

Parent & Student Handbook 2022-2023



Dr. Roneca H. Wallace, Principal

Paul Schwab, Assistant Principal



2022-2023 Traditional Academic Calendar
Adopted 12/14/2021

July 2022

Mon	Tues	Wed	Thurs	Fri
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17 OW	18 OW	19 OW
22 RW	23 RW	24 RW	25 RW	26 RW
29 *	30	31		

September 2022

Mon	Tues	Wed	Thurs	Fri
			1	2
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23 ER
26 P	27	28	29	30

October 2022

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20 Q	21 RW
24	25	26	27 R	28
31				

November 2022

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10 OW	11 H
14	15	16	17	18
21 P	22	23 V	24 H	25 H
28	29	30		

December 2022

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15 EX	16 EX
19 EX	20 EX	21 Q EX/ER	22 V	23 H
26 H	27 H	28 V	29 V	30 V

January 2023

Mon	Tues	Wed	Thurs	Fri
2 H	3 OW	4 OW	5 OW	6 OW
9 RW	10	11	12 R	13
16 H	17	18	19	20
23	24	25	26	27
30	31			

February 2023

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9 P	10 ER
13	14	15	16	17
20 OW	21	22	23	24
27	28			

March 2023

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21 Q	22 RW	23	24
27	28 R	29	30	31

April 2023

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7 H
10 V	11 V	12 V	13 V	14 V
17	18	19	20	21
24	25	26	27	28

May 2023

Mon	Tues	Wed	Thurs	Fri
1 P	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 H	30	31		

June 2023

Mon	Tues	Wed	Thurs	Fri
			1 EX	2 EX
5 EX	6 EX	*7 EX/ER	8 RW	9 RW/G
12 OW	13 OW	14	15	16
19	20	21	22	23
26	27	28	29	30

H – Holiday
 V – Vacation Day
 OW – Optional Teacher Workday
 RW – Required Teacher Workday
 ER – Early Releases for Students
 EX – High School Exam
 (Workdays may be used for inclement weather make-up.)

* First/Last Day of School
 G Graduation - June 9 at 8:30 am
 P Progress Reports
 Q End of Quarter / 9 Weeks
 R Report Cards

High School Final Exams:
 1st Semester: December 15-21
 2nd Semester: June 1-7
 Last Day of 1st Semester: Dec. 21



VISION

Through collaboration and continuous learning, Graham A. Barden Elementary School will work together with family and community members to provide a safe environment that fosters academic, emotional, social, and physical growth for all students to become responsible citizens who are lifelong learners.

MISSION

Together with OUR families and community, Graham A. Barden Elementary will educate all learners to personal, professional, and civic success through challenging and personalized instruction.

Craven County School Core Values

- Visionary Leadership
- Student-Centered Excellence
- Organizational Learning and Agility
- Valuing People
- Focus on Success
- Managing for Innovation
- Management by Fact
- Societal Responsibility
- Delivering Value and Results
- Ethics and Transparency

CORE BELIEFS

- All children can learn
- Student learning is the chief priority of the school
- Students' learning needs should be the primary focus of all decisions impacting the work of the school
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning
- A safe and physically comfortable environment promotes student learning

DAILY SCHEDULE

7:30	Student Arrival
7:45	Breakfast in the Classroom
8:00	Tardy Bell
2:30	No checkouts after this time
2:50	Walkers dismissed
2:55	1st run buses dismissed
3:00	Dismissal (carpool)
3:20	2nd run bus dismissed

OFFICE HOURS OF OPERATION

Monday- Friday - 7:30 a.m. – 4:15 p.m.

Front Office Staff	Bookkeeper- Victoria Jarvis Data Manager-
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*****All visitors to Graham A. Barden and all Craven County Schools must show a valid photo ID upon entrance into the building.*****

Sign In and Sign Out Procedures

If you must pick up your child during school hours, you must check in at the front office. Anyone who enters the school **must have a valid photo ID**. Anyone checking out a student, if other than parents/guardians, must be listed on the students registration card. ***Any student picked up before 11:30am will be marked absent for the entire day.*** Students should be in school a full day, *every day*, unless they are sick.

ARRIVAL AND DISMISSAL PROCEDURES

Carpool

Morning Drop-off:

Parents must enter the carpool line from the furthest lane to the right coming from Chadwick Avenue. In the mornings, designated staff members monitor students during carpool drop off. Students will open the car door when it is safe to exit between the yellow lines. Once students exit the car, parents should proceed through the carpool line in an effort not to hold up traffic. The carpool line shuts down at 8:00am. After 8:00 am, parents must park in a visitor's space at the front of the school and sign your child in as tardy.

Afternoon Pick-up:

In the car riders lane, **please do not use your cell phone while in the car lane. Please do not park or walk up to the building to retrieve your child.** Our carpool line is the most efficient way of picking up your child. Designated staff members will escort car-riding students to the car lane and open the car door for your child. However, they will not fasten the seat belt for your child. It is the *parent's responsibility to ensure that the seat belt is securely fastened.* If your child is a car rider, that means you or the adult picking your child up will remain in the car and follow in the car lane where all students are loaded into the vehicles by school staff.

Walkers, Bicycle and Scooter Riders

If your child is riding his/her bicycle or scooter to and from school, he/she **MUST** wear a helmet. Students risk the choice of riding his or her bike to school if he or she arrives on school campus without a protective bicycle helmet. The school will confiscate the bike, contact the parent and the bike will be held until a parent or guardian comes to our campus to pick up the bike/scooter or bring the child a helmet. This is our school policy regarding wearing helmets while riding a scooter or a bicycle.

SCHOOL BUS TRANSPORTATION



School transportation refers to school buses, activity buses, chartered buses and any other type of transportation provided by the authority of the Board of Education. **RIDING THE SCHOOL BUS IS A PRIVILEGE** extended to students and can be taken away if rules are violated. All students being transported are under the authority of the bus driver and must follow his/her requests. A student is not permitted to ride another bus other than their own without a note from a parent and permission from an administrator and/or transportation department. **Parents are not allowed to board the bus or approach the driver during bus operation. Please contact the principal or assistant principal if you have concerns.**

ALL bus times are approximations. Please download the "Here Comes the Bus" App to receive live updates for your child's bus location.

School Bus Conduct

Bus transportation of our students is the daily responsibility of our bus drivers. The appropriate behavior and respect for school bus regulations is the responsibility of each student who rides a bus. A copy of our

bus behavior expectations contract will be sent home with each student. **Please go over the contract with your child, sign and return.** Students may have their bus riding privileges *suspended as a consequence* of inappropriate behavior.

Bus Rules and Expectations

- Be at your stop at or prior to the appropriate time (must arrive at least 5 minutes beforehand).
- Do not detain the buses for any reason
- Board and exit the bus with book bags in front of your body
- Keep aisles free of hands, feet and items such as book bags
- No food, drinks or gum consumed on the bus
- Stay seated in your assigned seat
- NO LOUD TALKING OR INAPPROPRIATE LANGUAGE
- Do not put any items out of the bus windows, including any of your body parts
- No talking when the lights are on
- Respect ALL bus drivers

Video cameras are on the buses for safety reasons and to observe student behavior; therefore, your child may be videotaped.

Bus Behavior Consequences

Failure to comply with bus behavior expectations may result in a loss of this privilege. Please review Craven County Policy Codes 4300 and 4900 as shared earlier

Walking Students to Class

Parents or older siblings *are not* permitted to walk his or her child or a sibling to class. In some circumstances, parents of children with special needs *may* be permitted to walk his or her child to class. However, parents must sign in at the front office and provide a valid photo ID. **Kindergarten parents may walk their student to class August 29, 2022 to August 31, 2022 only.*

Changes to an Individual Student's Dismissal Plan

If your child is going to leave school in any way other than his/her normal dismissal plan, you *must* write a note to inform the teacher and the office by *2:00 p.m.* No early checkouts will be allowed after **2:30 p.m.** Your child will only be dismissed to those individuals listed on the GAB Registration Card that you completed at the beginning of the year.

CHILD CUSTODY

If parents are separated or divorced and one has been granted custody of the child(ren) through a court order or deed of separation, the parent must provide the school with a copy of the court order or separation agreement. *Without this documentation, the school must proceed as if each parent has equal rights with respect to the child(ren).*



School Closings in Case of Snow, Hurricane, ETC.

If schools must close due to an emergency, we will notify you via Blackboard Connect (*telephone, email*), Facebook, and Class Dojo.

Inclement Weather Procedures

During inclement weather, students are housed in the gym. If the weather is severe during dismissal, parents **MUST** pick up his or her child in the carpool line or give the school permission for him or her to walk home after the severity of the weather subsides.

If there is a dangerous lightning/thunderstorm at the regular dismissal time, students will be detained at school until conditions become safe. We will follow the Inclement Weather Procedures Process. The *safety* of our students is a **priority**.



Regular and consistent attendance for all students in K-5 is essential for receiving the maximum benefits of the instructional school day. Students must be present for half of the school day. Students who remain in school until 11:30 are counted present for the day. For more information on the attendance policy for Craven County Schools, you can access at [Craven County Schools Policy Code 4400](#). To view the full regulation regarding attendance please view page 6 of the Craven County Schools handbook located [here](#). The following are the most critical points for elementary students.

Lawful (Excused) Absences

- a. Illness or injury, which prevents the student from being physically able to attend school.
- B. Quarantine- When isolation of the student is ordered by the local health officer, school nurse, Alternatively, by the State Board of Health.
- c. Medical or dental appointments.
- d. Death in the immediate family.
- e. Completion of the course of study and trips as determined of educational value by the Principal.
- f. Court or administrative proceedings when it is necessary for the student to attend.
- g. Deployment or returning from deployment for the day.

Unlawful Absences

All absences that are not on the excused absence list are coded as unexcused.

*A written statement from the parents or guardians stating the reason for the absence must be provided to the teacher **within 2 days of the student's return to school.**

*Students who do not bring a note to the teacher explaining the reason for the absence will have that absence coded as unexcused.

***Only 3 handwritten excuse notes** from parents/guardians will be accepted. After you have reached the 3 parent/guardian handwritten excuse notes, a professional note is required (doctor, dentist, etc).

Notification to Parents Regarding Absences

Parents of students who have accumulated three unexcused absences shall receive a phone call and an attendance letter from the *principal or designee*. Parent(s)/guardian(s) will also receive an attendance letter when students accrue six unexcused absences notifying the parent that he/she may be in violation of **the Compulsory Attendance Law (G.S.115C-378)**. After 10 unexcused accumulated absences, the principal will conference with the parent or guardian. Upon determination after the conference, *the principal* shall file a report against the parents/guardians with the Department of Social Services and a complaint filed with the District Attorney's office. After 10 consecutive days of unexcused absences, the student shall be withdrawn from school. *Students with more than 15 unexcused absences in one school year, including out-of-school suspensions, may not be promoted to the next grade except by the determination of the principal.*

Tardies (K-8)

Students should be in their classroom by 8:00am to be ready to learn. If your child arrives at school after 8:00am, **a parent must come into the office with the student to sign them in as a tardy.** All students must obtain a "tardy slip" from the office before going to class. A tardy shall be coded as excused when deemed by the school that the tardy is caused by any lawful reason (doctor's appointment, etc). If it is deemed by the school principal or designee that tardies are interfering with the student's educational progress, the school shall require that a parent conference be held to discuss a plan to reduce the tardies. The principal and school counselor will meet with parents/families after 3 unexcused tardies. **Excessive tardies shall be considered in determining promotion or retention if the tardies are interfering with the student's academic achievement.**

One characteristic of a potential dropout is tardiness in elementary school. If a child is struggling to get up in the mornings, change his/her routine so there will be adequate time to get ready. Discussing this with your child will aid in teaching responsibility. If tardies occur because of a doctor/dentist appointment, please submit a doctor's note when your child returns to school.

Early Check-outs

Early checkouts can also interfere with your child's academic performance. It is important to limit the number of times your child is checked-out before 3:00pm.

SCHOOL BREAKFAST AND LUNCH



BREAKFAST

Graham Barden Elementary School is committed to ensuring that all of our students start the day with a healthy breakfast. Kids who eat breakfast tend to perform better in school, have better attendance rates, and display fewer behavior problems. We know that morning routines can be hectic and many kids aren't hungry when they wake up and that is exactly why we provide breakfast every morning in a way that allows all students to participate, even after the bell.



Graham Barden Elementary School serves breakfast in a way that is accessible to students by serving breakfast in the classroom.

- breakfast is served to students after the start of the school day in their classrooms. Students have an opportunity during the first 15 minutes of class to eat breakfast with their classmates and get the fuel they need to be ready to learn. Teachers will begin lessons as usual during breakfast time.

There are many great things about our improved breakfast program. In addition to having access to a nutritious breakfast, eating with classmates every morning creates a community experience, and it takes the pressure off parents and caretakers to provide breakfast in the morning. The **No Kid Hungry Starts with Breakfast** resource is a great way to find out more about the benefits of breakfast, including how kids who eat breakfast do better in math, miss fewer days of school, and are more likely to graduate high school than their peers who don't eat breakfast regularly.

Lunch

Over the past couple of years lunch and breakfast were free of charge to all students. However, for the 2022-2023 school year this has changed. Students that usually pay full price for their meals will expect to pay \$2.10 for lunch. Beginning July 25, 2022, you can find meal applications online at family.titank12.com or you can pick an application up from the school. This message was posted on our School's Dojo page on June 27, 2022 and Craven County School's Facebook page on June 26, 2022.

Water during your student's mealtime is available at all schools. Students may use the water fountain to obtain water.

No other competitive foods will be consumed, sold, or provided until after the last child has been served lunch (Craven County Schools Policy 1016.08).

Click on the link to access the school lunch menu each month:

<https://www.cravenk12.org/Page/1473>

Unique Mealtime Needs for School Meals

The Medical Statement for Students with Unique Mealtime Needs for School Meals helps schools provide meal modifications for students who require them. Schools cannot change food textures, make food substitutions, or alter a student's diet at school without proper documentation from the healthcare providers. Completion of all items will allow your child's school to create a plan with you for providing safe, appropriate meals for your child while at school.

Your participation in this process is very important. The sooner you provide this signed and completed form to your child's school, the sooner the School Nutrition Program and their staff can prepare the food your child needs. Your signature is required for your school to take action on the Medical Statement.

A copy of the unique mealtime form can be found at <https://www.cravenk12.org/Page/1478> or we can provide you with a copy of the form upon request.

Smart Snacks

Smart Snacks in Schools support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

Why are Smart Snacks important?

- More than a quarter of kids' daily calories may come from snacks.
- Kids who have healthy eating patterns are more likely to perform better academically.
- Kids consume more healthy foods and beverages during the school day. When there are Smart Snacks available, the healthy choice is the easy choice.
- Smart Snacks Standards are a Federal requirement for all foods sold outside the National School Lunch Program and School Breakfast Program.

Snacks that are appropriate for students include:

Fresh Fruit All Varieties

Fresh, Canned, Dried

Oranges, Bananas, Grapes, Apples, Kiwi

Fruit Cups, Juice Bars, Juice

Cheese & Crackers, Peanut Butter & Crackers, Salsa & Baked Chips

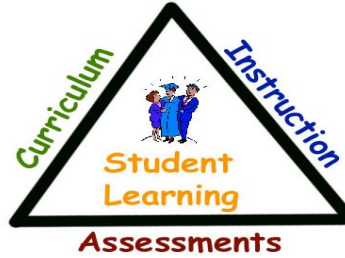
Goldfish, Popcorn, Pretzels, Nuts, Fruit Gummies, Trail Mix, Yogurt

Milk, Water, 100% Fruit Slushies, Pudding Cups, Jell-O Cup

Fresh Vegetables- All varieties

Fresh veggies & dips, carrots, cucumbers, bell peppers, cherry tomatoes, roccoli, cauliflower

Curriculum and Instruction



21st Century Skills

As requirements for the 21st Century workforce change, it is imperative that we equip our children with skills to help them be successful, productive citizens and workers in our global economy. We focus on teaching the core content subjects of literacy and mathematics, along with the essential skills of the arts, physical education, science, and social studies. Schools must move beyond the fundamentals to prepare students for the 21st Century. Our students must master and become experts in Learning and Innovations Skills, Information and Media Technology, and Life and Career Skills to meet the demanding challenges of the 21st Century global economy.

High Time On Task Is Important!

Characteristics of an effective school include regular attendance and beginning on time for students and staff. Please help your child make the most of the instructional time provided.

North Carolina Standard Course of Study

The Standards provide a consistent, clear understanding of what students are expected to learn and be able to do. The standards are designed to be rigorous and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

For more information about North Carolina Standard Course of Study, parents are encouraged to visit:

<https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study>

Homework

Homework is an integral part of the learning/educational program for two specific reasons:

- 1) It improves thinking and memory
- 2) It allows your child to review and practice skills learned in class.

At Graham A. Barden, students in grades K-2 will receive:

- no more than 5 math problems per night
- a reading assignment

Grades 3-5 homework will consist of:

- no more than 10 math problems per night
- a daily or weekly reading passage

You may review Craven County School Policy on homework at:
<https://boardpolicyonline.com/bl/?b=craven#&hs=230700>

ASSESSMENT/TESTING PROGRAM

The Craven County School System administers both state and locally developed tests/assessments of student achievement. Kindergarten through second grade students are assessed three times per year using state and local screeners. The N.C. End of Grade tests (EOGs) for grades 3, 4 and 5 are administered during the last 10 days of the school year. The Craven County Schools Assessments are administered three times a year to help students prepare for the EOG's. Other assessments are also included below.

K-2nd Grade: Kindergarten Entry Assessment (NCLEI), K-2 Math Assessments, Writing Samples, Spelling Inventories, & mClass (reading screener) & Houghton Mifflin Into Math (math screener).



Third Grade: Dibels (reading screener), Reading and Math Benchmark Assessments, Read to Achieve (RTA), Beginning of Grade (BOG), and End of Grade (EOG) Test in Reading and Math within the last 10 days of school.

Fourth Grade: mClass (reading screener), Reading and Math Benchmark Assessments, Cognitive Abilities Test (CogAT), EOG Test in Reading and Math within the last 10 days of school

Fifth Grade: Dibels (reading screener), Reading, Science, and Math Benchmark Assessments, EOG Test in Reading, Science, and Math within the last 10 days of school

For the EOG tests in reading, math, and science, there are four achievement levels: not proficient, Level 3, Level 4, or Level 5.

EOG Scale Scores

Test	Grade	Not Proficient	Level 3	Level 4	Level 5
READING	3	539 or less	540-545	546-550	551 or greater
	4	543 or less	544-547	548-555	556 or greater
	5	549 or less	550-553	554-559	560 or greater
MATH	3	544 or less	545-550	551-559	560 or greater
	4	546 or less	547-552	552-559	560 or greater
	5	545 or less	546-550	551-560	561 or greater

SCIENCE	5 only	248 or less	249-251	252-262	263 or greater
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PROGRESS REPORTS/REPORT CARDS

Progress reports are sent home once every 9 weeks to keep parents informed of their child's academic and behavioral progress. Progress reports are sent at the 4 1/2 mark of each nine weeks. If you have any questions about your child's progress report, please schedule a conference with your child's teacher.

Progress Reports will be distributed on the following dates:

September 26, 2022

November 21, 2022

February 9, 2023

May 1, 2023

Report cards grades are based on nine week classroom grades, tests, quizzes, participation (no more than 10%), homework, and other assessment data. They are sent home at the end of each nine week period.

Report cards will be placed in a white and blue envelope with your child's name. You will sign and comment on the back of the envelope. This envelope should be returned to your child's teacher. If you have any questions about your child's report card, please schedule a conference with your child's teacher.

Report cards will be distributed once each 9 weeks on the following dates:

October 27, 2022

January 12, 2023

March 28, 2023

June 7, 2023 (at dismissal only)

Grading Period Dates

First Nine Weeks- August 29 to October 20

Second Nine Weeks- October 21 to December 21

Third Nine Weeks- January 9 to March 21

Fourth Nine Weeks- March 22 to June 6

Elementary Grading Scales

The scale to report student progress in grades K-2 shall be:

4 = Consistently exceeds grade level expectations

3 = Consistently meets grade level expectations independently

2 = Needs support to meet grade level expectations

1 = Below grade level expectations with support

The scale for 3-5 shall be:

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= 59 and below

PowerSchool

PowerSchool is a statewide student information system. PowerSchool gives parents and students access to real-time information including attendance, grades and assignments. Students stay on top of assignments, parents are able to participate in their child's progress, and teachers can instantly share information from their gradebook with parents and students. Families with multiple students can also set up their accounts to view all of their students at one time, with one login. It is available as an app on your smart device or you can go to <https://craven.powerschool.com/public/home.html> to set up your account. Parent portal letters will be sent home with each student at the beginning of the school year. If you need help setting up or using the mobile app, click [here](#) for a video.

Supporting Your Child

Graham A. Barden provides multiple ways parents can support student learning. Parent-teacher conferences are held at least each nine weeks or as often as a parent would like to meet. We hold 3 Title 1 events to share information about academics and also have a parent resource center in our media center. Families are able to check out materials in every academic area for a week.

ACADEMIC RECOGNITIONS



Kindergarten - 2nd grade Recognitions

Kindergarten through 2nd grade students will be recognized for demonstrating excellent behavior becoming of a student and perfect attendance.

Principal's List, Honor Roll, & Jet Pride (Grades 3-5)

Each grading period, we recognize students having outstanding academic performance.

Principal's List includes students with all grades at 90% or higher in all academic subject areas.

Honor Roll includes students with all grades at 80% or higher in all academic subject areas.

Jet Pride includes students with all grades at 70% or higher in all academic subject area..

If a student receives an "N" or "U" on conduct in any area (including media, art, PE, music), he/she is not considered for Principal's List, Honor Roll, or Jet Pride..

At the end of the year, students who have been on the Principal's List, Honor Roll, and Jet Pride all year will be recognized.

Perfect Attendance Recognition

Perfect attendance is defined as a student being present each day enrolled in school with no absences, no tardies and *no early checkouts*. Perfect Attendance will be recognized each 9 weeks and yearly.

Award Ceremony Dates

- 1st Nine Week- November 4, 2022
- 2nd Nine Weeks- January 20, 2023
- 3rd Nine Weeks- April 6, 2023
- 4th Nine Weeks- June 5, 2023

GENERAL INFORMATION

Parent-Teacher Conferences

Each classroom teacher will schedule individual or group parent conferences each 9 weeks of school. Parents are encouraged to consult with their child's teacher in order to sustain a positive relationship between home and school. Please make every effort to keep the appointment. If you are unable to keep the appointment, please notify the teacher in advance. Teachers may not leave their classes unattended to answer the telephone; therefore, we ask that you correspond by letter through class dojo or leave a message on the teacher's voice mail. If an emergency situation occurs, please call the school at (252) 444-5100.

Teacher Requests

Teachers at GAB meet NC teaching certification requirements and are highly qualified to teach therefore we do not accept parent requests for a teacher.

School Volunteers

If you would like to volunteer at GAB or attend field trips with your child, please visit the Craven County volunteer page at <https://www.cravenk12.org/Page/6014> and complete the volunteer application.

Before a volunteer is assigned to a task in school, he or she will be screened for the following reasons:

- To ensure, so far as is reasonably possible, that students are safe in school environments. Screening of volunteers is crucial because of the vulnerability of the school-age population.
- To identify volunteers who may pose an unacceptable risk to students or to the school system. The screening process is a means to assess the potential of an individual volunteer to physically or emotionally harm others, to steal or damage property, or to violate Craven County Public Schools confidentiality procedures.

Volunteers are bound by the standards of conduct applicable to school employees. The principal/designee may terminate the services of a volunteer if the principal/designee deems it to be appropriate. Volunteers whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in the volunteer program. Conditions for rejecting a volunteer's participation may include, but not be limited to, the following:

- Conviction of a Plea of No Contest to any felony.
- Conviction of a Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the integrity of the school environment.
- More than one DWI.
- A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.

A conviction, other than a minor traffic offense, that has occurred within the last five years.

Visitors

Visitors are required to immediately check in at the main office. Assistance will be given when checking in/out a child. All visitors are required to show a valid photo ID which will be scanned. Once scanned, visitors will

receive a name badge. All visitors must wear name badges as a part of our safety plan. For the safety of our students, we ask that all visitors go only to the location they requested at check in. ***If you need a new destination in the school, please return to the office for assistance.***

School Counselor

As a new, exciting school year begins, remember that your counselor is available to help your child make this a successful year. Our counselor offers individual and group counseling as well as classroom guidance. Guidance is an integral part of the daily life of all students. Special areas such as making friends, resolving conflicts and making responsible choices are introduced as requested by the classroom teacher. Character Education is taught by the counselor and followed up by a monthly school-wide recognition program. The Standard Course of Study focuses on curriculum including: improving academic self-concept, acquiring skills for improving learning, achieving school success, improving learning and planning to achieve goals.

Other counselor functions include chairing the Multi-Tiered Support System (MTSS), working with teachers, parents, and specialists as needed to provide students with the academic strategies they may need, and attendance. Your child is able to see the counselor by student request, teacher or parent referral or by counselor invitation. Please feel free to contact Ms. Diamond, Counselor at 252-444-5100.

Library Books

All students may check out books from the Media Center. Students in grades K-1 will have a check out limit of one book and may keep the book for one week. Students in grades 2-5 will have a check out limit of two books and be able to keep books for two weeks. All students will be able to return and check out books as needed.

All books should be kept clean and free from any marks. Please remind your child to take responsibility for book care and to return books on time. Students will be charged damage fees for damage beyond normal use. If a student loses a book, he/she must pay for the book prior to checking out another book. ***All library books are due by May 25, 2023.*** Should a lost book be found, Graham Barden will gladly refund through **June 30, 2023**. Books are expensive and we would rather add books to our collection than replace them. Before a student withdraws from our school, they must return or pay (if lost) for their book before they withdraw.

Agendas

Students in grades K-5 will be provided with an agenda for the 2022-2023 school year at no cost. **If an agenda is lost, there will be a \$1.50 replacement fee.** It is our expectation that every student will use the agenda throughout the year to record spelling words, homework assignments, and/or other important information.

Yearbooks

Our school yearbooks will begin to go on sale in the Fall. Install plans are available. Information will be sent home with students when it's time to order yearbooks. Yearbooks will be sold at \$25.

Pets On Campus

Pets are not allowed in the building.

Birthday Celebrations

Birthdays may be celebrated in the classroom with snacks and drinks. However, food must be **COMMERCIALY PREPARED**. ***Celebrations must be scheduled after 1:00.*** ***If you would like to celebrate your child's birthday at school, please arrange a date with your child's teacher.***

We do not allow for the passing out of birthday invitations. However, you can place your mailing and email addresses on a document giving the teacher permission to share this information with other parents. This document will be shared with the families in your child's classroom. You can use that list to email/mail birthday invitations.

Spirit Rock

Do you want to celebrate your child on their birthday or some other special occasion? You can reserve the spirit rock for 1 week for \$20. Call the front office to request your week. Must remit payment with attached sign up [form](#).



Safety Procedures

To ensure school safety, the students at Graham A. Barden practice emergency drills for fire, lockdown, and tornados. Teachers review the procedures for these drills with the students so that they are prepared. You can help at home by talking with your child and easing their fears by familiarizing them about what will take place:

Fire-

- Safe gathering spots are designated for each classroom outside of the building to use during a fire drill.
- students will practice fire drills monthly
- each classroom has a posted map of their exit route in case of a fire

Tornado

- Safety spots are designated throughout the building in case of a tornado.
- students practice tornado drills twice per year
- Each classroom has a posted map of the designated location in case of a tornado

Lockdown

- Teachers designate a safe gathering spot inside the classroom to use during a lockdown drill.
- All areas of the school are included in our lockdown procedures. Phone lines are not in use at this time.
- students practice lockdown drills multiple times throughout the year

DISCIPLINE



Craven County School System Discipline Policy

CODE OF CONDUCT Policy Code: 4309

The Craven County School Board of Education has adopted the following policy for grades K-12. If you have any questions, please call *Principal Dr. Wallace at 444-5100*.

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms. Please review the policy at the link below:

<https://boardpolicyonline.com/bl/?b=craven#&hs=143685>

Policy Code 4300: Student Behavior Policies

<https://boardpolicyonline.com/bl/?b=craven#&hs=143681>

DISCRIMINATION, HARASSMENT, AND BULLYING

The Craven County Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

Students Sent To The Office

When a student is sent to the office, the **Craven County School System Policies and Regulations** manual will be used to determine the consequences for the student's action(s). Consequences will be determined according to the degree of infraction and/or how pervasive the misbehavior is. **Disruptions are not tolerated. Our focus is learning.** Every effort is made to help the child understand what is expected and support will be given for the child to succeed. The teacher, counselor, and/or administrator will facilitate a resolution if there is a conflict between students. Teachers and administrators will notify parent(s)/guardian(s) when a student has an office referral. *Students, who receive two or more office referrals, may not be allowed to attend field trips.*

GAB Discipline Plan

Level A

- Level A offenses are handled in the classroom by the teacher.
- The Written Summary procedure is used to modify behavior in the classroom.
 - Level A offenses include:
 - minor disruptions
 - cheating
 - refusal to complete class or homework assignments
 - not being safe, responsible, or respectful in the classroom
 - interrupting the learning of others
 - preventing the teacher from teaching
 - property misuse
 - name calling
 - minor technology violation
 - being dishonest
 - theft (small items such as pencils, markers, etc)
 - off task
 - out of seat
 - not following classroom rules and/or directions
 - excessive talking, laughing, yelling

Level B

- Level B offenses are referred to the office using Educator's Handbook.
- If the child is being referred to the office for a history of Level A offenses, it is expected that parent contact has been made by the classroom teacher and the parent is aware of the escalating concern.
- Level B offenses *may* result in a visit to the Guidance Counselor. Administration may decide to use Out-of-school suspension for Level B offenses in certain situations.
 - Level B offenses include:
 - a history of Level A offenses
 - inappropriate language (swearing/cursing)
 - property damage
 - bullying
 - insubordination
 - repeated defiance
 - major disruptions

Level C

- Level C offenses are **immediately** referred to the office through an office referral in Educator's Handbook **and** physically bringing the student to the office.
- Level C offenses *may* result in Out-of-school Suspension.
 - Level C offenses include:
 - fighting / physical aggression
 - spitting on another student or adult
 - drugs or alcohol
 - weapons
 - physical or verbal abuse on school staff

- theft (large items, money, or cafeteria)
- leaving school grounds
- threats
- vandalism
- any unsafe situation requiring emergency attention

****Any of the leveled offenses can be addressed at the discretion of administration. Consequences will also be given at the discretion of administration.**

Classroom Rules

Students will be taught classroom and school rules. Teachers will send home a copy of their classroom management plan for your review and signature. Teachers will go over their individual classroom discipline plans with their students. Please review the classroom discipline plan with your child and discuss appropriate school behavior.

Class Dojo

ClassDojo connects teachers with students and parents to build amazing classroom communities. We are using this tool schoolwide to give parents immediate access to student positive behaviors and behaviors that should be improved upon. Class Dojo is also used to update families on classroom and school happenings. Your child's teacher will send you an invite to join Class Dojo at the beginning of the school year. Please make sure you accept this invitation as soon as possible. If you have more than one child attending GAB, please make sure you accept the invitation for each of your children's teachers.

DRESS AND APPEARANCE

Students are responsible for using sound judgment in dress, grooming and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. **The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise in appropriate.** Example: Appropriate footwear is required at all times for safety reasons. All school staff shall abide by and strictly enforce all student dress code requirements. Faculty and staff are not required to wear school uniforms.

Therefore, the following is included:

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.
- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes, revealing dresses, or other revealing attire (i.e., exposing the cleavage) are not acceptable.
- Dresses, skirts, or shorts cannot be shorter than mid-thigh (*test-arm length*).
- Pants and shorts must be worn at the waist line. No underwear shall be revealed.
- Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
- Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol or drug related, offensive, inflammatory, or detrimental to the instructional process or otherwise inappropriate are not allowed.
- No clothing that displays or promotes drug, alcohol, sex, or violent behavior is permitted.
- No gang related clothing, including long shirts/jerseys, baggy pants, trench coats, accessories, or symbols as identified by local law enforcement agencies will be allowed.
- There shall be no jewelry affixed to a student's nose, mouth, tongue, lip, chin, cheek, or eyebrow.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Closed-toed shoes are required during physical education and in schools with a uniform policy.
- Improperly dressed students will not be allowed to attend class until they have changed into appropriate dress. If students cannot obtain proper clothing, they will go to chill out or an alternative learning classroom. Any classes missed will count as unexcused absences. The third offense of improper clothing will be considered insubordination and an additional consequence will be imposed including, but not limited to, detention or out-of-school suspension.

HEALTH INFORMATION



School Nurse

Please notify our school nurse if there is any change in your child's health status or if she can assist your child. You may contact the Nurse Julie Osmanovic at (252) 444-5100. If the nurse is unavailable, office staff or administration can assist you.

Health Assessment

NC State Law requires all children entering kindergarten and all new incoming students to North Carolina to have a record of a health assessment (physical exam) on file at school. State form PPS2K, Revised January 2011, is available at your child's school. * The exam must have occurred within the 12 months prior to kindergarten entry. **Your child will not be able to attend school if a health assessment is not received within the 30 days of enrollment.** This applies to new Kindergarten students and any new students enrolling from out of state.

Immunization Records Required From Previous Schools

When enrolling a child who has been previously enrolled in another school, the parent must come with the child to school and show records of immunization. The parent must also sign the necessary enrollment forms.

North Carolina Immunization Requirement

- **5 Prevar-** 4 doses by 15 months of age
- **2 Menveo/Menactra-** One dose is required for individuals entering 7th grade or by 12 years of age, whichever comes first and with a booster dose at age 16.
- **5 DTP-** (One on/after 4th birthday, if 4th dose is after 4th birthday, 5th dose is not required. Pertussis is not required after age 7)
- **1 Tdap Booster-** (Required for children entering 7th grade or by 12 years of age, whichever comes first)
- **4 Polio-** (4th dose is required on or after the 4th birthday and before entering school)
- **2 MMR-** (One on/after 1st birthday, second dose before entering school (K-1) for the first time on or after 7-1-94)
- **1 HIB-** (At least one required for children entering school after 10-1-88 and who have not reached 5th birthday)
- **3 HEP B-** (Required for children born after 7-1-94)
- **2 Varicella-** (1 on or after 12 months of age, 2 required before entering school for first time)

*** All students must be in compliance with the above North Carolina Immunization Law (GS10A-152) within 30 calendar days after enrollment in school. Any student not in compliance after 30 calendar days will be unable to attend school until proof of immunization is received at the school.***

Health Screening Notification

The health of your child is important to you and the Craven County Schools. Throughout the school year, screening programs are organized to identify health needs. Vision, hearing, dental, and height/weight screenings are periodically performed. Screenings are performed by nurses, speech/language pathologists,

dental hygienists, and other trained school personnel. These screenings provide a valuable health service to our students. Parents are notified in writing when any health problem appears to need further evaluation by medical doctors, dentists, eye doctors or other health care providers. This referral form needs to be returned to the school nurse after medical treatment is received. Any parent/legal guardian who does not wish to have his/her child participate in any screening program should notify the school principal in writing at the beginning of the school year.

Medications at School

If your child is required to take any form of medication (prescription and/or over the counter) during school hours, the following guidelines apply:

- A *Request for Medication To Be Given During School Hours* form must be completed and signed by the student's physician and parent. A blank form may be requested from the school nurse.
- No medication will be dispensed or accepted without the signed form. A new form **MUST** be signed every year.
- Medication must be in its original pharmacy container, labeled by a pharmacist.
- Written notification from a parent/guardian is required when an ordered medication is to be discontinued at school.
- No student is allowed to self-medicate. *Do not send any medications to school with your child.* This includes, but is not limited to, prescription medications, cough drops, sunscreen and bug repellent, etc..

Please note any allergies your child has on the **Emergency Information Card** which is sent home the first day of school.

Lice

Frequent and regular checks of your child's hair at home will assist in preventing outbreaks in school. Please notify the school if your child has head lice. When lice are found, siblings in other classrooms will be checked as well. Parents/guardians will be called to immediately pick up their child. Students **must** have their hair checked in the office before he/she will be allowed to ride the bus or return to class.

Illness

Students who are sick will be evaluated by the teacher/nurse and treated according to their symptoms. Students will be sent home and/or should be kept at home if they exhibit any of the symptoms listed below. Please contact the school nurse if your student has any of these symptoms.

- Fever-free (less than 100.0 without the use of medication)
- Vomiting, nausea, diarrhea
- Red and watery eyes with drainage
- Undiagnosed rash
- Has your child been in close contact with someone who has tested positive for Covid -19 and are showing symptoms?

GAB TITLE I PARENT AND FAMILY ENGAGEMENT POLICY 2022-2023



Graham A. Barden Elementary is a Title I School. Our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides both extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents. Graham A. Barden believes that the education of students involves the collaboration among the home, school, community, and other support agencies. The comprehensive involvement of parents contributes positively to the school community and to the success of our children. A program of family involvement activities shall be ongoing and be reviewed annually by parents to ensure their involvement in the planning and implementation of the program at Graham A. Barden Elementary School.

Written Policy

This policy for parental engagement in the school wide Title 1 program at Graham A. Barden has been developed jointly with parents and teachers. The policy is included in the handbook and is reviewed every year at the spring meeting. We all recognize that the teaching and learning process is the responsibility of the home, school, and community. Therefore, all parents are encouraged to participate in the wide variety of activities which are planned and implemented by our school staff.

Annual Public Meetings

In the fall and spring of each year, a public meeting will be held to share components of the Title 1 program with parents. Any questions or concerns of parents will be addressed by the administrators and staff. All parents will be invited to attend these meetings and become active participants.

Flexible Meetings

Opportunities for flexible meetings will be made available to parents. To determine needs/interests for such meetings, an interest survey from parents will be taken. Meetings will be scheduled at flexible times according to parents' needs. There will be at least two parent training sessions offered with topics reflecting the focus of our Title 1 program as well as topics chosen by parents through the survey. Documentation will include notices of training sessions, agendas, any handouts, and attendance records.

Involving Parents

Surveys are taken during the fall meeting to determine parent needs/interests for upcoming workshops. Additionally, a survey is provided to all parents in the spring of each year for evaluation

of the parent and family engagement plan. A Parent Representative is included on the Principal's Cabinet.

The participation of parents in the program strengthens community and school relations. It helps to build an understanding of the school environment which results in increased community involvement to benefit students and their needs. Involved parents become extra pairs of hands to assist in the many demands within the classroom. Scheduled conferences as needed will contribute to the parents' involvement in the Title 1 Program.

Family Compact Brochure

A School/Family Compact Brochure defines goals, expectations and shared responsibilities. Compact Brochures are sent home during the Open House and the first day of school. Compact Brochures will be explained at the Fall Annual Title 1 Meeting. New families and students receive the Compact Brochures at enrollment. The Compact is used as part of the collaboration effort between parent and school for the success of the student. It may be used in School Leadership Team meetings and for planning strategies for success.

Parent Assistance

State and local expectations are shared with parents at the Parent Information Meeting for grades K through 5 in early September. EOG results are shared at the Fall and Spring Title I Annual Meetings. All grade levels receive interim progress reports, report cards and special letters, which indicates your child's progress.

In an effort to support your child, GAB has readily available resources to check out from our Media Center to support your child's learning.

Opportunities for Limited English Proficient and Students With Disabilities Parents

All parents are encouraged to attend school functions. Translators will be arranged for parents who speak languages other than English. Whenever possible, meetings are scheduled at the parent's convenience.

Parents with Limited English Proficiency, Disabilities, Migratory children

Parents of children with limited English proficiency or disabilities are afforded opportunities to participate fully and freely in all education activities at school. Once the need is identified, assistance shall be provided. Whenever possible, information is sent home in native language. Bilingual staff members, parents, ESL instructors and even students are assigned as a liaison between home and school. GAB does meet ADA requirements.

Communication - Information

Throughout the year, information is provided using several methods:

- A. The student handbook is the first item to be sent home at the beginning of the year describing the Title 1 program, curriculum, expectations, assessments required, and the levels students are expected to meet.
- B. Letters and brochures of explanation regarding EOG expectations are supplied by the county and distributed to students.

- C. Discussion at parent meetings concerning curriculum and assessment are beneficial to parents.
- D. Parents are encouraged to phone the school with concerns regarding any of these areas and may expect answers to their questions.
- E. Administration and/or teacher contacts parents if a child is considered to be at risk.
- F. Parent training sessions to inform and instruct parents in the curriculum will be held regularly.
- G. 4-week progress reports - detailed information as to the student's performance.
- H. Report cards include thorough comments to further give the parent a complete view of their child's progress.
- I. Daily agendas - distributed to each student in grades K- 5.
- J. Blue Folders go home every Tuesday.

Parent Assistant

- A. Administration, testing coordinator, or classroom teachers will lead parent workshops to provide parents with an understanding of State standards. Teachers will also be invited to share strategies for parents to utilize at home.
- B. Parent/Teacher conferences will be held regularly to aid in understanding and to track student progress.
- C. Letters will be sent to parents of students with possible risk of retention.
- D. The Home – School Connection flier provides a resource of activities for parents to use at home with their children.
- E. Resources in the Title 1 room, professional library, Parent Center, and classrooms will be available providing tools to help parents work with their children.

GAB MODES OF COMMUNICATION TO PARENTS



- Blackboard Connect *emails, text and telephone calls* (telephone calls–please listen to the weekly message in its entirety) sent every Sunday night by Dr. Wallace.
- [GAB Facebook page](#)
- [GAB website](#)
- [GAB Twitter](#)
- Class Dojo
- Grade Level Brochures
- GAB Peachjar (*district, school and community flyers*) school website
- Report Cards
- Progress Reports
- Teacher WebPages
- Teacher’s Google Classrooms
- Email
- Phone calls
- Student Agendas
- Student Blue Weekly Folders
- NC School Report Cards

Title IX Coordinator and Americans with Disabilities Act (employees)

<p>Dr. Lakesia Boone Assistant Superintendent for Personnel, Personnel Issues 3600 Trent Road, New Bern, NC, 28562 514-6367</p>	<p>Jason Griffin Director Federal Programs 3600 Trent Road, New Bern, NC, 28562 514-6353</p>
<p>Amber Gover 504 Coordinator 3600 Trent Road, New Bern, NC 28562 514-6300</p>	<p>Jerome Williams, Jr. Director of Maintenance, Facilities Issues 950 Hwy 55 West, New Bern, NC 28560 514-6380</p>
<p>Michael Swain Director of Student Services, Title IX Coordinator 3600 Trent Road, New Bern, NC, 28562 514-6341</p>	

EPA REGULATIONS NOTICE

In accordance with EPA regulations, Graham A. Barden School has been inspected for materials which contain asbestos. A periodic surveillance is conducted. A management plan is available in the school office and /or at the Craven County Board of Education.

Notice To Employees And Students

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age, religion.

Craven County School System administers all policies, education programs, employment activities and admissions without discrimination against any person on the basis of individual's race, gender, sexual orientation, religion, creed, age, physical characteristics, national origin socioeconomic status or disability, except where exemption is appropriate and allowed by law.