

# John J. Blair Elementary

6510 Market Street, Wilmington, NC 28405

## Family Handbook



Principal - Aaron Livengood  
Assistant Principal - Beth Harkcom

Revised - Winter 2022

# School Overview

## **Mission Statement**

Blair Elementary will provide strong leadership and a positive school climate enabling students to be respectful, responsible and safe both academically and emotionally

## **Vision Statement**

We will positively impact student learning by providing support and opportunities using research based, equitable programs and technology, analyzing data to make the best teaching decisions and involving the community and business partnerships to help our students be the best learners they can be.

## **About The School**

Blair Elementary opened in 1969 and was named after John J. Blair who was New Hanover County's second Superintendent of Schools. The Kindergarten building was constructed in 1975 and two additional classrooms were constructed in 1996. The original building was demolished and replaced with a two-story, 85,799 square foot building which reopened in 2019.

We currently have over 450 students with the following demographics: African American - 11%, Hispanic - 27% , Multi-Racial - 8%, and White - 49%. Our free and reduced lunch number is estimated to be at 37% (165 students) which qualifies us as a Title 1 school.

Our school has approximately 70 employees with an average of 10 years of service at Blair Elementary and an average over 15 years of educational experience.

## **Staff Input**

We asked our staff what makes Blair Elementary a special place or what they would like to highlight from our school; here are some of their responses:

- Blair is a supportive, cohesive community.
- Blair is made up of knowledgeable, caring, and dedicated staff.
- Blair is a welcoming and supportive place to be.
- Blair is a school dedicated to doing what is best for students.
- Blair is invested in building relationships.
- Blair is a family where students and staff are respectful, hardworking, and kind.
- Blair is a school that has a great support system for all stakeholders.

- Blair is not just a school. It's a community of students, parents, educators, specialists, and support staff that work together so that ALL of our students thrive inside and outside of the classroom.
- Blair is a caring school where staff makes an effort to know not only the academic needs of children, but also their social and emotional needs.
- Blair is a school where relationships come first.
- Blair is a school that allows me to challenge my teaching.
- Blair is my home away from home.
- Blair is filled with some of my best friends who are dedicated to helping children.
- Blair is an inclusive community that encourages kindness, promotes personal growth, and inspires a love for learning.

## ***FOLLOW US ON SOCIAL MEDIA***

		
<b>TWITTER</b>	<b>FACEBOOK</b>	<b>INSTAGRAM</b>

<b>School Contact Information (910) 350-2045</b>	
Receptionist	Haley Monaghan (Ext 70700)
Nurse	Brooke Springer (Ext 70768)
Data Manager/Student Registration	Susie Riddle (Ext 70763)
Payroll-Finance Operator	Katie Hufland (Ext 70764)
Cafeteria Manager	Cynthia Boulay (2044)
Counselor	Tiffany Johnson (Ext 70767)
Social Worker	Helen Sanders (Ext 70768)
Mental Health	Meranda Kohlenberg (Ext 70765)

# General School Procedures

## **School Hours**

School begins at 7:50 AM and dismisses at 2:30 PM. All school business should be conducted during regular business hours of 7:20 AM and 4:00 PM. Parents/guardians are always welcome at Blair Elementary. To ensure we provide you with adequate time, we would like to schedule your visits in advance; therefore, we ask that you contact the school ahead of time to schedule a visit, meeting, or conference.

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

## **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 social worker.

## **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 Blair 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.

## **Tardy / Checking In**

Instruction begins promptly at 7:50 a.m. At 7:50 a.m. Students who are tardy and are to be escorted into the main 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 social worker. Guidelines for monitoring tardiness are aligned with the attendance policy.

***If your child is tardy and you have to come into the building, please park in a visitor's spot or other parking spot. Do NOT park along the curb out in front of the building.***

## Checking Out

It is very important for students to 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 into the main 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, there will be NO checkouts after 1:45pm.***

## Student Transportation Plan

All students are to have a primary transition plan that should be shared with the classroom teacher and school. Occasions do arise that may require a parent to change after-school transportation plans.

***Any transportation changes should be made by 1:00pm each day. Parents should send a note in with them that morning to give to their homeroom teacher or call the main office in the event of a last minute emergency.***

## Morning Car Drop Off

- Morning drop off will not begin until 7:20am
- All parent drop-offs will take place at the front of the building (not the bus lot). Please follow the traffic flow signage and markers to keep traffic moving smoothly.
- Please have your child wait in the car until a staff member is there to assist with opening the car door
- Children should exit vehicles from the right-side door due to traffic passing on the left-side.
- 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.
- For the safety of all students, DO NOT drop off children on the road or in the car line and have them walk through the parking lot to the school
- Please be patient, kind and courteous in the line

***Parents will NOT be allowed to escort their child to class or throughout the building. Any parent needing to come in with their child should report directly to the main office.***

## Afternoon Car Pick Up

- All parent pick-up and parking will take place at the front right entrance of the school. (not the bus lot)
- Students will be dismissed from classrooms at 2:25pm.
- 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 hang tag to post in their window to identify the student(s) to be picked up.

- Parents are to wait in their cars and are not permitted to leave their cars and wait on the sidewalk for their children.

### **Morning Bus Arrival**

- Students may enjoy breakfast once they exit the school bus.
- Buses use the first driveway/parking lot.
- Students arriving late due to bus delays will not be counted as tardy and will be allowed to pick up a breakfast if they need one.

### **Afternoon Bus Dismissal**

- Students younger than 3<sup>rd</sup> 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. Students will be returned to the school for parent pick-up if this occurs.

### **After School Daycare - Van 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.

### **Visitors**

For the safety of our students and staff, all visitors must report to the office upon arrival and state their business. Any visitor that is allowed to travel throughout the building will be required to wear a badge. Any 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.

### **School Safety**

Schoolwide safety drills will be conducted throughout the year to ensure that all of our students and staff are prepared in the event of an emergency. The following drills will be conducted:

- Fire Drill - monthly
- Lockdown or Shelter In Place - quarterly (1 is required within the first 10 days of school)
- Tornado Drill - once per year
- Earthquake Drill - once per year

### **Field Trips**

Field trips are a part 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. 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. Parents should notify their classroom teacher in advance if they have any financial concerns. 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 any parents who assist with field trips refrain from bringing younger siblings when chaperoning. Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend.

# Student Information & Procedures

## School Safety & Reporting

It requires all stakeholders communicating and working together to ensure that we provide a safe environment for our students and staff. Students will be trained throughout the school year on schoolwide safety drills.

We expect all of our students to speak up and speak out if they see or hear something that should be reported. Please have conversations with your child and encourage them to be a positive voice in our school by notifying School Administration, teachers, or other trusted adults if they have any knowledge of information that is an emergency or unsafe.

## Student Attendance

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:

- Medical and dental appointments should be scheduled after school hours except in cases of emergency.
- Family vacations should be taken during school vacation and recess periods.
- Procedures when a student is absent: Parents/guardians should notify the school if the absence is expected to be more than one day.

## 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:

- **Illness or injury:** An illness or injury which prevents the child from being physically able to attend school.
- **Quarantine:** When isolation of the child is ordered by the local health officers or the State Board of Health.
- **Death in the immediate family of the child:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When approved by the appropriate school official in advance, except in the cases of an emergency.



- **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.
- **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.
- **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.
- **Educational opportunity:** When the absence clearly is to take advantage of a valid educational opportunity, such as travel or 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.

## 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.

**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.

## Notification of Excessive Absences

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. **Per General Statute: § 115C-378, Schools are required to notify parents by sending out 3-6-10 day attendance letters.** The school will then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem.

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.

## Grading (Pre-K)

Students will receive the following performance codes:

- E - Exceeding expectations
- M - Meeting expectations
- P - Progressing towards expectations

## Grading (K-2)

Students will receive the following performance & checklist codes:

- 3 - Meets grade level expectations
- 2 - Progresses toward grade level expectations
- 1 - Needs more development, performing well below grade level expectations

- + Adequate progress
- Needs further development
- \* Not yet assessed

## Grading (3-5)

<p><b>Quarters 1 3- (Q1) - (Q3)</b></p>	<ul style="list-style-type: none"> <li>● All assignments will appear in PowerSchool as a direct reflection of student performance <b>(0-100%)</b>.</li> <li>● As soon as the teacher recognizes a child is failing the teacher will immediately begin parent contact and create an intervention plan.</li> <li>● Q1/Q3 grades will appear as the following:             <ul style="list-style-type: none"> <li>○ (90-100) A</li> <li>○ (80-89) B</li> <li>○ (70-79) C</li> <li>○ (60-69) D</li> <li>○ <b>(50-59) F</b></li> <li>○ <b>(0-49) INC*</b> <ul style="list-style-type: none"> <li>■ *Teachers will temporarily put an “incomplete” in PowerSchool for students in the (0-49% grade range for the overall grade)</li> </ul> </li> </ul> </li> <li>● The intervention plan will delineate a timeline for making up assignments, retaking assessments, and additional classroom support if needed and will be shared with parent or guardian.</li> <li>● If a student fails to take advantage of this opportunity they will receive the grade floor of an F, numerically presented as a 50.</li> </ul>
<p><b>Quarter 4 (Q4)</b></p>	<ul style="list-style-type: none"> <li>● All assignments in Q4 will appear in PowerSchool as a direct reflection of student performance <b>(0-100%)</b>.</li> <li>● As soon as the teacher recognizes a child is failing the teacher will immediately begin parent contact and create an intervention plan.</li> <li>● Q4 grades will appear as the following:             <ul style="list-style-type: none"> <li>○ (90-100) A</li> <li>○ (80-89) B</li> <li>○ (70-79) C</li> <li>○ (60-69) D</li> <li>○ <b>(50-59) F</b></li> </ul> </li> <li>● The intervention plan will delineate a timeline for making up assignments, retaking assessments, and additional classroom support if needed.</li> <li>● All assignments, resubmissions, submissions, and assessments will be completed prior to the end of the quarter.</li> <li>● If a student fails to take advantage of this opportunity they will</li> </ul>

	receive the grade floor of an F, numerically presented as a 50.
<b>Final Course Grade</b>	<ul style="list-style-type: none"> <li>The final course grade will appear in PowerSchool as a direct reflection of student performance <b>(0-100%)</b>.</li> </ul>

**All students (K - 5) will receive citizenship grades and Specials grade as follows:**

S - Satisfactory Progress    N - Needs Improvement    U - Unsatisfactory Progress

### **Interim Reports**

Students are on a nine week grading schedule. Interim reports will be issued midway through each nine-week grading period. Please see the following dates below so that you will know when to expect these reports to be sent home with your child:

- 1st 9 Weeks - September 29, 2022
- 2nd 9 Weeks - December 15, 2022
- 3rd 9 Weeks - February 28, 2023
- 4th 9 Weeks - May 9, 2023

### **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 see the following dates below so that you will know when to expect these reports to be sent home with your child:

- 1st 9 Weeks - November 4, 2022
- 2nd 9 Weeks - January 30, 2023
- 3rd 9 Weeks - March 31, 2023
- 4th 9 Weeks - June 16, 2023 (will be mailed to the primary address in Powerschool)

### **Honor Roll (3rd-5th Grade Only)**

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. The students that have achieved honor roll status will receive recognition.

#### **A Honor**

- Students receive all A’s in every academic subject.

#### **A-B Honor Roll**

- Students maintain a 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.

## **Homework**

We encourage all students to do some homework practice every school night. The purpose of homework is to reinforce skills taught in class. Teachers will communicate and include homework assignments as needed. Please make sure that you check your child's folder each day.

## **Testing and Accountability Information**

At needed, students and parents 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.

Students are typically assessed at least three times per year (Beginning of Year, Middle of Year, End of Year) to determine growth and proficiency. Other assessments may occur depending on your child's grade level.

End of Grade State Testing will occur for students in 3rd-5th grade.

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.

## **Read to Achieve (3rd Grade)**

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 re-tested if they were not proficient on the first test day.
- Second, if your child is not proficient on the re-test, they will be invited to a summer reading camp to help them 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 tests proficiently, your child will be eligible to be promoted to fourth grade. 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. 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.

## **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. 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; fighting
- Threatening, intimidating, and/or bullying others
- Destruction of school property or the property of others
- Possession of any dangerous object or weapon
- Bus misconduct

### **Minor Incidents & Office Referrals**

Students' behaviors are categorized by minor incidents and office referrals. Minor incidents will be documented and handled by the classroom teacher or other staff who witnessed the behavior. Parents will be notified if necessary.

Office referrals will be sent to School Administration for review. These behaviors may be handled by the School Administration, classroom teacher, or other staff who witnessed the behavior. Parents will be notified of the behavior if necessary.

### **Disciplinary Actions**

Actions or consequences may be assigned by the school or teacher. The list below are examples of student consequences:


- Student Conferences - Parent Conferences
- Detention
- Mediation & Behavior Contracts
- Academic Interventions
- Student Support Services
- Restriction of School Privileges (example: removal from bus)
- Removal to an alternative educational setting, if available
- Short-term suspension
- Long-term suspension
- Other measures consistent with sound educational practice and applicable law

***The principal and assistant principal have the discretion to suspend or refer students to other programs depending on the frequency and/or severity of the behavior. Suspension could be invoked at any time for violation of any school rule. Students are required to make up any missed work during suspensions.***

### **Student Behavior Expectations**

Our behavior model is a proactive approach to establishing the behavioral supports and social culture needed for all students in school to achieve social, emotional and academic success.

We believe that common language and schoolwide expectations is the key to a successful school year. The following behaviors will be taught and modeled daily by the Blair staff.

	<b>P</b>	<b>O</b>	<b>W</b>	<b>E</b>	<b>R</b>	<b>!</b>
	<b>Pride</b>	<b>Ownership</b>	<b>Work Together</b>	<b>Empathy</b>	<b>Responsibility</b>	
	I do my best work	I take responsibility for my choices	I work well with others	I try to understand others' feelings	I do the right thing to help our school be a better place	I control the volume of my voice
<b>Bathroom</b>	Throw all trash in the trash can	Use equipment properly and use only what you need	Encourage others to do what's right	Respect personal space by giving others privacy	Return to class promptly	0-1
<b>Bus</b>	Listen to the bus driver and sit in your seat	Follow the bus rules	Encourage others to do what's right	Be an ally and treat others with kindness	Keep hands, feet and belongings to yourself	0-1
<b>Cafeteria</b>	Clean up the table and area when finished.	Patiently and quietly wait for your table to be dismissed	Share your table with all your classmates	Speak softly with those around you	Be aware of those around you when you walk	0-2
<b>Classroom</b>	Continue to try, even when it's hard	Be in charge of your own learning and help support the learning of others	Work cooperatively and encourage others	Accept the differences in my classmates	Have all materials and be ready to learn	0-3
<b>Hallway / Lines</b>	Keep the hallways clean	Keep hands and feet to yourself	Maintain appropriate spacing in a straight line	Share a smile with those you pass	Face forward and use walking feet on the right side of the halls and stairs	0-1
<b>Playground</b>	Play fairly and take turns	Follow the rules, even when no one is watching	Use problem solving strategies during conflicts	Include everyone that wants to play and invite others to join	Take good care of the equipment and help clean up	0-4
<b>Special Events</b>	Be willing to try and learn something new	Control your body and voice	Remain seated so everyone can see	Look and listen to the speaker	Be in charge of your actions	0-3
<b>These POWERS combined create respectful learners at our school</b>						

## **Dress Code**

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 the policy, or the policy of a school which has established a standard dress code, the student will be required to make necessary modifications. Parents will be notified if a change is needed.

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

Please refer to [NHCS Board Policy 4316: Student Dress Code](#) for more details.

## **School 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.

## **Health and Safety**

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.

## **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 students 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 the 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.



## **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.

## **Breakfast - Lunch - Snacks for Students**

This school year breakfast and lunch are both free to EVERY student. Students may eat a snack during break. We ask parents to only send nutritional foods rather than sweets. Children may not charge a la carte items. A la carte items are not free.

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.

# Parent Information & Procedures

## **School Safety & Reporting**

We expect all of our parents to speak up and speak out if they know of anything that should be reported. New Hanover County Schools has policies and procedures in place to protect our students and staff in the event of emergencies. The following are just a few examples of reportable offenses:

- Weapons
- Inappropriate or suspicious activity in the parking lot
- Bullying - Harassment - Discrimination
- Communicating Threats
- Bus misbehavior

Parents and others may submit their concern in writing with New Hanover County Schools by completing an Ethix360 report. This report will be reviewed by the district before determining the appropriate action steps. You may submit a concern by clicking here: [Ethix360 Reporting](#)

## **Receiving School Wide Communication**

Parents should complete Beginning of the Year (BOY) paperwork each year to ensure that schools have accurate information for both the student and parents. We encourage you to provide both phone numbers and emails for communication purposes. Parents should also ensure that their emergency contact list has been updated.

***Completing the following paperwork above will ensure that parents are receiving all updates and important information provided by the Principal or school.***

## **School Messenger**

This automated service will allow the school and NHCS to send a message or instructions to all of the parents' emergency numbers that have been provided to the school. 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.

## **School Newsletter**

A schoolwide newsletter will be sent home weekly or as needed to provide parents with up to date information regarding the school. Please make sure that the school has an accurate email on file to receive this newsletter. Parents will receive the newsletter on Sunday evenings.

It is NOT required that all teachers maintain a newsletter but some do use a newsletter to communicate with the parents. Please check with your child's teacher to ensure that you are receiving these if they are sending one out.

## **School Websites**

Our school is required to maintain an updated web page. Please refer to this for information that you may be seeking.

Teachers are required to maintain a website. Please refer to this if you have any questions regarding your child's class. If you do not see the information you are looking for, please reach out to the teacher for assistance.

## **Staff Email**

Every staff member at Blair has an e-mail address that can be found on our school's website. E-mail is an efficient and great way to communicate with your child's teacher. Please keep in mind that teachers do have limited time during the school day to check their email. Your email may not be seen until the end of a school day so if you need to communicate a change in transportation or a need for an early pick up, please follow our check out procedures that can be found under our section: General School Procedures.

## **Staff Voicemail**

Most staff have an established voicemail. You may leave a voicemail for a staff member by calling the main office and being forwarded to their extension. Again, please DO NOT leave messages for transportation changes on a teacher's voicemail, it may not be received in time for that day's dismissal.

## **Parent 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 schoolwide meetings and professional development.

## **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.

## **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.

## Family Pets & Animals

Pets and other animals that belong to students or parents are **PROHIBITED** at school. This includes Show and Tell, story enrichment and other reasons. The risks of injury, allergy, escape or other unforeseen problems far outweigh any potential benefits. Any questions regarding these procedures should be addressed with the principal.

## 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.

## Volunteers

If you are interested in volunteering, please contact the school's Volunteer Coordinator. Volunteer orientation sessions will be offered during the first quarter of the school year. There are opportunities to volunteer to help support the school. Each role is valuable to the school community.

***Volunteering in the classroom will be limited to 2 hours.***

All volunteers must complete an Annual Volunteer Orientation Training and complete a NHCS Volunteer Application before volunteering. 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.

- **Level I**

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

- **Level II**

- Parents, family, or community members volunteering to assist students in an unsupervised setting away from school personnel or who travel with students on an overnight field trip are deemed Level II Volunteers. For example, an individual who volunteers to come in on a weekly basis to teach an art class afterschool in the auditorium without a school staff member present in the room. An applicant designated a Level II Volunteer must complete the online application and the criminal background check. Applications must be completed at least two weeks prior to the time you wish to begin volunteering. For more information please use this link: [Volunteer programs/portal](#)

## **Arriving To Volunteer**

All volunteers are required to report to the main office upon arrival and follow our normal check in/check out procedures.

## **PTA**

The Blair 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!

Please email questions to the PTA: [blairptabulldog@gmail.com](mailto:blairptabulldog@gmail.com)

Please visit the Blair PTA Facebook page: <https://www.facebook.com/BlairPTA/>

## **School Improvement Plan**

Each school is required by state law to develop a School Improvement Plan. At Blair, 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. Parents are encouraged to serve as representatives in our school for at least a two year term.

## **Student Support Services**

The following student support service positions are available at the school level for our students:

- Counselor
- Social Worker
- Mental Health Therapist
- Psychologist
- Speech
- Occupational Therapist
- Physical Therapist

## **Multi-Tiered Student Support Team (MTSS)**

The problem solving framework 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.

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.

### **Special Education Services**

Parents of students with disabilities are offered a full array of procedural safeguards to insure development of quality services for their children. Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational needs. 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.

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.

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

ESL teachers collaborate with classroom teachers to help our students experience even more success with the curriculum.

### **Academically and 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.

### **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 lobby before entering the main office. 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.

## Deliveries

In an effort to preserve the instructional time of all students, please refrain from sending flower arrangements, balloons, singing telegrams, or other items 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.

## Parent Visitation at Lunch

At this time, parents are NOT permitted to have lunch with their child in the cafeteria.

## Birthday Celebration & Parties

We announce all student birthdays on the intercom each morning. Instructional time is valuable and is to be protected. 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 parties.

***Parents are asked to drop off all approved items at the main office. Our staff will ensure that those items are delivered to the classroom at the designated time that was arranged with the teacher.***

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## NHCS Notice of Nondiscrimination

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

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.