

*Carolina Beach
Elementary*

SCHOOL PROCEDURES



**400 South Fourth Street
Carolina Beach, NC 28428
(910) 458-4340**

After-School Care

Carolina Beach School offers quality after-school care from 2:30 pm to 6:00 pm on regular school days. For more information, contact the program coordinator Jodi Essenburg at (910) 458-4340 Ext 501.

Attendance

Regular attendance is very important to your child's academic success. Scheduling medical and dental appointments after school hours and taking vacations during school vacation periods help promote good attendance and punctuality. If your child is absent, please send a note when he/she returns to school. The note should include the reason and the date(s) of the absence. Students are responsible for all missed assignments.

According to NHCS Policy 8212, the following are considered **Lawful, Excused Absences** (provided satisfactory evidence is given to the appropriate school official):

- **Illness or injury**
- **Quarantine**
- **Death in the immediate family of the student**
- **Medical or dental appointments**
- **Court or administrative proceedings**
- **Religious observances**
- **Educational opportunity:** When the absence clearly is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence by the principal.
- **Absences related to deployment activities:** A student whose parent/ legal guardian is an active duty member of the uniformed services and has been

called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/ legal guardian.

- **Child Care:** Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful).

School Hours

7:30 a.m.	Students may enter the cafeteria only and they are allowed to get breakfast. All other doors remain locked until 7:45 a.m.
7:45 a.m.	Students go to classrooms to begin their morning work.
8:00 a.m.	The tardy bell rings.
2:20 p.m.	Dismissal begins.

Tardiness and Early Dismissal

Students should be in class and seated by 8:00 am. Students who arrive after 8:00 am must be checked in at the office by an adult. The student is marked tardy and the receptionist will give the student a tardy slip for admission to class.

If tardiness becomes a problem, the principal, social worker, and counselor will work with families to establish procedures for getting to school on time. Further action will be taken if tardiness continues to be a problem.

If you must check your child out before regular dismissal, write a note to your child's teacher. When you arrive to check out your child, go to the office and the receptionist will have your child come to the office. Please do not go directly to your child's classroom.

Balloons and Flowers

The delivery of flowers and balloons to students at school is prohibited.

Birthdays

Individual teachers have developed activities and procedures for celebrating student birthdays. The celebration is often connected to the curriculum and conducted in a manner that does not interfere with instructional time. ***Teachers and staff will not distribute invitations to parties and other social events held outside of school. Students may not distribute invitations at any time at school.***

Change of Address or Phone Number

Please notify the office and your child's teacher if you move or change your phone number during the year. If you move during the school year and want your child to remain at CBES, you must complete a *Completion of Year Request* form. The form is available in the school office.

Class Celebrations

Class celebrations are permitted three times during the school year. Parents are asked not to bring food or candy to be distributed in class without the approval of the teacher. In keeping with health regulations, all food that is served to the children must come from a commercial food establishment that is inspected by the Health Department or that is commercially packaged.

Head Lice

According to NHCS Board Policy 8600, the following procedures shall be followed: Upon identification of lice on a student, the school employee shall contact the school nurse or principal designee to verify head lice.

School nurse or school principal designee shall: Directly examine the hair and scalp for lice and nits, especially at the nape of the neck and around the ears. If lice are verified, notify the student's parent/guardian and encourage picking up student to go home for treatment. A letter shall be sent home to parents of students in the classroom notifying them that lice have been verified in their student's classroom. The student shall not ride the school bus until they are cleared by the principal or the school nurse. Reassure student that head lice are not a social disgrace and can be eliminated. Send home instruction sheets for lice control; "Stop Head Lice" and "Alternative Treatment for Head Lice". Answer all parent/guardian questions regarding lice treatment, removal of nits and home cleaning that may cause reoccurrence of lice.

Requirement for student to return to school: PARENT MUST ACCOMPANY STUDENT TO SCHOOL. Upon student's arrival at school after lice identification, the school nurse or principal designee will examine the student's hair and scalp. If student has not been treated for lice or lice are present, the student will be sent home. If only nits are present upon examination, the student may remain at school.

The school counselor, social worker or the school nurse can make home visits when needed for students with repeated cases of head lice. School personnel shall notify the Department of Social Services and the school principal if home visits, phone calls and school personnel assistance are not effective and lice infestation continues.

Lunch and Snacks

Breakfast and lunch are provided at free or reduced prices to those who meet certain requirements. Applications are sent home at the beginning of the school year. If you do not

receive an application, they are available in the school office any time during the year.

Parents are invited to have lunch with their children. Please sign in at the front office and get a visitor sticker before going to the cafeteria. Please do not allow your child to bring gum or candy to school. Healthy snacks are permitted with the approval of the teacher.

Medication

In order for staff members to dispense medication, the following procedures must be followed:

Prescription Medicine:

All medications must be in the original container.

The label must clearly name the student, dose and name of the drug.

The prescription must be current. A [*Physician Authorization of Medications for a Student at School*](#) form must be filled out and signed by a physician and given to the school nurse.

Parents may come to school to administer medication to their children.

Non-Prescription Medicine (aspirin, cough syrup, etc.):

Must be unopened and in the original container.

Must have statement clearly identifying the name of the child, dosage, and procedures for administering the medicine.

Must have signed *Physician Authorization* form on file.

Parents may come to school to administer medication to their children.

Patriotic Exercises

According to NHCS Board Policy 7042, each school day is to begin with the Pledge of Allegiance followed by a moment of silence not to exceed one minute in duration.

Such period of silence shall be totally and completely unstructured and free of guidance or influence of any kind from any source. No staff or student will be required to participate. During the period of silence and for those not participating in reciting the Pledge, silence shall be maintained and no one may engage in any other activity.

Severe Weather Policy

School will be in session unless the weather makes it dangerous for school buses to travel. When weather is severe, local radio and TV stations will announce local school district changes in 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 a different plan.

Student Dress Code

According to NHCS Board Policy 8520, 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;
- 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; and
- 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.

(CBES Requirement: For safety during our school activities, students should wear sneakers or sandals with straps around the heel. Flip-flops are not permitted.)

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.

Toys and Other Objects and Devices

The school provides playground equipment for physical education. Toys, equipment, and other personal items should not be brought to school. Other items include, but are not limited to: skateboards, scooters, balls, bats, and electronic devices. We recommend that students not bring cell phones to school. Every classroom has a phone and students are allowed to call parents when necessary. If your child does bring a cell phone, it must be kept in the child's book bag at all times during the instructional day. The school is not responsible for personal belongings and these items can create disruptions to the educational environment.

Transportation

Bicycles

Students may choose to ride their bicycles to and from school. Students should walk bicycles when entering the

schoolyard. All bicycles must be parked in the racks provided at the front of the school. A lock is needed for safekeeping. Carolina Beach School is not responsible for loss or damage. Please be respectful of neighboring property on the way to and from school. Bike riders must wear a helmet.

School Bus Transportation

The Transportation Department strives to maintain the highest standards in school bus safety. In the interest of student safety, Pre-K students must be met at the bus stop by a parent or legal/guardian. It is the responsibility of the parent or legal guardian to be at the bus stop when the bus arrives.

Kindergarten through 2nd Grade students must be met at the bus stop by a parent or legal guardian unless they have submitted a **Parent/Legal Guardian Permission Form For Unattended Bus Stop Drop-Off** form which can be obtained from the school office.

If a student fails to ride the bus for three consecutive days and there are no other students assigned to the student's stop, it may be discontinued until Transportation is notified that the student will begin utilizing the stop again.

Bus Behavior

According to NHCS Board Policy 8440, the school bus, including the bus stop area, is an extension of the school. 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. Therefore, the Student Discipline Policy is applicable (Policy 8410 Student Discipline Policies, Rules and Procedures) to incidents occurring on the school bus and

at the bus stop area.

Discipline on the school bus is the responsibility of the principal of the school where the student is assigned. The principal has authority over students on the bus and at designated bus stops. This authority is delegated to the driver. The driver has the responsibility and authority for the safe operation of the bus and will refer all students who violate regulations to the principal. 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 the principal on the same school day if the incident occurs in the morning, or the next morning if it occurs in the afternoon. Disciplinary action may include suspensions from the bus and other disciplinary action.

Parent Drop-off and Pick-up

All car students will arrive and depart from the circle at the front of the school. Please drive as far forward as possible for drop-off and pick-up. Please do not drop your child off on 4th Street to walk across the driveway traffic. Staff members supervise students as they arrive in the mornings between and depart in the afternoons. Please do not park and leave your vehicle unattended in the circle in front of the school or along side streets. If you must park, please park only in marked spaces. If your child is a car rider, do not park and attempt to remove your child from the pick-up waiting area on and in front of the porch. This creates confusion and hinders our ability to monitor student safety. We ask that you not go into the classrooms in the mornings because the teachers need to be able to prepare for the day and get class started on time.

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 transportation arrangements, you may send a note to the teacher or you may call the main office. If you call the office, please call before 1:00 p.m. Do not call the teacher's extension for changes as teachers check messages after dismissal. Students may not ride a bus home with a friend without a note from the parent or guardian of both students. This note should be given to the teacher by 8:00am and will be approved by the office.

Visits, Observations and Conferences

We encourage communication between parents and school staff. If you would like to meet with your child's teacher, an administrator, guidance counselor, or other staff member, please call the main office to schedule the meeting. Scheduling of visits, observations, and conferences in advance allows us the opportunity to give you the time and attention that you deserve. When you are in the school for a visit, conference, lunch, etc. please do not go to any other area of the building. Please do not go to classrooms unannounced to speak with your child's teacher. An appointment ensures that you are given the time and attention that you deserve—and that our teachers can provide quality instruction and supervision of our students.

Volunteering

We welcome parent volunteers in our school! If you are interested in volunteering, check with your child's teacher or contact the office to leave your name and number for the PTO volunteer coordinator. When volunteering, please make sure to sign in and get a Volunteer sticker in the main office.

For additional information, updates, and useful links, visit our website at www.nhcs.net/cbes/.

For additional information about NHCS Board Policy, visit the website at www.nhcs.net/.



Stay Connected with Carolina Beach Elementary! Join us on Facebook and follow us on Twitter @CBElementary.