in their assigned seats daily and they must remain seated while the bus is moving. They are only allowed to stand when they are getting on or off the bus.
- The children will not be permitted to talk loudly or to use inappropriate language. Loud talking is distracting and prevents the driver from focusing his/her complete attention on driving safely.
- All hands, heads, and objects are to be kept inside the bus. Having hands and heads extended from the window increases the possibility of having accidents which could lead to serious harm to your child.
- Fighting on the bus will result in immediate suspension from the bus and possibly from school.
- The students must obey the bus driver at all times.
- The use of or possession of tobacco, drugs, or alcohol will result in immediate suspension from the bus and immediate suspension from school.
- Vandalism to the interior or exterior of the bus is prohibited and may result in monetary compensation required from the parents of the child who does the vandalism.
- Tampering with the emergency door or emergency window could lead to serious injury to your child and other children as well. The students will be taught properly how and when to activate the emergency exits.
- Possession of any weapon, as defined in the New Hanover County School Board Policy Manual, will lead to being removed from the bus and being suspended from school for up to ten days with a recommendation to the Superintendents for a longer term of suspension and possibly suspension for the remainder of the school year. In addition, any child having a weapon may be referred to the Office of Juvenile Justice for prosecution.
- For the safety of the children and the driver, anyone other than the students assigned to the bus who attempts to get on the bus without the permission of the bus driver may be charged with trespassing and may face criminal prosecution.

Please talk with your child about the bus rules and stress the importance of following the rules in order for everyone on the bus to be safe.



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## **Cafeteria and Food Services**

Murrayville's cafeteria staff prepares and serves breakfast and lunches daily. Students may purchase breakfast for the following amounts: **Paid: \$1.35 Reduced: Free Milk: \$.60 Adults: a la carte**

Breakfast is served at 7:15. Students choosing to eat breakfast must be in the cafeteria no later than 7:30 so they will have time to eat and return to class on time.

Students may get a school lunch or purchase a variety of a la carte items. Students can also bring their lunches each day. Lunch prices are as follows: **Paid: \$2.50 Reduced: \$.40 Milk: \$.60  
Adults: a la carte**

Each student has a lunch account and parents may pay for lunches in advance. Parents can pay on students' accounts online at <https://www.k12paymentcenter.com>. Checks are to be written to Murrayville School Cafeteria. Students' accounts will be credited for any meals they miss.

Any student who does not have money in his or her account may borrow money from the school. Students who borrow money from the school shall not be allowed to purchase a la carte items until all charges are paid. Prompt payment of charges is expected, and the balance will not exceed \$10.00 for any student.

Through various state and federal programs, the school offers meals at free and reduced rates to all students who qualify according to federal guidelines. Applications are sent home the first day of school or may be requested from the office or your child's teacher at any time. Once forms are accurately completed, they are then sent to New Hanover County School's Food Services Department which has the legal right to verify any information on the free and reduced priced meal applications.

*\*A fee of \$10.00 will be charged for all returned checks made payable to the Murrayville School Cafeteria. The amount of the check plus the \$10.00 charge must be paid with cash or a cashier's check.*

## **Cancellation of School**

The Superintendent of Schools and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in event of emergency, act of God, hazardous weather conditions, or other conditions requiring the termination of classes. (Policy #4120) Closing and/or delay announcements are posted online at [www.nhcs.net](http://www.nhcs.net), on local TV and radio stations, and on the emergency line at 254-1111 ext. 111. Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board members and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless significant safety risk has been created by unusual circumstances.

\* In the case of snow or hurricanes, announcements concerning school closing will be made on local radio and television stations. If snow begins during the school day, please keep your radio or television on and listen for closing announcements.

## **Celebrations and Birthdays**

Classroom celebrations are held during the school year. Your child's teacher will send a letter home with your child in their communication folder. The letter may ask if you would like to provide anything special such as food or treats. Parents are invited to participate in celebrations. If you do not want your child to participate in a holiday celebration, please notify your child's teacher.

We believe that each child is a unique and wonderful creation and recognize that birthdays can be a special day for the child. If you would like to bring refreshments for your child's birthday, notify your child's teacher in advance so that arrangements can be made. Generally, birthdays are celebrated with small food items such as cake and ice cream. **These items must be store bought only and in the original packaging.** Birthday parties and other celebrations may not take the place of the regular school lunch. Therefore, parties and other celebrations will be held after the children have eaten lunch.

Please let us know if your family celebrates a holiday that is different from traditional American holidays. We would love for you to visit and share some of the traditions and symbols of the holiday with the rest of us.

### **Change in Address**

When a student's address changes, the new address must be reported to the office the next school day following the move. Proof of the new residence must be provided. If the new address is in another school district, and parents would like their child/children to continue attending Murrayville, a *Completion of School Year* form must be submitted, in addition to documentation to demonstrate proof of residence. Failure to report the change of address may cause the student to be dropped from school membership at Murrayville School and enrolled at the school in the district of the new residence.

\*Acceptable documentation to demonstrate proof of residence includes:

- A closing statement for a real estate transaction
- A purchase agreement for a home signed by the seller and the purchaser
- A rental agreement signed by the tenant and the landlord
- A homeowner's or renter's insurance policy citing the property address
- A property tax statement

### **Change in Home**

We value the information you share about your child. Please let us know of any change in your child's life, such as death in the family, divorce, new members staying in the home, etc. New events can have an impact on your child's behavior and feelings, and we want to know how to respond to your child. All information that parents share with staff members will be kept confidential.

### **Change of Information**

If you change your address, phone number or persons listed as emergency contacts, please send the information to your child's teacher **immediately**. It is important that this information be accurate at all times in case of emergencies. **PLEASE INCLUDE BOTH HOME AND CELL PHONE NUMBERS.**

### **Change of Transportation**

Parents must notify the classroom teacher or office, in writing, if possible, if there is to be any changes in transportation. We realize emergencies happen or circumstances change, but your child will go home by their usual mode of transportation unless we have been notified. **All changes of transportation phone calls must be received by 1:15 p.m. to ensure proper notification to all staff members.**

### **Character Education**

Character is those positive qualities that speak of who we are and the kind of person we want to be. At Murrayville School we want to help our students succeed, make responsible choices and be proactive in coming face to face with the challenges of daily life. We encourage all of our children to do something

meaningful, to be effective, to become a leader, and to be remembered. Murrayville's character education programs include: Second Step, Connecting with Kids, anti-bullying and various programs offered by the school counselor. Courtesy, responsibility, honesty and positive self-esteem are some examples of character education traits.

### **Check in and check out**

All visitors and volunteers will use the computer in the office to check in and check out. The yellow sticker must be worn on the shirt and be visible at all times.

### **Child Abuse Reporting**

If a staff member has a reason to feel that abuse or neglect has occurred, we are required by law to report it immediately to the Department of Social Services. We do not conduct investigations. If parents have questions about reporting rules or investigations, they can call the Department of Social Services at 798-3420.

### **Child Custody**

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal and provide court documentation. Otherwise, the school considers both parents to have equal access to children.

### **Computers at Murrayville**

All classrooms at Murrayville School have Windows computers for student use. The classroom teacher also has a desktop computer. All of the computers at Murrayville School are connected to the network which allows users to connect to the internet as well as providing every user with an individual user name and directory for storing information.

### **Conferences**

Parents are encouraged to schedule conferences with teachers, the guidance counselor, assistant principal or principal to express concerns, obtain information, ask questions or ask for help. Conferences can be scheduled with teachers by sending a note or by calling the school and leaving a message on the teacher's voice mail. It is imperative that instructional time be respected and uninterrupted.

### **Connect 5 Notification Service**

NHCS have adopted the Connect 5 Notification Service. This system will allow the school to send a telephone message to parents providing important information about school events or emergencies.

#### **What you need to know about receiving calls sent through Connect 5**

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- Connect 5 will leave a message on any answering machine or voicemail.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Directions for Connect 5 Replay (<http://www.nhcs.net/mville/>): Dial 1-855-4replay or 1-855-473-7529. When you call the Replay number, the system will play a welcome message and automatically detect the number you're calling from. Press # to confirm the number is correct. If you have students in multiple schools (a high school and an elementary school in the same district, for example) the system will list the institutions with a corresponding number. Use your phone to select an option. Once you've selected an institution, the system will list out the most recent messages sent to that phone. Use the keypad on your phone to select which message to replay. When you're done, simply hang up. NOTE: The Replay number will only replay phone messages and will not repeat messages sent as SMS, email or Social Networking messages. The Replay number will not work with phones that have caller ID blocked.

## Crisis Plan for Parents

Murrayville Elementary School is committed to the safety of all children and staff. In the event of an emergency, and the school has to be evacuated, our evacuation site will be the *Laney High School Gymnasium*. For all other emergencies, students and staff will remain on site and follow established crisis procedures. We ask that you cooperate in following these procedures if you hear of an emergency at school.

- Remain as calm as possible.
- Do not attempt to go to the school. Access routes and streets need to be clear for emergency vehicles. Traffic congestion will make emergency response much more difficult for police, ambulances, and fire departments to get to the school to deal with the emergency quickly. This is an issue of safety.
- 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 *vitaly important that you be there to receive your child*.
- Identification will be required to sign out students through office personnel.
- Do not call your child's school building as telephone lines will need to remain open to deal with the emergency. If the phone system is overloaded, it will hinder efforts to provide and receive necessary information.
- Listen to local TV and radio stations for information.
- Be sure that updated emergency contact information is on file. This is particularly important if you have had a change in phone numbers.
- Buses and cars must use the Mabee Way entrance and exit.



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## Data Notebooks

Each student at Murrayville School will use a notebook to monitor his/her academic progress. The notebooks will be utilized for student goal setting, parent conferences, and modifying instruction based on students' needs.

## Diabetes

North Carolina law (G.S. 115C-47) requires development of care plans relative to students with diabetes. If your child has diabetes and you think your child may need a plan for his/her diabetes while at school, call the school nurse and ask for the Parental Request for an Individual Diabetes Care Plan.

## Disability Information

No otherwise qualified individual with a disability, solely by reason of the disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school. The school system seeks to locate and identify every 3 through 21-year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

## Discipline

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching and learning. Appropriate student conduct is essential in our learning community. Copies of the New Hanover County School Board Policy #8410 on Student Discipline are distributed to parents who request a copy in writing from the school administration. The information is also posted on the NHCS website at [www.nhcs.net](http://www.nhcs.net). (See Discipline Procedures)

## Doorbell System

All exterior doors are locked during the instructional day. Visitors must ring the doorbell at the front entrance to gain access to the building. Once you ring the doorbell, you will be asked to state the reason for your visit including the name of your child. **Be prepared with proper ID and proceed directly to the office.**

## Dress Code (Board Policy 8520)

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. Those standards generally acceptable to the community as appropriate in a public setting shall be the determining criteria governing student dress.

A student's appearance, mode of dress, or condition of personal hygiene shall not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

The principal may make reasonable accommodations to this Policy based on a student's religious beliefs or medical conditions.

Therefore, the following rules shall be followed:

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops, tube tops, or tank tops are allowed;
- Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Short dresses, short skirts, or short shorts will not be allowed;
- No underwear shall be revealed;
- No flip-flops;
- Please wear appropriate shoes (tennis/athletic shoes) on P.E. Day
- Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons;
- No clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed;
- No gang-related clothing, accessories or symbols as identified by local law enforcement agencies will be allowed;
- No clothing, jewelry, book bags or other items may be worn which are associated with intimidation, violence or violent groups, and about which students have been notified.

When, in the judgment of the principal, a student's appearance violates the intent of this Policy, or the policy of a school which has established a standard dress code, the student will be required to make necessary modifications. Continued violations of the dress code policy shall result in an out-of-school suspension.



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### **E-mail**

Every staff member at Murrayville School has an e-mail address. To see hot links and a listing of their addresses, go to the Murrayville School web page listing staff members by grade level or department. E-mail is a great way to communicate with your child's teacher. You may also send an e-mail to Murrayville School at [murrayville@nhcs.net](mailto:murrayville@nhcs.net).

### **Early Dismissal**

If you should need to pick up your child early for any reason, please come to the office first and bring a picture ID. It is also helpful if you send a note, email, or call to the teacher stating the date, time, and reason for early dismissal. The teacher will share your note, email, or call with the office for approval. The teacher should not release your child without approval from the office. This procedure is for your child's safety.

### **Electronic Devices (Policy 8431)**

Cellular telephones and personal electronic devices shall not be used by students during class time without teacher permission. These devices shall be turned off and put away while the students are in class.

Picture phones and handheld computers with photographic capabilities present many unique challenges. Therefore, students shall not use these devices to send pictures of other students by email or by other electronic means during class. In addition, these devices, if used in academically reprehensible conduct (cheating), will be punished in accordance with Policy 8410, Student Discipline, Policies, Rules and Procedures.

Students in violation of this Policy will have their devices confiscated by school officials. Students who fail to comply with a request to turn over such devices will be disciplined in accordance with Policy 8410. Confiscated devices shall be secured by the school administration and released only to the parent/guardian of the student. Neither the school nor the Board assumes liability for the loss or damage of these devices.

### **English as a Second Language**

Students within our attendance region needing ESL services are enrolled at our school. Our ESL teacher collaborates with classroom teachers to help our students experience even more success with the curriculum

### **Expectations: Be Respectful, Responsible, Safe & Kind**

Students should have a positive attitude and act in a mature responsible manner by:

- Being on time
- Being cooperative, patient, attentive and following directions
- Being respectful and courteous to all
- Turning assignments in on time

Students should put forth their best effort academically by:

- Exhibiting good study habits
- Setting and achieving goals
- Passing required state testing

Students should try to get along with others, make ethical decisions, and get involved in school life by:

- Participating in or attending a variety of school sponsored activities and becoming well-rounded individual
- Exhibiting an understanding of cultural differences and being respectful of each person's individuality
- Resolving conflicts in a non-aggressive manner



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### **Facebook Page**

Please "like" Murrayville's Face Book Page to get announcements, dates and times of school events, and see photos of all the great happenings at MES.

### **Family Educational Rights & Privacy Act (FERPA)**

FERPA is a federal law that governs the maintenance of school records. Under the law parents or guardians of students and students who are 18 years of age and older have the right to inspect all records kept by the school about the student, and the right to correct inaccuracies in those records. Under FERPA, access to the records by persons other than the parents or guardians of the student is limited and generally requires written consent by the parents, guardians, and/or students age 18 or older. The complete policy is provided for you in this student handbook.

### **Family Vacations/Trips**

Family vacations/trips are not deemed as excused absences. We do understand that families need to spend quality time together and that does mean missing school periodically. However, these absences will be documented as unexcused. Students will be responsible for missed assignments. Make-up assignments should be completed within 10 days after returning to school. Please consult with your child's teacher.

### **Field Trips**

Field Trips are taken to enhance the core academic program. Teachers will notify parents of specific information regarding field trips, including dates, times, and fees. A permission form signed by the parent or guardian must be received before the student is permitted to go on the field trip. Students with inappropriate behavior may be denied the privilege of attending the field trip. Parents, if space allows, sometimes are asked to chaperone. **Anyone who wants to chaperone a field trip must complete the process to become a Level 2 volunteer, which includes having a background check submitted and approved. Please note that you will have to pay for the background check.** Applications must be

completed at least two weeks prior to the time you wish to begin volunteering. You may access the volunteer portal on the school's web page under the parent link (<https://bib.com/SECUREVOLUNTEER/NHC/>) or contact the office.

## Fire Drills

A fire drill is conducted the first week of school and once a month thereafter. All students, staff, and parents must evacuate the building upon hearing the fire alarm.

## Fun Day

Each year the Physical Education teacher coordinates special outdoor activities for the entire school. It is our way of celebrating a day of good clean healthful fun.

## Fundraising

PTA sponsored fundraisers help provide the school with supplies, materials and resources. Your support each year is greatly appreciated.



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## Grading

Murrayville School students are expected to complete daily classwork and homework assignments, as well as projects and assessments. Parents are notified of student's progress regularly via interim progress reports and report cards. At the end of each nine-week grading period, report cards are sent home with each student. Four and one-half weeks into each grading period, interim progress reports are sent home to make parents aware of student achievement, academic progress and behavior. Parents may use the online data system called Parent Portal to access their children's school and grade information (<https://nhcs.powerschool.com/public/home.html>).

Grading Scale for Report Cards Performance Codes (Policy 7400):

**Grades K-2:** (3) Meets grade level expectations, (2) Progresses toward grade level expectations, (1) Needs more development, performing well below grade level expectations, (+) Adequate progress, (-) Needs further development, and (\*) Not yet assessed Grading Scale.

**Grades 3-5:** (A) 90-100 (B) 80-89 (C) 70-79 (D) 60-69 (F) 59 and Below

**Other non-core areas K-5** (such as art, music, physical education, and handwriting): (S) Satisfactory Progress (N) Needs Improvement (U) Unsatisfactory Progress

## Guidance Counselor

Our Guidance Counselor provides individual and small group counseling, classroom guidance, and several important school-wide programs. If you have any concerns about your child, call the counselor at 790-5067.



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## **Health Assessment**

NC state law requires that all kindergarten students have a health assessment exam with the results recorded on the health assessment form. This form must be completed by a private physician or at the Health Department and returned to school. These forms are available in the school office.

## **Health Care/School Nurse**

The school nurse is essential to the health of students at Murrayville Elementary School. Services provided include:

- ❖ First Aid
- ❖ Health Screenings
- ❖ Monitoring Medication Administration
- ❖ Developing Medical Plans for children with specific health concerns
- ❖ Providing health education to student and staff
- ❖ Assisting with problems that may interfere with attendance and learning

You may contact the nurse by calling the school office.

Classroom teachers will tend to minor first aid and take student temperatures in the classroom.

## **Home/School Communicator**

The Home/School Communicator is a folder that goes home every night containing student work, notes from teachers, school communication, etc. Parents are encouraged to check this folder each night, take out student work, sign communication logs, field trip forms, and school notices if applicable. Parents are also encouraged to use the Home/School Communicator to communicate with the teacher. Each student is responsible for keeping up with this folder.

## **Homework**

Students in all grades should do homework every night. Homework is essential to a child's learning. If your child says he doesn't have any homework, the best activities you can assign him are reading and writing. Discuss topics with your child's teacher.

## **Honor Roll**

Straight A's & A/B Honor roll certificates are awarded to students in grades 3-5. These students are recognized at the awards ceremonies each semester.



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## **Immunizations**

North Carolina law requires that proof of immunization or proof of being "in process" of receiving required immunizations be provided to the school upon enrollment. Consult your physician or the County Health Department.

## **Insurance**

Student insurance is offered through a school group policy. Information is available on the Murrayville School website. You may download the insurance application or a claim form from the site (<http://www.nhcs.net/forms.htm>). Neither the school nor the Board of Education provides insurance coverage for accidents at school except for the policy offered at the beginning of the school year.

## **Internet**

Students will have filtered Internet access at our school. This will enable students to utilize the numerous resources that are available on the World Wide Web. Access to objectionable and inappropriate sites is prevented through a proxy server called Websense.

## **Intervention Plan for Students**

Each school in New Hanover County has designed a variety of programs and services to provide a successful, quality education for each student. When a student is not being successful and continuously improving nor needs accommodation or modification because of a disability, one method of addressing these concerns is through the school's Student Support Team. Any individual (parent, student, teacher, or community member) may make a Request of Intervention Assistance as a way to access this proactive problem-solving process in improving student success. Such a request will lead to the development of an Intervention Plan for Student Success through a process of reviewing information, proposing success strategies/interventions and monitoring results. To make a Request for Intervention Assistance, contact the school principal.

## **Involvement**

There are many ways to take part in the school community and your child's school career. Whatever you can do to stay involved is sure to benefit your child. Some ideas for involvement are:

- Set up/Attend parent-teacher conferences
- Read all notices that your child's school sends home to you and respond promptly to anything that requires your signature or response.
- Attend open houses or school events
- Attend school board meetings or special parent meetings
- Join the school's Parent Teacher Association (PTA)
- Participate in our Watch D.O.G.S. and Mighty M.O.M.S. programs
- Volunteer if possible. There are many opportunities within the school and things you can work on at home
- Serve on school advisory councils or committees
- Support and encourage your child's efforts



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## **Joy**

The joy your children learn through love and care will last a lifetime.



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## **Knowledge**

Knowledge is the reward that students receive when they work hard. The difference between success and failure is related more to hard work than natural ability or intellect.



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## **Lice**

If the need arises, students may be checked for lice. If lice are found, the entire class may be checked, along with any siblings in other classrooms. The infected child is given a letter explaining treatment and parents are called.

Repeated cases will be referred to the Public Health Nurse.

Students who miss five days of school and who have received a home visit or contact from the Public Health Nurse will be referred to the school social worker.

## **Lost and Found**

Lost articles of clothing are placed on the lost and found bin, located inside the building near the multipurpose room. Students are encouraged to search the bin for lost items. Small items, such as jewelry, are kept in a lost and found box in the office. Students are asked to provide a description of the lost item when claiming it. To assist with finding lost items, it is strongly recommended that coats, jackets, hats and lunch boxes be **labeled with students' names** so that they can be quickly returned to your child when they are brought to the office. Unclaimed clothing items are given to local charities.

## **Lost/Damaged Library Books**

If a student damages or loses a library book, a replacement fee will be charged. Students are not permitted to check out other materials from the Media Center until this fee is paid.



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## **Meal Charges**

Due to the changes in New Hanover County Board Policy 4425 regarding meal charges in the schools' cafeterias it has become more important than ever that you ensure that charges incurred by child(ren) are paid in a timely manner.

As a convenience to families, the schools provide you with an option to establish a lunch account for which a child may charge his/her meal should they forget their lunch money for the day etc. Although it is

encouraged that parents pre-pay for meals (<https://www.k12paymentcenter.com/>), this is sometimes not always possible due to a variety of reasons. It is expected however that these charges are paid in full when notification is sent from the cafeteria manager each week.

Each school is now required at the end of the school year to reimburse the Child Nutrition Department for all unpaid student meal charges accrued during the school year. In order to do this, schools will be required to pay this debt utilizing the school's funds. These monies are often utilized throughout the year to help pay for additional programs, instructional supplies, and field trips for students as a way of enriching their learning experience here at Murrayville. If these funds are being utilized to cover unpaid debts, it will seriously impact the level of enriching activities and instructional materials that we are able to provide our students throughout the year.

Therefore, if your child has an outstanding balance you are asked to immediately send payment to the cafeteria. Should you need to establish a payment plan please contact our cafeteria manager at 910-790-5069.

**5<sup>th</sup> Grade students will not be allowed to participate in the 5<sup>th</sup> grade end of year social if they have unpaid meal charges.**

## Media Center

All students visit the Media Center as needed to check out books. Students in Kindergarten and first grade are allowed one book at a time. Students in grades 2-5 are allowed up to two books at a time. You can show an interest in your child by reading their library books with them. Students of all ages enjoy having someone read with them.

## Media Release Form

Every student must have on file a Media Release Form in order to publish their work and/or image on various media including photographs, video, and on our web page. Note: Students participating in Chorus may be videotaped and the tape sent to TLN (New Hanover County's *The Learning Network* - channel 5) for broadcast.

## Medication



New Hanover County Board of Education policy states that medication (both prescription and non-prescription) may be dispensed to students only after the following procedures are followed:

- ❖ A "Physician's Authorization of Medication For a Student at School" form must be completed by the Physician, signed by the parent/guardian and filed in the school office. Forms may be obtained from the school office.
- ❖ All medication must be brought in by the parent/guardian (not the student) in a container dispensed by a pharmacy. Any unused medication must be picked up by the parent/guardian and cannot be sent home with the student.
- ❖ The pharmacy label must clearly name the student, medication dosage instructions, doctor's name, prescription date, and expiration date.

When the above requirements have been met, trained school personnel will administer medications. A complete record will be kept of all medications received and dispensed. Parents may, at any time, administer medication at school.

## **Messages**

Emergency messages may be left for students by calling the office at 790-5067. Please be sure to call before 1:15 p.m. in order to allow enough time to deliver your message.

## **Mighty MOMS (Moms of Magnificent Students) Program:**

Our MIGHTY M.O.M.S program is designed to get mothers and mother figures involved in our school for a whole day of volunteering

## **What does a MIGHTY M.O.M.S. volunteer do while volunteering?**

MIGHTY M.O.M.S serve an important role at our school. Here are a few things you may be helping with while you are here:

- Greet students as they come off the bus
- Assist with breakfast and lunch in the cafeteria
- Join the broadcast for recognition and pictures with your child
- Grade level tutoring
- Assist in the media center
- Spend lunch and recess with your child
- Help the office with clerical items - copies, laminating, flyers, deliveries

## **Multi-tiered System of Support (MTSS)**

MTSS is a multi-tiered system of support that provides high quality instruction and interventions that match student needs using "learning rate over time" and level of performance, to make important educational decisions. It is a framework that allows schools and teachers to give every child the right kind of support to learn, grow, and succeed in school. MTSS' framework is designed for school wide support for children in the areas of Reading, Math, and behavior. MTSS has three tiers of instruction and support: Tier 1 includes core instruction/support for ALL students. Tier 2 (supplemental) serves students needing more help; extra instruction and support are provided to these students in small groups. Tier 3 (intense) serves students needing intense support. Extra instruction and support is provided in even smaller groups or with one on one instruction. Data is collected throughout the year as teams problem solve to determine instructional needs, interventions, and adjustments, based on student responsiveness.

## **Morning Drop-off**

In order to ease student anxiety, parents with students in **grades 1-5** are permitted to walk students to the classroom the **first week** of school. Due to staggered enrollment for **kindergarten students**, those parents are permitted to walk students to the classroom the **first two weeks** of school. Effective the following Monday parents may walk students as far as the **center foyer** and then must let them walk the rest of the way independently. Teachers are always at the door or in the rooms to greet children, and supervisory stations are set up strategically throughout the building. This small step goes a long way in promoting student independence and easing separation anxiety as well as eliminates embarrassing or distracting "scenes" at the classroom door.



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## **Newsletters**

Classroom, grade level, or department newsletters are sent home/emailed by teachers. You will also receive information on various topics from the principal.

## **Non-Discrimination Board Policy #1710**

The New Hanover County Board of Education is committed to a policy of nondiscrimination in relation to race, sex, age, religion, national background, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.



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## **Office**

Our main office is located on the right just inside the main entrance doors. Our secretaries will be glad to help you in any way.



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## **Parent Portal in PowerSchool (<https://nhcs.powerschool.com/public/home.html>)**

This online data system allows parents to access their children's school information. By using the Parent Portal, parents may view the following:

- Detailed attendance information
- Detailed grade information from each teacher's grade book (grades 3-12)
- Summary grade information (Report Card view for grades 3-12)
- Standardized Testing Information
- Personal Demographic Information
- Emergency Contact Information
- Student Credits
- School Calendar

Parents may contact the school's data manager for their user name and password (<https://nhcs.powerschool.com/public/home.html>).

## **Parent Teacher Association (PTA)**

The Murrayville School PTA is an association of parents and teachers joined in a partnership to provide students with the best education possible. All parents are encouraged to join the PTA. All funds raised support the educational needs at Murrayville. The more members we have the more we can do for our children, but it also shows that Murrayville School is united.

The PTA Executive Board is elected in the spring. They meet monthly to plan activities that support and enhance school facilities and programs. General PTA meetings are held four times each year and scheduled in advance.

The PTA organizes or helps coordinate many activities including volunteers, fund raising, programs, yearbook, landscaping, curriculum enhancement, and a newsletter.

A large part of Murrayville's success is attributed to our dedicated PTA. We are grateful for their continued support.

Check out their website: <http://teacherweb.com/NC/MurrayvilleElementary/PTA/apt6.aspx>

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

Parents and Visitors may park in the assigned area on the side of the building and in the parking area towards the front of the building. Please do not park in the designated drop-off or pick-up area or the blacktop area so we may keep these areas free for school buses and emergency vehicles.

## **Pictures**

School pictures are taken twice a year, fall and spring. Fall pictures are traditional pictures that are also used in the yearbook. Retakes may be requested. Spring pictures are often taken in a "fun" setting and/or pose. Spring is also the time when the class picture is taken. Retakes are not offered in the spring. Parents may choose to purchase parts or the entire package from both the fall and spring pictures.

## **Positive Behavior Interventions and Support (PBIS)**

"Learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. Defiant, disruptive, and violent behaviors decrease the effectiveness, efficiency, and relevancy of teaching and learning for everyone." (Georgia Sugai and Robert Horner, University of Oregon, 2001)

By operating under the premises of a PBIS site, the staff will work to build a culture of social competences that supports positive social behavior and that maximizes academic achievement for all students. PBIS encompasses a variety of methods that help students understand the behavioral expectations for different settings on our campus (i.e., classroom, hallway, sidewalk, bus, playground, cafeteria and with substitutes.) Overall, we are teaching and reinforcing our students to be responsible, respectful, safe and kind.



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### Questions

You may call, come see us, or send us an email if you have a question. We are glad to help in any way we can!

### Quality

Anything worth doing is worth doing well. At Murrayville, we aim for quality work in everything we do.



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### READ, READ, READ....

The more you read, the more knowledgeable you become.



### Remind 101

Remind is a one-way text messaging and email system to help with school communication. With Remind, all personal information remains completely confidential. Teachers or the school will never see your phone number, nor will you ever see theirs. To receive messages via text, text **@mesparen** to **81010**. You can opt-out of messages at any time by replying, [unsubscribe@mesparen](mailto:unsubscribe@mesparen). Or to receive messages via email, send an email to [mesparen@mail.remind.com](mailto:mesparen@mail.remind.com). To unsubscribe, reply with "unsubscribe" in the subject line.

### Returned Checks

New Hanover County Schools now uses ChecXchange for electronic check recovery fees. There is a fee assessed for non-sufficient funds.



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### Safety Drills and Procedures

As part of our continuing commitment to safety, we ask parents to help us make our buildings and grounds as safe as possible.

- Always enter and leave the building through the front side corridor entrance. We keep all other entrances locked.
- When volunteering, come to the office to get a yellow "Visitor" sticker, and to sign in on the computer.
- If you bring your child to school, drop off and pick up children only in the designated area (corridor at the end of the school facing the parking lot). School personnel provide full supervision and assistance in this area. Following these procedures provides for the safety of the children and the expeditious and orderly movement of traffic.

- **Always** check your child in and out of school through the office.
- Obey all traffic signs and travel slowly since traffic sometimes becomes congested at arrival and dismissal times.
- Parents and visitors may park in the parking lots in front of the school only. The parking spots at the side of the school are reserved for buses after 1:15 pm

Public schools and licensed childcare facilities are required to conduct routine safety drills in preparation for emergency situations. Fire drills will be held monthly to ensure that children know how to respond in the event that the building has to be evacuated. An annual tornado drill is held each spring. In addition, we will periodically have practice lockdown procedures to ensure that children and staff know how to respond in the event that an emergency arises that requires us to stay within the confines of the school building and classrooms.

### **School Hours**

7:15 am: Staff on duty and students may enter the building.

7:15 am - 7:40 am: Students may get breakfast in the cafeteria.

7:46 am: Tardy Bell. **Parents must accompany their child for check-in if tardy.**

2:15 pm: Dismissal begins.

Parents who bring their children to school should get them here between 7:25 am and 7:40 am in order to avoid tardiness and to give students an appropriate beginning for the day.

**No individual student check-outs will be allowed after 1:45 p.m.** as this creates unnecessary confusion in the office at dismissal time. **Car students must be picked up before 2:30 p.m.**

### **School Improvement Team**

The SIT consists of a wide representation of the school population. The team is made up of both teaching and classified staff in conjunction with parents and community members. All members are elected to serve on the committee. Parent and staff participation is welcomed at all meetings.

### **Severe Weather Policy**

School will be in session unless the weather makes it dangerous for school busses to travel. When weather is severe, local radio and TV stations will announce any school district changes in the school schedule early in the morning. If weather conditions become severe during the day and bus schedules change, the local media will announce the changes. In case of early dismissal for any reason, students will use their regular transportation unless the school has received notification from the parent of another plan.

### **Sign-in/Sign-out Procedures**

If a student arrives to school late, an adult is to accompany the student into the office and sign the student in so that he or she can receive a pass to class. If a student needs to be checked out early, parents and guardians are to report to the office to sign the student out for the day. For the safety of all students, please be prepared to show a photo identification card when checking a student out of school.



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### **TEAM - Together Everyone Achieves More**

Support, cooperation, and teamwork are key issues if parents and teachers are to help children be their best. Parents support their children and their teachers when they show an interest in their children's schoolwork, provide a time and a place for homework, and provide a positive home environment that builds self-esteem. Your efforts are greatly appreciated and we value our partnership.

### **Telephone Calls**

Student use of the telephone is granted with teacher permission, and limited to emergencies only.

### **Tobacco Free Campus**

It is the belief of the New Hanover County Board of Education that the use of tobacco is harmful to general health. Further, the improper use of these products poses a potential safety hazard in public facilities. For these reasons, the Board desires that all New Hanover County School facilities and properties be free from the use of tobacco products. Therefore, the use of tobacco products in or on New Hanover County School facilities or property is prohibited. (Policy # 8430)

### **Transfer**

Three (3) days notification is expected prior to a student transferring to another school. Students will be given a transfer form to take to the new school upon the completion of their last day at Murrayville. All books are to be returned and all fines are to be paid before students transfer to another school.

### **Transportation Changes**

We must have notification from the parent or guardian if your child's afternoon transportation is changing from the transportation plan that the teacher has. To change your child's transportation you may send a note to the teacher or you may call the front office. **If you call the office about the change, please call before 1:15 pm** and do not leave a message on the answering machine. **DO NOT** call the teacher's extension to leave transportation changes because the teacher will check her messages after dismissal. **Students may not ride a bus home with a friend without a note from a parent of each student.** This note should be given to the teacher by 8:00 am and approved the transportation manager due to over-crowding on the school busses.



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### **Uniqueness**

We celebrate everyone's uniqueness at Murrayville.



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### **Valuables/Toys/Electronics**

Students should not bring any money, other than lunch money and school related purchases, to school. Students are responsible for any money that they bring to school. In addition, students are not to bring, trading cards (i.e. Pokémon, baseball), toys, or any other non-instructional items to school or on the school bus unless specifically requested by the teacher. These items, if brought to school or on the school bus, will be collected by school staff, and may be picked up by parents.



Personal items and electronic devices such as tablets, iPods, cell phones, & electronic reading devices damaged, lost or stolen from school or on the school bus will not be the responsibility of the school.

### **Videos**

Copyright laws do not permit the showing of videos brought from home. Teachers are permitted to show a video in the classroom that they have checked out from our school Media Center, and only if it pertains to their curriculum.

### **Visitors/Volunteers**

Visitors and volunteers are welcome in Murrayville Elementary School. Classroom teachers and the PTA offer numerous opportunities for parent volunteers. To ensure that we maintain a safe and orderly environment, **all visitors and volunteers are required to sign in on the computer in the office and get a visitor's pass before reporting to a classroom. All visitors and volunteers must check out on the computer prior to leaving the campus.**

### **Volunteer Programs**

Volunteers are our partners in education. They take an active role to support and enhance the development of our students. Every day, family and community member volunteers bring enthusiasm and skill into our schools while assisting staff, teachers and students.

Applicants may either be designated a Level I or Level II Volunteer depending on the type of services the volunteer provides and the amount of school based supervision the volunteer works under.

#### **Level I**

Parents, family, or community members volunteering to assist students in a supervised setting are not required to undergo a background check if they are continually supervised by school personnel during the school day. An applicant designated a **Level I** Volunteer should sign in at the Volunteer Check-in Computer. **No online background application is needed.**

#### **Level II**

Parents, family, or community members volunteering to assist students in an unsupervised setting away from school personnel or who travel with students /**serves as a chaperone on field trips are deemed Level II Volunteers.**

An applicant designated a **Level II** Volunteer must complete the online application and the criminal background check. Applications must be completed at least two weeks prior to the time you wish to begin

volunteering. You may access the volunteer portal on the school's web page under the parent link (<https://bib.com/SECUREVOLUNTEER/NHC/>)



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**Watch D.O.G.S. Program** (<http://murrayvilledogs.org/>)

WATCH D.O.G.S. (Dads of Great Students) - Engage men, inspire children, reduce bullying and enhance the educational environment at your school.

WATCH D.O.G.S. (Dads of Great Students) - Is the father involvement initiative of the National Center for Fathering that organizes fathers and father figures in order to provide positive male role models for the students and to enhance school security.

Who are Watch D.O.G.S.? Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day a year in a variety of school activities as assigned by the school principal or other administrator.

Contact the school office if you would like to participate in this wonderful program.

**Website** (<http://www.nhcs.net/mville>)

Curious about the latest happenings at Murrayville? Lost the current lunch menu? Want to e-mail your child's teacher? Be sure to visit the Murrayville School website for all this information and more. Our web address is <http://www.nhcs.net/mville>. There are also links for students and parents. Please feel free to email our webmaster with any comments or suggestions.



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**XXXXXXXXXX**

Love, hugs, and warmth are given to all children at Murrayville. We believe that "children don't care how much you know until they know how much you care."



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**Yearbooks**

Yearbooks are published each spring for the children as mementos of our school year. A nominal fee is charged to cover the cost of printing. The yearbook committee would appreciate any candid snapshots you would like to contribute.



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**Zillions-** We have zillions of things to be thankful for at Murrayville!