James W. Smith Elementary School

Family/Student Handbook

2022-2023



150 Kooncetown Road
Cove City, NC 28523
Phone: 252-514-6466
Fax: 252-514-6469
www.cravenk12.org/JWS

Dear JWS Families,

Welcome to Blue Jay Nation! Along with the staff, I will need your assistance and cooperation to ensure a safe and successful 2022-2023 school year. At JWS, we believe that all students can learn and be leaders. Together as strong allies, we can support our Blue Jays. First, we will need you to send your child to school ready to learn every day. Second, encourage your student to be the best they can be each day. Third, make it a priority to be an active participant in your child's education and ensure your child is on time and at school each day. Your support and investment in your student's education will enable us to continue to teach and equip them to learn how to spread their wings and soar!

At JWS, our teachers and staff members are committed to providing the best education for all of our students. In this handbook, you will find information that will help us deliver the most inclusively diverse learning community for our students. Please read the entire handbook. As we begin a new school year, we pledge to you and your student that this will be a year of engaging, meaningful work inside and outside of the classroom, combined with special activities and events during and after school.

We look forward to a very positive and productive year together. We extend a special invitation to our families to join us at school activities and events whenever possible. We want and value your involvement and support in the education of your child. Your active participation is key to the success of your child.

Please know that we highly value ongoing communication at JWS. It is vital and plays an integral role in your student's success. We encourage you to contact us and to remain aware of your child's assignments, assessments, and school activities, both during and after school hours.

Again I, along with the JWS staff, welcome you to James W. Smith's amazing learning community, where our focus is to SOAR...

Students **O**ptimize **A**ccomplishments through **R**esults! Here's to an awesome new school year as we work together to make our school a safe, inviting place to learn and work together.

Sincerely,
Sherri Thomas

Sherri Thomas
Principal

Our Vision

SOAR out of the nest, above the rest.

Our Mission

At James W. Smith:

Students **O**ptimize **A**ccomplishments through **R**esults!

Core Values

How do we behave to be the school we want to become (i.e. our attitudes, behaviors, and commitment, etc.)? Our GROUPS will SOAR with:

- Growth Mindset
- Relentless Determination
- Optimism
- Understand Diversity
- Provide Relationships
- Strengthen Each Student One At a Time

Goals

What steps are we going to take, and when will we take them

- Have goal teams (leaders who are committed to)
    - Student Achievement
    - PLCs
    - Teacher Retention
    - PBIS/Discipline

Strengthening Each Student, One At A Time, Every Day

James W. Smith Elementary School Information

- Visit our school website at: www.cravenk12.org/JWS
- Like us on Facebook – search for James W. Smith Elementary
- Follow us on Twitter – JWS#@JWSbluejays
- For our Grades 3-5 families, get linked in with your child's Powerschool account (information will be sent home at the beginning of the year relative to instructions for signing up).
- Make sure we have all current contact information (address, telephone numbers, email addresses) on file.

Table of Contents

Page

Address or Phone Number Changes..... 5
Arrival and Departure..... 5
Attendance..... 5
Authority Statement..... 6
Books..... 6
Cafeteria..... 6
Celebrations..... 7
Cell Phones..... 7
Checks..... 7
Child Custody..... 7
Communication..... 7
Conferences..... 8
Crisis Plan..... 8
Discipline..... 8
Dress and Appearance..... 9
Drills..... 10
Field Trips..... 10
Fundraising Opportunities..... 11
Head Lice..... 11
Health Assessment..... 11
Homework..... 11
Illness..... 12
Immunization..... 12
Impact Aid/Federal Cards..... 12
Inclement Weather Procedures..... 12
Internet..... 12
Media Center Policies and Procedures..... 12
Medication..... 13
Money and Personal Items..... 13
Multi-Tiered System of Support (MTSS)..... 13
Parent Resource Center..... 14
Principal's List and Honor Roll..... 14
Promotion Requirements..... 14

PTO..... 15
Report Cards..... 15
Reporting Child Abuse and Neglect..... 15
Schedule..... 15
School Counselor..... 15
School Insurance..... 15
School Pictures..... 16
Tardiness..... 16
Teacher Requests..... 16
Title I..... 16
Tobacco-Free Policy..... 16
-Vaping/Juuling..... 16
Transportation..... 16
Bus Rules and Expectations for Passenger Safety..... 17
Carpool Expectations..... 18
Daycare Vans..... 18
Visitors..... 18
Volunteer Program..... 18
Web Pages..... 18
Withdrawal of Students..... 19
Yearbook..... 19
Notice to Employees and Students..... 20
Student, Parent, and Family Engagement Policy..... 21

Address or Phone Number Changes

The school must be notified of any changes in your address or phone number as soon as possible. This includes changes in work phone numbers and phone numbers of emergency caregivers whom you authorize.

For the health and safety of your child, we are required to have up-to-date contact information. Failure to supply accurate information to James W. Smith Elementary could be considered negligent.

Arrival and Departure

During our arrival and dismissal process cars should stop at the designated cones, then follow the traffic path to the right of the school towards the backlot. Once a staff member moves the cones and drivers have been instructed to move forward you may proceed with our arrival and departure process. For the safety of all of our staff and students, Do not pass or drive beside another car while in the carpool line unless instructed by a staff member. Remember to use a safe speed in the parking lot and be aware of pedestrians. To maintain safety, please remain in your vehicle while in the morning and afternoon carpool line. If you are coming in to sign in, your child is tardy, or if you need to come into the building for a parent conference, you will need to park in the parking lot in the designated visitor parking spaces. For the safety and protection of all our children, traffic violators will be addressed by the SRO.

******Parents are responsible for ensuring that any designated driver participating in AM and/or PM carpool knows the expectations for carpool whether they pick up one day or 180 days.******

Attendance

Regular attendance directly improves academic performance. Children rely on their parents/guardians to ensure they are in school and on time. It is the child's responsibility to make up missed assignments. Parents/Guardians will be notified by mail if your child's absences or tardies are excessive and a pattern is developing.

A student must be present for half of the instructional day. Therefore, students who **arrive after 11:30 will be counted absent**. Students who are absent must return a **note/email** indicating the **reason within 2 days of the absence** to the child's teacher. Failure to do so will result in an "unexcused" absence. Late arrivals and early checkouts count in the 20-day attendance policy. Students with more than 20 absences shall not be promoted except by the determination of the principal.

Arriving Late

- Students who arrive after 8:00 AM must report to the office for a tardy slip. The parent/guardian must accompany the child to the office and sign in him/her. Visitors and students are asked to remain quiet during the announcements. Students must have no tardies to receive Perfect Attendance.

Early Check Out

- If students need to be checked out early during the instructional day, parents/guardians must sign the child out in the main office. **No student will be checked out after 2:30.** Schedule your

child's appointments after school or pick them up before 2:30. Students must have no early checkouts to receive Perfect Attendance. Please make sure you have proper identification and/or authorization when checking out your child.

An **Excused Absence** means a child is absent from school for a legitimate reason. These reasons include: Illness or injury; Quarantine; Death in the immediate family; or Medical/Dental appointments. The principal maintains the right to require doctor/medical notes if student illness absence are deemed excessive.

An **Unexcused Absence** means the school has not been notified, or the absence was for an unacceptable reason (haircut, hunting, vacation, overslept, etc).

James W. Smith takes excessive absences seriously and will report all violations subject to the NC truancy laws.

Additional information regarding attendance can be found in the 2022-2023 Craven County School System Policies and Regulations Handbook.

Authority Statement

ANY STAFF MEMBER HAS AUTHORITY OVER ANY STUDENT AT ANY TIME AT SCHOOL OR AWAY IN ANY AND ALL SCHOOL ACTIVITIES. Students are required to show the same respect for all staff members. Disrespect by any student will be dealt with by the Principal and/or Assistant Principal.

Books

Upper-grade level students may be assigned textbooks for their use during the school year. All students may check out books from the Media Center. All books should be kept clean and free from any marks. 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 another book being issued. Should a lost book be found, JWS will gladly refund through June 30, 2023.

Cafeteria

Breakfast and lunch will be offered to ALL students at no cost. Fresh fruits and vegetables will be offered to all students as well during a determined snack time by your child's teacher.

If a student is allergic to certain foods or requires a special diet, a doctor's note must be provided. A copy of the doctor's orders must be kept on file with the nurse and Cafeteria Manager.

Breakfast will continue to be served in the classroom to ensure that all students have the opportunity to start the day with a fueled belly and brain, so they are ready to learn. Please ensure your child arrives at school on time, so they do not miss out on breakfast.

Adults- a la cart
Students will continue eating in the classroom for lunch. This will ensure that all students get 30 minutes for lunch each day. All students will go through the lunch line to pick up their lunch and return to the classroom.

Parents may eat lunch with their child by scheduling a lunch date with your child's teacher. Some grade levels have opted to eat in the classroom. The parent must arrive on time so that you and your child will have 30 minutes to eat and your child will return to class on time after your lunch date. Report to the main office for a visitor's pass when you arrive on campus. A special area will be available for the parent and child.

Celebrations

Teachers may plan classroom celebrations that are aligned to the curriculum and goals for James W. Smith Elementary. Parents/Guardians will be contacted by your child's teacher for specifics. Any food items donated for celebrations must be store-bought with a list of ingredients to help address food allergies of some students. **No celebrations may take place before 1:30 PM.**

Balloons and other oversized objects are not allowed on the buses. Students who receive flowers/balloons must be in the carpool. However, if a student who usually rides a bus receives flowers/balloons, they will need to carpool for that day. Balloons and flowers on the bus are a safety issue for bus drivers and students.

Cell Phones

It is certainly understandable that in today's society that students may carry cell phones onto campus. However, while on campus (including the bus) all student cell phones must be turned off and out of sight. Each grade level teacher will put a protocol in place so that students are not tempted to misuse cell phones at school. Cell phones should only be out when permission has been given and students are supervised. JWS is not responsible for the loss or theft of any personal items, including cell phones.

Checks

Checks written to the school should be made payable to James W. Smith Elementary School.

Craven County Schools utilizes Money Transfer Systems, Inc., a collection agency for any insufficient funds checks. Please include what the check is for on the check, i.e. yearbook.

Child Custody

If there are special custody agreements for a child, the parents should provide a copy of the custody papers to the child's teacher and school office. Otherwise, the school considers both parents to have equal access to children. We cannot withhold a student from their biological parents who are listed on the student's birth certificate without a court order.

Communication

Each Tuesday, unless progress reports or report cards are due to be issued, a blue communication folder will be sent home. The folder will include important information from the school, grade level and classroom. Please be sure to check it weekly and contact your student's teacher if there are any questions.

All Craven County schools use a messaging system to notify parents and staff in the event of an emergency and to share other important information. Peachjar is another online communication tool that is used to share flyers related to school activities and community events and is sent through your

email information in our student information system. We also use these systems as a school to keep you informed about various events and other important information.

The successful delivery of information is dependent upon accurate contact information. Therefore, it is imperative that you notify the front office anytime there is a phone number, address, or email change. Failure to do so could cause you to miss important information.

ClassDojo is required for all parents/guardians to communicate with your student's teacher. When sending transportation changes via ClassDojo, it must be done by 2:15pm and then **you must call the front office** to ensure the teacher received the Dojo notification.

Conferences

Parents are encouraged to consult regularly with their child's teacher in an effort to maintain a positive working relationship between the child, the home, and the school. Conference appointments with teachers should be arranged in advance with the teacher. Conferences can be scheduled by sending a note to the teacher, emailing the teacher or calling the front office (514-6466) and having the teacher return your call. Please make an effort to keep the appointment. Should you be unable to attend, please notify the office, or send a note to your child's teacher. **Conferences will not be allowed during your child's classroom instructional hours.** Your child's teacher will be able to give you a specific time as to not interrupt instruction.

Throughout the school year, ECP (Exceptional Children's Program), ML (Multi Language) and MTSS (Multi-Tiered System of Support Team) meetings will be held for many of our students. Invitations for these meetings are sent to parents through student bookbag, US Postal Service, and/or Class DoJo.

Crisis Plan

JWS, with assistance from the local emergency agencies, has developed a detailed Crisis Plan. A copy of the plan is maintained in the front office for parents/guardians to view.

Discipline

A disciplined environment is conducive to learning and is essential in all areas of life. JWS will be a place where students are RESPECTFUL, RESPONSIBLE, and SAFE. **Self-discipline is the best behavior.** However, consequences are in place for those who choose not to follow the rules, processes, and procedures at JWS. Discipline is first sought through the teacher-student relationship. Early parental involvement is an important element of the disciplinary process. Your child's teacher will send home a copy of his/her classroom discipline policy. In addition, you will receive a copy of the 2022-2023 Craven County School Policies and Regulations Handbook. JWS will be using a classroom management system called PBIS or Positive Behavioral Interventions and Support. This will encourage positive reinforcement efforts that include, but are not limited to, reteaching of the desired behaviors. We will use visual charts to remind students of the behavior expectations at different locations throughout the school campus, including the playground and the bus. JWS will be using the web-based program called Class Dojo schoolwide. You may access the website at https://www.classdojo.com/ to track your student's progress, as well as communicate with the teacher. The program also has an app that you can download in the Apple App Store or Google Play Store.

When staff members document a disciplinary action, they will be using the Educators **Handbook**. This is an online referral system where teachers can note minor incidents that they address in the classroom, or major behaviors that warrant a referral to administration. Parent letters will be sent home with the student when he/she has been referred to the office detailing the child's behaviors and the consequences for the behaviors. This online resource helps our school recognize patterns in a student's behavior so we can work to best address and prevent future disciplinary referrals.

When a student has been referred to the office for discipline, parents will be contacted by their child's teacher that a referral was submitted to the office. After administration investigation and involvement, parents will again be notified of the outcomes and any consequences and/or next steps that are to be assigned. A letter summarizing the office referral and documenting the Craven County Discipline Policy, governing student discipline, will be distributed to students to deliver to parents/guardians. Students are required to comply with all school and district code of conduct policies. Students who violate these policies may be suspended up to ten (10) days at the discretion of the administration. Sometimes school-based consequences will occur. These consequences could include, but are not limited to:

• Verbal Warning/Correction • Reteaching the desired behavior • Provide Cues/prompts • Changed seating/structure • 1:1 conversations away from the class • Reflection/Think Sheet • Lunch Detention in the office • Out of School Suspension	• Time Out • Bumping to another class • Assigned Recess Activity (loss of recess activity choice) • Assigned Seat at Lunch • Loss of privilege • Restitution (natural consequences, i.e. cleaning up a mess) • Meeting with Guidance Counselor

Out-of-School Suspension – The Principal, Assistant Principal or their designee are the only school personnel at James W. Smith Elementary School who may authorize an out-of-school suspension. The Craven County Code of Conduct will be followed in determining suspension and its duration. Please read this information with your child. It is found in the Craven County Schools Student Policies and Regulation Manual. Students serving an out-of-school suspension will not be permitted to attend or participate in any after-school functions through the duration of their suspension.

Parents/Guardians will be notified by an administrator if a student is suspended out-of-school (face-to-face, phone, and/or written). Out-of-school suspension will be considered an unexcused absence and counts toward the 20 absences which could lead to non-promotion to the next grade level.

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 or unsafe. All students should adhere to the Craven County Schools Dress Code Policy, with special attention being paid to the following:

- No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops are allowed.
- Net shirts, bare midriffs, or see-through clothing are unacceptable.
- All shorts, skirts and dresses may not be shorter than mid-thigh.
- Pants and shorts must be worn at the waistline. No underwear shall be revealed.
- Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical or safety reasons.
- Clothing or jewelry with words or symbols that are obscene, alcohol or drug-related, offensive, inflammatory, or detrimental to the instructional process are not allowed.
- No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed.
- There shall be no jewelry affixed to a student's nose, tongue, lip, chin, cheek or eyebrow.
- Closed-toe shoes are required during PE classes and strongly encouraged daily for safety.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Footwear deemed as inappropriate or unsafe by the principal shall not be worn.

Students who are not dressed appropriately will have a parent/guardian contacted and shall wait in the office until the correct clothing is brought to school. Students in violation of the policy will receive a parent notification. Repeated violations will result in further disciplinary action.

Drills

In the event of an emergency or drill, a signal will be given. **Students should move QUICKLY AND SILENTLY** to the designated area as instructed by the teacher. During a **Fire Drill**, when notified by the fire alarm or an announcement, students are to exit the building and proceed to a designated area facing away from the building. During a **Tornado Drill**, when notified by continuous, quick, short rings of the school bell, students should sit on the floor away from the windows and doors, place their head between their knees and cover their head and neck with their hands. During a **Lockdown drill**, students will remain with the staff member in charge in a designated area. Students are to remain in designated areas as directed until the All-Clear signal is given.

Procedures and location expectations for the various drills will be shared with students during the first weeks of school and reviewed periodically throughout the year by the teacher.

Field Trips
FIELD TRIPS ARE NONREFUNDABLE!

Field trips are an integral part of the education of our students. Each grade level has a list of possible field trips for the year and will share this information with families at the beginning of the year. Field trip costs include gas, fee (entrance into the establishment), and/or miscellaneous (t-shirt). The gas has to be paid for whether five or twenty-five students ride. Deadlines are in place to determine the check amount for the establishment. Gas is determined by mileage to the destination, and that includes where the activity bus is housed and returned. The bill for gas is paid when the bus returns. In order to ensure an optimal learning opportunity for students, a tremendous amount of pre-work is completed prior to sending information home to the parents. Notices will be sent home regarding any trip with a permission slip and the cost of the trip. It is important that parents ensure a timely return of any monies and/or permission slips based on established deadlines. **Failure to turn in the needed information on or before the established deadline will result in the student not being able to participate.**

Behavior before a field trip will determine a student's eligibility to participate in a field trip. If the parent is requested to attend the field trip and they are unavailable, they may provide another approved volunteer and the student will be permitted to attend. If no one can attend with the student, they will not be permitted to attend and will stay with another class for the day.
Students suspended off the bus the week of a field trip may not attend the field trip. Students suspended in or out of school the week of a field trip may not attend a field trip.

Fundraising Opportunities

Parents/Guardians and/or other family/community members are welcomed and appreciated for providing support to James W. Smith Elementary through various fundraising opportunities. These include:

- Register your MVP card for "Lion Shop & Share" at www.foodlion.com
- Link your Harris Teeter VIC Card to James W. Smith Elementary
- Link your Target card to James W. Smith Elementary – call 1-800-(number on the back of your card)
- Recycle printer cartridges, broken cell phones, cameras and iPods in the office
- Collect "Box Tops for Education"

Head Lice

Students will not be allowed to remain in school if there is any evidence of head lice in their hair. Periodic head checks for lice are done in school. Frequent and regular checks of your child's hair at home will assist in preventing large outbreaks. When head lice are found, siblings in other classes will also be checked. Parents will be called to **immediately** pick up their child. Students with head lice may return to school after treatment is given and any evidence of lice is gone from the child's hair. **Students sent home must be accompanied by a parent for readmission to school. Students will be checked in the presence of the accompanying parent.**

In the event your child is sent home with head lice, that day will count as an excused absence if sent home before 11:30 AM. Any additional days absent will be unexcused unless the parent brings the child to school to be checked.

Health Assessment

All students entering Kindergarten must be in compliance with North Carolina Health Assessment requirements (G.S. 130-440). The health assessment shall be completed no more than 12 months prior to the date of school entry. The parent/guardian shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall not permit the child to attend the school until the required health assessment form has been presented.

Homework

Homework assignments are vital links in the learning process. All homework will be designed to reinforce concepts taught during the school day and may not necessarily be written work. Parents are requested to provide time and guidance in suitable surroundings. Each child at James W. Smith Elementary will be involved in Independent Reading practice. These assignments serve as a means of reinforcing skills taught at school and help keep you up-to-date on your child's progress. Please set

aside time daily for your child to read or for someone to read to him/her. Refer to the 2022-2023 CCS Policies and Regulations Handbook for county guidelines regarding homework.

Illness

The school nurse or secretary will notify you by phone when your child becomes ill at school and needs to go home. Children with a temperature of 100 degrees or above will be sent home. Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or any doctor's recommendation. The school nurse will communicate with you throughout an illness and help to determine when your child will be able to return to school.

Immunizations

All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within thirty (30) days after enrollment in school. Failure to comply within thirty days will result in the child being unable to attend school until proof of compliance.

Impact Aid/Federal Cards

During the month of September, a Pupil-Parent Survey Card will be sent home with each student. The Craven County School System is eligible to receive funds granted by the federal government under Public Laws 815 and 874. To qualify for these funds, it is necessary that each family complete, sign, and return this form for each student enrolled in school.

Inclement Weather Procedures

In the event of inclement weather, the Superintendent may direct early closing or delay the opening of school. Listen to local media for instructions. A Blackboard Connect message will contact parents concerning early closings and delays as long as we have your updated contact information at the front office. You may call Central Services at 252-514-6300 for a recorded message of the status of school closings.

If there is a two-hour delay of school, buses will run approximately two hours later and breakfast will not be served when there is a delayed start to the school day.

Internet

In order for your child to use the Internet, including an instructional activity, parents/guardians must sign a permission form and return it to your child's teacher. Students will be supervised by their teacher and/or instructional assistant while using the Internet.

Media Center Policies and Procedures

The mission of the James W. Smith Media Center is to help all students become effective users of information and develop the skills and desire for lifelong learning. The Media Center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide services to students, staff, and the James W. Smith community.

The Media Center operates on a flexible schedule. The teacher and Media Coordinator will work collaboratively to develop activities to enrich what is being taught in the classroom.

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

Books can be very expensive! Students and their parents are responsible for the proper care of circulated materials. A fee will be charged for damaged and lost books and materials. Checkout privileges may be suspended until overdue materials are returned and/or paid for.

Medication

We encourage administration of necessary medicine before and after school whenever possible. However, if your child needs medication to be administered at school, **a Physician Authorization Form must be completed by the doctor and kept on file in the office (forms are available in the office). The office must have the original medication bottle with the recommended dosage. Parents should always bring the medication to the school nurse in person.** Please do not send any medication by your child. Anytime the medication dosage or time of administration is changed, a new form must be completed prior to any changes. School personnel will give no medication until the above requirements are met. This is to protect your child from injury.

Money and Personal Items

Students should not bring money to school unless it is needed as part of school activities (field trip, picture, spirit wear, or fundraiser money) to prevent possible loss or theft.

Our focus is on learning. There are some items that can be a major disruption to learning. **NO ITEMS**, such as candy, gum, toys, dolls, games, electronic devices/equipment, trading cards, or any other item deemed disruptive by a staff member should be brought to school unless it is to be used as part of the instructional day. In any special circumstances, parents would have clear communication from their child's teacher. These items may be confiscated if brought to school. Any retained items will only be returned to a parent or guardian. After the last day of school, any items that have not been picked up will not be the responsibility of James W. Smith Elementary and will be disposed of properly.

Multi-Tiered System of Support (MTSS)

As defined by the North Carolina Department of Public Instruction, "NC MTSS is a multi-tiered framework which promotes school improvement through engaging, research-based academic and behavioral practices. NC MTSS employs a systems approach using data-driven problem solving to maximize growth for all." The goal is to prevent problems and intervene early so students can be successful.

Tiers of MTSS:

- **Core Instruction** – on grade level academic and/or behavioral (e.g., social-emotional, attendance, discipline) instruction that includes differentiation for struggling students as well as students working above grade level.
- **Supplemental Instruction** (in addition to Core Instruction) – acceleration and/or remediation in prerequisite grade level skills for students who are at-risk academically or behaviorally, or enrichment for students working above grade level.

- **Intensive Instruction** (in addition to Core and Supplemental Instruction) – more intensive or more frequent instruction on prerequisite grade level skills for students who are at-risk academically and/or behaviorally, or more intensive enrichment opportunities for students performing well above grade level.

Parents/Guardians of at-risk students will participate in the development and signing of an agreement with the school to provide the most effective educational opportunities for their children. Parents will be notified in writing by the teacher if it is determined that the child is having difficulty. A team consisting of parents/guardian and school personnel will determine strategies to help improve the child's academic progress. The teacher, parent, and student will review the plan quarterly.

Parent Resource Center

Tucked away within the walls of James W. Smith Elementary School, you will find the Parent Resource Center. This cozy room is equipped with a telephone, a whiteboard with dry erase markers, and access to Internet-connected computers. All printed materials are available for parent use and checkout.

Some of the items you may find useful are: materials dealing with family issues; curriculum materials dealing with language arts, math, social studies, and science; workbooks, games, puzzles; tape recorder with books on tape; videos dealing with self-image and healthy kids; parenting magazines; research-based information about how children learn to read; and school data.

Please feel free to stop in and browse. New materials are added frequently.

Principal's List

Students in grades 3-5 at James W. Smith Elementary School will be listed on the Principal's List if they are working on grade level and their average is 90 or above in each subject area and conduct should be satisfactory.

Honor Roll

Students will be listed on the Honor Roll if they are working on grade level and their average is 80-89 in each subject area and conduct should be satisfactory.

In order for a student to be recognized for Yearly Principal's List or Yearly Honor Roll, they must meet the above mentioned guidelines, as well as, not have received any school suspensions for the entire year.

Promotion Requirements

Students must meet local and state standard requirements for promotion. For additional information, please refer to 2022-2023 Craven County Schools Policies and Regulations Handbook.

PTO

The Parent Teacher Organization (PTO) is a non-profit organization. The purpose of PTO is to promote a close relationship between home and school by improving communication and understanding among families, students, and educators. Please consider being a part of PTO. Your talents and time are welcomed and appreciated. For more information, please contact Mrs. Sherri Thomas at 252-514-6466.

Report Cards

Report Cards will be sent home every 9 weeks on the following dates:

October 27, 2022
January 12, 2022
March 28, 2023
June 7, 2023

Reporting Child Abuse and Neglect

Any school employee suspecting child abuse or neglect of any student shall report such to the principal/designee who will notify the director of Social Services (Legal reference: NC General Statute 115c-400).

Schedule

7:45 Start of school day bell rings
Carpool arrives (**Student drop-off prior to this time is not permitted. Supervision begins at 7:45.)**
Breakfast for all students will be in the classroom.
8:00 Tardy bell ~ Announcements ~ Instruction begins
3:00 Dismissal (no supervision for students after this time)

** **Students who arrive after 8:00 <u>MUST</u> be signed by a parent/guardian in the office.**

** **<u>NO</u> transportation changes will be accepted after 2:30. Changes will not be accepted over the phone. They will only be made by the following ONLY: signed note by parent/guardian with current date/s, email by parent, DOJO message, or fax.**

** **<u>NO</u> student will be called from class for early checkout between 2:30-3:00. This is an instructional time and a safety concern for our students.**

School Counselor

Providing school counselor services to students is a shared responsibility between the teacher and the counselor. Our school counselor is available to assist students, parents, and teachers in small group, individual, or classroom settings. The counselor provides every student with the opportunity to focus on developing good study habits, dealing with conflict and tragedies, self-discipline and personal development. Feel free to contact our school counselor, Mrs. Jennifer Jones, at 514-6466.

School Insurance

Parents may purchase student accident insurance policies. The student insurance is not required and is not intended to be a substitute or replacement for the parents' insurance program. You may apply for coverage at https://www.hsri.com/K12_Enrollment/Main/default.asp.

School Pictures

School pictures are taken multiple times a year and dates are published in our monthly calendar. The first setting is an individual picture (which will be included in the yearbook) and the others will be a whole class picture and a specialty picture that may or may not be a full body shot.

A school yearbook, including your student's picture, will be available for purchase in the spring.

Tardiness

If a student arrives after 8:00 AM (tardy bell), he/she must report to the office for a tardy slip. **(THE PARENT/GUARDIAN MUST ACCOMPANY THE CHILD TO THE OFFICE AND SIGN THEM IN.)** Failure to sign your child in when tardy could result in inaccurate attendance and/or become a safety concern.

Teacher Requests

Teacher requests may be emailed or mailed with the included criteria listed on or before **June 1**, no exceptions. Frame your request in terms of what your child needs rather than who your child needs. Requests should include your child's strengths (academic & social), concerns of specific needs, (academic, health, social and emotional), and ***characteristics*** of teachers who have met or could meet the specific needs listed above.

Title I

James W. Smith Elementary School is a Title I school. This means our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents.

Tobacco-Free Policy

Craven County Schools are tobacco free. Tobacco is not allowed in the building or outside on the property. Please refer to the Craven County Schools Student Policies and Regulation Manual, Policy Number 710.1815 for additional information.

Vaping/Juuling

Vaping/Juuling is prohibited. While we try to proactively educate to prevent any incidents, there will be consequences if a student vapes on school property, including the bus. The consequences for vaping can include suspensions(s), phone calls home, confiscation of the vaping device, and possible police involvement.

Transportation

Bus transportation has only one purpose – to transport our children safely to and from school. Riding a bus (school, activity, charter) is a privilege extended to students. It is expected that all students obey the bus driver and/or monitor. The behavior and respect for school bus regulations is the responsibility of each student. If a child's behavior causes a disruption that could harm him/her or others, the privilege will be taken away. It will be the responsibility of the parent to provide transportation to and from school during the suspension period. A video camera is often used to observe student behavior and approaching vehicles. **By law, parents are NOT allowed to board any school bus, approach the driver during operation, or impede the progress of the bus. Failure to adhere to this may result in legal action.**

If a student has not ridden the bus in 10 or more days, they will be taken off the bus route and you will have to sign your student up for bus transportation again.

Bus Rules and Expectations for Passenger Safety

- **Board promptly** – Be at your stop on time (10-15 minutes prior to stop time). DO NOT delay the bus. Drivers cannot wait for students.
- **Store belongings properly** – Keep aisles free from books, bookbags, hands and feet. Do not put any objects out of the bus windows, including hands, feet, etc.
- **Be respectful and courteous** – Use an inside voice, no loud talking or inappropriate language/gestures to your schoolmates, bus driver, or passing motorist (the driver decides what is too loud). No food, drink or gum are permitted on the bus.
- **Stay in the assigned seat** – Only at your stop should you get up from your seat. Students are not allowed to switch seats during the operation of the bus or at any time without driver permission.
- **All school rules apply on the bus <u>and</u> at the bus stop.**

Administration reserves the right to add to this list as they see fit to ensure the safety of the bus. You should also review the JWS Bus Behavior Contract regularly with your child to remind him/her of bus expectations. Our drivers are available for scheduled conferences by contacting the driver through Class DoJo or calling the school office.

Please do not ask the driver to make any compromises on what he/she believes will jeopardize our students' safety. Bus stops are not determined by the driver and therefore are not within their control. If you have a legitimate bus stop appeal, you may contact the school for information on the bus stop appeal process.

If your child's transportation routine is altered, a **written note MUST** be provided and **approved** by the Assistant Principal or their designee. Without prior approval, this will not be permitted. For improved communication and safety, **transportation changes after 2:30 PM are not permitted.** A parent or guardian may also **fax** a signed note by 2:30 PM asking for a change in transportation. Our school's fax number is 252-514-6469. You may Dojo the teachers, however you must follow up with a phone call to the school.

If your child's transportation needs to be changed from bus to carpool, this MUST take place at or BEFORE 2:30 PM with a Note, Email, DOJO Message OR Fax. Please call the school and speak to an office staff member to ensure that the message has been received.

PLEASE keep transportation changes to a **minimum**. Daily transportation changes run the risk of students not getting on the correct bus and/or missing the bus and/or daycare van.

<u>Carpool Expectations</u>

- A.M. Carpool begins promptly at 7:45 – No cars will be allowed to pull around back until then. Please STOP at the orange cone, Please Do Not Pull Forward Until directed to do so by a staff member.
- P.M. Carpool begins at 3:00 – Please STOP at the cone, Please Do Not Pull Forward Until directed to do so by a staff member!

- Remain in the carpool line in your vehicle to receive your student. The SRO will instruct parents/guardians/all others to get back in your car and get in line if he sees you walk up UNLESS you state that you have a meeting. Please do not put you or your child in danger by walking across the parking lot during afternoon carpool. Do NOT pass other cars while in the carpool line. Keep the line moving, and pay attention when the car in front of you moves forward. To help protect our children, please refrain from using cell phones while in the carpool line.

Parents are responsible for ensuring that any designated driver participating in A.M. and/or P.M. carpool knows the expectations for carpool whether they pick up one day or 180 days.

Daycare Vans

Parents/Guardians must notify the teacher AND daycare about the days your child will be riding or not riding the vans. Students MUST have a note if they are not riding on a designated day or changing the mode of transportation.

Visitors

All visitors must use the front entrance. Office hours are from 7:30 AM to 4:30 PM. Visitors must park in the front parking lot in a parking space and report to the front office to sign in and get an approved visitor's pass. Any visitors not wearing a badge will be asked to return to the office. All parents are welcome and encouraged to visit our school. However, impromptu parent/teacher conferences during the instructional day are **NOT PERMITTED**. Please schedule a time to meet with your child's teacher during a non-instructional time before or after school. The principal reserves the right to deny access to any visitor interfering or disrupting school.

Volunteer Program

Through the Help Us Grow (H.U.G.) Program, volunteers provide an invaluable service to our students and our school. Opportunities available include, but are not limited to, assisting in the classroom, helping prepare items for projects, tutoring, picture day, screenings, and school beautification. If you would like to volunteer, please contact your child's teacher or the school Volunteer Coordinator at 514-6466 to receive registration information. All volunteers must sign in/out at the front office upon arrival and checkout.

Web Pages

JWS teachers have developed webpages to keep students and families updated on events and topics about the classroom and school. Families may access assignments, field trip information, schedules, relevant websites, etc. Webpages may be accessed at www.cravenk12.org/JWS.

Withdrawal of Students

If you are withdrawing your child from James W. Smith Elementary, please notify the teacher and school office a few days prior to the withdrawal date. Students must not owe any money (i.e.,device/cord/brick, library fines, pictures, etc.) and all books must be returned before withdrawals/transfers can be completed.

Yearbook

JWS will create a 2022-2023 yearbook. It is a great resource for your child to remember his/her classmates and time at JWS. More details will be forthcoming.

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, or religion.

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by a person employed by or enrolled in this school system.

Violations of any of the Craven County Board of Education's Drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C, Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies: 710.1813 Drug-Free Workplace Environment, 913.02 Drugs and Alcohol, and 1013 Student Discipline: Code of Conduct-Section MS

Title IX Coordinator & Americans with Disabilities Act

Jason Griffin, 504 Coordinator
Director of Exceptional Children
3600 Trent Road
New Bern, NC 28562
252-514-6344

Mike Swain, Title IX Coordinator
Director of Student Services
3600 Trent Road
New Bern, NC 28562
252-514-6341

Dr. Eleanor Patrick
Director of Federal Programs
3600 Trent Road
New Bern, NC 28562
252-514-6374

Acknowledgment of Receipt and Understanding of Handbook

We have read the 2022-2023 James W. Smith Elementary School Student/Parent Handbook and reviewed the policies and procedures in the Craven County School System 2021-2022 Student Policies and Regulation Handbook. We understand the policies and expectations.

COPY FOR HANDBOOK (Parents will receive a separate copy to sign.)

_____ _____

Student Name Date

_____ _____

Parent Signature Date

Please return to classroom teacher within three (3) days upon receipt. Thank you for your cooperation!

Note: You may view the entire policy manual for Craven County Schools at cravenk12.org.

Disclaimer Statement: The contents of this handbook were accurate at the time of printing but may be subject to change. Though the handbook has been proofread carefully, we apologize if there are any typographical errors or inaccuracies which may exist.