

Dixon Elementary School

Student Handbook



2023-2024

*At DES Our Leaders
Set the Stage for Success*

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Title IX Statement

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, N.C. 28540 (910) 455-2211

Dixon Elementary School

Bulldog Vision
Excellence in Education

Our Values

Our global leaders believe....

- everyone can be a leader
- change starts with me
- everyone has genius
- in empowering students to lead their own learning
- educators and families partner to develop the whole person



Mission Statement

Educators and families clear the path for students to reach their potential.

Office Hours

8:00 AM – 4:00 PM

School Hours

8:30 AM – 3:30 PM

130 Betty Dixon Road, Holly Ridge, NC 28445 ~ 910-327-2104 (office) ~ 910-327-3336 (fax)

Administrative Team

Teah Bulris, Principal

Teah.Bulris@onslow.k12.nc.us

Colleen Reyes, Assistant Principal

Colleen.Reyes@onslow.k12.nc.us

Dawn Kenneson, Secretary/Treasurer

Cortney Lukehart, Data Manager

Amy Parker, Receptionist

Alyse Corradetti, School Counselor

Courtney Spencer, School Nurse



Dear Parents, Guardians, and Families:

Welcome to Dixon Elementary School for the 2023-24 school year! The Student-Parent Handbook is a resource for you and your student and is a tool that will provide you with basic information. This publication provides only a brief explanation of school policies and routine procedures and is used in conjunction with the Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook. Please note that this handbook is not all inclusive, especially regarding discipline. Your child is important to us at Dixon Elementary School and our aim is to provide the best and most appropriate education program possible.

This year at DES, we will continue focusing on building leadership skills in our students through the Leader in Me program. We will continue to build student's global competencies by maintaining an instructional lens of global education in every classroom for every child, every day. Core Knowledge Language Arts (CKLA) and Ready Math Classroom will be utilized to focus on building the essential learning skills in each of our students.

This year at DES, we are embracing the theme *DES: Our Leaders Set the Stage for Success*. This means all of leaders: students, staff, and families. Each one of us are essential members of the learning process for our students. The teamwork and collaboration of the student, parent/guardian, and teacher is critical to the success of all students. Positive feelings about attending school, your child's teacher, and the total school program will help your child succeed educationally. When you have a concern, please do not hesitate to call the school to schedule a conference with your child's teacher. We welcome your suggestions, concerns, and support as we make this another outstanding year at Dixon Elementary School!

The 2023-2024 school year promises to be filled with exciting learning opportunities for your student as we begin our next learning adventure! Please keep this handbook to refer to throughout this year.

Kind Regards,

Mrs. Teah Bulris

Principal

ELEMENTARY AND OVS K-5	Onslow County Schools 2023-2024 School Year Calendar ELEMENTARY and OVS K-5 SCHOOL CALENDAR	ELEMENTARY AND OVS K-5
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July 2023				
M	TU	W	TH	F
3	4 H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	TU	W	TH	F
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7	8	9	10	11
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28 *	29	30	31	

September 2023				
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25	26	27	28	29
			i	

October 2023				
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9 W	10	11	12	13
16	17	18 PD	19	20
23	24	25	26	27
30	31 G			

November 2023				
M	TU	W	TH	F
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6	7 R	8	9	10 H
13	14	15 PD	16	17
20	21	22 W	23 H	24 H
27	28	29	30	

December 2023				
M	TU	W	TH	F
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4	5	6	7	8
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11	12	13	14	15
18 L	19 L	20 L	21 L	22 L
25 H	26 H	27 H	28 L	29 L

January 2024				
M	TU	W	TH	F
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			G	
23 W	24 W	25	26	
29	30 R	31		

February 2024				
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			i	

March 2024				
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25 L	26 L	27 L	28 L	29 H

April 2024				
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29 W	30			

May 2024				
M	TU	W	TH	F
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13	14	15	16	17
20	21	22	23	24
27 H	28	29	30	31

June 2024				
M	TU	W	TH	F
1	2	3	4	5
10	11 **	12 W	13 W	14 W
17	18	19	20	21
24	25	26	27	28

Holiday (H) - No school for students and all staff.
Teacher Workday (W) - No school for students.
Leave Day (L) - No school for students and 10-month staff.
Professional Development Day [Prof Dev Day] (PD) - 3-hour early release for students with professional development for staff.

Elementary School -
 Interim Reports - Sept 28, Dec 7, Feb 26, May 8
 Grading Periods - Oct 31, Jan 19, Apr 4, June 11
 Report Cards - Nov 7, Jan 30, Apr 11

Legend	
*	First Day for Students
H	Holiday
W	Teacher Workday
L	Leave Day
PD	Prof Dev Day
i	Exams (High School)
**	Last Day for Students
I	Interim Reports
G	End Grading Period
R	Report Cards

Make-up days may be Teacher Workdays or Leave Days.
 Additional make-up days to be determined as needed.

Approved by the OCS BOE - January 3, 2023

The Leader in Me

Dixon Elementary is proud to be a “The Leader in Me” school. Additional information about The Leader in Me can be found at:

<http://www.theleaderinme.org/>



The 8 Habits of Happy Kids

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, then to be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

Habit 8: Find Your Voice and Help Others Find Theirs

ALLERGIES

If your child has allergies, please be sure that the school is made aware of the specific allergies and has a copy of all relevant medical documentation. Classroom teachers may send home additional information specific to allergies of students in their classrooms.

ABSENCES/ATTENDANCE

Attendance in school is an integral part in developing a positive attitude toward school and the teaching-learning process. Regular attendance develops patterns of behavior essential to academic achievement and personal success in life. **Therefore, absences, tardies, and early checkouts should be limited to illness or other extenuating circumstances.**

NC General Statute 115C-378 requires that every child between the ages of 7 and 16 years (or younger if enrolled) attend school. Parents/legal guardians have the responsibility for ensuring that students attend school daily and "shall notify the school of the reason for each known absence in accordance with local board policy." For a child to be counted present, he/she must be in attendance at least one half of the school day.

Anyone who checks out before 12:15 pm or checks in after 12:15 is counted absent.

STUDENTS SHOULD STAY HOME IF THEY ARE SICK. If a student has a fever and is sent home from school, the student cannot return to school until they are fever-free for 24 hours without use of medications.

On the day returning after an absence, a note must be given to the child's homeroom teacher that includes the child's name, homeroom teachers name, date(s) of absence, reason for absence, and parent's signature. All notes are kept on file in the office.

Absences will be considered excused for the following reasons only: **See Also: OCS Board Policy 4400**

1. Personal illness or injury; quarantine (of student)
2. Death of an immediate family member (parents, siblings, or grandparents of the student)
3. Educational opportunity approved in **advance** by the principal (**family vacations and trips are not educational opportunities**). There are student requirements for an educational opportunity, and this must be requested IN ADVANCE of the opportunity.
4. Medical or dental appointments **for the student only**

5. Court/administrative proceedings for the student
6. Religious observances (approved in advance)
7. Military family leave (See Board Policy 4400)

All other absences are considered unexcused.

*All tardies are marked as unexcused unless a doctor's note is presented upon check-in.

Onslow County Board Policy 4400- Attendance in Grades K-5

For a student to be considered for promotion to the next grade level, an elementary school student should be in attendance for **a minimum of 160 days**. Extenuating circumstances shall be considered by the principal.

When total absences (excused or unexcused) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.) Absences not documented will be referred to the proper authorities.

Excessive Absences: The school social worker tracks all student absences. An investigation by the principal is conducted for all students with excessive absences to determine if the parent/guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal in conjunction with the social worker may notify the District Attorney and the Director of Social Services as required by G.S. 115C-378.

ACCIDENT, ILLNESS, OR INJURY OF STUDENTS

In case of serious illness or injury, the following procedure will be followed:

1. If a student becomes ill or injured at school, his/her parent or guardian shall be notified as soon as possible.
2. A student who is ill or injured shall not be removed from school until the parent or guardian has been notified, or until a reasonable attempt to reach the parent or guardian has met with failure.
3. If a reasonable attempt to reach a parent or guardian meets with failure in cases of emergency due to critical illness or injury, a student will be sent to the hospital in a Rescue Squad vehicle. The parent will assume the responsibility for the cost of the transportation and medical attention.
4. If the principal feels a child must be quickly transported to an emergency room, the child will be taken. The parent will be notified as quickly as possible.
5. **Students should remain fever and symptom free (without the use of medication) for 24 hours before returning to school.**

BOARD OF EDUCATION POLICIES

DES is obligated to follow all policies as established by the Onslow County School Board. These policies are published on the Onslow County Schools Website. Board policies are updated periodically, and changes are posted to the online policy manual. Updates to any School Board Policy shall supersede any policy cited in this handbook. Onslow County Schools will provide students and parents with a handbook *Student Related Board of Education Policies and School Bus Safety Regulations* on an annual basis.

BREAKFAST

The school cafeteria opens each morning at 8:10 AM for breakfast. Students in grades 3rd through 5th grade will go directly to the cafeteria for breakfast when they arrive on campus. Students in grades K-2 will report to their classrooms first to get their badge then report to the cafeteria for breakfast. For additional information see "Lunch/Meals."

BULLYING, CYBERBULLYING, and/or HARRASSMENT

The terms harassment and bullying are defined by Board policy as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property or;
- Creates or has the potential to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefit.
- Creates a substantial disruption to the orderly operation of the school.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying.

Reporting Bullying & Harassment

Bullying/harassment reporting forms for teachers, parents, and students are available in the front office and on the school's webpage. Reports may be made anonymously or submitted directly to the school administrative team.

Harassment, bullying or cyberbullying may include, but are not limited to the following [and may be

made verbally, in writing, via electronic message (text message, Tweet, post to a social media site or discussion board, etc.)]:

- Derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student.
- Intentional emotional harm to a student by exclusion and/or isolation
- Hostile comments about another student's race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated.
- Unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.

Any student who engages in bullying may be subject to counseling within the school – and disciplinary action up to and including suspension and a referral to law enforcement.

Students are expected to immediately report incidents of bullying to the teacher, counselor, or school administration. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Any staff who witness acts of bullying are required to take immediate steps to intervene.

If a student or parent feels the appropriate resolution of the investigation or complaint has not been reached, the student or parent should contact the principal or the Onslow County Schools Student Services Office.

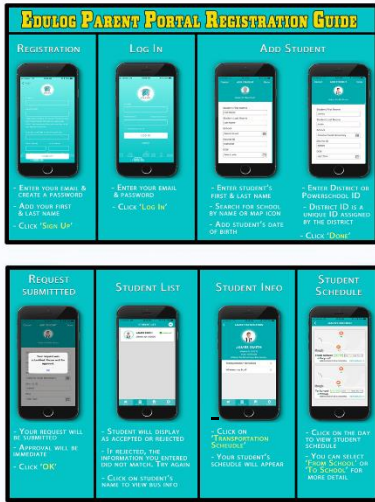
Retaliatory behavior against any complainant or participant in the complaint process is strictly prohibited.

Bullying Prevention:

- All staff receive bullying awareness professional development throughout the school year.
- Teachers are trained in the use of classroom meetings for problem solving.
- The school counselor and Military Liaison conduct regular anti-bullying and bullying awareness sessions in all classrooms.
- Students participate in Common Sense Media digital etiquette sessions throughout the year.

BUSES

If your child is a bus rider please sign up for the EDULOG Bus App. This app will share bus updates including bus routes, stop times, and schedule changes.



Parents should review bus rules and regulations that are printed in the *Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook*. A copy of this handbook is provided to every student annually. Due to the number of students on each bus, no changes will be made to a student's bus by the school. Bus changes are approved by the DES Transportation Coordinator only.

Bus Expectations

1. Be at the designated bus stop on time.
2. Good conduct is expected while waiting at and departing from the designated bus stop.
3. When boarding the bus, go directly to your assigned seat, and remain seated while the bus is moving.
4. Refrain from throwing any objects.
5. Refrain from yelling, talking loudly, or any other distracting behavior.
6. Keep arms and head inside the bus.
7. Follow all directions the first time they are given.
8. Eating, drinking, chewing gum, littering, and use of electronics is prohibited on the school bus.
9. Keep the aisles clear at all times.
10. Parents are responsible for any damage done to the bus by their children.
11. Large objects can obscure the driver's view of the road and the students. Therefore, no large objects such as flowers, balloons, or large projects may be carried on the bus.
12. Riding the bus is a privilege; however, suspension of privileges may result at the discretion of administration.

CELLPHONES/ELECTRONICS

To provide an atmosphere conducive to learning and free from electronic distractions, students are expected to keep cell phones and any other personal electronics turned off and out of sight during school hours. For students who commute to and from school on school-bus transportation, all devices must be turned off prior to boarding in the morning and remain off until departing transportation in the afternoon. When cell phones are in sight or turned on, they will be confiscated by school staff.

The device will be turned into the front office for safekeeping. The student's parent/guardian will be able to pick up the device from the office during office hours (8:00 - 3:00). Multiple offenses may result in the student's loss of privileges to have electronic devices on campus.

Effective with the start of the 2023-2024 school year, OCS School Board policy states: *students are permitted to have cell phones and other wireless communication devices on campus, 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.*

CHECKING IN/OUT

In accordance with safety procedures (for your child and all others), please do not go directly to your child's classroom when signing a student in or out (or when wishing to speak with a teacher).

The school day begins at **8:30 a.m.** All students who arrive at school after **8:30 a.m.** are tardy and must check in at the office **accompanied by a parent/guardian.** In order to check a student out from school, parents/guardians must follow the following procedure:

1. Only parents/guardians/designee may check students out of school.
2. The parent/guardian/designee must present a picture ID that will be compared to the child's demographic file before the child is released. This is a safety procedure and there will be no exceptions.
3. Students will not be able to be checked out after 2:45 pm. Multiple checkouts take away from the school dismissal processes in the office as well as disrupts the flow of business in the office. Students also miss out on vital daily instruction.

To avoid classroom disruptions, parents will not be

permitted to walk tardy students to class. Parents/visitors are allowed to walk their children to their classes during the first week of the school year. **Beginning on Tuesday, September 5, 2023, parents will not be allowed to walk their children to their classroom.**

In accordance with Onslow County Board Policy 4400, students are expected to be in attendance to participate in instruction throughout the school day. Excessive tardiness and early checkouts will be referred to the appropriate authorities and may also be considered by the principal when making promotion/retention determinations and/or social worker referrals.

COMPUTERS & ELECTRONICS

Dixon Elementary is committed to delivering a 21st century education through the use of technology. Students in all grade levels will be assigned laptop computers via the Onslow County 1:1 initiative. The OCS technology usage fee is \$25 per student.

The Student Technology Responsibility Statement, along with applicable Board of Education policies and program guidelines, will govern the issuance and use of 1:1 student device at Dixon Elementary School. Unreturned school equipment will be the financial responsibility of the student.

Guidelines & Reminders

- The electronic devices are the property of Onslow County Schools and Dixon Elementary School and must be returned at the end of the school year (or when a student withdraws, transfers, loses privileges, or otherwise ceases to attend the school). Devices will be assigned to students at the beginning of the year, and each student will continue to use his/her assigned device for the school year. The school maintains the authority to suspend or revoke technology privileges and internet access.
- Parents/guardians may be held financially responsible for damaged, lost, or stolen equipment, devices, or components. If a student device (including the charger) is not turned in at the end of the school year, fees will be charged to the student and their family.
- Students should only use the devices for sites, software, and tasks approved by the school.
- All usage on the devices is monitored by the school and by the district. Usage is governed by OCS Board Policy 3225/7320.
- Students who do not show responsibility in accessing the Internet or in using and caring for their equipment may lose some or all of their privileges.
- Parents/guardians and students must sign school

technology and digital media documents before equipment can be issued to students. Documents include the following agreement:

*"As a user of the Onslow County schools computer network, I have read and hereby agree to comply with Board Policy 3225/7320, Internet in the Educational Program. I further acknowledge **that I have no expectation of privacy in the use of any school computer or device**; that if I engage in incidental personal use, I will use only my assigned email program to communicate; and that I will not use nor will attempt to use, access, or query any non- school sanctioned internet email service; search, social networking, blog, bulletin board, or chat service; or web or cloud-based electronic service/website. This agreement will remain in effect until terminated in writing. I understand that any violation of OCS Board Policy 3225/7230, Internet in the Educational Program, shall result in loss of access*

privileges and may result in disciplinary action. I agree to utilize any district-owned equipment issued to me for the purposes it was intended."

It is essential that parents/families monitor their students when using school issued computer devices. Student computer usage is monitored by an outside digital monitoring source. Any inappropriate usage including statements of self-harm or harm or unkindness to others are reported to administration and will be followed up by the administration.

CONFERENCES

Parent-teacher conferences are encouraged to improve communication among parents, teachers, and students. If you would like to schedule a conference, please contact your child's teacher.

CURRICULA

All students at Dixon Elementary School will be instructed according to the North Carolina Standard Course of Study. Students will also receive instruction in enrichment classes such as Art, Music, P.E., Media, Technology, Global Studies, and Leadership on a regular basis.

DISCIPLINE POLICES

The staff of Dixon Elementary is committed to providing a Safe & Civil school environment for learning. Each classroom teacher has developed a plan that begins with teaching positive behaviors to students coupled with rules and procedures that will provide an environment that is conducive to learning and help each student to develop self-discipline while growing their leadership skills. Most misbehavior will be taken care of by the classroom teacher in accordance with

the classroom management plan. For persistent discipline problems or severe acts of inappropriate behavior students may be referred to the administration.

SCHOOL RULES:

1. Be courteous and respectful to staff and students.
2. Keep hands and feet to themselves at all times.
3. Remain quiet and orderly in the buildings and on the school grounds.
4. Bring only educationally necessary materials to school. Items such as toys, games, electronics, matches, or sharp objects are not allowed on school grounds and buses. The school is not responsible for lost or stolen items.

DISMISSAL

Please keep in mind that the times/information listed below are approximations and subject to change. The dismissal process will begin approximately at 3:20 pm. Students will be escorted to the buses at approximately 3:30 pm (or when their assigned bus arrives to school).

- Please note that bus routes frequently run late.
- Car riders are dismissed from the multi-purpose room.
- Bus riders are dismissed to the front of the school building through the main entrance.

DRESS CODE

Dixon Elementary School, in accordance to OCS Board Policy has adopted the following dress code guidelines:

- Hats should not be worn inside any building. This applies to **all** students.
- Shorts, skirts, and skorts must be appropriate length. Use the "fingertip rule" as a general guideline.
- Appropriate shoes should be worn for safety reasons. Flip flops, cleats, high heels and Heelies® are not allowed at any time. Sandals that expose the toes are not permitted during PE and structured recess which occurs each day. Students may wear sandals that have an ankle strap on non-PE days.
- Baggy or "Sagging" of pants or shorts is not permitted. A belt must be worn if pants are not able to stay at the waist.
- Wearing long chains or spiked jewelry is not permitted.
- Clothing, including face masks, should not contain vulgar or obscene language or pictures.
- Clothing that represents gang affiliation; encourages the use of tobacco, alcohol or other drugs; or contains the use of profanity,

sexually explicit, or other messages that would cause substantial disruption or material interference with school activities- or invade the rights of others-is not permitted.

- Shirts must reach the waist of pants; midriff, stomach, or lower back may not be exposed.
- Tank tops (boys and girls), spaghetti strap shirts, and halter tops are not permitted unless another shirt is worn over or under these garments.

If a student is dressed inappropriately, the parent or guardian may be contacted to bring an appropriate change of clothing. If an adult is unable to be reached or unable to bring a change of clothes an alternate garment may be loaned to the student to wear for the day.

Students are able to wear face masks if their families feel that they need to do so. Mask wearing remains optional for Onslow County Schools.

EMAIL AND CLASS DOJO COMMUNICATION

If you have a concern or need to communicate with your child's teacher, each OCS employee has an email account.

Teacher Email: firstname.lastname@onslow.k12.nc.us All emails are also posted on our school website.

Each Dixon Elementary classroom also has a ClassDojo account where our school, grade level, and classroom announcements are posted. Another feature to this app is a messaging system where you can send direct messages to your child's classroom teacher. This is the most effective and quickest way to contact your child's teacher.

FEES

The Onslow County Board of Education has established the following fee for students in grades K-5:

1:1 Laptop Usage Fee	\$25.00
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*Students are held responsible for lost and damaged textbooks, library books, laptops, and chargers.

A fee-waiver may be possible for families who cannot afford to pay student fees. Please contact the school office for a fee-waiver form. Documentation will be required. Fee waivers do not cover field trips or lunch/breakfast fees. Fee waiver request forms can be requested in the school office. Completed forms and required documentation are to be submitted to Mrs. Bulris.

It is important that school fees are paid and all school items returned each year. These fees will follow a

student each year. This will impact students in high school when they are getting ready to graduate from high school.

FIELD TRIPS

Students may have opportunities to participate in off campus activities throughout the year. Information on the purpose of the trip, the cost, and schedules will be shared with parents before the trip. Many of the trips require special bus arrangements and advance ticket purchases. Therefore, we ask that you please adhere to the payment deadlines and due dates for permission slips. Parental permission slips will be required for all students who leave campus during the school day for a field trip.

Please note that no refunds will be given.

FOOD ITEMS

Due to the potential for food borne illnesses and allergies, items brought in for birthdays and classroom celebrations must be purchased from stores.

FORMS OF PAYMENT

Online payments, cash and checks are accepted when making payments to Dixon Elementary School. Your current address and phone number must be included on the check. Onslow County Schools uses a check recovery company for all returned checks. There will be a \$25 fee for all returned checks. School Cash online information can be found at: <https://www.onslow.k12.nc.us/schoolcash>

When making payments for lunch accounts, make payment to Child Nutrition. You can visit the cafeteria to make payments or pay online using a credit card. The website is:

<https://www.schoolnutritionandfitness.com/index.php?sid=1501179229405&page=prepaidacct>

You will need your student's lunch number. This can be provided by the teacher, the cafeteria, or in the office.

GRADING POLICIES

Report cards are sent home every nine-weeks. Interim reports are sent home midway through the grading period on the dates designated on the Onslow County School calendar.

Kindergarten, 1st, and 2nd grade student report cards use an A, O, B grading system:

- A: Above Grade Level
- O: On Grade Level
- B: Below Grade Level

Beginning in 3rd grade, students will be on a 10-point grading system.

- A = 90-100
- B = 80 – 89
- C = 70 –79
- D = 60 – 69
- F = 59-Below



Parents may also log into the PowerSchool Parent Portal App to view student grades and progress.

HEARING SCREENINGS

Onslow County Schools provides mass hearing screenings to all preschool, kindergarten, and 1st graders. In addition, any student can receive a hearing screening with a verbal or written request from a teacher or parent.

If you do not want your child to be screened or if you have questions, please contact:

Katie Wegman, Au.D., CCC-A, Educational Audiologist
910-455-2211 x 20243 ~ katie.wegman@onslow.k12.nc.us

HEAD LICE

Head lice are blood-sucking insects that live on the scalp and hair of humans. They are transmitted by direct contact with others who are infested, wearing infested clothing, using infested combs and brushes, and other types of contact. Students will be checked periodically by teachers and assistants for head lice. The school recommends that you check your child regularly at home as well. Students who have head lice must be picked up from school immediately for treatment. Students who return after having head lice must be brought in by a parent and checked by the school's nurse, or office personnel. Students may not ride the bus until they have been cleared from the office.

HOMEWORK

The purpose of homework assignments is to reinforce what is being taught in the classroom, develop good study habits, and promote parent involvement in schooling. Students in all grade levels may be assigned homework. These assignments will be structured in a manner that students can successfully complete them independently. Homework can be an integral and relevant part of every student's instructional program. Assignments will be brief and allow enough time for independent reading and extracurricular activities outside of school.

HONOR ROLL AND PRINCIPAL'S LIST

Students should be recognized for academic achievements throughout the year. **The Honor Roll** recognition will be given to students meeting specific criteria. Students must receive no grade below an A or B in any area where an actual grade is assigned. Subjects that receive an S, N, or U are not considered when determining Honor Roll.

Students who exhibit exemplary performance in the

classroom will be recognized with the honor of **Principal's List**. These students must maintain all A's in subjects where a grade is assigned.

Subjects that receive an S, N, or U are not considered when determining Honor Roll.

While not considered for Principals List/Honor Role, Conduct, citizenship, specials, etc. can be included as criteria for selection in academic honor societies or other recognition programs that are designed to recognize the student as a whole.

IMMUNIZATIONS

Dixon Elementary follows all state laws regarding childhood immunizations. Within the first 30 calendar days of his/her first enrollment date, each student must show evidence of immunizations based on requirements of G.S. 130A-154(b). Please contact the school nurse if you have any questions.

INCLEMENT WEATHER

In the event of inclement weather, parents and students should listen to the local radio and TV stations for the latest school closing and delays. You may also call 910-989-2211 for school closing information.

In the event of a 2-hour delay, students should arrive at their designated bus stops exactly 2 hours later than normal.

If bad weather or potentially hazardous conditions result in the early release of students, information about school closings will be announced on local radio and television stations. Make arrangements in advance to prepare for such emergencies and ensure proper supervision will be at home when the student arrives off the bus.

It is imperative that the school has the most up-to-date contact information on file for each student. Please contact the data manager to update your contact information if it changes throughout the school year.

LUNCH/MEALS

Onslow County Schools provides breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. These guidelines limit the amount of fat, sodium, and sugar in meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches contribute to the success in the classroom and students' academic performance. Menus are available on the Onslow County Schools website at www.onslow.k12.nc.us and in local media.

*****For the 2023-24 school year, students will not be provided free breakfast and free lunch. Federal waivers have expired that have allowed for free meals. Families are responsible for a student's meal charges.**

Meal prices are \$1.25 for breakfast and are \$2.50 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$0.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. No a la carte items will be charged.

Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval.

A parent/guardian may request a copy of their student's account. For any information, contact the school cafeteria manager at 910-347-1717.

Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office.

Other methods of payment are debit/credit card online at: www.k12paymentcenter.com.

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. **Only one application per household** should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not receive notification for **all (each individual child)** students in the household, please notify the school nutrition central office immediately.

MEDICATION

Onslow County Board of Education has in effect a policy for the administration of medications to students during the school day. Every effort should be made to give medications at home before or after school. Students who must take any type of prescription medication during the school day must have a completed "Permission for Prescribed Medication Form" (available in the school office) signed by both doctor and parent/guardian prior to the medication being dispensed. Students may not transport medication to and from campus. All medication is to be registered with the school nurse in an appropriately labeled container. School personnel are not allowed to dispense over the counter (OTC) medication to students without a doctor's prescription and completion of the proper form.

MOMENT OF SILENCE

The Onslow County Board of Education has adopted the following policy for all schools:

"A moment of silence shall be observed at the beginning of each day in all grades in the school system. The moment of silence may not exceed one minute in length, must be completely unstructured and free of influence from any source and no other activity shall be allowed during that time."

NATIONAL ELEMENTARY HONOR SOCIETY

DES is an official chapter of the National Elementary Honor Society. Students in 4th and 5th grades can qualify for induction into the National Elementary Honor Society based on their citizenship and academic performance in elementary school.

NEWSLETTERS/BLACKBOARD

School newsletters/information are sent home each month electronically and are also available on the school website.

<https://www.onslow.k12.nc.us/dixones>

Blackboard is also utilized to send automated phone messages each week to parents/guardians regarding a wide variety of school events. It is imperative that the school has the most up-to-date contact information on file for each student, so that you can stay update regarding school happenings. Please contact the data manager to update your contact information if it changes throughout the school year.

PARENT TEACHER ORGANIZATION

Dixon Elementary School has a wonderful and active parent-teacher organization.

As a school we encourage parents/guardians to be active in this organization as the PTO provides a great support to the staff and students of DES. The structure and time of meetings will be published at the beginning of the school year.

PTO Website ~ <https://despto.ptboard.com/home>

PTO Parent Facebook Page ~

<https://www.facebook.com/groups/2030635140504454/>

PROMOTION

Onslow County School System promotion standards are:

K-2 Promotion Requirements By the end of kindergarten and first grade, progress on the Onslow County School System K-2 Literacy and Math Assessment shall be considered for promotion to the next grade. By the end of second grade, students will have acquired on-grade level proficiency as determined by the Onslow County School System K-2 Literacy and Math Assessments to be promoted to the next grade level.

Promotion Requirements Students in grades three through five shall demonstrate proficiency with an achievement score at Level III or above in both reading and mathematics on the NC End-of-Grade tests to be promoted to the next grade. In grades three through five, subject and grade requirements shall be considered for promotion. Students must receive a passing grade in reading and math on their report card.

§ 115C-288. Powers and duties of principal.

To Grade and Classify Pupils. – The principal shall have authority to grade and classify pupils.

RECORDINGS

Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.

SAFETY

1. Emergency Drills – As a part of our Safe School Plan, we will practice safety drills on a regular basis. Drills that are practiced may include: fire, tornado, intruder, and other drills as required. It is important that you stress the importance of participating seriously in the drills in order for your child to build mature, inner resources needed for emergencies. Fire and emergency drills are held in accordance with state regulations.
2. Loading and Unloading Your Child at School – Students may be dropped off in the front of the school where staff is assisting with car doors. Students should **not** be dropped off in other areas or escorted to class from the parking areas by older siblings under the age of 16. Please use extreme caution.

SCHOOL COUNSELOR

Dixon has a School Counselor who conducts small group, whole class, and individual counseling sessions. The counselor is available to assist students and parents who are experiencing school related problems with their child and to assist/teach units needed by students. Please call the school to schedule conferences with the counselor as needed. Informative parent sessions will be scheduled during the school year by the guidance counselor as needed. Additional information will be sent home concerning the dates, time, sessions being offered, and speakers for these sessions.

SCHOOL HOURS

School Drop off begins at 8:10 am.

Our instructional day begins at 8:30 am.

All students who arrive to school after 8:30 am are considered tardy and must be checked in to the office by a parent or guardian.

Our instructional day ends at 3:25 pm.

Dismissal for students begins at 3:30 pm.

SNACKS

Students are encouraged to bring a snack to school each day. Students may also purchase supplemental items during their lunch period in the cafeteria. In response to health and safety concerns, all snacks and treats brought to share, such as for birthdays, class snacks, and holidays, must be purchased from a store and within the expiration period. **A scheduled snack** time may be established by the classroom teacher. Students are only permitted to eat during their designated snack time unless there is a documented medical need for additional snack times.

STUDENT CLASS PLACEMENT

In making plans for class assignments each year, students will be assigned by the administration with input from the staff. The staff will consider factors such as learning styles, student interaction, class size requirements, and student/ teacher relationships. This process is important in order to create positive class environments. Teacher assignments to the class groups are completed over the summer and take into consideration teaching styles and interpersonal needs of students.

Parents may wish to share specific information regarding their child's learning style to aid in the process. Any of this information should be put in writing to the administration with specific details noted for consideration. Parent input is crucial to a student's success; however, **it is not possible to honor parent requests for specific teachers.**

STUDENT RECORDS

Pursuant to the Family Education Rights and Privacy Act (FERPA), & the OC Board of Education, parents of students under 18 years of age have the right to inspect school records. Parents/Guardians that move to a new address, obtain a new work phone number, or obtain a new home telephone number should call the school and provide the office with their new demographic information. It is important that all student information is kept up to date so parents can be contacted if necessary.

Directory Information: Onslow County Board of Education classified the following as directory information: name, school, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams and degrees and awards received. School officials may release this information to any person without the consent of the parent or student. Any parent who objects to the release of any or all of this information without consent must notify in writing the principal of the school where the records are kept within 30 days. The objection must state what information the parent or student does not want classified as directory information. If no objection

is received within 30 days, the information will be classified as directory information until the beginning of the next school year.

TELEPHONE USE (OFFICE)

Telephones in the office are for **emergency** use only. Students must have a pass from a teacher and permission from the school receptionist to use the phone. Leaving materials, book bags, lunchboxes, homework, etc. at home is **not** considered an emergency and students will not be permitted to use the phone for these reasons. Also, travel arrangements should be made prior to coming to school.

TESTING/ASSESSMENTS

The NC Department of Public Instruction believes – and it is Onslow County School Board Policy – that an effective testing and assessment program evaluates the progress of individual students and helps to ensure that educational goals and objectives are being met for every child.

A testing program also assists in the continued refinement of the instructional program. Every effort will be made to ensure that the testing program contributes to the learning process. End-of-Grade testing for students in 3rd, 4th and 5th grades; Read to Achieve assessments; diagnostic testing, benchmarks, and progress monitoring for Kindergarten, 1st, and 2nd grade will be administered as required by local and state policies and laws. Additional beginning of the year, middle of the year, and other interim assessments may also be administered in order to collect formative and summative data needed to ensure each student's academic needs are being met.

TEXTBOOKS & LIBRARY BOOKS

Textbooks, workbooks, library books, and school computers are instructional materials and some of many resources utilized for teaching concepts in each subject. They are the property of DES and/or Onslow County Schools. If books or computers are lost or damaged, the student may be held responsible for replacing the item.

TITLE IX STATEMENT

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540, 910-455-2211.

TRANSFER/WITHDRAWING STUDENTS

Parents that wish to withdraw their child should notify the Data Manager for an explanation of proper procedures.

TRANSPORTATION CHANGES

All changes to a student's routine transportation to and from school require a written, dated, and signed note from the parent or guardian. **Transportation changes will not be taken over the phone. If written notice is not given, the student will be required to use their routine method of transportation.**

VALUABLES AND MONEY

Students should not bring large amounts of money or valuable personal property to school. The school will not assume responsibility for the personal property of students and is not staffed to complete investigations into such matters. Only items that will be used in academic instruction should be brought to school.

VISITORS/ VOLUNTEERS

All visitors and volunteers must check in at the school office. Upon check in, a visitor's badge will be issued that must be worn at all times while on campus. To protect instructional time, visitor passes will not be issued after 8:30 unless prior arrangements have been made with the classroom teacher (24-hour notice).

Parents are encouraged to participate in school activities and in their child's classroom. Parent participation shows support for the child and the school and helps the parent gain insight into the child's progress.

After the first week of school, parents will not be allowed to park and walk their children to their classrooms throughout the school year. **In accordance with Onslow County School Policy, classroom volunteers and field trip chaperones must be fingerprinted.**

WATER FOUNTAINS

Water fountains and water bottle filling stations are available throughout the school building.

Students are encouraged to bring a water bottle to school. Students will have access to water in classrooms.

WEBSITE

Information about DES programming, activities, events, and teacher webpages may be accessed online at the school web address:

<https://www.onslow.k12.nc.us/dixones>

