

2022-2023

*Cougar*

HANDBOOK



DR. JOHN

**CODINGTON**  
**ELEMENTARY**  
**SCHOOL**  
**FAMILY**  
**HANDBOOK**

WELCOME

**PRINCIPAL**

Tricia W. Spencer

**ASSISTANT PRINCIPAL**

Kim Horton



4321 Carolina Beach Road  
Wilmington, NC 28412

Phone: 910.790.2236

Fax: 910.790.2238

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WEBSITE](#)

[OUR PTA](#)

[CODINGTON'S  
TWITTER](#)

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# ATTENDANCE

Regular school attendance is essential. 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. Excessive tardies and continued early checkouts will be referred to the school administrators.



## School Hours

- **7:10** - Students are screened upon arrival and report directly to their classrooms.
- **7:45** - Tardy bell will ring. Students must be in the building when the bell rings to be on time.
- **2:10** - School administrators and/or office staff will make afternoon announcements and will begin the 2:15 dismissal process.



# CHECKING STUDENTS IN & OUT



## CHECKING IN A TARDY STUDENT:

Instruction begins promptly at 7:45 a.m. At 7:45 a.m. students are tardy and are to be escorted to the office by a parent 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 be referred to the school administrators. Guidelines for monitoring tardiness are aligned with the attendance policy.

## CHECKING A STUDENT OUT:

It is very important students remain in the class for a full daily schedule.

Tardiness and early checkouts interrupt the instructional time of all of our students. If a student must check out during the day, a parent or guardian must come to the school office to sign out their child. The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the student when you arrive.

For the safety of our children, office personnel will ask for identification before checking out any student(s).

To ensure a safe and orderly dismissal, transportation changes must be made before 1:30 p.m.

# 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. (Policy #4120) Closing and/or delay announcements are posted online at [www.nhcs.net](http://www.nhcs.net), on local TV and radio stations.



The safety of the students and staff at Codington Elementary School is one of our top priorities. The CONNECT 5 automated service will allow NHCS to send a message or instructions to all of the parents' emergency numbers that have been provided to the school only in the case of an emergency. Beginning with the 2016-17 school year, the school is only permitted to send messages to email addresses to announce routine school events. Our success in delivering the message is only as successful as the contact information we have for your students so please make certain that we have emergency information at all times.

# STUDENT ATTENDANCE POLICY

## General Requirements

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. G.S. 115C-307 (f)



**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.
3. Procedures when a student is absent: Parent/guardians should notify the school if the absence is expected to be more than one day.

No student will be excused from regular school work to take private lessons in music, art, dance, or any other area without prior approval of the Superintendent's office.

**The objectives of the New Hanover County Schools' attendance policy are:**

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.
3. Procedures when a student is absent: Parent/guardians should notify the school if the absence is expected to be more than one day.

No student will be excused from regular school work to take private lessons in music, art, dance, or any other area without prior approval of the Superintendent's office.

# STUDENT ATTENDANCE POLICY CONT.



## Lawful, Excused Absences:

Pursuant to state law G.S. 115C-378 and the rules and regulations of the N. C. Department of Public

Instruction, School Attendance and Student Accounting Manual, the following shall constitute a lawful excused absence, provided satisfactory evidence is given to the appropriate school official:

1. Illness or injury: An illness or injury which prevents the child from being physically able to attend school.
2. Quarantine: When isolation of the child is ordered by the local health officers or the State Board of Health.
3. Death in the immediate family of the child: Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or dental appointments: When approved by the appropriate school official in advance, except in the cases of an emergency.
5. Court or administrative proceedings: Attendance at the proceedings of a court or an administrative tribunal if the child is party to the action or under subpoena as a witness.
6. Religious observances: When the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event unless the religious observance or the cumulative effect of the religious observance is of such duration as to interfere with the education of the child.
7. Immediate demands of the farm or home: When it is demonstrated that the needs of the farm or home require the presence of the child to perform work and when it is demonstrated that assistance to meet this need is not otherwise available and cannot be secured.
8. Educational opportunity: When the absence clearly is to take advantage of a valid educational opportunity, such as an experience that supports career and college ready skills. All requests for approved absences should be submitted, in writing, in advance of the opportunity. The requests should include the learning objective of the opportunity, and how the objective links to coursework or educational development of the student. Such experiences may include: cultural exposure or experiences with clear alignment to course content standards for elementary and middle school levels; and college tours, cultural exposure or experiences with clear alignment to course content standards. Approval for such an absence must be granted prior to the absence by the principal.

# STUDENT ATTENDANCE POLICY

## Absence for Educational Travel

Family Vacations are not deemed as excused absences.

We do understand that families need to spend quality time together and that does mean missing school periodically. However, these absences will be documented as unexcused. (See BOE Policy 8212 on the NHCS website).


### Unexcused Absences

Absences for reasons other than those listed above may be deemed unexcused. Unexcused absences include, but are not limited to, missing the bus, oversleeping, inclement weather, babysitting, working at a location other than the home or farm, etc.

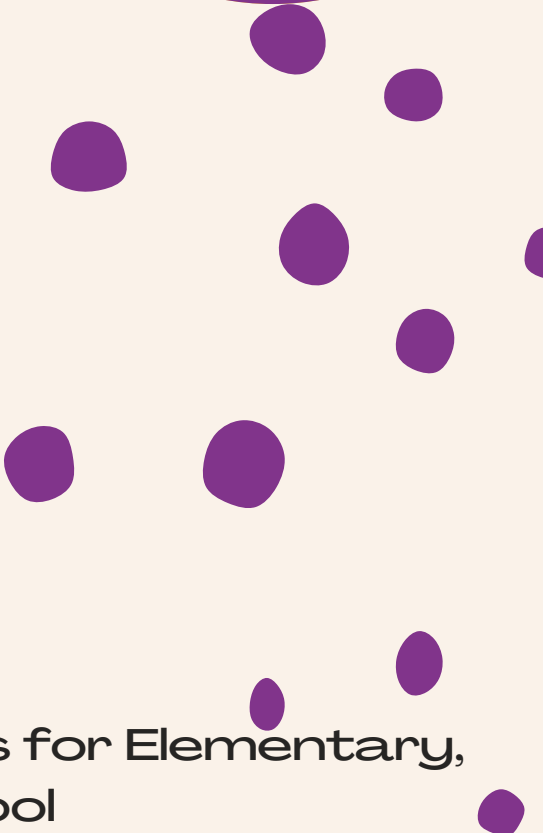
### Notification of Excessive Absences for Elementary, Middle and High School

11. The principal and his staff shall take appropriate action to prevent excessive absences and/or provide counseling for students with a history of excessive absences. Parents must be notified of their child's excessive absences, and the teacher and/or counselor shall then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem.

2. Continued non-compliance shall result in the notification of the Department of Social Services, juvenile court, or the district attorney that the parent/guardian is not cooperating with the school system in addressing the attendance problem.



Please refer to  
NHCS Policy  
Code 8212  
for the  
complete policy



# COMMUNICATION

## CONFERENCES

Teachers are available for conferences after school and at other times designated by the teachers. 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. Wednesday afternoons are reserved for teachers' professional development.

## WEBSITE/ SOCIAL MEDIA

Our web and social media pages include:  
current events, relevant links, accomplishments, the Parent/Student Handbook, and the School Improvement Plan.  
Each teacher also maintains a current web page about events in the classroom.



## NEWSLETTERS

Teachers send home weekly newsletters electronically or by hard copy to share information about the curriculum, projects, programs, schedules, field trips, and expectations.

## E-MAIL

Every staff member at Codington has an e-mail address that can be found on our web page. Families are asked to provide Codington staff with an email address for improved communication. E-mail is an efficient and great way to communicate with your child's teacher.



## **SPECIALS CLASSES**

Students participate in weekly enrichment classes taught by teachers in the subjects of art, music, physical education and library/media.

## **HOMEWORK**

All students in all grade levels should do some homework every school night. The purpose of homework is to reinforce skills taught in class. Teachers include homework assignments in their weekly newsletters. All students are required to read each day at home.

## **INTERNET ACCESS POLICY**

**(NHC BOARD POLICY #7188)**

New Hanover County requires that each school keep on file an Acceptable Use Policy (#6086) form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year and send home the Acceptable Use Policy for any student that does not have one on file. Violations of any of the guidelines in the Acceptable Use Policy may result in access being suspended and/or future access being denied.

## FIELD TRIPS

Field trips are a direct outgrowth of the instructional program.

Instructional preparation for field trips occurs prior to the field trip.

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 and drivers.

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. All students are required to travel and remain with their class on field trips. Personal cars are not to be used to transport students for field trips.

Teachers may request the assistance of a few parent chaperones to accompany the class and provide additional supervision on field trips. Proper supervision must be assured. With that in mind, we ask that parents refrain from bringing younger siblings on field trips when chaperoning. Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip.



# BRING YOUR OWN DEVICE

## (BYOD) (NHCS BOARD POLICY #4228)

Use of a personally owned device during the school day is to be done with the permission of the classroom teacher and is permitted for educational purposes only and/or in approved locations only. These devices shall be turned off and put away while the students are in class. Personally owned devices are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access Internet via the District's content filtered quest network. Gaming devices are considered unacceptable devices for the purpose of BYOD. Please review the full policy for more information.

Picture phones and handheld computers with photographic capabilities present many unique challenges. Therefore, students shall not use these devices to send pictures of other students by email or by other electronic means during class. In addition, these devices, if used in academically reprehensible conduct (cheating), will be punished in accordance with Policy 8410, Student Discipline, Policies, Rules and Procedures. Students in violation of this Policy will have their devices confiscated by school officials. Students who fail to comply with a request to turn over such devices will be disciplined in accordance with Policy 8410. Confiscated devices shall be secured by the school administration and released only to the parent/guardian of the student. Neither the school nor the Board assumes liability for the loss or damage of these devices. NHCS shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.

## REPORTING OF STUDENT PROGRESS

- **Interim Reports**
  - Students are on a nine week grading schedule. Interim reports will be issued midway through each nine-week grading period. Interim reports are to be signed and returned promptly.
- **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. A report card will be issued at the conclusion of each grading period. Please sign and promptly return the report card in the designated envelope.

## GRADING SYSTEM

### (NHC BOARD POLICY #7413)

- Grading Scale for Report Cards
- 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 3-8
- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and Below
- 
- 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

## HONOR ROLL

The New Hanover County Board of Education views a system of honor rolls as additional means for encouraging 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. The students that have achieved honor roll status will receive recognition.

(NHCS Board Policy #7432)

### Criteria for Honor Rolls

- Grades 3-5
  - A Honor
    - All A's
- - A-B Honor Roll
    - Cumulative B average
    - Students with grades lower than C are ineligible for the A and A/B Honor Rolls
    - Students with U in citizenship are ineligible for the A and A/B Honor Rolls.

# **DISCIPLINE & SCHOOL CULTURE**

## **Mission Statement**

Codington is a caring learning community.

## **Vision Statement**

Codington Elementary School is a caring learning community of students, parents, and educators operating in a year-round schedule. Together we utilize the year-round schedule to create reflective growth, teamwork and communication that helps empower students to be successful in and out of the classroom. Leadership opportunities are strategically offered to all students in the classroom and across the school community to prepare them for success in college and career. We promote students as leaders of their learning and leaders in the school. Taking responsibility for success through effort and preparation is a key message at Codington Elementary.

## **Core Values**

Codington C.A.R.E.S.

- C- Conscientious: We will do what is right even when no one is watching.
- A- Achiever: We will set goals, be determined and work hard.
- R- Respectful: We will behave in a polite and positive way.
- E- Empathetic: We will work hard to understand and share the feelings of others.
- S- Service Oriented: We will cheerfully look for ways to help others.

# School-wide Expectations for Codington Elementary School Students

## Codington C.A.R.E.S

Expectations	Hallways	Cafeteria	Restroom	Dismissal
<b>C</b> Conscientious	Walk on the blue line (right).  Stop at the designated spots	Raise your hand if you need anything.  Sit appropriately at the table.  Clean up your area.  Throw your trash away.	Wash hands.  Use 1 paper towel.  Use 1 Soap "pump".  Throw away your paper towel in the trash can.	Walk to your grade level line.  Remain seated.  Walk to your car.
<b>A</b> Achievers	Go directly to your destination	Get everything you need when in line	Go directly to your destination	Listen for your name to be called
<b>R</b> Respectful	Voice Level 0  Keep hands, feet and objects to self.	Say "Please" and "Thank you".  Eat only your food.  Voice Level 2	Respect others' privacy.  Flush	Keep hands and feet to self.  Voice Level 0
<b>E</b> Empathetic	Offer help if you see someone in need	Offer help if a friend is in need.  Welcome anyone to sit beside you	Keep door closed.	Quietly tell a friend if he/she did not hear their name called.
<b>S</b> Service-Oriented	Help your classmate if they drop something.  Help direct your classmate if they are lost.	Pick up any trash you see and throw it away.  Wipe down your lunch table when it is your duty	Let an adult know if the restroom needs attention.	Help your classmate if they drop something.  Help direct your classmate if they are lost.

# **DISCIPLINE & SCHOOL CULTURE**

## **STUDENT DISCIPLINE**

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning.

(NHCS Board Policy 8410)

**The following behaviors are examples of unacceptable student conduct:**

- Insubordination
- Persistent disobedience
- 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

### **Disciplinary Actions That May Be Taken**

- Student conferences
- Parental conferences
- Detention
- Behavior Contracts
- Instruction in conflict resolution and anger management
- Academic Intervention
- Referral to school based committee as set forth in NCGS 115C-397.1
- In-school suspension
- Short-term suspension
- Long-term suspension
- Restitution
- School work service (may be offered as an alternative to other punishments at the option of the Parent)
- Counseling within the community
- Disciplinary Re-assignment
- Removal to an alternative educational setting, if available
- Expulsion; and
- Other measures consistent with sound educational practice and applicable law

Copies of the complete New Hanover County School Board Policy 8410 can be found on the NHCS website [www.nhcs.net](http://www.nhcs.net)



## 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. Utilize the NHCS Parent Portal to check the accuracy of phone numbers.

Students who begin school at Codington but move during the school year may have the opportunity to continue to attend Codington for the remainder of the school year. Please promptly notify the school office of your new address and submit a "Completion of School Year" request form.

## Child Custody

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

## Deliveries

In an effort to preserve the instructional time of all students, please refrain from sending flower arrangements, balloons, or singing telegrams to students while they are at school. If delivered to school, the items will remain in the office until the end of the day. Items delivered may not go home with students on the school bus.



# Dress Code

(NHCS Board Policy 8520)

NHCS students will be expected to adhere to certain standards of dress and cleanliness. A student's appearance, mode of dress, or condition of personal hygiene shall not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

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.

Students are asked to wear tennis shoes to school so that students' ability to participate fully in daily opportunities for physical activity are not limited.

## 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.

Parents requesting copies of their child's educational file need to allow 24-48 hours for office staff to make copies.

## FERPA

(Federal Law & Policy NHCS Board Policy 8700)  
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. Under FERPA, access to the records by persons other than parents or guardians of the student is limited and generally requires written consent by the parents, guardians, and/or students age 18 or older under FERPA.

## **Birthdays and Invitations**

We announce all student birthdays on the intercom each morning.

We realize that social occasions occur and students want to extend invitations to their friends; however, no party invitations may be distributed during the school day unless ALL students in the class are invited.

## **Items not permitted on Campus or the Bus**

Students are to refrain from bringing inappropriate items to school. These may include, but are not limited to the following items: toys, electronic games, trading cards, CD players, iPods, headphones, and any other items that may cause a distraction to the learning environment. Teachers or school administrators will hold the items until a parent comes to school to claim the item.

## **Lost and Found**

Parents are asked to 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 area is located in the cultural hall. These items are periodically displayed so students may claim their belongings. Items not claimed after a period of time are donated to a charitable organization.

## Non-Discrimination

In compliance with federal law, including Section 504 of the 1973 Rehabilitation Act (Section 504), New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of disability, race, religion, national, or ethnic origin, color, age, or military service and provides equal access to the Boy Scouts and other designated youth groups.

For inquiries regarding Section 504 contact:

Kristin Jackson (Students)  
6410 Carolina Beach Road, Wilmington, NC 28412  
(910) 254-4200  
kristin.jackson@nhcs.net

Heather Listebarger (Employees)  
6410 Carolina Beach Road, Wilmington, NC 28412  
(910) 254-4200  
heather.listebarger@nhcs.net

New Hanover County Schools does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX of the Education Amendments Act of 1972 (Title IX) and federal regulations to not discriminate in such a manner.

This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any of the school system's educational and employment activities and programs.

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations.

The contact information for the Title IX coordinator is:

Title IX coordinator  
6410 Carolina Beach Road, Wilmington, NC 28412  
titleix@nhcs.net  
(910) 254-4200

Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

## Parties

Instructional time is valuable and is to be protected. Parents are expected to work closely with teachers to plan classroom celebrations. Parents are to get prior approval from the teacher before bringing any food to school. To support school wide health and nutrition goals, sweets are limited. Any food brought into the classroom must be in the original commercial container with the ingredient label visible.

Accommodations will be made for students that do not wish to participate in holiday parties. Grade parents that wish to 'surprise' a teacher or class with a party or gift in honor of a special occasion will need to make a written request to the principal. Any letters notifying parents of classroom celebrations or requesting donations must receive prior approval from the principal.

## Publicity Release Forms

Our school frequently has the opportunity to promote the achievements of our students, staff, and school through news releases. A publicity release form will need to be kept on file at school. Teachers will send a form home for any student that does not have one on file.

## Returned Check Policy

New Hanover County Schools uses the FARS (Federal Automated Recovery Systems) to recover any returned checks.

## 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 Codington in compliance.

Class sizes must remain in compliance with NC school law throughout the school year. At any time during the year, classes may need to experience reorganization as enrollment changes. We recognize the impact changing teachers can have on students during the year, so every effort is made to avoid such changes when creating classes.

# Animals on Campus

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

## Diabetes

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

## Fire, Tornado, & Crisis Drills

The New Hanover County Safe Schools Plan requires each school to implement routine procedures for conducting drills in response to fire, tornado, lockdown, or any other crisis that might occur on our campus. Students, staff, and visitors must comply with the established procedures. Our school's Crisis Plan is located in each room of our school. Selected staff members serve on our Safe School Committee.



# Health

Parents are asked to provide current information and advise the school if there are special needs. If a child has an accident or is suddenly taken 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. 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 should be sent to the classroom teacher. 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.

## Healthy Active Children

Promoting healthy and safe behaviors among students is an important part of the fundamental mission of schools. By promoting health and safety behaviors, we can increase students' capacity to learn, reduce absences, and improve physical fitness and mental alertness. Our students participate in 150 minutes per week of physical activities that promote developmentally appropriate motor skills, social skills and knowledge as defined in the NC Healthful Living Standard Course of Study. Students are asked to wear tennis shoes on the day they attend physical education class.

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# Illness

A student is sent home when feeling ill and having a temperature above 100. Occasionally a below normal temperature with other symptoms may also be an indication of illness, and the student will be sent home. Any student with lice, scabies, or impetigo will be dismissed until treatment has been rendered. And student with inflamed eyes, a rash, or a lesion must be excluded until the possibility of a contagious disease can be ruled out or until written permission from a physician indicating return to school has been received. If an illness occurs and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out their child. If your home 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.

## 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. You will be notified if your child's immunization record is not up to date. The parent shall have 30 calendar days from the first day of attendance to present documentation of the required immunizations. Upon termination of 30 calendar days, the principal shall prohibit the child from school until the required documentation of the required immunization has been presented.

# Kindergarten Health Assessment

Every child entering kindergarten will receive a health assessment. The health assessment shall be completed within 12 calendar months of the first day of school. The parent shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall prohibit the child from school until the required health assessment form has been presented.

## Medication

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

- You may come to school and give the medication to your child at the time required;
- You may discuss with your child's doctor an alternative schedule for time the medicine is needed (for example, before or after school hours);
- The medication can be given by the school personnel. 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 "Physicians Authorization for Medication at School"; 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
- You must sign the Medication Check-In Log after the school staff has checked in, verified label and measured the amount of medication.

When school is over for the summer or summer interim session, parents are asked to pick up their child's leftover medication. Your child will not be sent home with leftover medications.

All medications not checked out by parent/guardian will be discarded on the last day of school.

If your child requires medication for emergency medical care for allergies, asthma, seizures, or sensitivities, please provide pertinent information to school personnel.

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# Nurse

A nurse from the New Hanover County Health Department is on campus. Her responsibilities include administering medications, assessing students that get sick at school, and administering first aid. She also conducts vision screenings and is available for consultation on medical issues. The nurse and selected staff have been trained to use the defibrillator on students and adults in emergency situations.

Adaptive Equipment (i.e. crutches/casts)  
Medical documentation must be provided if a student comes in wearing adaptive equipment. Documentation must include diagnosis, duration of use and return to learning activity restrictions as indicated by the provider.

## Safe Schools

The Codington community believes that schools can and 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 New Hanover County Board of Education believes that to be successful, public school education must be a partnership involving the school personnel, students, parent, and community. The New Hanover County Board of Education further believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. Codington does not tolerate behaviors that interfere with the learning environment. A School Resource Officer is available to collaborate with school administrators. At the beginning of each school year, the Board of Education will distribute a copy of the policies, rules, and procedures relative to student discipline to every student in the New Hanover County School System.

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# Keyless Entry into Buildings

All doors are locked during the school day and each door is equipped with keyless entry to provide extra security for our children, staff, and visitors. Students are provided training on using access cards and how to move about the campus safely with a buddy and adult leaders. The front office doors are also locked. A video and audio monitor is used to provide visitors entry to the school. All visitors must sign in and wear a visitor's badge. Please wear the visitor's badge on the left or right shoulder to help staff easily identify approved visitors. Signing in during school events may take extra time. We appreciate your patience and support as we strive to create the safest campus possible for all people attending and visiting our school.

## Safety & Flag Patrol

Our safety patrol includes 5th grade students who exemplify model citizenship. These students will be given the opportunity to help with arrival and dismissal procedures, as well as flag duties.



# Tobacco-free Campus

It is the belief of the New Hanover County Board of Education that the use of tobacco is harmful to general health.

Further, the improper use of these products poses a potential safety hazard in public facilities.

For these reasons, the Board desires that all New Hanover County School facilities and properties be free from the use of tobacco products.

Therefore, the use of tobacco products in or on New Hanover County School facilities or property is prohibited.

(NHCS Board Policy 8430)

## Visitors

Visitors are always welcome at Codington.

For the safety of our students, all visitors must report to the office upon arrival and obtain a visitor's badge to be clearly displayed on the front of their clothing. For the safety of our students and staff, visitors not wearing a badge will be escorted to the office by a staff member.

Visitors are asked to return to the office at the end of their visit, sign out, and return the visitor's badge to office personnel. If visiting for lunch, parents are asked to meet students in the cafeteria and depart from the cafeteria. Visitors may not walk children back to classrooms.

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# NUTRITION

## Snacks

Students may eat a snack during break. We ask parents to only send nutritional foods rather than sweets.

## Purchasing Meals in Advance

The cashier establishes an account for each student by using a number for identification. A computer-based debit card system keeps a record of all transactions for each account. Parents may choose to prepay accounts to eliminate the need to send money daily. This is recommended since it simplifies cafeteria procedures. Parents may also establish master accounts for all of the children in their family.



# NUTRITION



## A La Carte /Extra Items

Children may not charge a la carte items. A la carte items are not free.

## Students with Lunchboxes

Teachers and teacher assistants are not permitted to warm or refrigerate students' foods unless there is a medical need. The medical need shall be documented with the school nurse and discussed with administration.



# NUTRITION

## Parent Visitation during Lunch

We welcome family members to eat lunch with their child.

- Your child's teacher will provide you the lunch time for your child
- Notify the office of your purpose for visiting the school (the office will deliver forgotten lunches, book bags, etc.)
- Sign in at the office and get a visitor's sticker
- Wait in the atrium for your child
- Informal conferences with the teacher should not be conducted at lunch
- Return to the office and sign out. We ask for security purposes that you offer hugs and goodbyes to your child in the cafeteria and that you do not walk your child back to the classroom.

## Prices for Visitor's Lunch

Lunch prices are posted on the NHC website



## Volunteers

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

If you are interested in volunteering, you may contact your child's teacher, the PTA President, or a school administrator.

Volunteer Orientation Sessions will be offered during the first quarter of the school year. There are opportunities to volunteer to work directly with students and to assist teachers with clerical tasks.

Each role is valuable to the school community. You will receive more specific information after the opening of school.

All volunteers must participate in a Volunteer Orientation Training. Training sessions are held several times at the beginning of each school year.

All volunteers must complete an Annual Volunteer Orientation Training and complete a NHCS Volunteer Application before volunteering. Applications are online and at the front desk. You may also view the orientation online and complete some follow-up questions to verify your review.

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

# Volunteer Level I

Parents, family, or community members volunteering to assist students in a supervised setting are not required to undergo a background check if they are continually supervised by school personnel during the school day. Some examples include: Classroom Helper, Office Helper, Library Helper, and Cafeteria Helper

An applicant designated as a Level I Volunteer must:

1. Attend Annual Volunteer Training at the school or view the Alternative Volunteer Training - online
2. Complete NHCS Level I Application (available online or at the school) and the FHGES Alternate Training Attestation if participating in the online training (available online or at the school)
3. Read the NHCS Volunteer Handbook (available online or at the school)
4. Return the completed Volunteer forms to the front office or the classroom teacher
5. The Volunteer Coordinator and/or the classroom teacher will coordinate your volunteer time(s)
6. No online background application is needed



# Volunteer

## Level II

Parents, family, or community members volunteering to assist students in an unsupervised setting away from school personnel are deemed Level II Volunteers. For example, an individual who volunteers to come in on a weekly basis to teach an art class after school in the auditorium without a school staff member present in the room. Some additional examples may include tutors-providing one-on-one remediation with students and field trip chaperones who travel overnight with students or are left alone to supervise a group of students.

An applicant designated a Level II Volunteer must:

1. Attend Annual Volunteer Training at the school (see details above)
2. Complete the NHCS Volunteer Application
3. Complete the Online Application. Complete the Online Criminal Background Check (\$20.00 fee for 3 years- requires the use of a credit card)
4. Return forms to the front office or classroom teacher. Applications must be completed at least two weeks prior to the time you wish to begin volunteering.
5. The volunteer will receive an email approved or denied within 7 – 10 days. If you complete the background check you will receive an email confirmation of your Level 2 Volunteer status. Please forward that email to Mr. Graham Elmore at address [graham.elmore@nhcs.net](mailto:graham.elmore@nhcs.net) so that information will be added to the school's volunteer database. If approved, the volunteer will receive an identification card which must be shown to school personnel upon volunteering. An identification card is valid for 3 years in all New Hanover County Schools. The expiration date is on the identification card. The volunteer and the school will receive an email notification when credentials are expected to expire within 30 days.

# Arriving to Volunteer

- Notify the office of your purpose of visiting.
- Get a visitor's sticker
- The office will call the classroom teacher to verify your scheduled time to visit. If you are a regular volunteer, the office will get to know you.
- Volunteering in your child's classroom is preceded by an invitation from the classroom teacher: tutoring, class celebrations, performances, field trips, etc.
- Classroom teachers schedule their own volunteers and provide them with specific learning tasks designed for students.
- When volunteering in classrooms confidentiality must be maintained. Learning styles of students are not to be discussed.
- Classroom teachers are not to conduct conferences with parents during instructional time.
- At the end of their visit, volunteers are asked to sign out in the office and return their visitor's badge to office personnel.

# School Improvement Plan

Each school is required by state law to develop a School Improvement Plan.

At Codington, we strive for continuous improvement and set goals based on data.

A School Improvement Team, consisting of staff and parent representatives, oversees the improvement process.

Parent representatives are elected by the parents of students in our school for a two year term.

The meeting schedule is posted on the website and included in school newsletters.

# PARENT / COMMUNITY PARTNERSHIPS

## Partnerships in Education

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

### PTA

The Codington PTA has a link to their web page located on the Codington website. The Codington PTA is an organization of parents and staff members joined in a partnership to provide students with the best education possible. A PTA Executive Board is elected and meets periodically to plan activities that support and enhance school facilities, programs, and student achievement. PTA General Meetings are held throughout the year. We welcome your participation so we hope you will join our PTA!

# THE DISTRICT

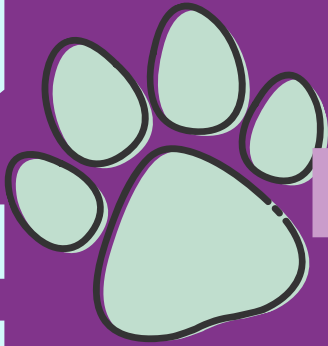
## SUPPORT & SERVICES

Parents of students with disabilities are offered a full array of procedural safeguards to insure development of quality services for their children. For more information about these safeguards, please request the New Hanover County Schools Special Education and Related Services Parents' Rights Handbook. Mediation and consensus are the preferred approaches to a positive resolution of differences.



NEWPORTS

# SUPPORT & SERVICES



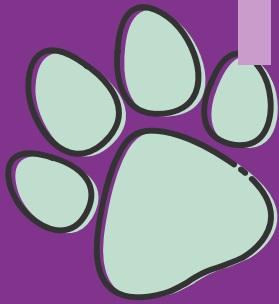
## Disabilities

“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.

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# SUPPORT & SERVICES

## Homebound Instruction

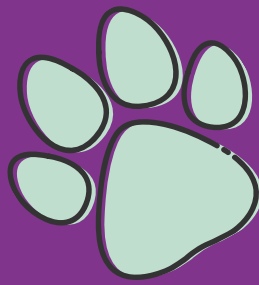


Homebound and hospital-bound instructional services are available to children that are ill for extended periods of time. Please notify your child's teacher and the principal if these services might be needed. An educational team will meet with the parents/guardians to determine eligibility.



# SUPPORT & SERVICES

## Multi-Tiered Student Support Team

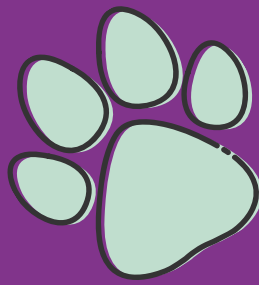


(MTSS)

The mission of Codington is to identify and implement strategies to enhance the learning and achievement of individual students. When students are not successful in the classroom with either learning the curriculum or showing kind, safe, and respectful behavior, the school quickly involves the parent and involves them in a problem solving process to promote success. The process begins with the parent and teacher discussing classroom expectations and sharing strengths and areas of concern.

# SUPPORT & SERVICES

## Multi-Tiered Student Support Team

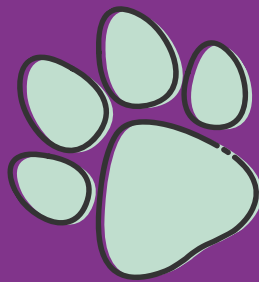


(MTSS)

The problem solving model process offers three tiers of instructional support for students. Tier I, Core Instruction, is the quality instruction provided to all students. The school's Tier I Core Instructional program uses the North Carolina Standard Course of Study as the foundation for lesson planning. Lessons are created with opportunities to use technology, direct instruction, and hands-on activities that keep children engaged while learning. A strong focus on teaching children to respect and care for one another and to take charge of their own learning is also present in classrooms.

# SUPPORT & SERVICES

## Multi-Tiered Student Support Team

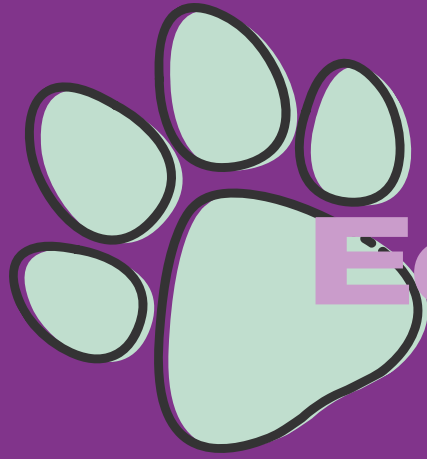


(MTSS)

When students are not experiencing success, multiple sources of data are reviewed. Changes with instructional methods or the structure of the classroom environment may be made. Students' response to instruction is monitored frequently and serves as a guide to next steps. Students not experiencing success with Core Instruction may be provided with supplemental tiers of support, referred to as Tier II and Tier III interventions. The child's teacher, a school counselor, or a school administrator may request the problem solving model be started when students are having difficulty in school.

THE DISTRICT

# SUPPORT & SERVICES



## Special Education 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.

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# SUPPORT & SERVICES



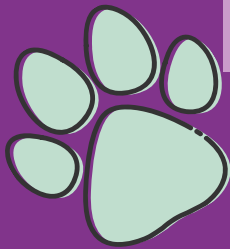
## English as a Second Language

One ESL teacher collaborates with classroom teachers to help our students experience even more success with the curriculum.

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# SUPPORT & SERVICES

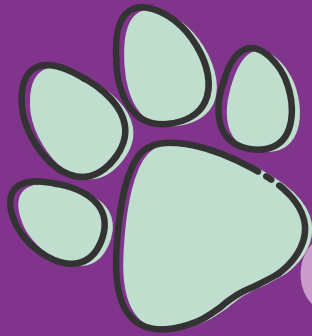
## Academically & Intellectually Gifted (AIG)



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.

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# SUPPORT & SERVICES



## School Counselor

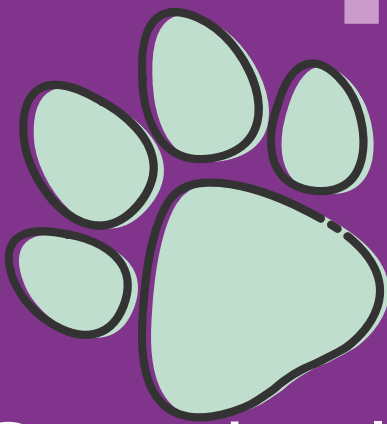
Our school has a school counselor that serves our student population. The contributions of our counselor enable students to be even more successful in school by assuring that students' education, social, emotional, and material needs are met. They serve as a consultant to staff members, collaborates with community agencies to provide for students' needs, and adhere to a professional code of ethics. These individuals meet with individual students, parents, and staff. They also facilitate small group and classroom discussions. Small group units include: new students, study skills, loss, friendship, and anger management Classroom lessons may include: conflict resolution, feelings, study skills, multi-cultural diversity, career awareness, and appreciating others and ourselves. Referrals may be made by sending a note, calling the school for an appointment, or through self-referral slips in their classrooms.



NEWPORTS

# SUPPORT & SERVICES

## Mental Health Therapist



Our school system and the New Hanover County Health Department collaborate on a variety of projects with our shared goal of maximizing and coordinating services to children and their families. A mental health therapist works at our school. For more information, please contact a school administrator, school counselor, or your child's teacher.

# SUPPORT & SERVICES

## NEW HANOVER COUNTY SCHOOLS

### 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 (NHCS) 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 accommodations necessary to provide access to educational programs. The 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.
6. Compliance with Section 504 is managed by the Exceptional Programs Office, which can be contacted by calling 254-4445.

# SUPPORT & SERVICES

## 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. Address the written request for a review to NHCS Section 504 Compliance, Exceptional Programs Office, 6410 Carolina Beach Road, Wilmington, NC 28412. As a part of his review, the parent or guardian will receive the formal Grievance Procedures adopted by New Hanover County Schools.

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

# TESTING & STUDENT ACCOUNTABILITY

## ASSESSMENT OF STUDENT LEARNING

(NHCS BOARD POLICY 7400)

Assessment of Student Learning should:  
Align with the Common Core State Standards  
and Essential Standards. Include multiple  
methods for communicating student learning  
such as:

1. Formative and summative assessments
2. Portfolios or work products
3. Student involved conferences
4. Parent involved conferences
5. Readiness inventories
6. Technology-based online assessments

## PROMOTION

At the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students are required to take during that school year.

Teachers will notify parents if their child is at risk of not performing on grade level and a Personal Education Plan through the Problem Solving Model process will be developed for the student.

Parents are included in the development, implementation, and ongoing review of this plan.



# TESTING & STUDENT ACCOUNTABILITY GRADES K-2

A decorative graphic in the top right corner featuring a pink clock face with a blue and pink border, a pink pencil, a yellow star, and a purple square with a white 'X'.

- AimsWebPlus assessments to monitor progress in math
- Complete writing samples for a writing portfolio throughout the year.
- Dibels assessments to monitor progress in reading

# TESTING & STUDENT ACCOUNTABILITY

## GRADES 3-5

A decorative graphic in the top right corner featuring a clock face with a pink and blue border, a pink pencil, and various geometric shapes like stars, diamonds, and triangles in orange, purple, and blue.

### **GRADE 3:**

- Dibels assessments to monitor student reading progress
- AimsWebPlus assessments to monitor progress in math
- formative assessments using SchoolNet or NC Check-Ins for reading, math
- North Carolina End-of-Grade reading comprehension and mathematics tests at the end of the third grade
- Complete writing samples for a writing portfolio throughout the year.

### **GRADE 4:**

- North Carolina End-of-Grade reading comprehension and mathematics tests at the end of fourth grade
- formative assessments using SchoolNet and/or NCCheck-Ins for reading and math
- complete writing samples for portfolio throughout the year

### **GRADE 5:**

- North Carolina End-of-Grade Reading comprehension, mathematics, and science are tested at the end of the fifth grade
- complete writing samples for portfolio throughout the year
- participate in formative assessments using SchoolNet and /or NC Check-Ins for reading, math, and science

# TESTING & STUDENT ACCOUNTABILITY READ TO ACHIEVE GRADE 3



North Carolina state law requires that third graders read at a proficient level on the end-of-grade test .

When a child does not score proficient on the end-of-grade test in reading at the end of third grade, here is what will happen:

- First, your child will be given the opportunity to take the RTA alternate assessment.
- If your child is not proficient on the RTA alternate assessment, he or she will be invited to a summer reading camp to help improve their reading skills. This camp is at no charge to families. NHCS will organize the camp and give more information about when and where it will be held.
- At the end of summer reading camp, each child's reading will be retested. If he or she receives a proficient score, your child will be eligible to be promoted to fourth grade without a reading retained label. If your child does not score proficient at the end of summer reading camp, he or she will be placed in fourth grade classes the following year with a third-grade retention label for reading. The following year, additional support in reading will be provided in addition to the ninety minutes of uninterrupted reading instruction all children receive. Children will be eligible to retake the reading test in late October to achieve a mid-year promotion and have the third-grade retention label in reading removed. Children will remain in the same fourth grade class for the entire school year and continue to receive the uninterrupted reading instruction throughout fourth grade to support ongoing improvement in reading skills.





# Arrival Procedures

Parents are strongly encouraged to use the school bus transportation provided by New Hanover County Schools.

Traffic delays are to be expected.

## **Car Arrival: Students may not exit their vehicle until 7:10 a.m.**

- All parent drop-off and parking will take place at the long driveway entrance of the school.
- 7:10 a.m. – 7:45 a.m. staff will be present to assist children with getting in and out of vehicles. Staff members will assist with unloading by opening the car door.
- Staff members will direct cars to the appropriate drop off location to help improve traffic flow.
- Children should exit vehicles from the right-side door due to traffic passing on the left-side. Once vehicles enter the parking lot they are expected to loop around the driveway. U-turns are not permitted as they create traffic jams.
- All children will enter the building under the covered breezeways.
- Staff members are on duty in the hallway, at the car and bus drop off areas, and the main building to make certain students go directly to the cafeteria for breakfast and/or to classrooms.



## Arrival Procedures

- Students arriving after 7:45 a.m. are tardy and are to be escorted to the office by a parent to receive a tardy slip. Parents are not permitted to drop off children who are tardy and watch them walk into the building alone.
- **Bus Arrival: staff members unload buses and direct students to the school cafeteria for breakfast**
- Students may enjoy breakfast once they exit the school bus.
- Students are released to classrooms after they get breakfast to begin their instructional day.
- Buses use the circular parking lot.

# Dismissal Procedures

## Car Dismissal

- All parent pick-up and parking will take place at the front right entrance of the school.
- Students will be dismissed from classrooms at 2:15.
- Please be patient with the staff, students, and fellow parents during this time! Our goal is to coordinate an efficient pick-up process while maintaining the physical safety of all involved.
- Parents will be issued a car tag to post in their window to identify the student(s) to be picked up.
- Early arrivals are asked to pull up and stop at the end of the sidewalk.
- Parents are to wait in their cars and are not permitted to leave their cars and wait on the sidewalk for their children.
- A radio system is used to request children for car pick up. The signs posted in the car window are used to efficiently request children from inside the school building. Students have been directed to remain on the sidewalk until it is their turn to load. Children should enter vehicles on the right-side door.

# Dismissal Procedures

## Bus Dismissal

- Parents are strongly encouraged to use the school bus transportation provided by NHCS.
- Traffic jams tend to be a concern during arrival and dismissal when traveling by car. If traveling by car we ask you to exercise patience during this process.
- Buses use the circular parking lot.
- Transportation changes are not accepted after 1:30. Students may not be taken off buses by parents.
- Students younger than 3rd grade will not be left at the bus stop unless a parent is present to receive the child or an older sibling is responsible for walking them home and a form has been approved by the transportation department. Students will be returned to the school for parent pick-up if this occurs.

# Dismissal Procedures

## Van/After-school Dismissal

- Parents are responsible for determining the availability of van service at the school.
- Parents are asked to contact the daycare when their student is absent.



# Dismissal Procedures

## After-school Procedures

If your child will not be going to the daycare center on a specific day, please call the daycare center and notify them. The office staff is not responsible for communicating with after school programs.



# Dismissal Procedures

## Early Dismissal

- Early dismissal is excused for medical appointments or illness. Instruction continues until 2:15. If your child needs to be picked up early, the student will be called to the office once the parent arrives.
- When excused check out is needed, please check out students prior to 1:30. Parents arriving at 1:30 or after will be redirected to parent pick-up..  
Dismissal is at 2:15.

## Student Transportation Plan

- Occasions do arise that may require a parent to change after-school transportation plans.
- All students are to have a primary transportation plan.
- The daily transportation plan is to be given to the classroom teacher at Open House.
- Changes in the normal transportation plan must be in writing and provided to the teacher(s).
- In case of an emergency, a transportation change may be telephoned to the school office before 1:30 pm.

# Bus Behavior

## New Hanover County Schools Board Policy 8440

Riding the school bus is a privilege. It is an expectation that students act appropriately at the bus stop, as they enter and exit the bus, and while riding on the bus. Bus drivers will report inappropriate behaviors to school administrators.

# **NHCS Student Conduct on School Buses**

The New Hanover County Board of Education endorses the following rules concerning the behavior of students while riding a school bus:

1. 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.

2. 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 bus 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.

# Student Conduct on School Buses

3. Students shall not attempt to ride in a school bus unless assigned to it by the principal.
4. Students shall not board or disembark the bus unless it is their assigned stop.
5. When students enter the school bus, they should take their assigned seats quickly and remain seated and face front at all times.
6. With permission of the driver, students are allowed to converse quietly with persons sitting near them.
7. Students shall not rush to get off the bus.
8. Students shall not loiter or play near a stopped bus, but shall walk quickly away from the bus to the school building.

# Student Conduct on School Buses

9. The following is a nonexclusive list of specific bus behaviors that are prohibited:

- Putting any part of the body outside of the bus;
- Throwing objects about the bus or out the windows;
- Eating, drinking, or chewing gum on the school bus;
- Striking matches or lighting cigarette lighters;
- Piling books, musical instruments, lunch boxes, or other objects in the bus aisle;
- Using profane and indecent language, tobacco, alcoholic beverages, illegal drugs or substances that mimic the effects of illegal drugs while riding in a bus;
- Taking pets or other animals on the school bus;
- Taking balloons on the school bus;
- Making loud or boisterous noises that have the potential of distracting the driver's attention;
- Fighting, playing or scuffling on the school bus;
- Tampering with the emergency door or any other part of the bus;
- Marring or defacing the bus in any way;
- Tampering with the fire extinguishers or first aid supplies;
- Harassing or assaulting other students, the driver or bus monitor; and/or
- Making obscene gestures.



# NHCS Student Conduct on School Buses

Students and parents are advised that video cameras are used to monitor behavior on the bus.

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.

CROSS REF: Policy 8410 Student Discipline Policies,  
Rules and Procedures

Approved: 06/05/84

Revised: 04/14/87, 12/07/93, 04/05/11

**Willfully trespassing upon, damaging, or  
impeding the progress of a public school bus.**

**NC G.S. 14-132.2**

It is unlawful for a parent to get on a school bus to confront either the driver or another student. If a parent ignores the warning of the bus driver and gets on the bus to confront either the driver or a student, the driver will notify the school principal, NHCS transportation, and law enforcement.

### All LEAs are expected to:

- Train all school personnel regarding the permissible use of physical restraint, mechanical restraint, and seclusion in order to manage disruptive and dangerous student behaviors.
- Require that schools report any use of aversive procedures and any prohibited uses of physical restraint, mechanical restraint, and seclusion.
- Require that schools notify all parents or guardians of all local board policies developed to implement the mandates in House Bill 1032.

*It is required that all public schools update their Safe Schools Plans to incorporate professional development to train appropriate school personnel in the management of disruptive or dangerous student behavior.*

We appreciate your continued efforts to keep North Carolina's schools safe, orderly, and caring environments for all students.



PUBLIC SCHOOLS OF NORTH CAROLINA  
State Board of Education | Department of Public Instruction

Federal Program Monitoring and Support Division  
6351 Mail Service Center, Raleigh, NC 27699-6351

In compliance with federal law, NC Public Schools administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Inquiries or complaints regarding discrimination issues should be directed to:

## House Bill 1032 Reasonable Force



### Clarifications on the Permissible Uses of Seclusion and Restraint

#### An Addendum to Chapter 115C of the North Carolina General Statutes

Ratified July 14, 2005

Effective July 1, 2006

### REMEMBER TO:

*Incorporate House Bill 1032 into each school's Safe School Plan*

*Report all incidents involving aversive procedures or impermissible uses of restraint or seclusion.*

NC General Statute 115C-391.1 addresses the permissible use of seclusion and restraint in public schools and the provision, the training of school personnel in the management of disruptive and dangerous student behavior, and the requirements for reporting aversive procedures and impermissible uses of restraints and seclusion to parents and guardians.

NC General Statute 115C-47(45) requires that incident reports be provided annually to the State Board of Education.



### STEPS TO TAKE WHEN AN APPLICABLE INCIDENT OCCURS

1. The parent or guardian must be promptly notified of the incident.
2. The incident must be recorded on a "Use of Seclusion or Restraint" Incident Report. These reports may be found online at: <http://www.ncpublicschools.org/schoolsafety/resources/reporting/>
3. The Incident Report must be sent to the student's parent or guardian no later than 30 days after the incident.
4. Incident reports will be compiled by the LEA and provided to DPI at year's end along with the LEA's Discipline Data Verification Forms.

### DEFINITION OF TERMS\*

**Physical Restraint** – The use of physical force to restrict freedom of movement.

**Mechanical Restraint** – The use of any device or material to restrict freedom of movement.

**Seclusion** – The confinement of a student alone in an enclosed space from which the student is prevented from leaving.

**Aversive Procedure** – An intervention that may cause significant physical harm or serious foreseeable long-term psychological impairment.

\*For complete definitions and impermissible uses of restraint and seclusion, please refer to NC General Statute 115C-391.1.

For more information, please contact Ken Gattis, DPI Federal Program Monitoring and Support Division, at 919-807-3940 or [kgattis@dpi.state.nc.us](mailto:kgattis@dpi.state.nc.us)