



## Is for...

**Absences/Attendance** Students are expected to attend school every day. Students are counted present if they remain in school until 11:15 a.m. or if they enter school before 11:15 a.m. and stay for the remainder of the day. Continued early checkouts will be referred to the School Counselor.

The New Hanover County Board of Education believes that regular and punctual attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The Board further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

The primary responsibility for school attendance rests with students and parents. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law.

The Board seeks the full cooperation from parents in promoting good attendance and punctuality. In particular:

1. Medical and dental appointments should be scheduled after school hours except in cases of emergency.
2. Family vacations should be taken during school vacation and recess periods.

All absences are automatically coded as “unlawful” or “unexcused” until a note has been received. The note should be sent to the homeroom teacher within two days of the child’s return to school after an absence. In order to code an absence as excused, the note must contain the following information:

1. Date(s) of absence(s)
2. Specific reasons matching “lawful, excused absences” determined by Public School Law
3. A parent/guardian signature
4. The students first and last name

***PLEASE NOTE: A written note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law.***

**The following are “lawful” absences as noted by the state:**

- Illness or death in the immediate family of the child
- Quarantine
- Immediate demand of the home or farm (to work)
- Medical or dental appointment
- Court or administrative proceedings
- Religious observance
- Educational opportunity that has been approved in advance by the principal

### **Notification of Excessive Absences and Tardiness (K-12)**

According to state and local school board policies, the principal and her staff shall take appropriate action to prevent excessive absences and tardiness. The school may provide counseling for students with a history of excessive absences/tardiness. Parents must be notified of their child's excessive absences/tardiness and the teacher, counselor, and/or nurse shall then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem. If sick with communicable disease, notify the school nurse.

**Accidents** Parents will be notified of accidents needing medical or immediate attention. **It is the parent’s responsibility to make sure the teacher, school nurse, and office always have a current emergency telephone number.**

**After School Program** Ogden Elementary has an after school program from 2:15 p.m. - 6:00 p.m. daily. Brochures concerning this program may be obtained through the school office.

**AIG (Academically or Intellectually Gifted)** New Hanover County School's Gifted Education Improvement Plan is designed to provide differentiated services to all students who demonstrate a need for academic advancement. Opportunities are provided for children of all races and economic backgrounds to access appropriate differentiated services through a process that incorporates both formal and informal measures.

The model adopted by New Hanover County Schools provides a continuum of services based on individual student interests, abilities, and needs. No one criteria of giftedness is used to match students with differentiated services. Instead, multiple factors are taken into account to determine the appropriate services. A three-step process identifies candidates for differentiated services in grades K-12. This process includes screening students, reviewing individual student's data by the Service Match Team, and matching appropriate service options. Parents, teachers, students, and others in the educational community may nominate students for consideration. Parents of fifth graders that are considering nominating their child for AIG in middle school are encouraged to collect work samples and photographs of projects to include in the nominating packet. For further information, contact the gifted support specialist.

**Animals on Campus** To help maintain the safety and respect the allergy concerns of our students, no animals are permitted on school campus without permission. 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.

**Arrival Procedures** Parents are strongly encouraged to use the school bus transportation provided by New Hanover County Schools. If you do provide transportation in the morning, please remain in the car rider line, pull up to the designated area, place your vehicle in park, and wait until a staff member directs you to discharge your child from your vehicle. Faculty will monitor students opening doors but students are encouraged to do so themselves. Staff is there to help with the flow of traffic and safety. No child should be allowed to enter the school from the parking lot unattended. Several families need and use the Handicapped Parking spaces. Do not drive or park in the bus parking lot behind the school. Unauthorized vehicles are not permitted in those areas. Remember to stay off your cell phone while in the parking lot at all times.



Is for...

**Bicycles** Students may ride bicycles to school accompanied by an adult. A bicycle rack is located in the bus parking lot.

**Breakfast** Breakfast will be served in the cafeteria between 7:15 and 7:40. If the student arrives after that time breakfast will not be available. The "Grab and Go" breakfast kiosk is located in the hallway outside the cafeteria and is the same price as a regular breakfast.

**Bus Behavior** *"Riding the bus is a privilege."* The staff at Ogden Elementary School strongly urges parents to review the rules with their children to ensure the safety of all passengers. Students who fail to observe these rules are subject to immediate disciplinary action since their failure to do so may affect the safety of others. The driver will report a student who misbehaves to a school administrator. Disciplinary actions may include suspensions from the bus. If a student is suspended from the bus, the parent is responsible for providing transportation to and from school during the duration of the suspension. Students that do not attend school during a bus suspension will be marked with an unexcused absence.

- The school bus, including the bus stop area, is an extension of the school and all school rules and regulations that pertain to student conduct in the school are applicable to student conduct on the bus and at the bus stop.
- Students are not permitted to fight, play, or have cell phones out on the bus.
- Please send a written request for your child to ride the bus home with a friend. This note must be shown to the teacher that morning and then be signed by a school administrator for approval. Your child will need this note to be admitted on the bus. Due to overcrowding on some buses, requests to ride a different bus may be denied.
- Students are only to get on and off the bus at their regular bus stop. Parents must send a note to school for any changes.

- Students are to sit in their assigned seats and are to remain in their seats until their bus comes to a complete stop at their bus stop.
- Students are permitted to talk quietly. Excessive noise is not permitted.
- Students are to enter and exit the bus in an orderly manner.
- Students are to keep arms and head inside the bus.
- Students are to obey the instructions of the bus driver promptly and consistently.
- Students are to refrain from eating, drinking, or chewing gum on the bus.
- Students are to refrain from throwing anything out of the bus windows.
- Students are not permitted to inappropriately touch other students.
- Students are not permitted to use profane and indecent language while riding the bus.
- Balloons and flowers are not permitted on the bus.
- Students are not permitted to tamper with the emergency door, emergency windows, fire extinguishers, or first aid supplies.
- Students are not to deface the bus in any way.
- Students are not permitted to have cell phones out of their backpacks.



## Is for...

**Cafeteria** The cafeteria begins serving breakfast at 7:15 a.m. Parents are invited to eat lunch with their children during their child's scheduled lunch time. The following prices reflect increases effective July 1, 2015 by the New Hanover County Schools Board of Education:

<b>BREAKFAST</b>	<b>LUNCH</b>
Daily Breakfast \$1.35	Daily Lunch \$2.55
Reduced Breakfast \$0.30	Reduced Lunch \$0.40
Milk \$0.50	Milk \$0.50
*** Adult Prices are all a la Carte	

We expect our cafeteria to be a reflection of proper manners and courtesies' taught and practiced at home. Because of the large number of students gathered together, students will display polite manners, use quiet indoor voices, and follow all cafeteria rules. Students may be required to listen to music or observe "Silent Lunch" for a short period of time IF they are unable to self-monitor their volume.

**Purchasing Meals in Advance** The cafeteria establishes an account for each student by using a number for identification. Parents may choose to prepay accounts to eliminate the need to send money daily. There is also an online payment option. This comes with some very minimal fees at [Lunchprepay.com](http://Lunchprepay.com)

**Free and Reduced Lunch Program** All children will be given the opportunity to apply for free or reduced lunch. Application forms will be distributed at the beginning of the school year. All costs incurred because the form was not filled out quickly in August are the responsibility of the parent, even if you qualify as free or reduced. Any changes in your family or monetary status will need to be reported on new forms. We encourage you to fill out a new form if your financial status has changed.

**Student Meal Charges** We realize that there may be times that your child will need to charge a lunch. Only students' meals may be charged, a la carte items cannot be charged. Reminders about accumulated charges will be sent home periodically. If charges are not paid in a timely manner, the cafeteria manager and/or school administrator will contact the family. If excessive charges are not paid, the student *may* not be allowed to participate in a school function.

**Students with Lunch Boxes** No soft drinks in cans or bottles will be permitted at school. School staff cannot be expected to warm or refrigerate students' foods for them.

**Parent Visitation at Lunch** We welcome family members to eat lunch with their child. Please meet your child's class at the cafeteria entrance at their scheduled time. Please remember to sign in at the office and get a visitor's pass. If you plan to visit and have lunch with your child we encourage you **not** to bring fast food items.

**Do You Bring Food Into the School?** In an effort to keep everyone safe regarding food borne illnesses, please be aware of the following guidelines:

- As a general rule most baked goods (i.e. cookies, cakes, cupcakes, etc.) prepared in domestic kitchens are not high-risk items and can be safely served.
- No food, parties, etc. can occur during the operational hours of the cafeteria per NC General Statute.

**One final recommendation:** If your child is having a birthday and you want to help celebrate with him/her at school – consider bringing a healthy snack as an alternative to cupcakes. What a wonderful way to show children that we are creating healthy lifestyles and help those children who may be unable to have all that sugar! In addition, check with your child’s teacher regarding other **food allergy concerns**.

**Care of School Property** Students are expected to take good care of school property and to use supplies appropriately. Library books and textbooks are on loan to students. Fines will be charged for lost or damaged property.

**Change in Address or Phone** Please notify the office and your child's teacher if you move or change your telephone number during the year.

**Character Education** Character education programs and expectations are the schools’ effort to establish a safe and orderly environment where students will have optimum conditions for learning. The New Hanover County Board of Education believes it is vital that the public schools support the efforts of families and our community to teach all young people certain fundamental, commonly agreed upon character traits. Therefore, the administration, instructional staff, classified staff, and volunteers shall work together to integrate instruction that teaches and reinforces the following eight character traits into the curriculum and activities of their school: **Courage, Integrity, Responsibility, Kindness, Good Judgment, Perseverance, Self-Discipline, Respect**

**Checking In and Out** It is very important that students remain in the class for a full daily schedule. Tardiness and early checkouts interrupt the instructional time of all of our students. A student is late if they arrive in their class after 7:45 a.m. At that time, a parent or guardian **MUST** accompany the child to the office and a tardy slip is issued. No student is admitted into class after 7:45 a.m. without a tardy slip. If a student must check out during the day, a parent or guardian must come to the school office to sign their child out. At that time, the child will be called to the office. Please do not call and ask that a child be waiting for you in the office. We will call for the student when you arrive. There are no check outs after **1:30 pm**. Continued early checkouts will be referred to the School Counselor.

*NOTE: We may have to ask for your identification before checking out any student(s) to you. If someone else is checking out your child, his/her name must appear on the form you fill out each August.*

**Checks** NHCS is now using Envision Payment Solutions to process all personal checks. When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check:

- Full Name
- Street Address
- Phone Numbers (home and cell)
- Driver’s License number

**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.

**Classroom Celebrations** Instructional time is valuable. Teachers will schedule their celebrations to minimize their impact on the instructional day. Accommodations will be made for students that do not wish to participate in holiday parties. Classroom/grade level parents along with the teacher will work out details for the celebration.

**Conferences** Parent - Teacher - Student conferences are encouraged to stay abreast of a student’s progress. Teachers are available for conferences after school and at other times designated by the teacher. Protecting the instructional time for all of our students is a priority when scheduling conferences. We welcome opportunities to meet with you to discuss your child’s progress. As a professional courtesy, please schedule conferences in

advance. Arrival or dismissal are typically very busy times for teachers and should not be used as an opportunity to conference, even if informally.

**Counseling Program** The mission of the Ogden Elementary School Counseling Program is to provide support to all faculty, students, and parents in the school through the implementation of a comprehensive developmental school counseling program addressing students' academic, career, and personal/social development, which will encourage all stakeholders to discover and pursue their dreams of self-actualization in the 21st century. This will be done in a culturally responsive, safe environment where all individuals experience success and a sense of belonging.

Our school counselor at Ogden divides his days among meeting with individual students, consulting with parents, staff, other professionals, and members of the community, holding small groups, and teaching classroom guidance lessons.

Parents may make counselor referrals by contacting the counselor by note, email, phone, or by calling the school for an appointment. Students may refer themselves for counseling by leaving a self-referral note outside the counselor's door, or by telling their teacher they want to see the counselor.



Is for...

**Delayed Opening, Early Dismissal or 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.

Parents are encouraged to listen to television and radio or check the New Hanover County Schools website if they anticipate the closing of school. If time allows the school will send an automated call.

**Deliveries** Please try to make sure your child has everything they need before arriving at school. WE do not have the personnel to deliver forgotten items. In our efforts to preserve the instructional time of all students please do not send flower arrangements or balloons to your child during school hours.

**Disabilities** If a person with a disability needs special accommodations for an activity sponsored by New Hanover County Schools, she/he must notify the school/group sponsoring the activity, in writing, at least ten (10) working days before the activity is to take place of the need for accommodation. The written notification must state the nature of the disability and the specific accommodations required. No individual, identified with a disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school, because of their disability. The school seeks to locate and identify every three through twenty-one year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

#### **NHCS NOTICE OF RIGHTS UNDER SECTION 504, 1973 REHABILITATION ACT**

1. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability.
2. It is the policy of the New Hanover County Schools not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act.
3. The 1973 Rehabilitation Act requires the school system to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs; this accommodation will be provided in the least restrictive environment for the student.
4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the local board of education policy manual and implementation Procedures.
5. Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational programs may request a hearing before an impartial hearing officer by notifying the school principal.

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#### **GRIEVANCE PROCEDURE SECTION 504, 1973 REHABILITATION ACT**

When parents or guardians and the school are unable to agree about services proposed under Section 504 of the Rehabilitation Act of 1973, it is expected that the disagreement be resolved at a level closest to the student. The first attempt to reach accord should be through a meeting involving the classroom teacher(s) that serves the student and the principal at the local school level.

If no resolution is reached, the parent or guardian may request, in writing, a review. Send correspondence to Julie Askew at the Central Office in Burgaw. At any point in this grievance procedure, the complainant has the right to file formal complaints with the Office for Civil Rights, U.S. Department of Education, 330 C St., S. W., Washington, D.C. 20202

**Discipline** The New Hanover County School 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 on Student Discipline are distributed to students at the beginning of each school year.

The following behaviors are examples of unacceptable student conduct:

- Disruption of the learning environment
- Verbal or physical abuse of peers or staff
- Threatening, intimidating, and/or bullying others
- Destruction of school property or the property of others
- Possession of any dangerous object or weapon
- Insubordination
- Persistent disobedience

Disciplinary Actions That May Be Taken

- Student conferences
- Parental conferences
- Detention
- Alternative Work during Recess
- In-school suspension
- Out-of-school suspension
- Possible removal from extracurricular activities (i.e. field trips)
- Referral to the MTSS Team

**Dismissal Time** Parents are encouraged to let their children ride home on the school buses. This will alleviate the traffic jams that occur at the end of the school day. Parents will be required to remain in their cars in the pick-up line when picking up their child(ren). Parents will not be able to walk to the classrooms to pick up students. Occasions do arise that may require a parent to change after-school transportation plans. Written notification is the preferred manner by which to change a child's transportation. In the event it is not possible to send a note, please fax the change to the school office prior to 1:30 p.m. so that the office personnel can get the messages to children before dismissal procedures begin. During dismissal, the circular drive is to be used for car riders only. Please be sure to display your car tag indicating your child's name to facilitate student pick-up. Parents are to adhere to the road signs and markings on the school grounds. Please stay off your cell phones during pick-up. For the safety of our children, please abide by these rules at all times. If a student ever misses a bus, the student is to report immediately to his teacher. The teacher will then contact the parents.

**Dress Code** 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 formal setting will be the criteria for governing student dress.

A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process. Therefore, consider the following:

- 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.
- Pants or shorts must be worn at the waistline. No underwear shall be revealed.
- Headgear, hats, or sunglasses are not to be worn on campus 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.

When, in the judgment of the principal, a student's appearance violates the intent of this policy, the student will be required to make necessary modifications.

**NOTE:** For safety reasons, shoes or tennis shoes are to be worn at all times. Flip-flops, sandals, clogs, high heels, roller skate shoes (heellies) interfere with active play and overall safety



Is for...

**Educational Records** A parent or legal custodian may review their child's educational file. Upon request for review, and proper identification, the school shall arrange a conference with the parent or legal custodian.

**E-mail** Every staff member at Ogden has an e-mail address that can be found on our web page. E-mail is a great way to communicate with your child's teacher or administrators. This way notes won't get lost in backpacks.

**EOG's** All students in grades 3-5 take End of Grade exams in Reading and Math. 5th graders all participate in a Science EOG as well.

**Exceptional Children's Services** Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational need. Services are provided in varying amounts of time and may range from consultation to full-time services. Maximum participation in the regular classroom is emphasized. The need for special education is determined through a comprehensive evaluation process.

**Expectations** These are the school-wide expectations for all students:

- ☺ **Be Responsible**
- ☺ **Be Respectful**
- ☺ **Be Safe**
- ☺ **Be Kind**

Specific expectations for classroom, hallway, sidewalk, playground, cafeteria, bus, bathroom, office, nurse, assemblies, and field trips are also listed in areas around the school.



Is for...

**Facebook** You can also find news and information about our school on our Facebook page. This page is updated often and contains valuable information. Be sure to check it out!

**FERPA** Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years of age or older have the right to inspect all records kept by the school regarding the student and the right to point out inaccuracies in those records.

**Field Trips** Field trips are a direct outgrowth of the instructional program. Written parental permission is required for students participating in each field trip. Telephone calls are **not** acceptable. A fee may be charged for each field trip to offset the cost of the buses, drivers, and gas. An admittance fee may also be charged at certain locations. *No students will be excluded from a field trip because of the inability to pay these fees.* Participating in field trips is a privilege which may be revoked if a student displays inappropriate behavior in class, is not compliant in completing academic work, or owes fines or charges to the school.



**Fines and Debts Owed to School** Students who destroy damage or lose school property, including but not limited to, buildings, school buses, books, equipment, and records will be responsible for the actual cost of replacing or repairing such materials or equipment. In addition, students who owe money to the school will be responsible for the total cost of the goods or services provided by the school. Failure to remit the cost or make satisfactory arrangements with the administration may result in further action.

**Fire, Tornado, and Crisis Drills** The New Hanover County Safe Schools Plan request that each school develop and implement routine procedures for implementing drills in response to fire, tornado, or any other crisis on our campus.

**Fund-Raising** Ogden Elementary School offers many fund-raising opportunities. Fund-raising is done by many different departments some of which are: PTA, grade levels, Art and Music Departments, Media Center, Nurse, etc. We also support community outreach. We do want to let you know that your contributions are *strictly voluntary*. Please do not feel obligated to participate. Pick and choose the fundraisers that meet your needs. We do appreciate all of the support!



Is for...

### **Grading System**

#### **Performance Codes – Grades K-2**

3 Meets grade level expectations

2 Progresses toward grade level expectations

1 Needs more development, performing well below grade level expectations

#### **Checklist Codes – Grades K-2**

+ Adequate progress

- Needs further development

\* Not yet assessed

#### **Grading Scale – Grades 3-12**

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and Below

Incomplete

#### **Citizenship (Grades K-12) and other non-core areas (Grades K-5) such as art, music, physical Education, and handwriting will be as follows:**

S Satisfactory Progress

N Needs Improvement

U Unsatisfactory Progress



Is for...

**Health** Parents are asked to provide current information and advise the school if there are special needs. If a child has an accident or suddenly becomes ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. Children should not return to school after an illness until they are well enough to participate in his or her regular school program. Students should be fever free for 24 before returning to school. If, for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification from doctor should be sent to the classroom teacher and the nurse. As a general rule, however, we assume if students are well enough to attend school, then they are well enough to participate in the total program.



**Homebound Instruction** Homebound and hospital-bound instructional services are available to children that are ill for extended periods of time. Please notify your child's teacher if these services are required.

**Homework** Homework will be assigned at the discretion of the teacher. The teacher will use his/her judgment in assigning an appropriate amount of homework determined by the age and grade level of the children. The purpose of homework is to reinforce skills taught in class. All students are strongly encouraged to read each day at home.

**Honor Roll** New Hanover County Board of Education views a system of honor rolls as an additional means for encouraging academic and behavioral goal setting by students and for providing recognition of students who have achieved those goals. Honor rolls will be used in third, fourth, and fifth grades.



Is for...

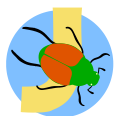
**Immunizations** North Carolina law requires that upon enrollment, proof of completion of immunization or proof of being "in process" of receiving required immunizations must be provided to the school nurse. North Carolina Law (GS 130A-440) requires all students have an official and up to date health record on file with the school. GS 130 A-152 requires that every child be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, red measles, mumps, rubella (MMR), Haemophilus influenza type b (Hib), Hepatitis B and varicella. No students may attend any grade (Pre-K-12) without presenting an official certificate of immunization. If a certificate is not presented on the student's first day of attendance notice will be given to parent/guardian. For specific immunization requirements, questions or concerns please see our school nurse.

**Insurance** School insurance will be offered at the beginning of each school year. The cost is small compared to potential cost of medical care. Parents are encouraged to take advantage of this service.

**Interim Reports** 1<sup>st</sup> -5<sup>th</sup> grade students are on a nine-week grading schedule. An interim report will be sent home approximately every 4-1/2 weeks. The interim reports are to be signed and returned to the teacher the next day. Kindergarten is on a trimester schedule; you receive only 3 Progress reports during the academic year and no interims.

**Invitations** We realize that social occasions occur and students want to extend invitations to their friends; however, no party invitations can be distributed during the school day. Teachers cannot release student contact information.

**Items not permitted on campus or the bus** The teacher may use his/her discretion to take away the following items should they cause a distraction to the learning environment: Electronic games/devices, music players, headphones, etc. They will be returned when a parent picks them up at the school. Should you feel the necessity of having your child carry a cell phone, please know that it must be kept in their book bags during the school day and on the bus.



Is for...

**Journals** Some classes may require your child to keep a journal. These journals help our teachers monitor a child's progress and are an important part of the curriculum.



Is for...

**Kindergarten Health Assessment** Every child entering kindergarten will receive a health assessment. The health assessment shall be completed between the first of January prior to school entry and the date of school entry. Best practice asks for the KHA to be completed by the first day of school.



## Is for...

**Lice** Parents are asked to immediately notify the school office staff or nurse and your child's teacher if their child has been treated for head lice. This will allow school personnel to take appropriate action in minimizing a potential outbreak. It is the parents' responsibility to check their child's head often. Please see NHCS Board Policy on lice for further information.

**Lost and Found** It would be helpful if parents would put the child's name in all of his belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. The Lost and Found box is located in the multipurpose room. These items are periodically displayed so students can claim their belongings. Items not claimed after a period of time are donated to a charitable organization.



## Is for...

**Medication** If your child must have medication of **any** type during school hours, (including over-the-counter medicine), you have the following options:

1. You may come to school and give the medication to your child at the time required;
2. You may discuss with your child's doctor an alternative schedule for time the medicine is needed (for example, before or after school hours);
3. The school personnel can give the medication.

In order for this to be possible it is critical that the following steps be taken to provide for your child's safety:

- ◆ Your child's doctor **must** complete the form "Request for Medication to be Given During School Hours"; this is for both prescription and over-the-counter medicines.
- ◆ You **must** bring the medicine in the bottle from the pharmacy with your child's name, medication, dosage and date of prescription with directions for use; or in the case of an over-the-counter medicine, it must be provided in the original container to the school... **plastic bags or other containers will not be acceptable.**
- ◆ All medications **must** be brought in by the parent or designee... the student **may not** bring their own medication to school unless an exception has been granted by the principal or the principal designee.
- ◆ You will be asked to sign the Medication Check-In Log after the school staff has counted your child's pills. In addition, there is a medication administration form that will need to be signed by a parent/guardian.

At the end of the school year, parents are asked to pick up their child's leftover medication. Your child will not be sent home with leftover medications. Any medication left over for longer than one week after school is over will be discarded, unless the parent and school make other arrangements. If your child requires medication for emergency medical care for allergies, asthma, etc., please provide pertinent information to school nurse.

**Multi-Tiered System of Support (MTSS)** The mission of the Ogden MTSS Team is to identify and implement strategies to enhance the learning and achievement of individual students. If your child is experiencing difficulty in school a referral may be requested through your child's teacher. This request will lead to the development of the Intervention Plan for Student Success through a team process of reviewing information, proposing success strategies/interventions, and monitoring results. Due to time constraints, MTSS meetings are scheduled one after the other; therefore it is very important for parents to attend meetings at designated times.



## Is for...

**Network and Internet Access Policy** New Hanover County requires that each school keep on file an Acceptable Use Policy form signed by each student. Teachers will review the policy at the beginning of each year with parents and with students. If you do not want to have your child to have access to the Internet or email, then you may obtain and sign an Internet/Email Opt Out form from the school's office.

**Newsletters** Classroom newsletters are sent home with each student periodically. If you have e-mail available please provide this information to the teacher in order to reduce paper usage. Newsletters are to communicate the curriculum, projects, programs, schedules, and expectations.

**Non-Discrimination** 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.

**Nurse** A nurse is assigned to Ogden Elementary School on a full-time basis. She conducts vision screening, teaches health related classes, and is always available for consultation on medical issues. Parents/ guardians are responsible for notifying the school nurse of any medication a student is taking (even if only at home). Parents/guardians are also responsible to notify the nurse of any changes in medication, changes in emergency phone numbers, and any diagnosed communicable diseases.



Is for...

**Parental Visitation** Due to confidentiality we do not allow parent visitation or observation during instruction. Office personnel will relay messages to students during the school day.

**Perfect Attendance** Perfect attendance will be awarded to students that have zero absences.

**Pictures** Individual pictures are taken twice during the school year. Notices will be sent home with specific dates. Class pictures are taken in the spring. If you do not wish to purchase the pictures they must be returned. School pictures are NOT FREE!

**Positive Behavior Interventions and Supports (PBIS)** "Learning and teaching occur best in school climate's that are positive, orderly, courteous, and safe." (George Sugai and Robert Horner, University of Oregon, 2001). By operating under the premises of a (PBIS) site, all staff will work to build a culture of social competence that supports positive social behavior and that maximizes academic achievement for all students. In order to develop a school culture at Ogden that promotes positive behavior, staff members are expected to implement the following components:

1. Define school-wide expectations (Explain school-wide expectations matrix to students, parents, and staff)
2. Deliver behavior instruction (Utilize best teaching practices, Second Step and Problem Solving Model interventions, etc.)
3. Reinforce and recognize positive behavior (Positive student referrals, whole class incentives, individual behavior contracts, etc.)
4. Respond to behavior violations (Teacher consequences, intervention, office referral, etc.)

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

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

**Planners** All Students in grades 3-5 are provided a Student Planner or Agenda to use for recording daily homework, long term assignments, communication between home and school, and short and long range planning. If a student loses his/her planner the parent/guardian will be responsible for the replacement cost.

**Personalized Education Plan (PEP)** The State Board of Education mandates that local schools develop a Personal Education Plan for any student who is at risk of academic failure. Parents are included in the development, implementation, and ongoing review of this plan. (G.S. 115C-105.41)

**PTA** The Ogden PTA is an organization of teachers and parents joined in a partnership to provide students with the best education possible. All parents are requested to join by paying a membership fee. A PTA Executive Board is elected and meets periodically to plan activities that support and enhance school facilities, programs, and student achievement. PTA meetings are held four (4) times a year.

**Publicity Release** Our school frequently has the opportunity to promote the achievements of our students, staff, and school through news releases. If you do not want your child to participate in these endeavors, it will be your responsibility to notify your child's teacher.



**Q** Is for...

**Quiet** Please be courteous when visiting our school and remember your "Inside Voice."



**R** Is for...

**Reduce, Reuse and Recycling** Ogden Elementary prides itself on our recycling efforts. We encourage all students to help reduce waste. When packing lunches try to use containers that can be reused or encourage your child to recycle their waste.

**Reduction in Paper** In order to reduce the amount of paper we use, we encourage all parents to list an e-mail address where they can receive teacher newsletters, parent notices, and other important information from the school and PTA with their child's classroom teacher.

**Report Cards** The New Hanover County Board of Education feels that it is essential for parents to be kept fully informed of their child's progress in school. There are four grading periods each year. Interim reports will be issued midway through each nine-week grading period. A report card will be issued at the conclusion of each grading period. Please return the report card in the designated envelope promptly. See calendar for report card issue dates. Kindergarten is on a trimester schedule.

**Recess** Ogden Elementary understands the importance of recess and will provide 30 minutes of physical activity each day. We ask that parents/guardians dress their children appropriate for the weather so that each student may enjoy this time comfortably. Below is a chart indicating when students will be taken outside for recess and when indoor recess will be permitted.

## Wind Chill Factor Chart (°F)

		Wind Speed in mph								
		Calm to 5	Calm to 5	10	15	20	25	30	35	40
Air Temperature °F	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

## Heat Index Chart (°F)

		Relative Humidity (%)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature °F	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

Comfortable for outdoor or play
  Limit outdoor time to 15 min.
  Remain inside



## Is for...

**Safe Schools** The Ogden School community believes that schools should be peaceful places where children can learn and grow. We believe that children can be taught to manage both feelings and behaviors in appropriate ways and that these skills will lead to healthy productive citizens. The maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. The New Hanover County Board of Education will distribute to every student a copy of the policies, rules, and procedures relative to student discipline.

Exterior doors are kept locked during the school day. All visitors will be required to check in at the office.

### School Hours

**7:15-** Students permitted on campus

**7:45-** Tardy bell

**2:05-** Daycare vans and car riders dismissed

**2:15-** Bus riders are dismissed by grade level

**Sickness** If a student has a fever of 100 °F or any degree of fever with symptoms such as vomiting, diarrhea, sore throat, or any injury/illness causing concern, the school will contact the parent/guardian or a designated adult. The person picking up the student should come to the office to sign the child out. If your home and/or business telephone number changes, please notify the school. It is extremely important that we are always able to reach a parent if an emergency should arise. Students need to be 'fever-free' for 24 hours and without any fever reducing medicine in their system before returning to school. Upon return, please provide a note to your child's teacher.

**Snacks** Students eat a snack on a daily basis. We encourage nutritional foods rather than sweets. Soft drinks are not allowed in school.

**Spirit Days** The school will hold periodic school Spirit Days where students and staff are allowed to dress for special occasions. These days will be noted in newsletters and on occasion, the school website. Students can always wear OES spirit wear on Fridays.

**Student Transfer** Please notify office personnel as soon as possible if your child will be transferring to another school. You will need to fill out a withdrawal form to expedite the transfer of school records. The teacher needs at least one day's notice to prepare transfer papers. All books and materials should be returned to the school and cafeteria charges paid in full.

**Student with Diabetes** North Carolina law (G.S. 115C-47) was changed in 2002 to strengthen support for students with diabetes attending NC public schools. The law requires development of care plans and staff training 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, please contact the school nurse or the Section 504 Coordinator and ask for the Parental Request for an Individual Diabetes Care Plan.

**Supply Lists** Requests are made at the beginning of each year for school supplies. Grade levels work to make sure these lists are posted on the website during the summer. Provide whatever you can afford and do not worry if you cannot purchase everything on the list. Every child will have what is needed to learn.



Is for...

**Tardy- A little is too late!** In order to prepare students for the workplace and protect instructional time we would like all students to be in their classrooms by 7:30 a.m. Students are tardy if they arrive in **class** after 7:45 a.m. Ogden Elementary School requires that a parent accompany students who arrive after 7:45 a.m. to the office to receive a tardy slip. Tardy students will not be admitted to class without a tardy slip. Students that arrive on a late bus will not be marked tardy. Teachers are required to keep a record of tardiness. . Consistent tardiness will result in one or more of the following consequences: referral to the school social worker, automated calls home reminding student to get to school on time, afterschool "Tardy Time" from 2:15-3:00. **"Tardy Time" will be recommended after 10 unexcused tardies. Parents will be responsible for transportation home after "Tardy Time" is served.**

**Telephone** Students must get permission from a staff member prior to using the office telephone. Students are not allowed to use personal cell phones on campus. Cell phones are to remain in their backpacks during the school day and also while they ride the school bus home.

**Tenth Day of School** This is a significant day in North Carolina public schools. Student enrollment and staff allocations in each school are reviewed by the New Hanover County School System. Adjustments in class sizes, student assignments, and teacher assignments are carefully reviewed and adjustments are made if necessary to comply with state guidelines. Parents and students will be notified of any changes around the tenth day of school. Parents' patience and understanding are needed if transitions are required to keep OES in compliance.

**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.

**Twitter** Follow us on twitter for updates and announcements @Ogdenpal



Is for...

**Unique** No two students learn alike. Teachers will provide differentiation of instruction to ensure the academic success for all students. Instruction at our school will be differentiated by student readiness, interest and learning profile, content, process, and product.



Is for...

**Visitors** Due to confidentiality we do not allow parent visitation or observation during instruction. Office personnel will relay messages to students during the school day. We do allow visitation during lunch only.

**Volunteers** The staff at Ogden welcomes volunteers from the community. We take pride in the high number of volunteer hours that we accumulate each year. If you are interested in volunteering, please follow the volunteer handbook and registration on the county website. It is important that volunteers respect the confidentiality of our students. All volunteers are expected to follow the county dress code policy. All volunteers must sign in as a visitor in the office and obtain a visitor's badge/sticker prior to going to the classrooms Please consider helping out when you can...we just couldn't do it without you!



Is for...

**Web Site** Be sure to visit our school web page at [www.nhcs.net/ogden](http://www.nhcs.net/ogden) frequently to keep up with the OGDEN happenings at school.



Is for...

**X-citement** Ogden Elementary wants its students to be x-cited about their school. Please help your child(ren) by being active in their learning experience whether it's helping with homework, volunteering in the classroom, or even just offering support when needed. If you find that he/she is struggling, please let their teacher know, we want everyone to be x-cited about coming to school.



Is for...

**Yearbooks** Yearbooks are published each spring for the children as mementos of our school year. A fee is charged to cover the printing costs. They are distributed to students the last week of school.



Is for...

**Zero Tolerance Policy** The New Hanover County School system has a zero tolerance policy with regard to violence and weapons on campus. Please make sure your child does not bring a Boy Scout knife or any other type of weapon to school by mistake. All incidents will be reported to law enforcement and be subject to suspension.