

Wrightsville Beach Elementary School

220 Coral Drive
Wrightsville Beach, NC 28480

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www.nhcs.net/wbeach

Jackson Norvell, Principal
Ed Dominowski, Asst. Principal



RIDE THE WAVES TO SUCCESS

Parent/Student Handbook

Principal's Message

Dear Parents, Guardians and Students:

First and foremost, consider yourself most fortunate...you are a WBS Dolphin! Wrightsville Beach School is an amazing place and this will be an amazing year. We will play together, learn together, work together, and grow together! WBS is an exciting learning community with plenty of enriching opportunities naturally at our fingertips. At WBS and beyond, it is our hope that students establish and sustain an authentic love for learning so they commit their lives to exploring, expanding, imagining, and creating.

In order to create and maintain a learning environment conducive to optimum learning and growth, students must feel safe, comfortable, and nurtured. It is in that spirit, that we must all work together to alleviate any and all barriers that could stand to jeopardize those learning necessities. My door is always open, and no concern is too small. If it's about your child, it matters, and I want to know what's going on. Maintaining open, honest, frequent, and accurate communication is the only way to really succeed. Working together like a family, we will help all students do and become their very best.

Parental and community involvement is a highly important component of the overall educational experience of your children. At WBS, there are plenty of opportunities to become involved and I would strongly recommend that you take advantage of them by joining our amazing PTA and by volunteering your time as needs arise throughout the school.

Please take a moment to peruse the content of this Parent/Student Handbook as it contains important information regarding school policy, procedures, and rules. If you have any questions about the handbook, or about anything related to your child's education at WBS, please don't hesitate to contact my office.

Sincerely,
Jackson L. Norvell, Principal
jackson.norvell@nhcs.net

Wrightsville Beach School Mission Statement

The mission of Wrightsville Beach Elementary School is to provide a high quality and challenging education that encourages our students to learn, to understand and appreciate the marine environment, to demonstrate good citizenship, and to choose to become life-long learners.

Wrightsville Beach School Vision Statement

The Wrightsville Beach School staff is committed to protecting the learning environment so that all students succeed and are challenged to their maximum potential. Reflecting on our knowledge about child development, best teaching practices, and learning styles, this environment will be cooperative, interactive, rigorous, hands-on, safe and caring, and responsive to the needs of diverse learners.

Wrightsville Beach Elementary School Staff Assignments

Principal	Jackson Norvell Ed		
Assistant Principal	Dominowski		
Classroom Teachers:	Hanna Barkley	Kim Golder	Debbie Sewell
	Christine Born	Kimberly Guthrie	Meaghan Thomas
	Sydney Peterson	Margaret Martin	Carly Welty
	Kate Patel Meredith	Lynn McGary	Woody Whittle
	Collins Kim	Sandra Roberts	Jennifer Williams
	Thompson	Danni Hayes	Kim Thompson
Teacher Assistants:	Ginger Bass	Sydney Sellers	Robin Kegley
	Cindy Brayford	Heather Smith	Maria Thompson
	Lisa Baxley		
Counselor	Cissie Brooks		
EC Resource Teacher	Kelli Kowalski		
Instructional Coach	Beth Harkcom		
AIG Teacher	Katherine Kochakji		
Media Specialist	Lucrece Medicott		
Technology Facilitator	Amy York		
Art Teacher	Jen Crafts		
Music Teacher	David DiMuro		
PE Teacher	Joelle Newman		
Treasurer	Jennifer Pridgen		
Secretary	Sue Hunley		
Data Manager	Charlotte Zurcher		
Nurse	rotating		
Senior Custodian	Charles Hewett		
Custodian	Tim Kroll, Andre Smith		
Cafeteria Manager	April Mason		
Cafeteria Staff			
Bus Drivers:	Tameca DeVone, Shameka, Rosemary		

Important Dates to Remember

August 29	First Day of School
September 5	Labor Day Holiday
October 28	End of Grading Period - Students Released at NOON
November 8	Teacher Work Day
November 11	Veteran's Day Holiday
November 23	Vacation Day
November 24-25	Thanksgiving Holidays
December 21	Half Day for Students
December 22 – January 2	Christmas Holidays
January 16	Martin Luther King, Jr. Holiday
January 26	End of Grading Period
January 27	Teacher Workday
February 24	Students Dismissed at NOON
March 31	Half Day for Students
April 10 – 13	Spring Break
April 14	Good Friday No School
May 29	Memorial Day Holiday
June 8	Half Day - Last Day of School – End of Grading Period
June 9	Teacher Work Day
June 12-13	Teacher Work Days

Interim Reports and Report Card Dates

Grading Period

1st nine weeks
2nd nine weeks
3rd nine weeks
4th nine weeks

Interim Reports Issued

September 26, 2016
December 5, 2016
February 27, 2017
May 8, 2017

Report Cards Issued

November 3, 2016
February 2, 2017
April 6, 2017
June 13, 2017

Code of Conduct

The entire staff of Wrightsville Beach School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and will also have the maximum opportunity to learn. We have the following behavior expectations:

- * Treat others with respect
- * Treat others the way that you would like to be treated
- * Respect the rights and property of others
- * Keep your hands, feet, and objects to yourself
- * Talk appropriately at all times
- * Conduct yourself in a safe and responsible manner
- * Be prepared to work and always do your BEST
- * Always follow the directions of all school staff members

In the cafeteria:

Speak in quiet voices
Clean up your space after eating
Dispose of trash properly
Remain seated until dismissed
Use your best manners

In the hallway:

Respect personal space
Always WALK
Walk to the right
Stay in a single file line
No talking – classes are in session

On the Bus and at the Bus Stop:

- Use quiet voices to ensure that the driver is not distracted
- Stay seated while the bus is in motion
- Sit in your assigned seat at all times
- Keep hands, feet, and other objects to yourself and inside bus
- Enter and exit bus appropriately
- Obey the driver's instructions
- Always cross in front of the bus
- Follow code of conduct rules at the bus stop

Remember that riding the bus is a privilege, not a right! Improper conduct will result in this privilege being suspended. Parents are then responsible for transportation.

Specific school rules and procedures:

- Students are expected to dress according to NHCS Board Policy #8520
- Toys are NOT to be brought to school
- Excessive amounts of money or valuable items should not be brought to school
- Students are NOT to sell any items at school or on the bus or at the bus stop
- Running on the sidewalks and in the building is not permitted
- Students must wear sneakers for weekly scheduled PE class
- Students may bring cell phones to school; however, ringers must be off and phones must be kept in purses and book bags. If teachers see the phone, they will confiscate it.

New Hanover County Schools Student Discipline Policies, Rules, and Procedures is a booklet about student discipline, which applies countywide and identifies specific procedures for dealing with discipline problems. This information can be found at www.nhcs.net – Board Policy #8410. Please review it with your child.

Safety Policies and Procedures:

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

- ❖ ALL outside doors will be locked at ALL times. Please use the buzzer to the left of the front door and wait to be admitted. Be sure to sign in at the computer before proceeding any further.
- ❖ Whenever visiting WBS, whether for a conference, to join your child for lunch, or to volunteer, please stop by the office window and sign in and put on a visitor's badge. We also request that you sign out when you leave the building.
- ❖ 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 telephone numbers are a MUST. Please advise the office and your child's teacher when an emergency notification number changes. This includes your cell phone numbers, work numbers, and those of anyone we may call if you cannot be reached.
- ❖ Please follow the procedures for parent pick-up and drop-off as outlined on the next page. They are in place for the safety and protection of all our students and their families.



**SAVE TIME – SAVE GAS
RIDE THE SCHOOL BUS!**

WBS Traffic Safety Expectations For Morning Drop-Off

Student safety is a priority at WBS. Your cooperation will help ensure that all our students arrive and depart safely each day. Students may not enter the school building before 7:30 a.m. **Please refrain from using your cell phone when you are in the circle.** This will ensure that everyone's individual attention is devoted to the safety of our children.

1. Drop off in the loading zone only, which extends from the mailbox back four car lengths. **DO NOT** drop off children at the sidewalk located at the intersection of 4th Street and Coral Drive.
2. **DO NOT** enter the side parking lot to drop off students near the mobile classrooms.
3. Remember the side parking lot is for use by only faculty and staff.

REMINDER

If you see the traffic cone out front with a -

- | | |
|---|--|
| <p>🚩 Green flag</p> <p>🚩 Yellow flag</p> <p>🚩 Red flag</p> | <p>you may drop off your child</p> <p>it is 7:55 and your child has 5 minutes <u>or less</u> to get to class</p> <p>it is after 8:00 and your child MUST be walked in and signed in tardy at the computer – <u>students are NOT to sign themselves in</u></p> |
|---|--|

WBS Traffic Safety Expectations For Afternoon Pick-Up

1. Individual cars will line up at the stop sign on Coral Drive after 2:00 p.m.
2. The buses will load students at the front door. Once they leave, the cars in line can proceed into the circle for student pick up.
3. Once in the circle, stay in the right lane. **Please have your name card (provided by the school) displayed on the front RIGHT (passenger side) visor**, and leave it hanging until **after** you pick up your child. Someone on duty will be monitoring cars as they enter The Circle and will announce your arrival by walkie-talkie so your child can be called and waiting on the front porch by the time you get there.
4. Pick up **ONLY** in the loading zone at the front school entrance. **Please do not tell your child to meet you at any other place for pickup.**
5. **Please DO NOT park on 4th Street to pick your child up.** This causes dangerous traffic for students who actually walk or bike home! If you are driving to school to pick your child up, you should be in the pick-up line.
6. Review these expectations with **ALL** people who will be picking your child(ren) up from school – older siblings, noncustodial parents, child care providers, grandparents, and friends.

Safety Expectations for Walkers, Bicyclists, and Skateboarders

****Please DO NOT park on North Channel Drive to pick up your child.****
This is dangerous for both your child and the crossing guard.
If you are in a car, please use the car pick up line.

As a safety precaution, walkers, bicyclists, and skateboarders will not be called for dismissal until our buses have loaded. They will exit the building using the east exit (by the library). These students will gather on the sidewalk by the 4th Street stop sign and will be escorted from the school grounds in **one group**. Students will go up 4th Street to North Channel Drive. Walkers and Skateboarders should stay on the sidewalk; bicyclists should ride on the street in single file. Although students will be going the “wrong” way on North Channel in the afternoons, WBPD supports our dismissal plan. The Wrightsville Beach Police Department has indicated that it is safer for our students to ride bikes against traffic on a one-way street than to try to use Coral Drive. Students on bikes will not be ticketed for violating the one-way direction DURING DISMISSAL. Parents who come to escort children home are asked to follow the dismissal procedure, including leaving as a group when the duty teachers escort students off school grounds.

For **students and parents** who ride bikes and skateboards to and from school, please remember that they **cannot be ridden on school grounds or sidewalks**. You may ride up to the edge of the school grounds, but then you must get off and walk your bike to the bike rack or take your skateboard to the storage area. Be sure that all bikes are parked in the bike racks and not left on the sidewalks. Also remember that **the use of a bicycle helmet is North Carolina state law.**

Parent Visitation

The staff of Wrightsville Beach School asks that parents respect the students' instructional time and **not go to the classrooms during arrival time or during the school day** unless you have been asked to volunteer in some capacity. Office personnel will relay messages to students during the school day. Office personnel will also take care of items (lunches, materials, etc.) that may need to be delivered during the school day. If you plan to eat lunch with your child, please **make reservations** with your child's teacher. Due to our crowded conditions, we have limited seating in the cafeteria.

If you are visiting the school for lunch, a class event, a fieldtrip, or to volunteer, please use the Ident-A-Kid computer at the office to sign in. The office staff will be happy to help you access the computer if needed. Our volunteer hours are tallied using this software, so please sign in AND OUT so our volunteer time will be tallied.

Court orders regarding child custody must be in the child's educational file. Only court orders signed by a judge may be honored. Notarized forms or letters from parents cannot be accepted. Please notify the office as soon as possible if there are child custody guidelines that impact parental pick up and visitors.

Daily Schedule

7:35 – 7:55	Breakfast is served in the Cafeteria
7:55	Students are to be in the classroom
8:00	Tardy bell rings (all students arriving after the bell must be signed in at the office <u>by their parent</u>)
	Morning announcements
2:20	Dismissal begins

North Carolina General Statute dealing with school attendance:

G.S. 115C-378 provides that "every parent, guardian, or other person in the state having charge or control of a child between the ages of 7 and 16 years shall cause such child to attend school continually for a period equal to the time which the public school to which the child is assigned shall be in session." The law also purports that students under the age of seven who are already enrolled in public school must abide by the compulsory attendance law unless the parent withdraws the student from school. The school will notify parents of excessive absences under the following conditions:

1. After the **third** unexcused absence:
 - a. The principal or her designee shall notify the parent/guardian in writing and
 - b. The principal may refer the matter to a school social worker for immediate investigation.
2. After **six** unexcused absences, the principal shall notify the parent/guardian of the student's excessive number of unexcused absences from school.
 - a. Notification of the parent shall be mailed and shall state that the parent of any student between the ages of 7 and 16 years of age may be prosecuted under the General Compulsory Attendance Law if these absences cannot be justified under established policies (see G.S. 115C-378).
 - b. A copy of the notice will be directed to the social worker, who will work with the student and family to remedy the problem (see G.S. 115C-378). If warranted, the counselor, social worker, or principal may take legal action.
3. After **ten** accumulated unexcused absences in a school year, the principal must review any report or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification and made a good faith effort to comply with the law. If the principal determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides for legal action.

Student Attendance

Regular school attendance is important to a child's academic success. It is also required by NC state law and New Hanover County Board of Education policy

Tardiness is a serious problem since students miss valuable instructional time and interrupt the teaching and learning process of others when they come to class LATE. If students are frequently tardy, the school social worker will be asked to make a home visit in order to generate a plan to eliminate the tardies.

If a student is absent:

- A **written** absence note is **required** when the student returns to school and should be given to **the child's teacher**. The note should state the child's full name, date(s) of absence, and specific reason for absence. The principal or teacher may request verification of illness. You may send an email since the teachers will be able to print it for documentation.
- Until a written note or email is received the student's absence is coded "unexcused" no matter what the reason.
- Excessive absences will be referred to our school social worker for possible legal action and may result in retention.
- If a child signs out before 11:15 a.m. or if a child signs in after 11:15 a.m., he/she will be counted absent for the day.
- NHCS Policy states that family trips and vacations are not excused absences and will be coded as **unexcused**.
- Make up work will be provided to the student **AFTER** an absence (or in the event of a major illness, DURING the absence). Please do not request work ahead of time from teachers.

If a student is tardy:

- Students not in their homeroom class at 8:00 a.m. are tardy.
- When a student is tardy, **a parent or guardian must accompany the child to the school office window to be checked in using the Ident-A-Kid computer.**
- Whenever possible, all medical and dental appointments should be scheduled after school hours or on non-school days. If appointments must be made during school hours, a doctor's note is required for the tardy to be excused. According to NHCS policy, the only tardies that can be excused are medical or dental appointments with a doctor's note.
- According to county policy, traffic, car trouble, oversleeping, etc., are NOT excused reasons for tardiness.

If a student signs out early:

- All checkouts must be made through the school office using the Ident-A-Kid computer. When you complete the process, office personnel will call for your child(ren). **PLEASE DO NOT GO TO THE CLASSROOM!**
- If your child is dismissed early due to a medical or dental appointment, the doctor's note must be sent in the following day in order for the early dismissal to be counted as excused.

~ IMPORTANT ~

- If you need to check your child out after 2:00, you will write your child's name on a check-out list at the office window, and when car riders are called, your child will be called first. Please **wait on the front porch** until your child comes out. No child will be checked out between 2:00 and 2:20 unless it is a true emergency.

Transportation

We encourage parents to utilize bus transportation in the afternoons if at all possible. If you prefer your child(ren) to be car riders, we strongly encourage car pooling in an effort to save our environment. At the beginning of the school year, parents will complete a transportation information form that will indicate how your child is to be transported. Please limit this to one or two options.

Unless the teacher receives a change in WRITING regarding how your child is to go home, your child will be sent home the “usual way” as indicated on the transportation form.

**PLEASE DO NOT CALL THE SCHOOL OFFICE AFTER 2:00 P.M.
WITH A TRANSPORTATION CHANGE.**

ALSO, DO NOT LEAVE TRANSPORTATION CHANGES ON THE VOICE MAIL SYSTEM OR SEND BY EMAIL since teachers may not have access to phone messages or email until after dismissal is complete.

Try to decide on any change which will be caused by rain and agree with your child BEFOREHAND so that it will not be necessary to call the school with instructions each time it rains.

Telephone System

Our school telephone system includes voice mail capability. The opening greeting allows callers to access a 411 staff directory to determine extension numbers. If you call the school and immediately dial the extension, your call will go directly to voice mail. This allows us to protect instructional time for the classrooms and to prevent the phones from ringing, which would be very disruptive. If you need to talk to someone, dial 0, and the call will go to one of the office staff. If that call goes to voice mail, you will know that all secretaries were on other calls and your call will need to be repeated after a few minutes. All staff members check voice mail on a daily basis.

BlackBoard Connect (BBC) Notification and Emergency Calling System

Keeping you informed is a top priority at WBS and New Hanover County Schools, and that is why we have adopted the BlackBoard Connect Notification and Emergency Calling system. This system will allow us to send a telephone and/or email message to you to provide important information about school events or emergencies. BBC will be used to notify you of school delays and cancellations due to inclement weather, as well as to remind you of various school events.

What you need to know about receiving information sent through the BBC system:

- Caller ID will display the school's main number when a general announcement is sent
- Caller ID will display 411 in the event of an emergency
- BBC will leave a message on answering machines and voice mail systems

BBC will also be used to make calls on a daily basis to notify parents of student tardies and/or absences.

Cafeteria Information and Child Nutrition Procedures

Weekly breakfast and lunch tickets will be sold in the cafeteria on Monday mornings. Parents can also choose to use an Internet website to manage your child's cafeteria account. This technology is now available for all NHCS students and staff. LunchPrepay.com is not part of or affiliated with NHS; it is a third party vendor offering an alternative method for school meal account management. Go to www.lunchprepay.com for more information or to access the site. It's a one-stop shop for automated school meal account management. Due to budget cuts, the monthly lunch menus will not be printed and distributed this year; however, they will be available on the WBS website, the NHCS website, and on the Learning Network (TV-5).

In order for your child to be able to use his/her account to buy a la carte items, we will need written permission. When we receive the forms from the Child Nutrition department, they will be distributed. Free and reduced price breakfast and lunch are available to those who qualify (application forms are available in the cafeteria). Children are allowed to buy ONE extra item (pickle, ice cream, etc.) at lunch. Ice cream is usually available only on Fridays.

Breakfast	\$1.35 per day	(\$6.75 per week)
Reduced Breakfast	Free	
Lunch	\$2.50 per day	(\$12.50 per week)
Reduced lunch	\$.40 per day	(\$2 per week)
Milk	\$.60 per carton	
Water	\$.65 per 8 oz. bottle	
Switch drink	\$1.00 per can	

Due to the large number of uncollected charges in the past years, the Child Nutrition Department has implemented the following procedures regarding cafeteria charges. Since this is now County policy, the procedures will have to be followed and enforced.

1. Student meals may be charged in grades PreK-8 only; subject to the following limitations:
 - A. Students may not charge a la carte items.
 - B. It's encouraged that the charge balance will **not exceed \$10** for any child.
2. The cafeteria staff will use the following procedures:
 - A. Bills will be mailed weekly for all accounts of \$3 or more.
 - B. Once a bill reaches \$10, the Child Nutrition Manager will call the parents twice.
 - C. Principals will receive a weekly balance due report once accounts reach \$10 or more.
 - D. Principals will assist, if needed, in the collection process (via a letter or call to parents, have the Social worker or Counselor involved, etc.)
 - E. Students owing more than \$10 on charges will not be allowed to purchase a la carte items. The money will be applied towards the outstanding charges.
 - F. Change from future cash sales will be held and applied toward unpaid charges.

-----Food Brought Into Schools-----

Every year we struggle to determine the best way to protect our children from food borne illnesses, satisfy health department regulations and yet be responsive to school needs. Accordingly, the Child Nutrition Department has set forth some general guidelines to assist in helping parents who want to bring food into the schools.

- As a general rule most baked goods (i.e. cookies, cakes, cup cakes, etc.) prepared in domestic kitchens are not high-risk items and can be safely served in classrooms.
- Potentially **hazardous food items** prepared at home by a parent to be shared with other students carries a high risk factor and should not be served in the classrooms.
- All foods such as party trays purchased from commercial licensed facilities are inspected by the Health Department and would generally pose no serious health problems IF temperatures of potentially hazardous food items have been properly maintained.
- Cafeteria Managers will store perishable foods purchased from a commercially licensed facility for a short period of time not to exceed the day of the event.
- Food prepared in a domestic setting cannot be served in a school kitchen.
- Donated potentially hazardous food items (i.e. ground beef, eggs, etc.) will not be accepted for use in school fund-raising activities. It is recommended that these items be purchased through your school cafeteria. Four to six weeks lead time is needed.

As a reminder, only School Food Service Personnel are allowed behind the serving lines in order to eliminate possible contamination of food preparation services.