

Ogden Elementary School

Parent / Student Handbook



OFFICE HOURS

7:00 AM - 3:30 PM M-F (School Year Hours)

Main office phone: 910 - 686 - 6464

Website: <https://ogden.nhcs.net>

The purpose is to provide you with an overview of school procedures. If you have questions not addressed here, please feel free to call the school and ask. Education is a shared commitment between teachers, students, and parents. Please click a link in the table of contents below to access information.

[Arrival & Dismissal Times](#)

[Arrival & Dismissal Guidelines](#)

[Attendance](#)

[Bookbags](#)

[Bullying](#)

[Chaperones](#)

[Classroom Celebrations](#)

[Classroom Communication](#)

[Curriculum Information](#)

[Custody](#)

[Deliveries](#)

[Discipline & Conduct](#)

[Dress Code](#)

[Early Dismissal](#)

[Emergency Drills](#)

[FERPA](#)

[Grades](#)

[Homework Policy](#)

[Homebound](#)

[Inclement Weather](#)

[Invitations](#)

[Lost and Found](#)

[Makeup Work](#)

[Medical](#)

[Money](#)

[Perfect Attendance](#)

[Pets](#)

[Physical Education](#)

[Promotion & Retention](#)

[PTA](#)

[Risk Assessment](#)

[Returning To Class After School](#)

[School Counselors](#)

[School Improvement](#)

[Standardized Tests](#)

[Student Cell phones/Electronic Devices](#)

[Student Meals](#)

[Tardies](#)

[Technology](#)

[Textbooks](#)

[Title IX](#)

[Transportation](#)

[Visitors to School](#)

[Volunteers](#)

[YMCA](#)

ARRIVAL AND DISMISSAL TIMES

- 7:15 a.m. Bus/Car Rider Drop-Off & Adult supervision begins
- 7:45 a.m. Instructional day begins-Students should be in classroom at this time
- 2:20 p.m. Bus students & Car riders/walkers dismissed

ARRIVAL & DISMISSAL GUIDELINES:

Safety is our top priority. We need your help to ensure that students are not in dangerous situations. By following the guidelines below, we can work together to make sure our children get to school and leave safely. For the safety of all, we ask that drivers not talk on cell phones during pick-up and drop-off. Please be sure younger children accompanying you are supervised.

ARRIVAL: To maximize safe and efficient arrival of our students, drivers should approach the school using Middle Sound Loop Road and proceed straight back and loop around. There will be stop areas to allow for teachers to get into the parking lot in order to be prepared for students' arrival. When drop off begins please pull forward as far as you can in the drop-off line (this will help keep the line moving quickly and we can unload more cars). ALL STUDENTS SHOULD EXIT FROM THE CURBSIDE (RIGHT SIDE) OF THE VEHICLE. Since the instructional day begins at 7:45 a.m., no students should arrive before 7:15 (when adult supervision begins) or after 7:45 a.m. Students arriving after 7:45 a.m. should go directly to the office with a parent to sign them in and get a pass to the classroom.

BUS PARKING LOT (located behind the school): State law requires separation of car and bus pick-up areas. Only school district buses are allowed to park in the back parking lot and employees that have parking spaces in the bus lot. It is dangerous for our students to be allowed to walk around buses to get to or from cars. The buses must not be blocked as they have many routes to run.

DISMISSAL: Parents should use the front entrance on Middle Sound Loop Rd and follow the traffic pattern for afternoon departure. Cars must not be left unattended in traffic lanes. When picking up children, parents need to stay in their cars and in the car rider line until it is their turn to have the child walk to the vehicle. This is to ensure a fluid transition for everyone, and if followed, will allow for a shorter time spent in line.

CAR TAGS: Parents will be given a car rider tag during the first few days of school. After that time, for safety reasons, anyone without a card will be required to park in the parking lot and come into the building office to sign the student out. Without your card, you may be asked to present a driver's license and wait while student records are checked to see who has permission to pick up the student. Additional cards may be acquired from the office for those authorized to pick up the student.

Pikmykid: The PikMyKid app is available for download on your smartphones. We ask all parents to download this app. When you arrive on campus you can announce your arrival. (Please see the Parent App User Guide) [Parent Registration](#)

DAY CARE RIDERS: Since daycare vans take many children at one time and pick up at other schools, they are allowed to pick up students at the back parking lot.

WALKERS/BIKERS: It is our goal to make sure all of our students arrive to and from school safely. Therefore, these students should be accompanied by a parent or guardian. If you want your child to walk or ride home independently you must write a note to the office to give this permission. Parents giving written permission for their child to walk or ride home recognize the school's responsibility for the safety of the child does not extend beyond school supervised areas. Students who have been issued a walker tag will be dismissed at 2:15. You will not be able to park in the parking lot, walk across the lanes of traffic, and pick up your student. A walker is defined as a student walking home, not walking to a car parked in our school's parking lot. In the event of inclement weather please call the office and email the teacher of an alternative mode of transportation.

PARENT VOLUNTEERS AND DISMISSAL: Many parents graciously volunteer their time to the school. If you have been volunteering in the building, please follow standard dismissal procedures.

ATTENDANCE:

Good attendance is essential to the academic success of students and all students are expected to be in attendance each day school is in session. Attendance at Ogden Elementary is traditionally outstanding. Each year, we have excellent attendance by our students. This is a tribute to each family's efforts to have their child at school daily. We appreciate this effort! See the [NHCS Attendance Policy](#) for more details.

A. Attendance Records

Students will be considered in attendance for the day if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity. To be in attendance during remote instruction days, students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled.

B. Late Arrivals and Early Departures

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

Elementary students arriving late or requesting early departure must be accompanied by a parent or guardian or responsible adult designated in writing by a parent or guardian at the designated check-in/check-out location at the school. The administration will follow up with the parent or guardian if the expectation is not met. Late arrivals or early departures may be excused for any of the reasons listed below in Section C.

Patterns of unexcused late arrivals and early departures will be monitored and problem solved by the student support staff, including the school social worker.

C. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. If a student fails to bring an excuse, the absence may be deemed unexcused. Absences due to extended illnesses or injury will be monitored by the school social worker and may also require a statement from a health care practitioner. When total absences for a student (excused and unexcused) exceeds 10 days per semester, further documentation may be required (health care practitioner's statement, court documentation, etc.).

Requests for absences for an educational opportunity should be submitted, in writing, to the principal in advance of the opportunity. The request should include the learning objective of the opportunity and how the objective links to coursework or the educational development of the student.

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or by the State Board of Health;
3. death in the immediate family (immediate family includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters);
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. observance of an event required or suggested by the religion of the student or the student's parent or legal guardian (the principal must excuse at least two such absences each academic year; additional such absences require approval of the superintendent or designee);

7. with prior approval from the principal, participation in a valid educational opportunity, such as travel, service as a legislative or Governor's page, cultural exposure or experiences with clear alignment to course content standards, or college tours (juniors and seniors will be considered present for two post-secondary college visits; any additional college visits will be considered excused absences);

8. pregnancy and related conditions or parenting, when medically necessary; or

9. visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting (the principal must excuse at least two such absences each academic year).

D. School-Related Activities

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in [C.S. 115C-47](#)(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal.

In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

E. Excessive Absences

1. Elementary and Middle School Requirements

The principal or designee may request a conference with a parent or guardian at any time to discuss an attendance problem.

Elementary and middle school students who are absent more than 20 days in a school year may be retained. Elementary and middle school students who are chronically absent (excused or unexcused) for more than 10% of the school year will be referred for academic and/or attendance interventions within a Multi-tiered System of Support (MTSS). Continued

absenteeism may result in the school system notifying the Department of Social Services, juvenile court or the district attorney that the parent or guardian is not cooperating with the school system in addressing the attendance problem.

Students arriving late or requesting early dismissal should be accompanied by a parent or guardian. Excessive tardiness or early dismissals shall be monitored at the school level and the student impacted may be referred for academic and/or attendance interventions within the MTSS.

BOOK BAGS

Book bags are required at school. However, rolling book bags are not permitted without a written recommendation of a physician.

BULLYING

Bullying is an ongoing pattern of targeted behavior, not a one-time occurrence. While every effort will be made to shape behavior through positive reinforcement, we must all keep in mind that every child should have the right to study, participate in class, and work in a safe environment. Name calling, intimidation, threats, and disrespectful attitudes toward classmates, volunteers, school staff members, or visitors is not acceptable. Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. It is not acceptable for a child to draw, write, or make threatening statements online or in person. This behavior will be addressed through disciplinary action at the discretion of the school administrator, as per [NHCS Discipline Policy](#). Please be aware that School Board policy requires administrators to notify law enforcement when a student engages in any activity that may or does result in injury or serious threat of injury to a person or property. Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and administrators discuss behavior expectations with students, but parents are requested to discuss with children the importance and the need for good behavior and a positive attitude at school, too. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

CHAPERONES

Chaperones for off-campus field trips MUST first be approved by our district-wide background check. Should you be chosen as a chaperone, your child's teacher will let you know and then you should apply for the background check. This check typically takes approximately 2 weeks to complete and may be initiated by completing the form found [here](#). Once approved, chaperone status is in effect for 3 years.

CLASSROOM CELEBRATIONS

All food brought for classroom celebrations must come through the front office for student and staff safety. Homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. Please be mindful that if your child is in an allergy classroom, food brought in may not be allowed to go to the cafeteria and/or classroom depending upon the ingredient list. For example, if there is a peanut allergy in your child's classroom, the packaging must clearly state that it does not contain peanuts. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while maintaining a safe and positive learning environment for all students. If you wish to "play it safe" the best option is to refrain from sending in food and opt for pencils, erasers, stickers, etc...

CLASSROOM COMMUNICATION

Teachers are expected to communicate with their students' families on a weekly or biweekly basis. Teachers may choose the means in which they communicate. Teachers also have a website maintained through our school webpage. At minimum, on this site, teachers should have their contact information and daily schedule posted. Teachers will also hold parent-teacher conferences requested by either the teacher, parent, or student.

The main job for our teachers is to provide quality instruction in a safe environment. We encourage you to reach out to your child's teacher should questions, concerns, or general information need to be shared; however, because teachers are busy teaching and planning, please do not expect an immediate response to an email that you send. In general, teachers should be given 24 hours to respond to an email. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school hours, as teachers cannot leave their classes for telephone conferences. Administration encourages teachers to leave work at work when leaving for the day.

CURRICULUM INFORMATION:

Ogden has a rigorous academic program that aligns with the NC College and Career Readiness standards, and utilizes best practices in instruction. Curriculum offerings include language arts (reading, literature, oral language, composition, handwriting, and spelling), science, mathematics, social studies, art, music, physical education, and technology. Teachers plan together to create long range, unit, and daily lesson plans which address the NC standards.

A hallmark of our instruction is the use of guided small groups, with the focus on differentiating for the needs of all learners. We utilize a balanced literacy /workshop approach for reading. In math, we utilize a hands-on guided math approach with a focus on understanding concepts as the foundation for higher math. Our social studies and science programs are hands-on and focus on creating meaning for students through a variety of learning activities. NHCS has identified and purchased research based materials to support the curriculum. They are uniform across the county to support transitions from one school to the next.

CUSTODY/RESIDENCE

A change in custody will require new custody papers and a change of address will require a new proof of residency. If you are separated or divorced, we need to have a copy of your custody papers on file.

DELIVERIES

The school will not accept nor deliver to students any items before, during, or after school unless they are of an educational nature/value or medically necessary. When sending balloons or flowers to a child, please use his/her home address. Do not send these items to the school. District procedures do not allow these items on a bus.

DISCIPLINE & CONDUCT

GENERAL BEHAVIOR INFORMATION: At Ogden Elementary, we have high expectations for teachers and students. Teachers will create behavior expectations with their students, and may have individual incentive systems. We believe that "discipline" should be considered as teachable moments. Most concerns can be handled by the teacher in the classroom. When behavior has risen to a level when the student, other students, or the staff are endangered, then students may be required to be removed from class. Our goal is to maintain a positive learning environment for all of our students. Students participate in morning meetings with their classmates which helps to build community and form positive relationships with their classmates.

While each child is responsible for his or her own behavior, we encourage parental support of the school expectations. In the event that a student is sent to the office for a discipline referral, parents will be notified by an administrator. Depending upon the nature of the problem, some possible consequences for inappropriate actions include parent conferences, denial of privileges, and in-school or out-of-school suspension. Student actions that disrupt class work, involve substantial disorder, or invade the rights of others could be a basis for suspension or expulsion. Examples of these student actions or major offenses are: theft, fighting, possession of weapons, damage to school property, assault of school personnel, defiance of school authority, profanity, obscene literature, distribution of unauthorized materials, possession of drugs and alcohol, blackmail/threats/intimidation, student disorder, and possession of firearms.

DRESS CODE

Although the responsibility for the dress and appearance of students rests with each student and his/her parent/legal guardian, students are expected to show pride in themselves and their schools by having their dress and appearance in accordance with good, acceptable standards. The school administration and board discourage extreme styles of dress and grooming that may disrupt the learning environment.

Students will dress in appropriate attire. Students are expected to dress in clothing that abides the district dress code policy. Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process.

Shoes must be worn at all times for safety reasons. Students may wear shorts, dresses, skirts, etc. which are of appropriate length. Tops must be long enough that they cover the midriff. No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building.

The administration reserves the right to determine what is appropriate for school. Dress code violations will be handled with dignity, discretion, and respect toward all students by school staff members throughout the district. [NHCS Dress Code Policy](#)

EARLY DISMISSAL

Parents are requested not to pick up a child before the regular dismissal time. This is an interruption of the educational process, not only for your child, but other children as well. A child must be present for at least half of the school day to be considered present as related to perfect attendance. However, any portion of the day a child can attend is to his/her benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school. If parents plan to take a child from school before the close of the day, they should send a note in the morning stating the reason for the early dismissal and the time their child will be picked up. Parents are requested to enter by the front door, come to the school office, and sign out their child. **Students leaving early must be signed out in the office and be dismissed only to a parent or approved adult on the emergency contact list.** This procedure is for your child's protection – please keep information updated to facilitate this function,

especially in emergency situations or early weather related school closings. In an effort to minimize disruption at dismissal time, **all early checkouts must occur before 1:30 pm.**

EMERGENCY DRILLS

Safety of our students and staff is an extremely important priority for us here at Ogden Elementary. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

1. Fire drills are held at least once a month.
2. Tornado drills are held periodically.
3. Lockdown and emergency procedure drills also will take place at least two times per year..

FERPA INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. The law requires that student records be managed in a confidential manner. Regulations and procedures for compliance of this act are provided through board policy. For more information about your rights under FERPA, please refer to the [FERPA notice](#)

GRADES

All K-5 grades will be issued report cards on a 9-week grading period as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Schools in New Hanover County use a computer program called PowerSchool to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 3-5. Teachers will post grades within 2 weeks of the due date of the task. [NHCS Grading Policy](#)

HOMEWORK POLICY

1. Homework will be reinforcement activities; no new skills or material will be introduced as part of homework.
2. Written homework will be such that it can be completed with a minimum of parental help.

3. Homework assignments should be such that they can be completed within a reasonable length of time taking into consideration the age and ability level of the children
4. In addition, children are expected to read daily as part of their homework assignments.

HOMEWORK SUGGESTIONS FOR PARENTS

- Designate a homework spot and time and be available to assist if help is needed.
- Encourage your child to write down assignments and check on a daily basis to see what homework is due.
- When assistance is needed, talk your child through the problem or question until he/she can find the solution.
- Help your child check his/her homework and discuss specific problem areas.
- Be observant of signs of problems and if homework becomes too challenging, meet with your child's teacher.
- Remember to help your child balance household responsibilities, play, and study.
- Review the classwork that the teacher sends home.

HOMEBOUND

Students who experience extended illness or injuries that result in long term absence from school may apply for homebound instruction. Information concerning homebound may be obtained from our school psychologist.

INCLEMENT WEATHER

The decision to close or delay schools will be made by the NHCS Superintendent.. Announcements will be made via the school's mass communication system and on local television/radio stations. . Information will be listed on New Hanover County School's website and social media.

INVITATIONS

Students and/or teachers may not hand out invitations to birthday parties or other gatherings unless every child in the class receives an invitation.

LOST AND FOUND

Items found at school are turned in to the Lost and Found area in the multi-purpose room. Parents and students are encouraged to check this area if they are missing any items. At the end of each month, unclaimed items are donated. Please put your child's name on clothes, lunch boxes, notebooks, etc. to avoid losing items.

MAKE-UP WORK FOR ABSENCES:

Assignments and class work missed may be made up if a student is absent from school. This is the responsibility of the student. Should assignments not be available for the entire period of the absence, the student is responsible for getting them upon his/her return in order to cover the material missed. Remember that experiments, discussions, group activities, etc. may be difficult to replicate. For any tests given after the student returns, the student will be responsible for the material covered in class while he/she was absent. If any work is not made up, it may affect the student's grade. The work needs to be made up within a reasonable time limit or at the teacher's discretion. If the student is absent, the parent may call and request to pick up assignments after school in the office. Please do not expect the teacher to provide assignments during the school day.

MEDICAL INFORMATION

IMMUNIZATION REQUIREMENTS: All students in grades Pre-kindergarten through 12 are required to furnish a valid North Carolina Certificate of Immunization prior to enrollment. School officials shall record the immunization data on the student's health record and/or attach a copy of the certificate to the health record.

HEALTH SERVICES: The health and wellbeing of all students is of utmost importance. We will request that you pick up your child if his/her medical condition is unstable or if he/she is not capable of participating in the daily school activities. This decision is based upon an assessment conducted by the school nurse.

MEDICATION: If a student brings medication to school, the following requirements must be met:

PRESCRIPTION MEDICATION

1. A [Physician's Authorization form](#) must be completed and turned in with the medication. The form is available from the school nurse and must be signed by the doctor and the parent.
2. Prescription medicines must be in the original pharmacy container with your child's name on it. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
3. Parents must deliver all medications to school.

4. The medication must carry a prescription label with the following information:
 - a. Child's name
 - b. Name of drug
 - c. Dosage instructions
 - d. Doctor name
 - e. Current prescription date
5. Medication will be kept in a locked cabinet in the office at all times.
6. School personnel will give medication only with a completed form signed by the parent and the doctor.
7. Medication must not be sent with a child on the bus or with a child walking to school.

OVER-THE-COUNTER MEDICATION

1. The [Physician's Authorization form](#) must be completed, signed by the parent and turned in with the medication when the parent brings it to the office.
2. The over-the-counter medication must be in the original container or box (not in a plastic bag).

CONTAGIOUS DISEASES: Students with contagious diseases are not allowed to attend school. Children should be kept at home if they have experienced vomiting or fever during the night. Students should be fever-free for 24 hours without using medicine to bring the temperature down before returning to school.

MEDICAL EMERGENCIES: If medical emergencies arise, the school nurse and school administrator will enact medical care deemed appropriate to the student (i.e. call 911 or transport the student to the hospital). In these cases, the schools will make every attempt to contact the parent/guardian. Please be sure to keep your student's emergency information updated with correct phone numbers. If a parent/guardian is out of town and has left their child in the care of another adult, written documentation should be on file with the school. This documentation will authorize the school to contact the alternate person in case of illness or a medical emergency.

MONEY

1. If you send a check to school for lunch or field trips, please put it in a sealed envelope with the child's first and last name, the teacher's name, and the purpose, e.g. Farm Field Trip. Your check must have a phone number or it cannot be accepted. You may write the phone number in the memo line if it is not printed.
2. PLEASE do not send cash to school with your children for payment of field trips, etc. If you must pay in cash, please drop it off at the school.

3. For your convenience NHCS has a K12 payment option for school lunches. [My School Bucks](#)

PERFECT ATTENDANCE

The school recognizes students who have perfect attendance. Recognition for perfect attendance for the year will accompany the final report card. Please refer to the attendance policy should you have further questions about perfect attendance.

PETS

Pets are not allowed on school property as a violation of health code and as a courtesy to students and staff who may have allergies or anxieties related to animals. If you should choose to bring your pet through the car rider line, then they must remain calmly in the car. We have had students afraid of the loud barking of the dog, and dogs have jumped out of cars. We all love our pets, and we must remember that the primary purpose of the car rider line is to have students enter safely and happily into the school. Designated service animals may be on school property.

PHYSICAL EDUCATION:

Physical education is required by the state for all students unless the student has an excuse from a physician due to a physical disability. If a child must be excused for a temporary illness, a note from a parent or doctor must be sent with the child. Any illness extending more than a week must be excused by a doctor. Children must wear athletic shoes to participate in Physical Education.

PROMOTION AND RETENTION OF STUDENTS:

Every parent and teacher would like for students to move along successfully through each grade. Our goal is to evaluate each child's skills at the beginning of the year and provide instruction to ensure academic growth throughout the year. Please examine student work that is returned for your review because it will help you to see how your child is progressing. Parent conferences also provide you with another opportunity to discuss your child's progress.

PARENT-TEACHER ASSOCIATION (PTA)

Our school encourages you and other family members to join the PTA each school year. [Join Here!](#) We invite you to participate in other PTA sponsored activities throughout the year. Our PTA is an extension of the school family, and is dedicated to the support of instructional programs, teaching/learning, and safety. This important group has one major fundraiser each year. In addition, the PTA needs volunteers to help with

special programs and serve on committees. Please consider volunteering your time to assist this organization in helping all classrooms, teachers, and students through their many beneficial projects. Make sure to sign up for MemberHub for all PTA communication and events. [Ogden MemberHub](#)

RISK ASSESSMENTS

The safety and security of all students is of the utmost importance to our faculty and staff. Should a concern arise about a student being a danger to him/herself or others, district protocols for conducting a risk assessment (suicide and/or threat) will be followed to the extent appropriate. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students. If, as part of its assessment and response, the District determines there is an articulated and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RETURNING TO CLASS AFTER SCHOOL

Students are responsible for bringing home materials needed for assignments. Should a student need to return to class after school hours, we ask for that student to report to the front office to be escorted back to the classroom. Our office closes at 3:30, after that it is not possible for students to return to class. At no point should a student or adult enter a classroom after hours without an escort from the school.

SCHOOL COUNSELORS, SOCIAL WORKERS & SOCIAL EMOTIONAL LEARNING

The school counselor and social worker are available as a parent resource. You may want to consult them when you have concerns about your child's academic achievement, worries about behavioral changes, family changes or overall support. The support personnel will offer classroom and small group SEL lessons along with individual sessions when needed.

SCHOOL IMPROVEMENT TEAM

All schools have a School Improvement Team made up of teachers, parents, and administrators that will help to facilitate communications between the community and the school. Parents may be elected to serve on the School Improvement Team. Additional members will be elected later in the fall. These meetings will be held monthly. The agendas and minutes are posted on our website..

STANDARDIZED TESTS

All students in grade 3-5 take End of Grade exams for reading and math. Fifth grade has an additional science EOG. All third graders are also given the Cognitive Abilities Test (**CogAT**). It is a multiple-choice assessment that measures reasoning skills with different types of verbal, quantitative, and nonverbal questions. The **CogAT** is a group-administered aptitude test commonly given as one indicator into a school's gifted programs.

STUDENT CELL PHONES/ELECTRONIC DEVICES

Student cell phones should be kept in a book bag. Electronic devices, including cell phones, must be turned off during the school day and while on the school grounds. A cell phone may not be used during the day to play games or to text message. The student may not use a cell phone to call a parent during the school day without a teacher's permission. This includes devices like smartwatches or electronic communication devices that serve as telephones.

If a student has a smart watch and is only using the basic watch features while at school, it is fine to have and wear. Students should not use the watch features that make it function like a phone, such as calling, texting, using apps, or playing games. If this is happening the teacher can ask the student to put the device away in their book bag, or confiscate it and contact the parent. We want to minimize distractions and maximize engagement in our school environment,

The use of personal devices (iPads/laptops) may be permitted under the supervision of the teacher. It is a privilege for students to use their personal electronic device at school and this privilege can be taken away if students act irresponsibly or violate school policy.

STUDENT MEALS

Our cafeteria staff serves breakfast and lunch at school every school day. Menus, nutritional, and allergen information are available on the [county website](#) and teachers post the menu in their rooms.

We also have extra sale items, milk, ice cream, juice, water and snacks to purchase via the cafeteria. If you do not want your student to purchase extras, you will need to send a note to the cafeteria. All foods served by the cafeteria meet state and federal guidelines. All managers have had extensive training in food safety and sanitation and are Certified Food Protection Managers.

There are three easy ways to pay for meals and extras.

- Online via the [Child Nutrition](#) website.

- By a separate check made out to your school's cafeteria. The check should not include other school fees. Please note the child's name on the check - if the check is written for more than one child, each child's name and the amount to credit to each child should be noted on the check. Include a phone number.
- Cash is also accepted as payment but is strongly discouraged as it can be lost.

2022-23 Meal Prices

| Grade Level | Breakfast | Lunch |
|--------------------------------------|------------------|-------------------|
| Pre-K - 8 | \$2.00 | \$3.50 |
| 9th - 12th | \$2.00 | \$3.75 |
| Reduced Pay Students (All Grades) | \$0.00 | \$0.40 |

As of 7/1/2022
NC will pay the
reduced price
co-pay for
students.

Our cafeteria does not deny students meals and we allow students to charge meals up to \$10. Automated calls, emails and letters are sent out weekly for students who owe the cafeteria money.

Meal time guests will be able to join their students in the cafeteria and outside food to be shared with students will be allowed again as long as our policies are followed. Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable

foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive learning environment for all students.

TARDIES

Our school day begins at 7:45 a.m.. Students arriving after 7:45 a.m. are tardy and must report to the office and be signed in by an adult for admittance to class. Tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Be considerate of other students' education. Excessive tardies may result in an intervention meeting for development of an attendance plan which will remain in the child's record and transfer to any receiving school.

TECHNOLOGY

Please click the link to access information on our district technology resources [District Technology Home Page](#)

TEXTBOOKS

Textbooks are provided by the state and the school is accountable to the state for these resources. Students are responsible for all textbooks and library books issued to them during the school year. Students will be charged replacement costs for lost or damaged books, and these monies will be collected by the end of the year to replace the state funded textbook. If a lost book is later found, the money paid will be refunded.

TITLE IX 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.

[Board Policies](#)

TRANSPORTATION

TRANSPORTATION CHANGES: Parents should use the PikMyKid app for any transportation changes or contact the front office. It is the parent's responsibility to notify daycares of changes. All transportation changes requests must be made by 1:30 p.m. If your child is a car rider, you will receive two car rider tags. If you need additional tags, a parent must come to the office with a driver's license. They will only be given an extra tag in person.

BUS TRANSPORTATION (ALSO REFER TO INFORMATION FROM THE [TRANSPORTATION DEPT.](#))

Administrators, parents, bus drivers, and students share the responsibility for safe transportation of students. Riding a bus is a privilege and must not be abused. Action will be taken by district and school officials to ensure that all students conduct themselves properly. Where there is evidence of misconduct by any student, action will be taken to correct the situation. It is important to review the bus rules and expectations set forth by our district transportation department prior to riding on a school bus. Please note that students will not be allowed to ride a different bus home with friends without prior approval from the district transportation office.

To ensure a safe environment on each bus, the school fully supports the driver in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action by school officials; when necessary, bus transportation will be denied. The driver will report to the school authorities any offenses committed by the students on the bus. When a student is reported for an infraction of the bus rules, the school administrator will investigate the incident and take necessary disciplinary action. A copy of the incident report will be made available to the parents. When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension period.

Students are assigned to buses at the beginning of the year, and any variation must be approved by the Director of Transportation. If your child needs to ride a different bus home than the one that picks him/her up, then a special request must be made to the district Director of Transportation.

New Hanover County Schools implemented a smartphone app that will allow parents to see where their child's bus is located in real time. [Edulog Parent Portal](#) app can be downloaded from iTunes App Store or Google Play Store.

It is the desire of the New Hanover County School District that all students arrive at school and home safely. We appreciate your help ensuring student safety.

VISITORS TO SCHOOL

Visitors and volunteers must enter by the front door and stop by the office and scan their driver's license or official government-issued identification. Security procedures require that badges of visitors/volunteers must be visible at all times. Visitors must always sign in at the office and obtain this visitor badge before going to a classroom, lunchroom or school grounds. This ensures all students' safety by letting office and classroom personnel know who is in the building. You are welcome to visit the cafeteria during your child's lunch time or in the building during special events such as the book fair and classroom programs. To ensure uninterrupted instruction time, parents will be allowed in the classroom only at the request of the teacher. No younger siblings, relatives or friends may visit in your child's class or attend a field trip; however, they are welcome to visit during lunch time. Please be aware that if you visit your child for lunch, only your child is allowed to join you at a visitors' table. This is due to safety concerns on several levels.

VISITING FOR LUNCH: Parents planning to have lunch with their child should sign in and meet their child in the foyer as they go to the cafeteria. Because the tables are designed for students, it is difficult for adults to sit on the benches with the class. We ask that all lunch guests sit with your child at the front visitors table. Due to the number of parents/guardians that come to eat lunch with students and the space that is needed to provide this opportunity, we do not allow other students to join you and your child for lunch.

During the first two weeks of school, we kindly ask that you refrain from coming to eat lunch with your student. During the first two weeks, teachers are establishing cafeteria routines and procedures. Students are also developing relationships with their peers and lunch time is a great opportunity for socialization.

VOLUNTEERING

The staff at Ogden welcomes volunteers from the community. We take pride in the high number of volunteer hours that we accumulate each year. If you are interested in volunteering, please follow the [Volunteer handbook](#) and [registration](#) on the county website. It is important that volunteers respect the confidentiality of our students. All volunteers are expected to follow the county dress code policy. All volunteers must sign in as a visitor in the office and obtain a visitor's badge/sticker prior to going to the classrooms. Please consider helping out when you can.

YMCA

The YMCA will be hosting an after-school program on our campus. For more information on the program please contact the YMCA at 910-251-8196 or register here. [YMCA After-School Program](#)