

# **Parkwood Elementary School**

## ***A Character Strong School!***



### **MISSION STATEMENT**

Parkwood Elementary School fosters the development of academic skills, leadership potential and civic responsibility in every student.

### **VALUES**

Parkwood Elementary strives to be a hub in our community where every student, staff, parent, and community member is a valued part of our family. Partnering with our community, we are developing the next generation of thinkers, doers, and problem solvers who will positively impact our world.

## **WELCOME**

Welcome to the 2024-25 school year! It is our pleasure to work with you as partners in your child's education. Our goal is to provide the best and most appropriate educational program for each child. Educational success is achieved through a cooperative effort among students, parents, educators, and the community.

This Handbook provides basic information, policies, procedures, and the daily operation of the school. During the school year, you will receive updates from the school and classroom teacher.

We value your support, suggestions, and concerns as we meet the educational needs of your child together. We are looking forward to a successful year!!!

## **GOALS**

Onslow County Students and Schools will:

- OCS-1: Every student in the Onslow County School System has a personalized education and graduates from high school prepared for work, further education, and citizenship.
- OCS-2: Every student in the Onslow County School System has excellent educators, every day.
- OCS-3: The Onslow County School System has up-to-date, effective, and efficient financial, business, and technology systems to serve its students, parents, and educators.
- OCS-4: Every student in the Onslow County School System is healthy, safe, and responsible.

## **BELIEF STATEMENTS**

- All students can learn.
- Children have present value not just future potential.
- Teachers and students are goal oriented.
- Teachers, parents, and students work as partners.
- Teachers and children should have a "sense of self-worth."
- All students are treated equitably with respect.

## ATTENDANCE

### Absences:

- A student must be present at least one-half of the school day to be counted present. To be counted present, a student must be here by 12:00 p.m. or checked in before 12:00 p.m.
- A student who is absent **must** present a note within 5 days to the homeroom teacher stating the reason for the absence, the date or dates of the absence, and the signature of the parent/guardian upon return to school.
- When total absences (lawful and unlawful) exceed 10 days per semester, documentation will be required (doctor's notes, etc.).
- **Absences may be excused for the following reasons:**
  - Personal illness or injury
  - Isolation ordered by the State Board of Health
  - Death in the immediate family
  - Medical or dental appointment
  - Participation in a court or administrative proceeding
  - Religious observances
  - Participation in a **valid** educational opportunity, with **prior approval** by the principal (please contact at least 7 days prior to trip)
- **Excessive absences will be reported to the school social worker and may result in retention.**
- Students must make up work missed due to absences in a timely manner.

### Tardy:

- Students who arrive late miss valuable instructional time. Tardiness is recorded in your child's permanent cumulative record. Excessive instances of tardiness will be reported to the school social worker.
- The **tardy bell** rings at 8:30 a.m. If you arrive after 8:30 a.m., please escort your child to the office to check-in and receive a pass to class.

### Early Check Out:

- A student may only be checked out by the parent/guardian, or persons listed on the Student Information Form. All parents/guardians/etc. must present a photo ID for each check out. Students will not be called for early check out until the parent or contact person is in the office with photo ID.
- We appreciate parents respecting the educational day by not signing students out early unless it is necessary (ex. medical appointments, etc.).
- **No checkouts may be made after 2:45 p.m. (NO EXCEPTIONS)**

## **BUS GUIDELINES**

The school bus is a special vehicle because it has a specific purpose, which is to transport unbelievably valuable cargo- children. Every effort must be made to ensure that our students are transported to and from school safely. Please review the Onslow County School Student Discipline Policies and bus Safety Regulation Handbook. Policies explained in this handbook will be enforced. **Please pay special attention to the section “Conduct on a School Vehicle” of the School Bus Safety Student Conduct Rules.** Parents will receive written notification of rule infractions and consequences based on the severity of the violations. **Riding the school bus is a privilege that can be lost if there are excessive behavior issues.**

## **CELL PHONES AND SMART WATCHES**

Cell phones and smartwatches must remain turned off in the bookbags throughout the school day. If a cell phone/smartwatch is turned on or used by the student, it will be turned into the office and the parent will be responsible for picking it up.

## **COMMUNICATION**

Parkwood Elementary provides every child with an agenda. Parents are encouraged to check their child's agenda daily for teacher notes. Parents needing to communicate with the teacher may use the agenda to write to their child's teacher. Replacement agendas can be purchased for \$5.00 each. Teachers also use Class Dojo for digital communication. Parents will receive information on how to sign into your child's teacher account.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are our most important means of communication about our students' progress. Parents are invited to confer with their child's teacher or teachers throughout the school year. If you would like to schedule a conference, notify the teacher by a written note, email, or call the school to make an appointment.

Parent conferences are required for students not performing at grade level based on the K-2nd grade assessment and those non-proficient on the End-of-Grade tests from the previous school year.

## CURRICULA

All students will be instructed according to the NC Standard Course of Study. In the area of English/language arts (reading, writing, speaking/listening, language, and media/technology), balanced literacy, 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 also will participate in enhancement classes such as physical education, art, music, media, and STEM.

**The following scale is used countywide:**

### Third through Fifth Grade

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

### Kindergarten- Second

A – Above grade level  
O – On grade level  
B – Below grade level

Marking periods are nine weeks in length. Students will receive progress reports halfway through the marking period and report cards at the end of each marking period.

## DAILY SCHEDULE

**School Day: 8:30 a.m. to 3:20 p.m. Classrooms open at 8:10 a.m.**

### **Arrival & Dismissal Procedures:**

- **Walkers and early drop offs: Students** who walk to school may gather at the flagpole beginning at 8:15 a.m. Parents accompanying their children need to remain in the area near the flagpole. Dismissal for these students is 3:20 p.m.
- **Kiss-n-Drive:** Students will be dropped off at the back of the school in the designated area. Staff members will supervise the area during the high traffic period from 8:15 a.m. until 8:30 a.m. Students will be dismissed to Kiss-n-Drive at 3:25 p.m. Parents are not allowed to be in the Kiss-n-Drive area until 3:00 p.m. **Identifying tag must be displayed to pick up any student.**
- **Day Care Vans:** Students will be dismissed at 3:20 p.m.
- **After School Program: Students** will be dismissed at 3:25 p.m.
- **Bus Riders:** Students will be accompanied by buses at 3:25 p.m.
- If your child has a change to his/her afternoon dismissal procedures from school, you will need to send a note to your child's teacher. No changes will be permitted over the phone.
- **Students should not be dropped off or picked up in any designated parking areas including the circle in front of the school.**

- **Bicycles/Scooters:**

- Bikes/scooters should be parked in the bicycle rack area.
  - No bikes/scooters allowed around school buildings between 7:00 a.m. and 5:00 p.m.
  - It is recommended all bikes/scooters be locked to avoid theft. The school will not be responsible for stolen bikes or scooters.
- Students are to go home immediately upon dismissal unless prior arrangements have been made with the teacher and parents.

### **DISCIPLINE**

To provide an excellent education for your child, we must provide a safe and orderly environment for learning. Parkwood developed guidelines that will provide an environment conducive to learning and designed to help each child develop self-discipline.

The staff is committed to providing a safe and 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 child to develop self-discipline. Most inappropriate behavior will be taken care of by the classroom teacher in accordance with the classroom management plan. Persistent discipline problems, inappropriate behavior that results in the interruption of instruction or presents a safety issue may be referred to the administration.

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

The Onslow County Board of Education has provided each student with a policy handbook regarding discipline procedures for specific problems. Please review the Onslow County Schools Student Discipline Policies and School Bus Safety Regulations handbook with your child.

### **TOYS AND OTHER RESTRICTED ITEMS**

Toys, skateboards and, or other personal items should be left at home unless required by the teacher for an instructional activity on that day. Skates (Heelys)

are not to be worn on campus. Per Onslow County Board Policy 4333 the following items are considered weapons:

- loaded or unloaded firearms, including a gun, pistol, or rifle.
- explosives, including a dynamite cartridge, bomb, grenade, or mine
- knife, including a pocketknife, bowie knife, switchblade, dirk, or dagger.
- slingshot or slingshot
- leaded cane
- blackjack
- metal knuckles
- BB gun
- air rifle or air pistol
- stun gun or other electric shock weapon.
- ice pick.
- razor or razor blade (except solely for personal shaving)
- fireworks
- any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

### **TOBACCO PRODUCTS**

The Onslow County School Board is committed to creating safe, orderly, and inviting schools for all students and staff. The board also supports state laws that prohibit the selling or distribution of tobacco products to minors and federal law prohibiting smoking in all school buildings (OCS Policy 4320). Accordingly, the use of tobacco products and alternative tobacco substitutes, including electronic cigarettes (e-cigarettes) shall be prohibited (OCS Policy 7250).

### **DRESS CODE**

Parents are responsible for their children's proper attire. However, parents should keep in mind the activities their children will be participating in at school and should ensure their children dress in good taste.

***Dress Code guidelines are as follows:***

- No cleats or metal caps on shoes.
- Halter tops, tank tops, and spaghetti strap tops are **NOT** permitted unless another shirt is worn over or under these garments. No midriffs may show. See-through or mesh clothing are not permitted. Shoulders **MUST** be covered.
- Shorts and skirts must be of an appropriate length, no shorter than fingertip length, no spandex.
- Clothing that encourages the use of tobacco, alcohol, drugs, or contains any offensive slogans are not permitted.

- Hats, head coverings, sunglasses, armbands, and baseball caps may not be worn in the buildings.
- Pants should be worn properly on or above the hip area; “sagging” will not be permitted.
- Tennis shoes should be worn on the days your child has P.E.
- Flip-flops/shower shoes are not allowed.
- Stretch pants, leggings, jeggings, or other tight-fitting pants should be worn with a shirt/blouse that is long enough to cover the student’s posterior. Tights must not be worn as an “outer, bottom garment” or in the place of appropriate pants.

### **EMERGENCY DRILLS**

As part of our Safe School Plan, we will practice safety drills regularly. It is important that you stress the importance of participating seriously in the drills for your child to build mature, inner resources needed for emergencies. Fire, tornado, lock down, and safe evacuation drills are held in accordance with local and state regulations.

### **EMERGENCY STUDENT CONTACT INFORMATION**

The school must have at least two numbers to call in the event of an illness or injury to a student. All emergency numbers should be kept up to date. When your child brings home a Student Information form, please complete it, and return it as soon as possible. Please notify your child’s teacher immediately if your address or phone numbers change.

### **FEES**

Fees should be paid within the first two weeks of school. If there are extenuating circumstances in which you are not able to pay the fees for your student, please complete a fee waiver through our office.

1:1 Laptop Usage

\$25.00

### **FIELD TRIPS**

Students may have opportunities to participate in extra-curricular activities throughout the year. This includes trips to places that enhance the curricula and classroom activities. Students must have signed permission forms and comply with school/county policies to participate. Students will be expected to stay with their class on these trips and abide by all school policies. School staff will be responsible for students while on field trips. **Field trip fees are non-refundable.**



## FOOD SERVICE

Please check on your child's account balance regularly. Parents cannot bring lunch for another student other than your child.

### LUNCH/MEALS (OCS Policy 6200, 6225, 6230)

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 at [www.onslow.k12.nc.us](http://www.onslow.k12.nc.us) and in local media.

Unless otherwise stated, meal prices are \$1.25 for breakfast and \$2.25 for lunch. Reduced price breakfast is provided at no cost and a reduced lunch cost is \$ .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 910.347.6711 ext. 12008.

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](http://www.k12paymentcenter.com).

Meal applications for free or reduced meals can be found online at [www.lunchapplication.com](http://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.

## SOCIAL EVENTS

We understand the desire to celebrate special occasions for your students such as birthdays. We ask that you plan with your student's teacher for these times. The following guidelines must be followed for such activities.

- All food items must be store packaged and within the expiration date. No homemade food items can be distributed to classrooms.
- No glass containers allowed on campus.
- Food may not be distributed until the last lunch is served.
- No party invitations will be distributed to students for non-school sponsored events. This includes birthdays, slumber parties, sports, etc. No exceptions.

### **RECESS/PHYSICAL EDUCATION**

Students will have 30 minutes of physical activity daily in addition to their regularly scheduled PE class. Staff will follow the nationally accepted Childcare Weather Guide at the back of the handbook to determine the suitability of weather conditions for outside activity.

### **GUIDANCE**

Our school is staffed with a full-time school counselor. Parkwood's counselor works with classes, small groups, and children individually. In addition, our counselor can assist students and parents who are experiencing school related problems. Please contact the office for a conference with our counselor if needed.

### **HEALTH SERVICES**

#### **School Nurse:**

- Parkwood has a nurse on a part-time basis. The nurse provides a variety of services to ensure that student health needs are met.

#### **Communicable Disease**

If your child contracts a communicable disease, such as chicken pox, measles, impetigo, flu, etc., then he or she should remain out of school until after the contagious period of the disease is over. If you are in doubt about when your child can safely return to school, please contact a physician or the health department. The school is not liable for any medical bills incurred. Please furnish the school with several phone numbers in the event your child becomes ill while at school.

#### **Medications:**

- A physician must prescribe all medications administered by school personnel. An "Administration of Medication Request Form" must be completed by the parent/guardian and physician and returned to the school **before** any medication can be administered. The school cannot dispense any over the counter or prescription drugs without this form being completed and signed by a physician. The school nurse or designee will administer all medications. Onslow County Schools has a policy for the administration of medications to students during the school day. **It is the parent's responsibility to:**
  - Provide to the school the medication in an appropriately labeled container that includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage

units, the time the medication is to be given, and how it is to be administered.

- Ensure the pharmacist labels two containers, one for home and one for school use if the child is to receive the medication at both sites.
- Provide new containers with appropriate labeling when medication changes are made, and to remove medications from school premises when the physician discontinues them. Medication left at school beyond the discontinued date will be discarded.

### **Illness or Injury of Students:**

- If a student becomes ill or injured at school, his/her parents or guardian shall be contacted as soon as possible.
- If a reasonable attempt to reach a parent or guardian meets with failure, in cases of emergency due to critical illness or injury, EMS will be called.
- The parents will assume responsibility for the cost of the transportation and medical attention.

### **Immunizations:**

- North Carolina law requires that each child have an up-to-date shot record on file at school Pre-kindergarten, Kindergarten and new students are given 30 days from their time of enrollment to give the school a copy of the student's shots. Students **who do not have a shot record on file will be suspended from school after thirty days.**
- Students' shots must be kept up to date for the child to be allowed to attend school. All these vaccines are available at the Onslow County Health Department on Thursdays and Fridays from 8 a.m. to 4 p.m. No appointment necessary.
- **State law requires the following minimum doses:**
  - 5 DTP, DTaP, or DT doses (if 4<sup>th</sup> dose is after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required; DT requires medical exemption.)
  - 4 POLIO VACCINE doses (if 3<sup>rd</sup> dose is after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required.)
  - 1 – 4 Hib doses (Series complete if at least 1 dose given on/after 15 mos. and before 5 yrs. of age)
  - 3 Hep B doses
  - 2 doses of MMR (Measles, Mumps, & Rubella)
  - 2 dose Varicella (chickenpox)

### **Physicals:**

- All students new to Onslow County Schools are required to have current physical health. Documentation must be provided within 30 days of enrollment.

## **HOMEWORK**

Homework is assigned for practice and reinforcement of skills being taught. Parental support is needed to monitor daily homework assignments. Please communicate with your child's teacher regarding homework. Agendas are used to log homework assignments and communicate daily between teacher and parents. We ask that you please initial the agenda nightly. To build responsibility in our students, students need to remember to write down assignments and to pack all materials needed for the night's assignments.

### **LOST & FOUND**

Each year the school collects many different items of student apparel. We attempt to see that these items are returned to the proper owners. To be more efficient in this, we must have your help. All personal items should be marked with the student's name. The school assumes no responsibility for lost or stolen items.

### **PETS**

To protect the health, welfare, and safety of our students and staff, we ask that no pets be brought to the school grounds.

### **PTO**

This organization is composed of parents and school personnel working together to provide activities, information, and educational materials that assist in the total school program. The organization meets periodically to discuss ways to achieve these goals. All parents are encouraged to attend and participate in the various activities sponsored by this group.

<https://www.facebook.com/groups/1626493644046512/>.

### **STUDENT PROGRESSION AND PLACEMENT**

North Carolina Statewide Accountability Standards for promotion in grades three, five and eight were adopted by the North Carolina State Board of Education on April 1, 1999. These required promotion standards, along with the 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.

#### **3-5 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 N.C. 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.

**The final authority to grade and place students is the principal's responsibility, in accordance with G.S. 115C-288(a)**

### **STUDENT RECORDS**

Pursuant to the Family Education Rights and Privacy Act, the OC Board of Education publishes the following Board of Education policy statement regarding student records: To all parents of students currently attending Onslow County Schools and all students currently attending the unit who have reached the age of eighteen, the Family Educational Privacy Act (FERPA) is a federal law that governs the maintenance of school records. Access to the records by people other than the parents or the student is limited and requires prior consent by the parents or student. The OC Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of these policies may be found in the Superintendent's office, the principal's office, and the counselor's office of each school. The OC Board of Education classifies the following as directory information: Student's name, school, and grade level. School officials may release this information to any person without the consent of the parents or student. Any parent or eligible student who objects to the release of any or all this information without his/her consent must notify, in writing, the principal of the school where the records are kept by the fourteenth day of each school year. The objection must state what information the parent of the student does not want to be classified as directory information. If no objection is received by the fourteenth day of each school year, the information will be classified as directory information until the beginning of the next school year.

### **NONDISCRIMINATION STATEMENT**

Onslow County Schools does not discriminate based on 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.

### **SCHOOL CLOSURES**

When extreme weather conditions dictate the closing of schools by the superintendent, announcements will be made by local radio and television stations and posted to the Onslow County site by 7:00 a.m. You can also call 910-989-2211 for the latest closure announcement.

It is also pointed out that in case of extreme weather conditions, it might be necessary for a school or school to close earlier than usual. Parents should anticipate such emergencies and instruct children where to go if there is no one at home. This information should be available to the teacher too. Such early

dismissals will be announced by local radio stations and television stations, school direct messenger programs and the Onslow County Schools website.

### **VISITORS**

For the security of your children, a valid Driver's License is required each time you come to campus. Your license will be required for:

- every check-out
- every dismissal changes.
- to make changes to your child's/or your personal information
- lunch visit.
- classroom visit (pre-approved by teacher and/or administrators)
- volunteer visit.

**All visitors to the school campus need to report to the office to sign in and receive a visitor's pass before going to any location on the campus.** Please sign out before leaving campus and turn in your pass. Prior arrangements must be made with your child's teacher and administration before visiting the classroom. Instruction is going on continuously, and interruptions must be kept to a minimum. Impromptu visits cause interruptions to instruction and the daily routines that teachers have established. **Failure to obtain a visitor's pass may result in a trespassing charge under NC General Statute 14-159.13.**

#### **Parking:**

- Parking is permitted on Northwoods Drive in designated areas.
- Parking is permitted in parking lots in the spaces designated as visitor spaces.
- Please do not park in the areas designated as "Staff Parking."
- No parking in the visitor parking lot after 2:45 p.m.
- Do not park in the **bus loading and unloading zone** (the circle drive in front of the Media Center).

#### **Instructional Hours:**

- Classroom visits during instructional time shall be arranged in advance with the classroom teacher and approved by administration to avoid disruptions for students.
- Parents are not permitted to escort students to class during school hours.

## WEATHER GUIDELINES

### Child Care Weather Watch

#### Understand the Weather

##### Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

##### Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

		Wind-Chill Factor Chart (in Fahrenheit)									
		Wind Speed in mph									
Air Temperature		Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27	
	30	30	25	21	19	17	16	15	14	13	
	20	20	13	9	6	4	3	1	0	-1	
	10	10	1	-4	-7	-9	-11	-12	-14	-15	
	0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43		

Comfortable for out door play
  Caution
  Danger

		Heat Index Chart (in Fahrenheit %)												
		Relative Humidity (Percent)												
Air Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
104	119	124	131	137										

*Parkwood Elementary Staff will follow the nationally accepted Childcare Weather Guide for recess and physical education activities.*

### Parkwood's Guidelines for success:

Positive Attitude  
 Act Responsibly  
 Never Say Never  
 Do Your Best  
 Accept Change  
 Support Others