

Parent-Student Handbook 2024-2025



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SCHOOL HOURS

7:15	Doors open. Breakfast begins
7:45	Tardy bell rings
2:45	Bus and Daycare riders dismissed
2:50	Car riders dismissed
2:55	Walkers dismissed

Dr. Lisa Peele, Principal

Tony Bello, Assistant Principal

 Clyde Erwin Elementary

 @clydeerwinelementary

 @ClydeErwinElem



Welcome to Clyde Erwin Elementary Magnet School, home of the Eagles! We are excited about the new school year and the opportunity to work together with families to provide our students the environment they need to grow as learners and global citizens.

This parent-student handbook is designed to keep our students and parents informed of current policies, programs, and other important information about school. Make sure and connect with ClassDojo, visit our school website, and follow us on social media to stay informed throughout the year. If you have any questions, or if we can be of assistance, please do not hesitate to contact us. We look forward to working with you!

Dr. Lisa Peele, Principal
Tony Bello, Assistant Principal

Vision

Empowering students to rise up and soar in our changeable and diverse world.

Mission

Clyde Erwin Magnet School stakeholders synergize to provide a rigorous and quality education that encompasses dual language, the Arts Academy as well as the Magnet model components, while celebrating diversity in a respectful and nurturing environment.

Core Values

- Every student can set goals, be creative, learn, and be successful.
 - Students are the center of all decision-making.
- Provide a nurturing, respectful, and inclusive environment for every student, every day.
 - Motivate and prepare students for life as global citizens.

Goals

Every student at Clyde Erwin Elementary is taught by excellent educators, everyday.

Clyde Erwin Elementary is supported by effective and efficient systems.

Every student at Clyde Erwin Elementary will have a personalized education that provides them with the foundations necessary for success in high school and beyond.

Every student in Clyde Erwin Elementary is healthy, safe, and responsible.

Eagles SOAR

Stay safe

Own your actions

Act responsibly

Respect everyone and everything

ARRIVAL & DISMISSAL

Arrival and dismissal procedures are designed to ensure the safety of our students, staff, and parents while on campus. While we enjoy having our CEEM families in our halls, we are closely monitoring who is in our building and have put guidelines in place to help with safety of our students. Due to this, we highly encourage parents to use the car rider line when dropping off and picking up students and dropping off/picking up walking students at designated exterior doors. Please refrain from parking on the street and at neighboring homes.

Arrival Procedures:

- School doors will open at 7:15 a.m. Students will be able to get breakfast or report to their classrooms.
- Car rider students that plan on eating breakfast at school must be in the breakfast line by 7:30 a.m.
- Students should not arrive before 7:15 a.m. as staff is not available for proper supervision.
- Parents may go through the car rider line or walk their children to the front or back door entrances to tell them goodbye. Staff members will be available to help guide students to classrooms.
- The tardy bell rings at 7:45 a.m. Students will be considered tardy if they arrive after this time. Students must be in their classroom when the tardy bell rings. If your child is tardy, please ring the front doorbell and someone will come out to help you sign in.
- **Kindergarten Beginning of the Year Arrival:** Kindergarten students may have two guests to walk them to their classroom on the **first week of school**. For the remainder of the school year, parents of walking students are welcome to walk their students to the front or back door entrances and tell them goodbye. At that point, a Clyde Erwin staff member will guide them to the classroom.

Dismissal Procedures:

- Please let your child's teacher know how your child will dismiss each day. If there is a change in your child's transportation (one-time or permanent), please send a note to your child's teacher or you may fax or email in the change with your name, child's name, transportation change, and contact information before 2:15 p.m. No phone calls will be accepted.
- ***Car Riders:*** Students who are car riders will wait in the cafeteria and back breezeway each afternoon. Staff members will call students to meet parents in the rear parking lot. Parents should follow the instructions of staff members to help with a quick and smooth car dismissal. Parents should remain in their cars and move quickly out of line after receiving their child. Please do not pass other cars in the line unless directed to do so. Parents picking up students in the car rider line must have a pick-up card (car tag). These will be passed out during the first week of school. For the safety of our students, any parent without the appropriate pick-up card will need to show ID. Students must enter and exit from the right side of the car. Please ensure your child has his/her belongs together and is ready to exit the car as soon as you arrive. This will help to keep our car line moving.
- ***Please note:*** *If your child is a car rider and you are not in a vehicle and instead walk up to the building - we will not dismiss them to you. You will need to get in line at the walk-up door at the media center with your tag and wait to receive your child.*
- ***Walker:*** If you wish to have your student walk home without parental supervision, your child will be a walker. If your student is a front door or back door walker they will be dismissed from the appropriate entrance.
- ***Walk-Up:*** If you wish for your child to be held at school for you to "walk-up" and meet them, they will be called a "walk-up". If you designate your child to dismiss as a "walk up" you will meet them at the side door of the media center. You will receive a pick-up card to show to the staff member who will call for your child. If you do not have your card, you will need to show ID. **This option should be used by parents who are walking their student home, not parking and picking up. If you are driving to campus, please use the car rider line to pick up your child in order to help us limit the number of people in one area. The parking lot across the street does not belong to the school.*
- ****For Car Riders and Walk-ups, ID will be required on the first day of school.**

ASSESSMENTS

Students in all courses will be assessed with a variety of formative and summative assessments. Formative assessments may include, but are not limited to, completion of assigned classwork, quizzes, benchmark

assessments, involvement in classroom discussion and activities, and participation in other appropriate learning activities. There will be benchmark assessments at several times during the year using an administrative approved program that will provide specific information about standards mastered. Summative assessments will be conducted at the end of units and may be in the form of student-developed projects, tests, written reports, or presentations.

ATTENDANCE

It is our desire to see that all students establish a good attendance record. A student must be present at least half of the school day (arrive before or checked out after 11:15 a.m.) to be counted present. A student who is absent is required, upon returning to school, to present a note to the homeroom teacher stating the reason for the absence, date(s) of absence(s), and the signature of a parent, guardian, or other persons in charge of the student. *After ten (10) accumulated absences, further documentation (i.e.: doctor's note, court document, etc.) will be required to consider an absence as excused.* Students who arrive to school after 7:45 a.m. will be considered tardy. Students must be in their seats at 7:45 a.m. to not be marked tardy. **Tardy students must be checked in by their parent or guardian.** A parent, who brings a child to school late or checks a child out of school early, must ring the front bell and an office staff member will come to help you. Please do not drop the student off at the front door without a parent. If a student is dropped off at the front door without a parent, the office will call the parent to come back to the school to sign the child in. It is our policy that students will not be called to the office for check out until the parent has arrived on campus and checked the child out in the office. To limit instructional interruptions, access to classrooms (without an appointment) is limited during school hours.

Backpacks

Rolling backpacks will not be allowed on campus. All students will need a bookbag with a padded laptop storage.

BUS REGULATIONS

Riding the bus is a privilege. It is very important for students to obey all rules regarding school buses. Parents and students will receive a handbook for bus rules and procedures. Please stress to students the importance of following those rules. Failure to do so will result in losing the privilege of riding the bus as well as possible suspension. The following rules have been established by the Onslow County School's Transportation department and must be observed for the safety of all bus students:

1. Obey and respect the bus driver.
2. Be at the designated pick-up area on time.
3. Take a seat and remain seated when riding to and from school. Do not stand up to exit the bus until the bus stops.
4. Refrain from throwing paper, pencils, or any object.
5. Never put head, arms, or any objects out of bus windows.
6. Keep noise down by not yelling, laughing or talking loudly.
7. Fighting or pushing will not be tolerated.
8. Obey and respect the bus driver.
9. Refrain from chewing gum, drinking, or eating on the bus.

Students who ride hub buses are governed by the same rules as all other bus riders. Families who fail to pick up students from their hub stop on time will lose hub bus privileges.

CAFETERIA CHARGES

It is the responsibility of the parents to make sure that their child's lunch account has sufficient funds to cover breakfast and lunch. It is also recommended that parents apply for the Free/Reduced Lunch Program (link on the Clyde Erwin website). This program will help with meal costs to those families that qualify. A student will not be able to purchase a la carte items if there is a negative balance on the student's lunch account. All student lunch charges must be paid in full by the end of the current school year.

CHECK IN & CHECKOUT

All students arriving to school after 7:45 a.m. or leaving before 2:15 p.m. must be signed in/out by a parent or guardian. Please ring the front bell and a staff member will assist you with this process. **Students will be unable to checkout after 2:15 p.m.** No student will be released from school without proper identification of the adult checking the child out from school.

CELL PHONES, SMART-WATCHES, AND ELECTRONIC DEVICES (PERSONAL)

We understand the value that cell phones have in communication between parents and students. For this reason, we allow cell phones at school for use *after* school hours. During school hours, 7:45 a.m. to 2:45 p.m., cell phone use is prohibited, this includes the use of smart watches. Cell phones are to be turned off and kept in bookbags. Students will not be allowed to carry cell phones on their person and smart watches should not be used for phone calls and text messaging during the school day. All other personal electronic devices should not be brought to school. These devices may include, but are not limited to MP3 players, electronic readers, tablets, and laptop computers. CEEMS is not liable for lost, damaged, or stolen electronic devices and/or accessories. CEEMS reserves the right to check personal electronic devices when reasonable suspicion of inappropriate usage is present or to help prevent the spread of malicious electronic activity via viruses. Abuse of cell phone privileges may result in cell phones being held in the front office during the school day or the privilege to bring them to school revoked due to inappropriate use.

Policy Code: 4318 Use of Wireless Communication Devices

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, smart watches, electronic devices with internet capability, paging devices, two-way radios, and similar devices.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses.

B. Consequences for Unauthorized Use

School employees have the authority to confiscate any wireless communication devices that are on, used, displayed, or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned in accordance with the school's code of conduct.

The disciplinary consequences for violations of this policy will be consistent with Section D of policy [4300](#), Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

C. Search of Wireless Communication Devices

In accordance with policy [4342](#), Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#)

Cross References: Student Behavior Policies (policy [4300](#)), Disruptive Behavior (policy [4315](#)), Student Searches (policy [4342](#))

Adopted: February 7, 2023

COMMUNICABLE DISEASES

Because a school brings many children into close contact daily, transmission of communicable diseases can take place. If your child contracts a communicable disease such as COVID, chicken pox, measles or the flu, he or she should remain at home until after the contagious period of disease is over (Refer to OCS Board Policy 4230.5). If **your student has a fever over 100 degrees Fahrenheit, they must remain out of school until they have been fever-free for 24 hours without using medications.** If you are in doubt about when your child can safely return to school, consult a physician. The school is not liable for any medical costs.

CONFERENCES

Parents/guardians are encouraged to conference with their child's teacher throughout the school year. Conferences can be scheduled by contacting the teacher or the school office. The office phone number is (910) 347-1261. In most cases, teachers need *at least* 24 hours notice. Conferences will not take place during instructional time. Teachers will request a conference during the first quarter. Parents will need to park in our staff parking lot when attending conferences.

CURRICULA

All students will be instructed per the NC Standard Course of Study. In English/Language Arts (reading, writing, speaking/listening, and language), word study and critical thinking skills are used to address different learning styles of children. In math and science, problem-based learning and inquiry-based skills are emphasized. Students will receive instruction in art, dance, music, P.E., character education, social and emotional learning (SEL), media and technology on a regular basis.

Clyde Erwin strives for high academic standards. Students are responsible for the completion of assigned daily work, tests, quizzes, homework, special projects, and class participation. Parents should check with their child for upcoming projects, homework assignments, tests, or to reinforce accomplished daily work. Research indicates reading at home with a parent or sibling increases reading success. Therefore, it is asked that all students read at home daily.

All students will be graded in nine-week segments with interim reports at the midpoint. Students in kindergarten through second grade will be graded with an assessment report that lists required skills and the progress being made on those skills. Students are graded on tests, quizzes, homework, classwork, special projects, and class participation. The following scale is used for Onslow County Schools:

Kindergarten-Second Grade

S=Satisfactory

N= Needs Improvement

O/A/B= On/Above/Below Grade Level

Third-Fifth Grade

90-100 = A (Excellent)

80-89 = B (Above Average)

70-79 = C (Average)

60-69 = D (Below Average)

40-59 = F (Well Below Average)

CUSTODY INFORMATION

In the event the custody of the child has been determined by a court, it is necessary for parents or the legal guardian to provide the most current custody order. We are required to abide by the terms of the order. Please do not ask or expect us to ignore the terms of the court ordered custody.

DISCIPLINE

The staff is committed to providing a safe and nurturing school environment for learning. A school-wide discipline plan has been developed 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 child develop self-discipline. Most inappropriate behavior will be taken care of by the classroom teacher in accordance with the classroom management plan. Think Sheets will be utilized in the classroom to inform parents of student behavior. Three think sheets will result in an office referral. Parents and teachers will work together to resolve any issues that may occur. For persistent discipline problems, inappropriate behavior that results in the interruption of instruction or presents a safety issue, students may be referred to administration.

Depending on the incident, discipline matters are handled in a variety of ways: conferencing with students, parent contact by a teacher, administrator notes home, lunch detention, time-out, in-school suspension, and out-of-school suspension.

In cases where out-of-school suspension is the administrative decision, students may be suspended up to ten days. The severity of the incident, repeated offenses by students, and the age of the student will be taken into consideration when making disciplinary decisions. In rare cases of severe offenses where the health and safety of staff and students might be affected, expulsion from school may result.

Prohibition Against Discrimination, Bullying and Harassment Onslow County Schools Policy 1710/4021/7230-

The board will not tolerate assaults, threats, harassment, or bullying by any student. Acts of retaliation for reporting violations of this policy are prohibited. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and environment for learning. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgement and reasonable discretion in determining the appropriate consequences for violation of board policies, school standards or rules.

1. Prohibited Behavior: Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication.

2. Reporting Bullying: Students, parents, and staff can submit bullying complaints through an online submission form. The form is posted on our school website. These submissions are routed directly to the school counselor and the administrators for quick action.
3. Reporting: Students, parents, volunteers, and/or visitors are encouraged to submit any complaints through the grievance procedure established in policy 1740/4010. Reports may be made anonymously, and all reports shall be investigated.
4. Consequences: Violation of this section may result in suspension. A determination of the appropriate consequence will be made with policy 4300/4302.

While the administration does not like to use punitive measures, certain acts and behaviors leave little choice: fighting, involvement with drugs and alcohol, disrespect toward a staff member, skipping school, smoking, possession of a weapon, vandalism, disruption, repeated misbehavior, cheating, theft, and vulgarity. The acts may result in a suspension from school. In situation where suspension is deemed appropriate, students may be suspended up to ten days.

PLEASE NOTE: Students are not permitted to bring toy guns or knives to school. This includes pocketknives, Boy Scout knives, etc. This will result in suspension from school.

DRESS CODE

Students are expected to be dressed for the business of learning. Consequently, it is mandatory that all students arrive at Clyde Erwin Elementary in full uniform and remain in full uniform through dismissal. Most retail stores in the area and many online vendors sell the required apparel (see list below). It is the responsibility of the family to provide uniforms. **** If a student comes to school out of uniform, the student will be sent to In-School-Suspension until the parent brings a change of clothes.**

Shirts & Blouses	<ul style="list-style-type: none"> • Solid white, solid navy blue, or school spirit shirt • Long or short sleeves • Collared; no hoods • Button or snap front • Bottoms of shirts tucked in <p>They must remain buttoned except for the top button. Except for girls' "dressy" blouses, shirts also must always remain completely tucked in. Solid white undershirts may be worn; however, the sleeves must not exceed the length of the shirt. No undergarments should be visible through the shirt.</p>
Pants, Shorts, Skirts, Dresses, & Jumpers	<p>Solid tan or navy blue</p> <ul style="list-style-type: none"> • No denim • No leggings as pants • Must wear belt if garment has belt loops • Shorts, skirts, and dresses must be no shorter than 3" above the knee. The top of any slit may come no higher than the longest finger of your hand when extended at your sides. Overalls may not be worn.
Belts	<ul style="list-style-type: none"> • Solid brown, black, or navy blue with non-decorative buckles • Must be worn through belt loops
Socks, Pantyhose, & Stockings	<ul style="list-style-type: none"> • White, navy or black socks visible above the shoe (no "no-show" socks) • Females may wear natural-colored hosiery or solid leggings in navy or white
Shoes	<ul style="list-style-type: none"> • Dark blue, dark brown, or black (solid-colored) or sneakers • Closed toes and heels • No wheels/skate shoes/boots/Crocs/shoes with a heel <p>Shoes may not enclose the ankle (no high-tops or mid-tops). Shoelaces remain tied and match the color of the shoe. Sneakers/athletic shoes must be worn in physical education class.</p>

**Sweaters, Cardigans,
Sweatshirts, Vests, or
Blazers**

- Solid white, navy blue, or tan
- No hoods (hooded garments may not be worn in the building)
- Shirt collars must remain visible

Hoodies, jackets, and coats may not be worn inside the building (unless transitioning to or from outdoors). Students who are “cold-natured” should wear a hoodless cardigan, sweater, vest, or blazer that meets school uniform code.

DRESS CODE ADDITIONAL RESTRICTIONS

- Outerwear, other than sweaters, may not be worn in the building.
- Hats or caps will not be worn.
- Blue jeans and denim are not allowed.
- Sagging and bagging of clothes is not allowed.
- Hair will be neatly groomed.
- No long fingernails or artificial nails (nails should not interfere with daily routines)
- No headgear
- A belt must be worn if pants, slacks, shorts, skirts, or jumpers have belt loops.

Spirit Wear Shirts and Tops: Students may wear Spirit Wear tops with their uniform bottoms. Spirit Wear is available for purchase online at school twice a year.

EMAIL USAGE

The school email accounts are to be used for school business only. Any emails which are not considered academic enrichment emails will be flagged and the students’ account could be flagged for immediate shutdown. Emails which could be flagged include personal communication threads with friends, emails to parents during the day, cyberbullying, inappropriate language, and other comments of mature nature. Any flagged email accounts could also result in a major referral to the administrators.

EMERGENCY INFORMATION

The school needs at least two current telephone numbers to call in case of illness or injury of student. **Please inform the school office if you move or if your telephone number changes during the school year. Our records must be current at all times.** In the event the parent/guardian is not able to be reached, emergency persons will be contacted to assist or pick up the student. If emergency contact is not available or up to date, law enforcement may be called to assist.

ENRICHMENT CLASSES

Students will receive instruction in Enrichment Classes such as Art, Dance, Music, PE, Library and Technology on a regular basis. The state curriculum is followed to ensure that all students are exposed to a variety of educational and fun activities while developing skills and knowledge in these areas.

Field Trips

Students may have opportunities to participate in extra-curricular activities throughout the year. This includes trips to local/statewide places that enhance the curricula/classroom activities. Students must have **signed** forms and comply with school policies to participate. Students’ behavior will determine if they get to participate in off campus field trips. Students will be expected to stay with their class on these trips and abide by all school policies, as school staff are responsible for them. Parents are not permitted to drive their child to the field trips. Parents supervising students on a field trip are required to be fingerprinted by Onslow County Schools. Field trip dates and costs will be determined by each grade level and parents will be notified in a timely manner of the event by the classroom teacher.

GENERAL SCHOOL POLICIES

- Remain quiet and orderly when in the school building.

- Students are expected to follow classroom and school rules at all school-sponsored events, whether on or off campus.
- Practice good manners and social etiquette at all times, to all students and staff members.
- The use of profanity and other abusive language is not permitted.
- Students must keep their hands and feet to themselves, and not encourage or participate in physical or verbal altercations (even when it is in a playful manner).
- No toys, balls, or trading cards should be brought to school unless they are for a specific class project. If students bring these items to school, they will be taken, and parents will have to come and pick them up from administration. Administration will not be responsible for lost, stolen, or damaged items.
- No other bags (only bookbags) should be brought to school unless they are for a specific class activity. If students bring these items to school, they will be taken, and parents will have to come and pick them up from administration. Administration will not be responsible for lost, stolen, or damaged items.
- Use of cigarettes or any other tobacco products is prohibited on campus. That includes all staff, students, parents, and visitors. *(Use of tobacco on school property is not permitted by staff, students, parents, or visitors. Onslow County Board Policy 7250)*
- No water pistols, other types of “toy” guns, or other toys that even slightly resemble a gun are permitted on campus.
- No firecrackers, matches, lighters or any other incendiary devices are allowed on campus.
- No knives, Swiss army knives, fingernail clippers or any other sharp device that could be considered a weapon are permitted on campus.
- Students may not sell, barter, or trade items at school.
- Chewing gum is not permitted on campus at any time.
- Drinks in glass bottles are not allowed on campus.
- **Food brought into the school for classrooms must be purchased and have ingredients labeled.**
- No outside food may be brought into the school (only a lunch or snack from home).
- Only reusable water bottles are allowed in the classroom (no cups or other beverages).

GUIDANCE

Our school is staffed with a full-time school counselor. Our counselor works with classes, small groups, and children on an individual basis. Onslow County Schools’ character traits are the focus of most class lessons.

HEALTH SERVICES

Students are screened throughout the year for vision, dental, and hearing. You will be contacted if your child needs further screening and/or treatment. If you prefer that your child not be screened, you must send a letter in writing stating which screenings you prefer not be done on your child. These screenings are meant to ensure that your child is healthy and ready to learn.

HOMEWORK

Homework is assigned for practice and reinforcement of skills being taught. Students are expected to complete homework as assigned. Students not completing homework may discover they are not achieving/progressing, as well as students that take the time for practice and reinforcement of skills. Parental support is needed to monitor daily homework assignments. Your child’s teacher will post weekly homework assignment on their webpage and via DOJO. Please communicate with your child’s teacher regarding homework.

IMMUNIZATIONS (SHOTS)

Clyde Erwin Elementary Magnet School follows all state laws regarding childhood immunizations. Please contact the school nurse or visit www.immunizenc.com if you have any questions.

INCLEMENT WEATHER & SCHOOL DELAYS

Extreme weather conditions may require the closing, delay, or early dismissal of schools. School cancellations or delays will be announced through the school’s telephone call system. You also may check the Onslow County Schools website, stay tuned to local television stations, or call the weather line at (910) 989-2211.

If the start of the school day is delayed due to weather or emergency, it is often for several hours. Please adjust drop off times accordingly, so students arrive on campus when staff supervision is available.

If school is dismissed early, students will receive lunch before they leave school. ***If school is delayed for inclement weather, no breakfast will be served, and lunch times will be adjusted accordingly.***

In the event of a 2-hour delay, CEEMS will open doors at 9:15 a.m. School will begin at 9:45a.m.

Onslow County Schools' Weather Line: 910-989-2211

INSTRUCTIONAL TIME

Students need to come to school prepared daily. Students need to make sure they bring all items needed for the day with them in the morning so they will not have to make phone calls home. Students need to bring their laptop charged to school daily. Students will not be called from class to come to the office to pick up lunch or other items parents drop off. Students will be allowed to stop by the office during a designated time to pick up items.

LOST & FOUND

Write your child's name in clothing and other items that may be easily lost or misplaced (mittens, coats, lunchbox, etc.) Items lost will be kept in a designated location. Unclaimed items will periodically be donated to charity.

Clyde Erwin Elementary Magnet assumes no responsibility for lost or stolen items.

MEALS: BREAKFAST & LUNCH

Breakfast is served from 7:15-7:40 a.m. Students who are eating breakfast are expected to go directly to breakfast when arriving on campus. Students who are not eating breakfast report directly to their classrooms. Onslow County Schools provides nutritious 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.

Meal prices are \$1.25 for breakfast and are \$2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$.40. 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.

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.

Students are to not bring outside fast food or food from home to eat or drink for breakfast. Parents will need to ensure students finish their breakfast before arriving to school. Parents can park and allow students to finish eating and drinking if necessary. Students are only allowed to bring a water bottle with water to school to drink during scheduled breaks. No cups or other beverages will be allowed in the building.

MEDICATION

Onslow County Schools has a policy for the administration of medications to students during the school day. If your child must take medicine while at school, prescription or over the counter (non-prescription), the parent and the child's doctor must complete and sign the "Permission for Prescribed Medication" form *prior* to medications being administered. Medications must be brought to the school by a parent or guardian; students are not allowed to transport medication. They will be kept in a secure area and dispensed according to the prescription. **Over the counter medications (i.e. cough drops, cough syrup, Tylenol, medication lip balm, etc.) are considered self-medications and it is a violation of policy to have them in their possession on campus.**

PARKING AREAS

Please drive with extreme caution when entering and leaving the school's parking lot. If cars are lined up and you cannot get into the parking lot, do not enter in the opposite direction of the traffic flow. Students arriving by car should be dropped off at the sheltered walkway at the back of the school. Parents should not go around each other in the drop off line. At 2:50 p.m., car riders will begin dismissal from the back, parking lot. The area in front of the school building is for bus and day care van parking only. Please do not park beside the sidewalk in the front of the building and block this area for buses and vans. The parking lot across from the front of the school is private parking lot. Parking in this lot may result in your car being towed.

PERFECT ATTENDANCE

Students who have not been absent during the school year and not tardy/or checked out early will receive a perfect attendance certificate. If a child is late due to his/her bus being late, this will not count as a tardy. Perfect Attendance awards will be presented during our awards programs.

PICK-UP CARDS (CAR TAGS)

All students will be assigned two pick-up cards for the 2024-2025 school year. The pick-up card must be presented to pick up a student. If the card is forgotten, ID will be requested.

Positive Behavioral Interventions and Supports (PBIS)

Our school celebrates good student behavior as part of the school PBIS program. Class DOJO will be used to track classroom behavior. Parents will have access to their child's DOJO behavior points. Students who achieve the school wide behavior goal, will be invited to attend the PBIS celebrations. A student who receives a classroom Think Sheet, ISS (In School Suspension), OSS (Out of School Suspension) or has two or more attendance issues (not including unexcused tardies or absences) will not be able to attend the PBIS celebration for that period.

PRINCIPAL'S LIST & HONOR ROLL

Third, fourth, and fifth grade students who earn Principal's List or Honor Roll during a nine-week grading period will receive recognition during our awards programs. Students earning all A's are placed on the Principal's List, and those earning all A's and B's will be placed on the Honor Roll. Conduct, citizenship, and specials can be included as criteria for selection in academic honor societies or other programs, such as National Honor Society, that are designed to recognize the student as a whole.

Safety

1. Emergency Drills- As a part of our School Safety Plan, we will practice safety drills on a regular basis. 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. During school hours, all visitors must report to the office. Visitors are not permitted on campus without first checking in with the receptionist in the front office, obtaining a visitor's pass, and wearing a visitor's sticker for the duration of the visit.

3. For the safety of your child, we ask that parents do not arrive and wait in their vehicle in the car line for student pick up. Cars may start lining up 30 minutes prior to dismissal.
4. We ask that visitors use the crosswalk for their safety as well as their child's safety.

SCHOOL FEES & SUPPLIES

1:1 Technology Fee (all grades)	\$25.00
Insurance (optional)	Available for purchase, information will be sent home

Students are held responsible for lost/damaged textbooks, laptops/computers (and accessories), and library books. A school supply list is available for each grade level. The list includes basic items your child will need on a regular basis.

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. ***Fee waivers do not cover field trips or lunch fees.***

STUDENT RECORDS

The Family Educational Rights and Privacy Act require schools to keep confidential all records maintained concerning students. Parents of students who are under 18 years of age have the right to inspect these folders. These records include such information as grades, attendance, health data, test data, and participation in special programs.

TEXTBOOKS & ELECTRONIC EQUIPMENT (school-issued)

Students are responsible for the care and physical appearance of books and electronic equipment that have been assigned to them. Parents and guardians may be held financially responsible for costs incurred by the school to repair or replace electronic devices, accessories, and/or books.

TITLE IX

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The Title IX Coordinator for Onslow County Schools can be reached at 455-2211.

TRANSFERRING OR WITHDRAWING STUDENTS

Parents that wish to withdraw their student should contact the school data manager for proper procedures.

VISITORS AND VOLUNTEERS ON CAMPUS

While visitors and volunteers are generally welcome on campus, our paramount concern is for the safety of our school family. To help protect the health and safety of our community, visitors and volunteers will be limited and should enter the building only if necessary. If possible, please try to handle any business with the school virtually or by phone call. Parents that wish to eat lunch with their child may do so at one of the outside picnic tables.