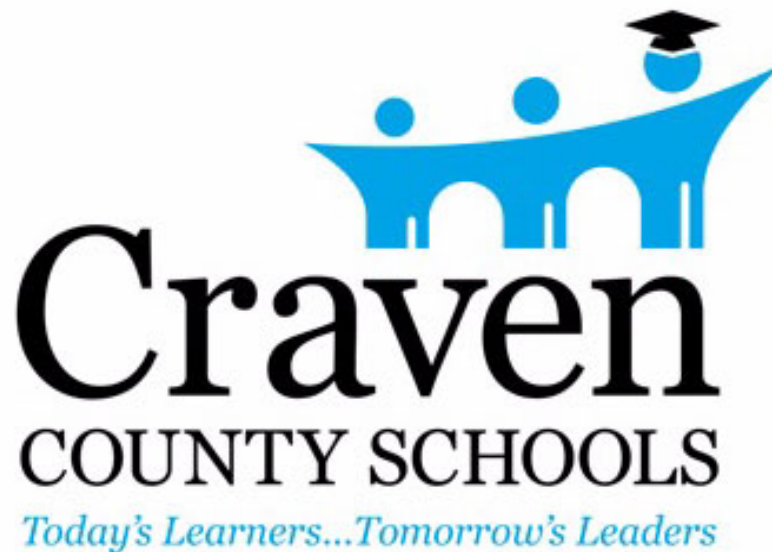


CRAVEN COUNTY SCHOOLS

2023-2024

STUDENT / PARENT HANDBOOK



Revised August 15, 2023

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.

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.

**Title IX Coordinator and
Americans with Disabilities Act (employees)**

Dr. LaKesia Boone
Assistant Superintendent for Human Resources
3600 Trent Road
New Bern, NC 28562
(252) 514-6367

Americans with Disabilities Act (students)

Dr. Eleanor Patrick
Director of Exceptional Children
3600 Trent Road
New Bern, NC 28562
(252) 514-6344

504 Coordinator

Amber Gover
Assistant Director of Exceptional Children
3600 Trent Road
New Bern, NC 28562
(252) 514-6355

Title IX Coordinator (students)

Dr. Gregory Monroe
Director of Student Services
3600 Trent Road
New Bern, NC 28562
(252) 514-6341

Facilities

Jerome Williams
Director of Facilities Support Services
955 Hwy 55 W
New Bern, NC 28562
(252) 514-6380

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 any person employed by or enrolled in this school system.

Violations of any of 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:

- 7240 Drug-Free and Alcohol Free Workplace
- 7241 Drugs and Alcohol Testing of Commercial Motor Vehicle Operators
- 4309 Student Discipline: Code of Conduct-Section F



Board of Education

BRENT D. MANNING, *Chairman* • SCOTT A. MURPHY, *Vice Chairman*
NAOMI E. CLARK • JENNIFER J. DACEY • CARROLL G. IPOCK, II • LAUREN R. KITZINGER • KELLI S. MUSE
DR. WENDY A. MILLER, *Superintendent*

August 1, 2023

Dear Students and Parents:

It is our pleasure to welcome you to the 2023-2024 school year. Whether you are new to our district or returning to one of our campuses, we are pleased to have you as a member of the Craven County Schools family. As with any family, clear, frequent, and transparent communication is key to a strong, healthy relationship. Please use this Student & Parent Handbook as a tool for keeping those lines of communications open. Please take a moment to familiarize yourself with its contents, and keep it handy, so you can reference it throughout the school year as questions or concerns arise. Its pages are filled with helpful information to ensure a safe, successful, and rewarding school year.

It is our desire for our students to have the opportunity to imagine and to be inspired to follow their dreams. We want them to be prepared for the future with problem solving skills, critical thinking skills and the ability to work collaboratively with others. Those skills begin in today's classrooms where teachers are heroes and parents are partners. It is our hope the information contained in this handbook will be of value to you as we work together during the school year to provide the best possible learning opportunities for all students.

Craven County Schools wishes you and your child a wonderful 2023-2024 school year. Please reach out to your child's principal should you have questions. We appreciate your support as we work together to prepare *Today's Learners* to become *Tomorrow's Leaders*. Together, we are #CCSUnited!

Sincerely,

Dr. Wendy A. Miller
Superintendent
Craven County Schools

Craven County Schools Vision

*We envision a public education system that challenges all students as learners and prepares them to imagine and create a successful life; values educators and empowers them to inspire and spark innovation in every student; leads in education and community engagement; and invites all students, their families, and all members of the community to work together to **support public education** to the benefit of our students, our community, our nation and our world.*

Craven County Schools Mission

Together with OUR families and community, Craven County Schools will educate all learners to personal, professional, and civic success through challenging and personalized instruction.

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

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<i>All parents/guardians are required to complete this information in the online Parent Portal with your annual PowerSchool update; however, if you do <u>not</u> have access to the online Parent Portal, please sign and return this form to your child’s school by September 1.</i>	

1 | POLICY INFORMATION

The **Craven County Schools Student/Parent Handbook** (this document) contains a summary of various policies and important information for students and parents. It is provided as a general overview only; these summaries are not a substitute for the full policies.

The **Craven County Schools Policy Manual** is a separate document that is available online at www.cravenk12.org/Page/9963 and contains the official policies of the Board of Education and related administrative regulations of the Superintendent organized by topic. Board policies state positions adopted by the Board of Education to provide direction, control and/or management of its legal functions. Regulations establish procedures and rules developed by the superintendent to guide and direct the implementation of board policy.

Students and parents are encouraged to review both documents. If you have questions about any of the policies or the information in this document, please contact one of the administrators at your child’s school.

1000	Governing Principles
2000	Board Operations
3000	Education Program
4000	Students
5000	Community Relationships
6000	Support Services
7000	Personnel
8000	Fiscal Management
9000	Facilities
	Revision History

2 | CURRICULUM & INSTRUCTION

The Curriculum & Instruction Division supports the district’s instructional programs to meet students’ academic and social/emotional goals and needs and provides aligned professional learning for educators.

The division provides guidance, support, and training for staff in order to implement the Craven County School’s Strategic plan which is centered around five district priorities: The Learner, The Educator, Teaching & Learning, Community Engagement, and Operations & Resources.

Michelle Lee, Assistant Superintendent of Curriculum & Instruction
Phone: 252-514-6371 Email: michelle.lee@cravenk12.org

ELEMENTARY EDUCATION AND FEDERAL PROGRAMS

Elementary Education

The Elementary department of Craven County Schools supports the instructional programs in all grade K-5 classrooms by providing professional learning and aligned resources for all teachers to help ensure all elementary students develop strong reading, math and other foundational skills for continued success as they progress through elementary school and beyond.

Title I Parent and Family Engagement

Policy 1320/3560

Each year, school officials invite parents of students participating in Title I programs to a meeting to explain parental rights, discuss the programs and activities to be provided with Title I funds, and solicit input on the Title I program and on this policy. In addition, school officials provide parents and family members a meaningful opportunity to annually evaluate the content and effectiveness of the Title I programs and the parent and family engagement policies and plans. If your child attends a Title I school we encourage you to participate in this program.

Jason Griffin, Executive Director of Elementary Education and Federal Programs
Phone: 252-514-6354 Email: jason.griffin@cravenk12.org

SECONDARY EDUCATION

The [Secondary Education](#) department works in conjunction with the [middle](#) and [high schools](#) to increase the number of students who are aware of and take steps to be eligible for the following opportunities, which are expected to improve graduation rate and attendance, as well as reduce retentions and short-term suspensions: post-secondary opportunities (college acceptance, scholarships, military enlistment, etc.), dual enrollment opportunities ([College and Career Promise](#)) and regional and state enrichment activities/programs. By serving as a resource to the middle and high schools, this Secondary Education Department will help achieve both school and district goals to provide students with choice, options, and experiences.

Dr. Shajuana Sellers, Executive Director of Secondary Education
Phone: 252-514-6335 Email: shajuana.sellers@cravenk12.org

CAREER AND TECHNICAL EDUCATION (CTE)

[Career and Technical Education \(CTE\)](#) is an integral part of the comprehensive secondary school program in Craven County Schools. CTE provides course offerings that meet student needs, interests, abilities, and aspirations. The availability of specific courses is determined by response to opportunities for employment, advanced education, and practical life application.

Holly Tolston, Director of Career and Technical Education
Phone: 252-514-6322 Email: holly.tolston@cravenk12.org

Jennifer B. Davis, CTE Curriculum and Instructional Management Coordinator
Phone: 252-514-6320 Email: jenniferbdavis@cravenk12.org

STUDENT PROGRAMS

Craven County Schools has multiple differentiated [student programs](#) to serve a variety of learners. These programs include a focus on [multilingual](#) and [academically and/or intellectually gifted learners](#), cultural arts, and Advancement via Individual Determination ([AVID](#)).

Betsy Gatchel, Director of Student Programming
Phone: 252-514-6308 Email: betsy.gatchel@cravenk12.org

INFORMATION SYSTEMS AND ACCOUNTABILITY

[Information Systems and Accountability](#)

[Policy 3410](#)

The Information Systems and Accountability is responsible for the administration of testing (including federal, state, and local assessments), the collection of academic and non-academic data for accountability purposes, and overseeing student information including PowerSchool and student transcripts.

[PowerSchool Parent Portal](#)

Schools will provide parents information about how to create a parent portal account to view your child's information in *PowerSchool* or you can find this information on the district website at www.cravenk12.org.

Dr. Hillary Boutwell, Director of Information Systems and Accountability
Phone: 252-514-6362 Email: hillary.boutwell@cravenk12.org

Renee Whitford, Student Information and Records Management Coordinator
Phone: 252-514-6342 Email: renee.whitford@cravenk12.org

Melissa Detwiler, Student Information and Records Management Technician
Phone: 252-514-6303 Email: melissa.detwiler@cravenk12.org

STUDENT SUPPORT SERVICES

[Student Support Services](#) include prevention, intervention, transition and follow-up services for students and families, especially those who are experiencing problems that create barriers to learning. Direct services are provided by means such as education, counseling, consultation and individual assessment. In addition, student support services personnel provide in-service training, parent education, community collaboration and carry out student service program management in areas such as athletics, attendance, driver’s education, enrollment concerns, homebound, homeless, foster care, reassignments, school nurses, school social workers, student discipline, student wellness, etc. Student support services are a vital part of comprehensive school program services.

- Attendance* [Policy 4400](#)
- Homeless Students* [Policy 4125](#)
- School Assignment and Reassignment* [Policy 4150](#)
- Student Behavior* [Policy 4300](#)
- Student Wellness* [Policy 6140](#)

Dr. Gregory Monroe, Director of Student Services
Phone: 252-514-6341 Email: gregory.monroe@cravenk12.org

COUNSELING SERVICES & STUDENT ADVANCEMENT

[Counseling Services](#) [Policy 3610](#)
Guidance and counseling programs are provided by the school system with the ultimate aim of improving student performance by implementing strategies and activities that support and maximize student learning; helping students to grow in their personal and social development; and providing a foundation for acquiring the skills that enable students to graduate career and college ready and prepared to be lifelong learners. Students may seek counseling or be referred by staff or parents.

Laureel Butler, Coordinator for Counseling Services and Student Advancement
Phone: 252-514-6325 Email: laureel.butler@cravenk12.org

STUDENT HEALTH

[School Health Services/School Nursing](#)
Preventative services, education, first aid, emergency care, assessment, referrals, and management of acute and chronic health problems - designed to prevent health problems and injuries and ensure care for students and promote a healthy and safe school environment School Health Nurses provide a broad range of care and services for students. The Craven County Schools (CCS) uses the Whole School, Whole Community. Whole Child approach to support and meet the physical, emotional, social, and educational needs of students. Direct services are provided by means such as education, counseling, consultation and individual assessment.

Medication/Treatment Administration at School

Policy 6125

Craven County Schools encourages administration of medicine before and after school whenever possible; However, if it is necessary to administer medications during school hours parents should:

- Notify the school nurse.
- Ensure medication administration documentation is provided to the school nurse.
- Make sure your child has any emergency medications (rescue inhalers, epinephrine, etc.) available in the health office
- Must complete an Action Plan with your child's doctor for students at risk for medical emergencies, such as those with diabetes, asthma, severe allergies, etc. and bring a copy to the school nurse so that he/she can administer medication to your child at school
- Contact your child's school nurse if there are any changes in your child's medical conditions or health concerns or if you have any questions.

Health Assessments

G.S. 130A-440.

All students entering kindergarten or higher grade for the first time in North Carolina public schools must be in compliance with the NC Health Assessment.

Additional Parent Resources for Student Health:

Covid-19: www.nc.gov/covid19

Flu: <https://flu.ncdhhs.gov/>

Immunizations: <https://www.cravenk12.org/Page/1483>, www.immunize.nc.gov, Policy 4110 and G.S. 130A-154

Safe Surrender of Newborns: <https://ncdhhs.gov/assistance/pregnancy-services/safe-surrender> or contact your school nurse, school social worker, or your local Department of Social Services.

Luanne Mack, BSN, RN, NCSN, Lead School Nurse

Phone: 252-514-4338 Email: luanne.mack@cravenk12.org

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

Multi-Tiered System of Support (MTSS)

Policy 3405

NC MTSS is a school improvement framework that encompasses academic, behavioral, social, and emotional instruction and support. NC MTSS employs a systems approach using data-driven problem-solving to maximize growth for all.

Kimberly Butts, MTSS Coordinator

Phone: 252-514-6356 Email: kimberly.butts@cravenk12.org

EXCEPTIONAL CHILDREN'S PROGRAM

Exceptional Children's Program

Craven County Schools provide special education and related services according to federal mandates of the Individuals with Disabilities Education Act and the regulations of North Carolina Public School Law, Article 9. Beginning at age 3, parents should contact the Exceptional Children's Program if it is suspected that their child has a disability or if additional information is needed.

Special Education Programs/Rights of Students with Disabilities Nondiscrimination on the Basis of Disabilities

Policy 3520
Policy: 1730/4022/7233

Dr. Eleanor Patrick, Director of Exceptional Children's Services

Phone: 252-514-6344 Email: eleanor.patrick@cravenk12.org

Amber Gover, Assistant Director of Exceptional Children’s Services
Phone: 252-514-6355 Email: amber.gover@cravenk12.org

Lisa Kemp, EC Preschool Coordinator
Phone: 252-514-4382 Email: lisa.kemp@cravenk12.org

PRE-KINDERGARTEN (PRE-K) AND FAMILY LITERACY

Pre-Kindergarten

Craven County Schools offers an inclusive Pre-Kindergarten Program. It is funded through the state NC Pre-Kindergarten Program, federal Title 1, the Exceptional Children’s (EC) Preschool Program, and our local Craven Smart Start. Pre-K is offered at no cost to eligible families. All children must be determined eligible according to the pre-kindergarten program guidelines. Children must be 4 years old on or before August 31st of the current year and children may have an Individual Education Plan (IEP). The program is located in several of our elementary schools, local Head Start sites, and private childcare centers. See the **Exceptional Children’s section** for information about qualifications for EC services for preschoolers ages 3 – preschool 5.

Family Literacy

Craven County Family Literacy is a comprehensive program which integrates children’s education, adult education, parent education and interactive parent-child literacy and learning activities. This high-quality program promotes adult literacy and empowers families to support the educational needs of their children. Additionally, the program offers preparation for adults to complete a North Carolina High School Diploma Equivalency and offers English as a Second Language classes. There are three locations in Craven County: James W. Smith Elementary School, Roger Bell New Tech Academy, and Vanceboro Farm Life Elementary School.

Renee’ Harrell, Coordinator of Pre-K and Family Literacy
Phone: 252-244-3225 Email: renee.harrell@cravenk12.org

Lisa Kemp, EC Preschool Coordinator
Phone: 252-514-4382 Email: lisa.kemp@cravenk12.org

3 HUMAN RESOURCES

Professional Qualifications of Teachers

As a parent of a student in the Craven County School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it. Please contact the Human Resources office at 252-514-6367 for more information.

Volunteering in Your Child’s School

Policy 5015

The Craven County Board of Education welcomes, endorses, and encourages the use of school volunteers in our schools. New volunteers will complete the Online Volunteer Application AND complete the background check process before being assigned to any task in a school. Once approved as a volunteer they will be placed on the current District Volunteer Roster. Additional information about the Volunteer Process is available on the district’s website: www.cravenk12.org or you may contact our Human Resources office at 252-514-6367 for more information.

Dr. LaKesia Boone, Assistant Superintendent, Human Resources
Phone: 252-514-6367 Email: lakesia.boone@cravenk12.org

Dr. Neshawn Dawson, Director, Human Resources
Phone: 252-514-6367 Email: neshawn.dawson@cravenk12.org

4 ADMINISTRATION

PARENT INFORMATION AND NOTICES

Family Education Rights and Privacy Act (FERPA)

Policy 4700

Parental Involvement

Policy 1310/4002

Each year we share school related information to individuals and organizations that have a legitimate educational interest relative to our students. The *Family Educational Rights and Privacy Act (FERPA)*, a Federal Law, requires that Craven County Schools must have your written consent for us to share certain types of information about your child. However, Craven County Schools may share certain directory information unless you opt out when you complete the required annual PowerSchool update in the online Parent Portal. If you do not have access to the online Parent Portal, you may sign and return the Parent/Guardian Required Signature Form on the last page of this handbook and submit it to your child's school by September 1.

Media Release

From time to time, Craven County Schools will release student work to the media. The type of information we will release may be your child's written work, artwork, spoken message or photograph in whole or in part. The types of media most often used are web sites, newspapers, school publications, school displays, videotaping, television taping, social media. No personal information such as home address or phone numbers will be published. All students will be included in the media release unless you opt out when you complete the required annual PowerSchool update in the online Parent Portal. If you do not have access to the online Parent Portal, you may sign and return the Parent/Guardian Required Signature Form on the last page of this handbook and submit it to your child's school by September 1.

Military Recruiter Information Requests and Refusal Forms (High School Students Only)

Unless you request otherwise, our school is required by federal law to give your child's name, address, and phone number to any military recruiter who asks. North Carolina schools usually receive several requests like this each school year. As a parent, you can ask that your child's information NOT be released to military recruiters by completing a Parent Refusal Form which is available at your child's school. If you do not make this request, release of your information is automatic when recruiters ask.

Code of Student Conduct

Policy: 4309

Please refer to Policy 4309 to review the Code of Student Conduct in its entirety including information regarding integrity and civility; disruptive behavior; student dress; use of wireless communication devices; tobacco products; drugs and alcohol; gang-related activity; theft, trespass, and damage to property; assaults and threats; weapons, bomb threats, terrorist threats, and clear threats to safety; criminal behavior, and consequences.

Use of Wireless Communication Devices (updated July 18, 2023)

Policy: 4309 Section D

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, smart watches, wireless earbuds, and similar devices

Regardless of grade level, the consequences of violating this policy will be the same. At the first offense, the device will be confiscated and may be picked up at the end of the day by the student. At each subsequent offense, the device will be confiscated and may only be returned to the student's parent/guardian. A student's refusal to surrender the device will result in 3 days of out of school suspension.

More details regarding authorized use, consequences for unauthorized use, search of wireless communication devices, and liability are available in the online policy manual.

Student and Parent Grievance Procedures

Policy: [1740/4010](#) and [1742/5060](#)

[Student and parent concerns](#) should be received and addressed at the level closest to which the concern originated. For example, a concern regarding a classroom issue should be heard first by the teacher. A concern regarding the school in general should be addressed first by the principal. While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. Policies 1740/4010 and 1742/5060 list the procedures for resolving concerns and grievances.

Jennifer Wagner, Director of Public Relations

Phone: 252-514-6333 Email: jennifer.wagner@cravenk12.org

5 SYSTEMS AND OPERATIONS

The focus of the [Systems and Operations](#) Division includes providing and ensuring: safe and reliable student transportation; meals that are appealing to all students; the safest possible environment and facilities suitable for students and staff; operational support that is timely and cost effective; and technology as an integral part of learning.

Stacy Lee, Chief Officer of Systems and Operations

Phone: 252-514-6391 Email: stacy.lee@cravenk12.org

BUS TRANSPORTATION

[Bus Transportation](#)

Craven County Schools has adopted an innovative mobile device app and website entitled, *Here Comes the Bus*[®]. This app enables you to track the location of your child's bus before and after school as well as receive notifications when the bus is near your stop or when we have important information to relay. To sign up or learn more, visit <http://www.herecomesthebus.com>

Parents are reminded that students transported in a school bus are under the authority of and are responsible to the driver of the bus. Disorderly conduct or persistent refusal to submit to the lawful directions of the driver shall be sufficient reason to be subject to disciplinary action.

Dr. Thomasine Hassell, Director of Transportation

Phone: 252-514-6377 Email: thomasine.hassell@cravenk12.org

FACILITIES

[Facilities](#)

Asbestos Management Plan Notification

The US Environmental Protection Agency (EPA) has determined that some building materials used in school construction may contain asbestos. The results of asbestos inspections are on file in the Asbestos

Management Plan (AHERA) notebook at each site in the school receptionist’s area. The plan identifies locations (if any) at your school where asbestos or assumed asbestos containing building materials may be found. Should you not be provided with this information upon request or have questions about the plan’s contents, please contact the Craven County Schools Facilities Support Services at 252-514-6380.

Pest Management Program

Policy 9205

Pests are significant problems for people and property. The pesticides that are commonly used in pest control may pose a potential risk to human health and the environment. The Craven County Board of Education is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. North Carolina state law gives you the right to be notified annually of our school system’s pesticide application schedule and (if possible) 72 hours in advance of pesticide applications made outside of that schedule. If you are a parent/guardian and want notification of any nonscheduled use of non-exempt pesticides in school buildings or on school grounds, you must notify the principal of the student’s school in writing within fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year). All notification will be posted in the main office and/or sent out by the ALERT NOW message system.

Jerome Williams, Director of Facilities Support Services
 Phone: 252-514-6380 Email: jerome.williams@cravenk12.org

SCHOOL NUTRITION

Meal Pricing will remain the same as last school year. We will continue to receive meal applications online or a hard copy through the school cafeteria or the School Nutrition Office. Parents can login to linqconnect.com for an online application or pick up an application at your child’s school. Note: If your child attends one of the following schools, no application is needed: AHB, BDQ, BES, BME, GAB, VFL, HJM, HES, HMS, JTB, JWS, ORA, RBA, TPE, WCH, WCM

<u>MEAL PRICES FOR 2023-2024</u>	<u>REDUCED PRICE</u>	<u>FULL PRICE</u>
Breakfast	Free for All Students	Free for All Students
Lunch (Elementary, Middle)	\$0.40	\$2.10
Lunch (High School)	\$0.40	\$2.25

Lauren Weyand, Director of School Nutrition
 Phone: 252-514-6360 Email: lauren.weyand@cravenk12.org

TECHNOLOGY

Technology

It is our mission to create a service-oriented environment where all learners have safe and reliable access to technology that fosters creativity, critical thinking, communication, and collaboration.

Ross Friebel Director of Technology
 Phone: 252-514-6393 Email: ross.friebel@cravenk12.org

DIGITAL/BLENDED LEARNING AND SCHOOL LIBRARY SERVICES

Digital Learning

The Digital and Blended Learning department encompasses access to a variety of technology resources for students and families. Students are responsible for their behavior and communications when using

those resources. Responsible use of technology is use that is ethical, respectful, academically honest and supportive of student learning. Technology protection measures include blocking and filtering internet access to visual depictions that are harmful to students and prevention of unauthorized online disclosure, use, or dissemination of personal identification of information of students. Digital and Blended Learning services include school library programs that value, support, and enhance literacy and learning by providing inviting spaces and relevant resources that facilitate student academic success.

Sarah Emmerich, Director of Digital & Blended Learning
Email: sarah.emmerich@cravenk12.org

Technology in the Educational Program

Technology Responsible Use

Internet Safety

Confidentiality of Personal Identifying Information

Additional Parent Resources for Technology:

- [Craven County Schools Technology Acceptable Usage Policy Agreement for Grades K-12](#)

[Policy 3220](#)

[Policy 3225/4312/732](#)

[Policy 3226/4205](#)

[Policy 4705/7825](#)

Links to all school websites are available on our district website: www.cravenk12.org

ELEMENTARY SCHOOLS	
<p>A. H. Bangert Elementary Catherine Alligood, Principal 3712 Canterbury Road New Bern, NC 28562 Phone: 252-514-6415</p>	<p>J. T. Barber Elementary Roneca Wallace, Principal 1700 Cobb Street New Bern, NC 28560 Phone: 252-514-6460</p>
<p>Ben D. Quinn Elementary Tommy Wilson, Principal 4275 Martin Luther King, Jr. Blvd New Bern, NC 28562 Phone: 252-514-6420</p>	<p>J. W. Smith Elementary Lynn Meall, Principal 150 Kooncetown Road Cove City, NC 28523 Phone: 252-514-6466</p>
<p>Bridgeton Elementary Rachel Eure, Principal 230 Branch Canal Road New Bern, NC 28560 Phone: 252-514-6425</p>	<p>Oaks Road Academy Suzanne Averitt, Principal 2811 Oaks Road New Bern, NC 28560 Phone: 252-514-6475</p>
<p>Brinson Memorial Elementary Chris Germain, Principal 319 Neuse Forest Avenue New Bern, NC 28560 Phone: 252-514-6431</p>	<p>Roger Bell Academy Caroline Godwin, Principal 804 Fontana Blvd Havelock, NC 28532 Phone: 252-444-5133</p>
<p>Creekside Elementary Angie Franks, Principal 2790 Landscape Drive New Bern, NC 28562 Phone: 252-514-4360</p>	<p>Trent Park Elementary Ashley Faulkenberry, Principal 2500 Educational Drive New Bern, NC 28562 Phone: 514-6481</p>
<p>Vanceboro Farm Life Elementary Tiffany York, Principal 2000 Farm Life Avenue Vanceboro, NC 28586 Phone: 252-244-3215</p>	<p>W. J. Gurganus Elementary Dana Baker, Principal 535 Highway 70 West Havelock, NC 28532 Phone: 252-444-5150</p>
<p>Graham A. Barden Elementary Keith Davis, Principal 200 Cedar Drive Havelock, NC 28532 Phone: 252-444-5100</p>	<p>Arthur W. Edwards Elementary Melisa Thompson, Principal 200 Education Lane Havelock, NC 28532 Phone: 252-444-5150</p>
<p>Havelock Elementary Christy Hazlett, Principal 201 Cunningham Blvd. Havelock, NC 28532 Phone: 252-444-5106</p>	<p>Craven Virtual Academy (Grades 3-12) Michelle Warren, Principal 1319 Commerce Dr. New Bern, NC 28562 Phone: 252-497-2250</p>

MIDDLE SCHOOLS	
Grover C. Fields Middle Kaitlyn Watson, Principal 2000 Martin Luther King Jr. Blvd New Bern, NC 28560 Phone: 252-514-6438	Tucker Creek Middle Stephen Currie, Principal 200 Sermons Blvd Havelock, NC 28532 Phone: 252-444-7200
H. J. MacDonald Middle Mike Swain, Principal 3127 Elizabeth Avenue New Bern, NC 28562 Phone: 252-514-6450	West Craven Middle Stefanie King, Principal 515 N. West Craven Middle School Road New Bern, NC 28562 Phone: 252-514-6488
Havelock Middle Derek McCoy, Principal 102 Middle School Lane Havelock, NC 28532 Phone: 252-444-5125	Craven Virtual Academy (Grades 3-12) Michelle Warren, Principal 1319 Commerce Dr. New Bern, NC 28562 Phone: 252-497-2250
HIGH SCHOOLS	
Craven Early College High Marlow Artis, Principal 800 College Court New Bern, NC 28562 Phone: 252-637-5706	New Bern High Darryl Thomas, Jr., Principal 4200 Academic Drive New Bern, NC 28562 Phone: 252-514-6400
Early College EAST High Kris Thompson, Principal 104 Middle School Lane Havelock, NC 28532 Phone: 252-444-2022	West Craven High Montrell Lee, Principal 2600 Streets Ferry Road Vanceboro, NC 28586 Phone: 252-244-3200
Havelock High Claudia Casey, Principal 101 Webb Boulevard Havelock, NC 28532 Phone: 252-444-5112	Craven Virtual Academy (Grades 3-12) Michelle Warren, Principal 1319 Commerce Dr. New Bern, NC 28562 Phone: 252-497-2250
ASPIRE	
ASPIRE (Exceptional Children's Program) Grades K-12 Phone: 634-4127 Jenny Wood, Coordinator Location: Grover C Fields Middle 2000 Martin Luther King Jr. Blvd, New Bern, NC 28560	
PRE-KINDERGARTEN & FAMILY LITERACY	
EC Preschool (3 & 4-year olds) Phone: 514-4382 Lisa Kemp, Coordinator, Exceptional Children's Preschool	
NC Pre-K (4-year olds) Phone: 244-3225 Renee Harrell, Coordinator, Craven County Family Literacy & NC Pre-K	
Locations: Bridgeton; Graham A. Barden; J. T. Barber, J. W. Smith; Oaks Road Academy; Roger Bell Academy; Vanceboro Farm Life; Childcare Network #77; Excel Learning Centers VI & VII; Duffyfield & Godette Head Start	

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PARENT/GUARDIAN REQUIRED SIGNATURE FORM

ALL PARENTS, GUARDIANS, AND CARE PROVIDERS ARE REQUIRED TO COMPLETE THE INFORMATION BELOW IN THE ONLINE [PARENT PORTAL](#) WITH YOUR ANNUAL POWERSCHOOL UPDATE.

If you do not have access to the online [Parent Portal](#), please sign and return this form to your child’s school.

DIRECTORY INFORMATION

_____ Please initial on this line if you would like to opt out of having your child’s directory information shared as allowed by [Policy 4700](#).

MEDIA RELEASE

Please initial below to opt-out of the CCS Media Release for your child if you DO NOT grant media release permission for your child.

_____ Please initial on this line if you do not wish for your child’s work (including artwork) and/or his/her photograph, videos, yearbook pictures, to be published on the school/district website, social media accounts, and/or used by local media.

GOOGLE WORKSPACE FOR EDUCATION

Request for authorization for usage of Google Workspace for Education (e.g. Gmail, Calendar, Docs, and other apps). Please check the appropriate section for your child in the box below:

_____ Permission Granted – YES, my child may be included in the listed activities.

_____ Permission Denied – NO, my child will not be included in the listed activities.

TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT

Request for authorization to issue a device to your child and to create any accounts necessary for your child to utilize district-approved applications, access the Internet, utilize web-based services, and to provide approved information with a third-party provider.

_____ Permission Granted – YES, my child may receive a device and any necessary accounts.

_____ Permission Denied – NO, my child will leave the device at school.

RECEIPT OF CRAVEN COUNTY SCHOOLS 2023-2024 STUDENT/PARENT HANDBOOK

The Craven County Schools 2023-2024 Student/Parent Handbook is a reference document that contains a summary of various policies and important information for students and parents. It is provided as a general overview only. Students and parent/guardians are encouraged to review the handbook, the Craven County Schools policy manual, and other more detailed information available at www.cravenk12.org.

The undersigned parent or guardian acknowledges receipt of the CCS 2023-2024 Student Parent Handbook.

_____ Parent or Guardian’s Signature _____ Date

_____ Student’s Name (Print) _____ Student’s Grade _____ Student’s School