

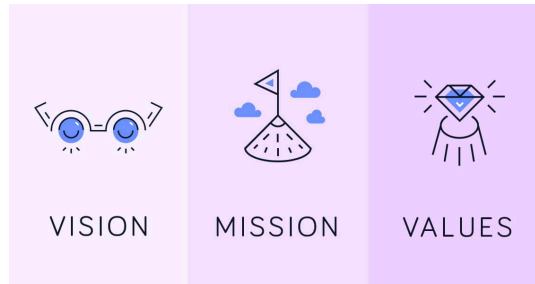
Parent & Student Handbook
2024-2025

Graham A. Barden
JETS



Keith L. Davis, Principal

Leilani Camden, Assistant Principal



GAB Vision

Graham A. Barden Elementary in conjunction with our families and the community will motivate every student to achieve academic and personal success through challenging and individualized instruction.

GAB Mission

Graham A. Barden Elementary School will work together with family and community members to provide a safe environment that fosters academic and social-emotional growth for every student to reach their fullest potential.

Our Values:

- Visionary Leadership
- Student-Centered Excellence
- Organizational Learning and Agility
- Valuing People
- Focus on Success
- Managing for Innovation
- Management by Fact
- Societal Responsibility
- Delivering Value and Results
- Ethics and Transparency

Core Beliefs:

- All children can learn.
- Student learning is the chief priority of the school.
- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- A safe and physically comfortable environment promotes student learning.

DAILY SCHEDULE

7:20 Student Arrival
7:20-7:50 Breakfast in the Classroom
7:50 Tardy Bell
2:40 No checkouts after this time
3:05 Walkers, daycare vans and buses dismissed
3:10 Dismissal (carpool)

OFFICE HOURS OF OPERATION

Monday- Friday - 7:15 a.m. - 3:45 p.m.

Front Office Staff
Bookkeeper - Victoria Jarvis
Data Manager - Stephanie Gauthreaux

****All visitors to Graham A. Barden and all Craven County Schools must show a valid photo ID upon entrance into the building.****

Sign In and Sign Out Procedures

If you must pick up your child during school hours, you must check in at the front office. Anyone who enters the school **must have a valid photo ID**. Anyone checking out a student, if other than parents/guardians, must be listed on the students registration card. Any student picked up before 11:30am will be marked absent for the entire day unless they return to school. Students should be in school a full day, every day, unless they are sick.

CHILD CUSTODY

If parents are separated or divorced and one has been granted custody of the child(ren) through a court order or deed of separation, the parent must provide the school with a copy of the court order or separation agreement. *Without this documentation, the school must proceed as if each parent has equal rights with respect to the child(ren).* If you have guardianship of a child proper documentation must be provided to the school.



School Closings in Case of Inclement Weather

If schools must close due to an emergency, we will notify you via Blackboard Connect (telephone, email, Facebook, and Class Dojo.

Inclement Weather Procedures

During inclement weather, students are housed in the gym. If the weather is severe during dismissal, **parents of walker students** MUST pick up his or her child in the carpool line or give the school permission for him or her to walk home.

If there is a dangerous lightning and/or thunderstorm at the regular dismissal time, students will be detained at school until conditions become safe. We will follow the Inclement Weather Procedures Process. The safety of our students is a priority.

ARRIVAL AND DISMISSAL PROCEDURES

Carpool

Morning Drop-off:

Parents must enter the carpool line from the furthest lane on the right entering campus from Chadwick Avenue. In the mornings, designated staff members monitor students during carpool drop-off. Students will open the car door when it is safe to exit between the yellow lines. Once students exit the car, parents should proceed through the carpool line in an effort to keep traffic moving. The carpool line shuts down at 7:50 am. After 7:50 am, parents must park in a visitor's space at the front of the school, come into the front office, and sign their child in as tardy.

Afternoon Pick-up

Please do not park or walk up to the building to retrieve your child.

In the car riders lane, please do not use your cell phone while in the car lane. Our carpool line is the most efficient way of picking up your child. Designated staff members will escort car-riding students to the car lane and open the car door for your child. However, they will not fasten the seat belt for your child. It is the **parent's responsibility to ensure that the seat belt is securely fastened.** If your child is a car rider, you or the adult picking your child up will remain in the car and follow in the car lane where all students are loaded into the vehicles by school staff. The only people who can pick up or check out students are custodial parents or have been listed by the parents on the student information sheet as having parental permission for us to release the student into their custody.

Walkers, Bicycle and Scooter Riders

If your child is riding his/her bicycle or scooter to and from school, he/she **MUST** wear a helmet. Students risk the choice of riding his or her bike to school if he or she arrives on school campus without a protective bicycle helmet. The school will confiscate the bike, contact the parent and the bike will be held until a parent or guardian comes to our campus to pick up the bike/scooter or bring the child a helmet. This is our school policy regarding wearing helmets while riding a scooter or a bicycle.

SCHOOL BUS TRANSPORTATION

School transportation refers to school buses, activity buses, chartered buses and any other type of transportation provided by the authority of the Board of Education. RIDING THE SCHOOL BUS IS A PRIVILEGE extended to students and may be taken away. All students being transported are under the authority of the bus driver and must follow his/her direction. A student is not permitted to ride another bus other than their own and that is only after the CCS Dept of Transportation has added them to the proper bus route. No other person may board the bus or approach the driver at any time during the daily bus operation. Please contact the assistant principal if you have concerns.

ALL bus times are approximations. It is suggested that you allow for 10-minutes on either side of that given time. Please download the "Here Comes the Bus" App to receive live updates for your child's bus location. You will need your child's UID number and the school code which is 81462.

School Bus Conduct

Bus transportation of our students is the daily responsibility of our bus drivers. The appropriate behavior and respect for school bus regulations is the responsibility of each student who rides a bus. Our school bus behavior expectations contract will be sent home with each student. Please go over the contract with your child, sign and return it. Students may have their bus-riding privileges suspended as a consequence of inappropriate behavior. All GAB students will be taught bus safety in their classrooms twice a year.

Bus Rules and Expectations

- Be at your stop before the estimated time (bus may come early or late – 10 minutes on either side of the listed time)
- Do not detain the buses for any reason. If you have concerns or questions, please contact the school assistant principal
- Board and exit the bus with book bags in front of your body
- Keep aisles free of hands, feet and items such as book bags
- Keep your hands and feet to yourself
- No food, drinks or gum may be consumed on the bus
- Stay seated facing forward and in your assigned seat.
- Standing while the bus is en route is prohibited
- NO LOUD TALKING OR INAPPROPRIATE LANGUAGE
- Do not put any items out of the bus windows, including any of your body parts
- No talking when the lights are on
- Bullying is never acceptable so don't do it anywhere
- If you damage the bus, your parents will be responsible for the cost to repair the damage
- Respect ALL bus driver instructions
- Be kind

Video cameras are on all buses for safety reasons and to monitor student behavior.

Bus Behavior Consequences

Failure to comply with bus behavior expectations may result in a loss of this privilege.

Please review Craven County Policy Code 4300 <https://boardpolicyonline.com/bi/?b=craven#&hs=143681>

Walking Students to Class

Parents or older siblings are not permitted to walk his or her child or a sibling to class.

Kindergarten parents may walk their student to class August 26, 2024 to August 30, 2024 only.

Changes to an Individual Student's Dismissal Plan

If your child is going to leave school in any way other than his/her normal dismissal plan, you must write a note to inform the teacher and the office by 2:30 p.m. It can be a written note, message on class dojo or email. No phone calls will be permitted. No early checkouts will be allowed after 2:30 p.m. Your child will only be dismissed to those individuals listed on the GAB Registration Card that you completed at the beginning of the year.

ATTENDANCE



Regular and consistent attendance for all students in K-5 is essential for receiving the maximum benefits of the instructional school day. Students must be present for at least half of the school day. Students who remain in school until 11:30 are counted present for the day.

For more information on the attendance policy for Craven County Schools, you can access at Craven County Schools Policy Code 4400 and 4400-R. To view the full regulation regarding attendance please click the links provided here [4400 Attendance](#) and [4400-R Attendance](#)

The following are the most critical points for elementary students.

Lawful (Excused) Absences

- Illness or injury, which prevents the student from being physically able to attend school.
- Quarantine- When isolation of the student is ordered by the local health officer, school nurse, Alternatively, by the State Board of Health.
- Medical or dental appointments.
- Death in the immediate family.
- Completion of the course of study and trips as determined of educational value by the Principal.
- Court or administrative proceedings when it is necessary for the student to attend.
- Deployment or returning from deployment for the day.

Unlawful Absences

All absences that are not on the excused absence list are coded as unexcused.

- A written statement from the parents or guardians stating the reason for the absence must be provided to the teacher and or office within 2 days of the student's return to school.
- Students who do not bring a note to the teacher or office explaining the reason for the absence will have that absence coded as unexcused.
- Only 3 handwritten excuse notes from parents/guardians will be accepted. After you have reached the 3 parent/guardian handwritten excuse notes, a professional note is required (doctor, dentist, etc).

Notification to Parents Regarding Absences

Parents of students who have accumulated three unexcused absences shall receive a phone call and an attendance letter from the principal or designee. Parent(s)/guardian(s) will also receive an attendance letter when students accrue six unexcused absences notifying the parent that he/she may be in violation of the Compulsory Attendance Law (G.S.115C-378). After 10 unexcused accumulated absences, the principal will conference with the parent or guardian. Upon determination after the conference, the principal shall file a report against the parents/guardians with the Department of Social Services and a complaint filed with the District Attorney's office. After 10 consecutive days of unexcused absences, the student shall be withdrawn from school. Students with more than 15 unexcused absences in one school year, including out-of-school suspensions, may not be promoted to the next grade except by the determination of the principal.

Tardies (K-5)

Students should be in their classroom by 7:50am to be ready to learn. If your child arrives at school after 7:50am, a parent must come into the office with the student to sign them in as a tardy. All students must obtain a "tardy slip" from the office before going to class. A tardy shall be coded as excused when deemed by the school that the tardy is caused by any lawful reason (doctor's appointment, etc). If it is deemed by the school principal or designee that tardies are interfering with the student's educational progress, the school shall require that a parent conference be held to discuss a plan to reduce the tardies. The principal and school counselor will meet with parents/families after 3 unexcused tardies. Excessive tardies shall be considered in determining promotion or retention if the tardies are interfering with the student's academic achievement. One characteristic of a potential dropout is tardiness in elementary school. If a child is struggling to get up in the mornings, change his/her routine so there will be adequate time to get ready. Discussing this with your child will aid in teaching responsibility. If tardies occur because of a doctor/dentist appointment, please submit a doctor's note when your child returns to school.

Early Check-outs

Early checkouts can also interfere with your child's academic performance. It is important to limit the number of times your child is checked-out early.



SCHOOL BREAKFAST AND LUNCH

Breakfast

Graham Barden Elementary School is committed to ensuring that all of our students start the day with a healthy breakfast. Kids who eat breakfast tend to perform better in school, have better attendance rates, and display fewer behavior problems. We know that morning routines can be hectic and many kids aren't hungry when they wake up and that is exactly why we provide breakfast every morning in a way that allows all students to participate.

Graham Barden Elementary School serves breakfast in the classroom.

Breakfast is served to students at the start of the school day in their classrooms. Students have an opportunity to eat breakfast with their classmates and get the fuel they need to be ready to learn. There are many great things about our improved breakfast program. In addition to having access to a nutritious breakfast, eating with classmates every morning creates a community experience, and it takes the pressure off parents and caretakers to provide breakfast in the morning.

The No Kid Hungry Starts with Breakfast resource is a great way to find out more about the benefits of breakfast, including how kids who eat breakfast do better in math, miss fewer days of school, and are more likely to graduate high school than their peers who don't eat breakfast regularly.

Lunch

Over the past couple of years lunch and breakfast were free of charge to all students. However, for the 2022-2023 school year this has changed. Students that usually pay full price for their meals will expect to pay \$2.10 for lunch. Beginning July 25, 2022, you can find meal applications online at family.titank12.com or you can pick an application up from the school. This message was posted on our School's Dojo page on June 27, 2022 and Craven County School's Facebook page on June 26, 2022.

Water is available at all schools during student's mealtime. Students may use the water fountain to obtain water. **Please make sure they have a refillable water bottle.**

According to Craven County Schools Policy 6230 [Competitive Foods](#), no other foods will be consumed, sold, or provided until after the last child has been served lunch.

Click on the link to access the school lunch menu each month:

[Link Connect Menus Craven County Schools](#)

Unique Mealtime Needs for School Meals

The Medical Statement for Students with Unique Mealtime Needs for School Meals helps schools provide meal modifications for students who require them. Schools cannot change food textures, make food substitutions, or alter a student's diet at school without proper documentation from the healthcare providers. Completion of all items will allow your child's school to create a plan with you for

providing safe, appropriate meals for your child while at school.

Your participation in this process is very important. The sooner you provide this signed and completed form to your child's school, the sooner the School Nutrition Program and their staff can prepare the food your child needs. Your signature is required for your school to take action on the Medical Statement.

A copy of the unique mealtime form can be found by using the link below or we can provide you with a copy of the form upon request. <https://www.cravenk12.org/departments/school-nutrition>

Smart Snacks

Smart Snacks in Schools support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students.

Why are Smart Snacks important?

- More than a quarter of kids' daily calories may come from snacks.
- Kids who have healthy eating patterns are more likely to perform better academically.
- Kids consume more healthy foods and beverages during the school day. When there are Smart Snacks available, the healthy choice is the easy choice.
- Smart Snacks Standards are a Federal requirement for all foods sold outside the National School Lunch Program and School Breakfast Program.

Snacks that are appropriate for students include:

Fresh Fruit All Varieties

Fresh, Canned, Dried

Oranges, Bananas, Grapes, Apples, Kiwi

Fruit Cups, Juice Bars, Juice

Cheese & Crackers, Peanut Butter & Crackers, Salsa & Baked Chips

Goldfish, Popcorn, Pretzels, Nuts, Fruit Gummies, Trail Mix, Yogurt

Milk, Water, 100% Fruit Slushies, Pudding Cups, Jell-O Cup

Fresh Vegetables- All varieties Fresh veggies & dips, carrots, cucumbers, bell peppers, cherry tomatoes, broccoli, cauliflower

Curriculum and Instruction



21st Century Skills

As requirements for the 21st Century workforce change, it is imperative that we equip our children with skills to help them be successful, productive citizens and workers in our global economy. We focus on teaching the core content subjects of literacy and mathematics, along with the essential skills of the arts, physical education, science, and social studies. Schools must move beyond the fundamentals to prepare students for the 21st Century. Our students must master and become experts in Learning and Innovations Skills, Information and Media Technology, and Life and Career Skills to meet the demanding challenges of the 21st Century global economy.

Time On Task Is Important!

Characteristics of an effective school include regular attendance and beginning on time for students and staff. Please help your child make the most of the instructional time provided.

North Carolina Standard Course of Study

North Carolina Department of Public Instruction has created meaningful learning goals for every course taught in an NC Public School. They are found in the NC Standard Course of Study (NCSCoS) for each grade level and course. These standards provide a consistent, clear understanding of what students are expected to learn and be able to do. The standards are designed to be rigorous and relevant to the real world, reflecting the knowledge and skills that our children will need for success in college and careers. This helps to ensure that our students will be fully prepared for the future and our communities will be best positioned to compete successfully in the global economy.

For more information about North Carolina Standard Course of Study, parents are encouraged to visit:

<https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study>

Homework

Homework is an integral part of the learning/educational program for two specific reasons:

- It improves thinking and memory
- It allows your child to review and practice skills learned in class.

At Graham A. Barden, students in grades K-2 will receive:

- no more than 5 math problems per night
- a reading assignment

Grades 3-5 homework will consist of:

- no more than 10 math problems per night
- a daily or weekly reading passage

You may review Craven County School Policy on homework at:

<https://boardpolicyonline.com/bl/?b=craven#&&hs=230700>

ASSESSMENT & TESTING PROGRAM

The Craven County School System administers both state and district assessments to determine student growth and achievement.

- Kindergarten through second grade students are assessed three times per year using state and local screeners. Kindergarten Entry Assessment (NCLEI), K-2 Math Assessments, Writing Samples, Spelling Inventories, & mClass (reading screener) & Houghton Mifflin Into Math (math screener).
- The Beginning of Grade (BOG) is administered to all 3rd grade students during the first 10 days of school in the Fall. This test sets a baseline to measure student growth and achievement.
- The CogAT is administered to 4th grade students in the Fall and to 2nd grade students in the Spring. This is a multiple-choice assessment that measures a student's reasoning and problem-solving skills in three areas: verbal, quantitative, and nonverbal. The test is typically administered to identify students who may be eligible for academically gifted programs.
- The N.C. End of Grade tests (EOGs) for the 3rd grade, 4th grade, and 5th grade are administered during the last 10 days of the school year. They are administered as follows:

- 3rd grade, 4th grade, & 5th grade – All take the Reading EOG for their grade level
- 3rd grade, 4th grade, & 5th grade – All take the Math EOG for their grade level
- Only 5th grade students will take the Science EOG
- The NC Read to Achieve assessment is administered in the Fall to any 4th grade student who did not meet the Read to Achieve standard in the 3rd grade. 3rd grade students who have not yet met the Read to Achieve standard will take the NC Read to Achieve assessment in the Spring.
- NC Check Ins are administered three times a year to help students prepare for the EOG's. They are administered following the pattern listed above for the EOGs.

For the above listed EOG tests in Reading, Math, and Science, there are four achievement levels:

- Not Proficient
- Level 3
- Level 4
- Level 5

EOG Scale Scores

Test	Grade	Not	Level 3	Level 4	Level 5
		Proficient			
READING	3	539 or less	540–545	546–550	551 or greater
	4	543 or less	544–547	548–555	556 or greater
	5	549 or less	550–553	554–559	560 or greater
MATH	3	544 or less	545–550	551–559	560 or greater
	4	546 or less	547–552	552–559	560 or greater
	5	545 or less	546–550	551–560	561 or greater
SCIENCE	5 only	248 or less	249–251	252–262	263 or greater

PROGRESS REPORTS AND REPORT CARDS

Progress reports are sent home four times a year to keep parents informed of their child's academic and behavioral progress. Progress reports are sent at the halfway mark of grading periods. If you have any questions about your child's progress report, please schedule a conference with your child's teacher.

- Progress Reports will be distributed on the following dates:
 - September 23, 2024
 - November 19, 2024
 - February 13, 2025
 - April 24, 2025

Report cards grades are based on classroom grades, tests, quizzes, participation (no more than 10%), homework, and other assessment data. They are sent home at the end of each grading period. Report cards will be placed in a white and blue envelope with your child's name. Parents are to sign and comment on the back of the envelope. This envelope should be returned to your child's teacher except at the end of year. If you have any questions about your child's report card, please schedule a conference with your child's teacher.

- Report cards will be distributed on the following dates:
 - October 28, 2024
 - January 14, 2025
 - March 18, 2025
 - May 22, 2025

Grading Period Dates

- 1st Quarter - August 26 to October 21
- 2nd Quarter - October 22 to December 20
- 3rd Quarter - January 13 to March 11
- 4th Quarter - March 12 to May 22

Elementary Grading Scales

The scale to report student progress in grades K-2 is:

- 4 = Consistently exceeds grade level expectations
- 3 = Consistently meets grade level expectations independently
- 2 = Needs support to meet grade level expectations
- 1 = Below grade level expectations with support

The scale for 3-5 is:

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

Infinite Campus

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Supporting Your Child

Graham A. Barden provides multiple ways parents can support student learning. Parent-teacher conferences are held at least once during the grading period or as often as a parent would like to meet. We hold 4 Title 1 events to share information about academics and we also have a parent resource center in our media center. Families are able to check out materials in every academic area for a week.

- Our Title 1 Family Nights will be on the following dates:
 - October 29, 2024
 - December 12, 2024
 - February 13, 2025
 - April 10, 2025



ACADEMIC RECOGNITIONS

- Kindergarten - 2nd grade Recognitions
- Kindergarten through 2nd grade students will be recognized for demonstrating excellent behavior becoming of a student and perfect attendance.
- Principal's List, Honor Roll, & Jet Pride (Grades 3-5)
- Each grading period, we recognize students having outstanding academic performance. Principal's List includes students with all grades at 90% or higher in all academic subject areas. Honor Roll includes students with all grades at 80% or higher in all academic subject areas.
- Jet Pride includes students with all grades at 70% or higher in all academic subject areas.

If a student receives an "N" or "U" on conduct in any area (including media, art, PE, music), he/she is not considered for Principal's List, Honor Roll, or Jet Pride..

At the end of the year we will recognize students:

- Who have been on the Principal's List, Honor Roll, and Jet Pride all year
- Perfect Attendance Recognition
- Perfect attendance is defined as a student being present each day enrolled in school with no absences, no tardies and no early checkouts. Perfect Attendance will be recognized each grading period and yearly.

Award Ceremony Dates

There will be 2 separate ceremonies:

- K-2 Ceremony
- 3-5 Ceremony

They will be held on:

- October 25, 2024
- January 17, 2025
- April 4, 2025
- May 20, 2025

GENERAL INFORMATION

Parent-Teacher Conferences

Each classroom teacher will schedule individual or group parent conferences. Parents are encouraged to consult with their child's teacher in order to sustain a positive relationship between home and school. Please make every effort to keep the appointment. If you are unable to keep the appointment, please notify the teacher in advance. Teachers may not leave their classes unattended to answer the telephone; therefore, we ask that you correspond by letter through class dojo or leave a message on the teacher's voice mail. If an emergency situation occurs, please call the school at (252) 444-5100.

Requesting a teacher

Teachers at GAB meet NC teaching certification requirements and are highly qualified to teach therefore we

do not accept parent requests for a teacher.

School Volunteers

If you would like to volunteer at GAB or chaperone field trips with your child's class, please visit the Craven County volunteer page at <https://www.cravenk12.org/community/volunteer> and complete the volunteer application. [A volunteer will not be able to work in the school until this process completed and the volunteer has been approved by Craven County Schools.](#)

Visitors

Visitors are required to immediately check in at the main office. Assistance will be given when checking in/out a child. All visitors are required to show a valid photo ID which will be scanned. Once scanned, visitors will receive a name badge. All visitors must wear name badges as a part of our safety plan. For the safety of our students, we ask that all visitors go only to the location they requested at check in. If you need a new destination in the school, please return to the office for assistance.

School Counselor

As a new, exciting school year begins, remember that your counselor is available to help your child make this a successful year. Our counselor [offers](#) social-emotional support for all of our students. This is an integral part of the daily life of all students. Special areas such as making friends, resolving conflicts and making responsible choices are introduced and taught in the classroom as requested by the classroom teacher.

Character Education is taught by the counselor and followed up by monthly recognitions.

The Standard Course of Study focuses on curriculum including: improving academic self-concept, acquiring skills for improving learning, achieving school success, improving learning and planning to achieve goals.

Other counselor functions include working with teachers, parents, and specialists as needed to provide students with the academic strategies they may need, and attendance. Your child is able to see the counselor by student request, teacher or parent referral or by counselor invitation. Please feel free to contact [Dr. Pamela Ward](#), Counselor at 252-444-5100.

Library Books

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

All books should be kept clean and free from any marks. Please remind your child to take responsibility for book care and to return books on time. Students will be charged damage fees for damage beyond normal use. If a student loses a book, he/she must pay for the book prior to checking out another book. **All library books are due by [May 19, 2025](#).** Should a lost book be found, Graham Barden will gladly refund through [June 30, 2024](#) with original receipt of payment. Books are expensive and we would rather add books to our collection than replace them. Before a student withdraws from our school, they must return or pay (if lost) for their book before they withdraw.

Agendas

Students in grades K-5 will be provided with an agenda for the 2022-2023 school year at no cost. If an agenda is lost, there will be a \$2.00 replacement fee. It is our expectation that every student will use the agenda throughout the year to record spelling words, homework assignments, and/or other important information.

Yearbooks

Our school yearbooks will begin to go on sale in the Fall. You may pay in installments if needed. Information will be sent home with students when it's time to order yearbooks. The price for the yearbook is \$20.

Birthday Celebrations

Birthdays may be celebrated in the classroom with snacks and drinks. However, food must be **COMMERCIALY PREPARED**. Celebrations must be scheduled after 1:00. If you would like to celebrate your child's birthday at school, please arrange a date with your child's teacher.

Field Trips

Field trips are an important part of learning. Teachers may plan field trips for their students to enhance their educational experience. Teachers will notify parents and guardians of these special opportunities. There is usually a cost that must be paid by parents and guardians. All students must have a permission slip signed by their parents or guardians. If this is not done (as well as any other important documents) students will not be allowed to participate.

Student behavior is taken into consideration when planning field trips. Students who do not behave in class may not be allowed to participate in class field trips as a matter of safety and responsibility for our actions.

Spirit Rock

NEW THIS YEAR!

Do you want to celebrate your child on their birthday or some other special occasion? You can reserve the spirit rock for 1 week for \$25. You will be responsible for painting and/or decorating it for your child's birthday or other special occasions. Call the front office to request your week. Must remit payment with attached sign up. [GAB Spirit Rock Reservation Form](#)

Safety Procedures

To ensure school safety, the students at Graham A. Barden practice emergency drills for fire, lockdown, tornados, and earthquakes. Teachers review the procedures for these drills with the students so that they are prepared. Every classroom has a map posted that shows the exit route in case of a fire or inclement weather. You can help at home by talking with your child and easing their fears by familiarizing them about what will take place.

- Fire Drills are conducted 1 time each month.
 - Safe gathering spots are designated for each classroom outside of the building to use during a fire drill.
- Tornado Drills are conducted twice a year
 - Safety spots are designated throughout the building in case of a tornado.
 - Each classroom has a posted map of the designated location in case of a tornado
- Earthquake drills are conducted **once** a year
- Lockdown drills are conducted 4 times a year.
 - The safety team has designated a safe gathering spot inside the classroom to use during a lockdown drill.
 - All areas of the school are included in our lockdown procedures.
 - Phone lines are not in use at this time.

DISCIPLINE

The Craven County School Board of Education has adopted the following policy for grades K-12. If you have any questions, please call our principal, Mr. Keith Davis at 444-5100.

Craven County School System Discipline Policy CODE OF CONDUCT Policy Code: 4309

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

Please review the policy at the links below:

<https://boardpolicyonline.com/bl/?b=craven#&&hs=143685>

<https://boardpolicyonline.com/bl/?b=craven#&&hs=1319995>

Policy Code 4300: Student Behavior Policies

<https://boardpolicyonline.com/bl/?b=craven#&&hs=143681>

DISCRIMINATION, HARASSMENT, AND BULLYING

The Craven County Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

<https://boardpolicyonline.com/bl/?b=craven#&&hs=960747>

Students Sent To The Office

When a student is sent to the office, the Craven County School System Policies and Regulations manual will be followed in helping to determine the consequences for the student's action(s). Consequences will be determined according to the degree of infraction and/or how pervasive the misbehavior is. Disruptions are not tolerated. Our focus is learning. Every effort is made to help the child understand what is expected and support will be given for the child to succeed. The teacher, counselor, and/or administrator will facilitate a resolution if there is a conflict between students. Teachers will notify parent(s)/guardian(s) when a student has an office referral. Administration will contact parents as needed to discuss consequences, resolutions, etc...

Student behavior is also taken into consideration when planning field trips. Students who do not behave in class may not be allowed to participate in class field trips as a matter of safety and responsibility for our actions.

GAB Discipline Plan

Level A

- Level A offenses are handled in the classroom by the teacher.
- The Written Summary procedure is used to modify behavior in the classroom.
- Level A offenses include:
 - minor disruptions
 - cheating
 - refusal to complete class or homework assignments
 - not being safe, responsible, or respectful in the classroom

- interrupting the learning of others
- preventing the teacher from teaching
- property misuse
- name calling
- minor technology violation
- being dishonest
- theft (small items such as pencils, markers, etc)
- off task
- out of seat
- not following classroom rules and/or directions
- excessive talking, laughing, yelling

Level B

- Level B offenses are referred to the office.
- If the child is being referred to the office for a history of Level A offenses, it is expected that parent contact has been made by the classroom teacher and the parent is aware of the escalating concern.
- Level B offenses may result in a visit to the Guidance Counselor. Administration may decide to use Out-of-school suspension for Level B offenses in certain situations.
 - Level B offenses include:
 - a history of Level A offenses
 - inappropriate language (swearing/cursing)
 - property damage
 - bullying
 - insubordination
 - repeated defiance
 - major disruptions

Level C

- Level C offenses are immediately referred to the office through an office and physically bringing the student to the office.
- Level C offenses may result in Out-of-school Suspension.
 - Level C offenses include:
 - fighting/physical aggression towards any other person
 - spitting on another student or adult
 - drugs or alcohol
 - weapons
 - physical or verbal abuse on school staff
 - theft (large items, money, or cafeteria)
 - leaving school grounds
 - threats
 - vandalism
 - any unsafe situation requiring emergency attention

**Any of the leveled offenses can be addressed at the discretion of administration. Consequences will also be given at the discretion of administration.

Classroom Rules

Students will be taught classroom and school rules. Teachers will send home a copy of their classroom management plan for your review and signature. Teachers will go over their individual classroom discipline plans with their students. Please review the classroom discipline plan with your child and discuss appropriate school behavior.

Class Dojo

ClassDojo connects teachers with students and parents to build amazing classroom communities. We are using this tool schoolwide to give parents immediate access to student positive behaviors and behaviors that should be improved upon. Class Dojo is also used to update families on classroom and school happenings. Your child's teacher will send you an invite to join Class Dojo at the beginning of the school year. Please make sure you accept this invitation as soon as possible. If you have more than one child attending GAB, please make sure you accept the invitation for each of your children's teachers.

DRESS AND APPEARANCE

Students are responsible for using sound judgment in dress, grooming and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. **The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe, or otherwise inappropriate.** Example: Appropriate footwear is required at all times for safety reasons. All school staff shall abide by and **strictly** enforce all student dress code requirements. Faculty and staff are not required to wear school uniforms.

Therefore, the following is included:

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.
- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes, revealing dresses, or other revealing attire (i.e., exposing the cleavage) are not acceptable.
- Dresses, skirts, or shorts cannot be shorter than mid thigh.
- Pants and shorts must be worn at the waist line. No underwear shall be revealed.
- Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
- Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol or drug related, offensive, inflammatory, or detrimental to the instructional process or otherwise inappropriate are not allowed.
- No clothing that displays or promotes drug, alcohol, sex, or violent behavior is permitted.
- No gang related clothing, including long shirts/jerseys, baggy pants, trench coats, accessories, or symbols as identified by local law enforcement agencies will be allowed.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Close-toed shoes are required during physical education and in schools with a uniform policy.

Improperly dressed students will not be allowed to attend class until they have changed into appropriate dress. If students cannot obtain proper clothing, they will go to chill out or an alternative learning classroom. Any classes missed will count as unexcused absences. The third offense of improper clothing will be considered insubordination and an additional consequence will be imposed including, but not limited to, detention or out-of-school suspension.

HEALTH INFORMATION



School Nurse

Please notify our school nurse if there is any change in your child's health status or if she can assist your child. You may contact the Nurse Julie Osmanovic at (252) 444-5100. If the nurse is unavailable, office staff or administration can assist you.

Health Assessment

NC State Law requires all children entering kindergarten and all new incoming students to North Carolina to have a record of a health assessment (physical exam) on file at school. The form is available at your child's school. * The exam must have occurred within the 12 months prior to kindergarten entry. ***Your child will not be able to attend school if a health assessment is not received within the 30 days of enrollment.*** This applies to new Kindergarten students and any new students enrolling from out of state.

Immunization Records Required From Previous Schools

When enrolling a child who has been previously enrolled in another school, the parent must come with the child to school and show records of immunization. The parent must also sign the necessary enrollment forms.

North Carolina Immunization Requirement

- 5 Prevar- 4 doses by 15 months of age
- 2 Menveo/Menactra- One dose is required for individuals entering 7th grade or by 12 years of age, whichever comes first and with a booster dose at age 16.
- 5DTP - (One on/after 4th birthday, if 4th dose is after 4th birthday, 5th dose is not required.
- Pertussis is not required after age 7)
- 1 Tdap Booster- (Required for children entering 7th grade or by 12 years of age, whichever comes first)
- 4 Polio- (4th dose is required on or after the 4th birthday and before entering school) ● 2 MMR- (One on/after 1st birthday, second dose before entering school (K-1) for the first ● time on or after 7-1-94)
- 1HIB- (At least one required for children entering school after 10-1-88 and who have not ● reached 5th birthday)
- 3HEP B-(Required for children born after 7-1-94)
- 2 Varicella-(1 on or after 12 months of age, 2 required before entering school for first time)

*** All students must be in compliance with the above North Carolina Immunization Law (GS10A-152) within 30 calendar days after enrollment in school. Any student not in compliance after 30 calendar days will be unable to attend school until proof of immunization is received at the school.***

Health Screening Notification

The health of your child is important to you and the Craven County Schools. Throughout the school year, screening programs are organized to identify health needs. Vision, hearing, dental, and height/weight screenings are periodically performed. Screenings are performed by nurses, speech & language pathologists, dental hygienists, and other trained school personnel. These screenings provide a valuable health service to our students. Parents are notified in writing when any health problem appears to need further evaluation by medical doctors, dentists, eye doctors or other health care providers. This referral form needs to be returned to the school nurse after medical treatment is received. Any parent/legal guardian who does not

wish to have his/her child participate in any screening program should notify the school principal in writing at the beginning of the school year.

Medications at School

If your child is required to take any form of medication (prescription and/or over the counter) during school hours, the following guidelines apply:

- A Request for Medication To Be Given During School Hours form must be completed and signed by the student's physician and parent. A blank form may be requested from the school nurse.
- No medication will be dispensed or accepted without the signed form. A new form **MUST** be signed every year.
- Medication must be in its original pharmacy container, labeled by a pharmacist.
- Written notification from a parent/guardian is required when an ordered medication is to be discontinued at school.
- No student is allowed to self-medicate. **Do not send any medications to school with your child.** This includes, but is not limited to, prescription medications, cough drops, sunscreen and bug repellent, etc..

Please note any allergies your child has on the Emergency Information Card which is sent home the first day of school.

Lice

Frequent and regular checks of your child's hair at home will assist in preventing outbreaks in school. Please notify the school if your child has head lice. When lice are found, siblings in other classrooms will be checked as well. **When lice are discovered on a student, parents/guardians will be called to notify them. It is a best practice for parents to come and pick up their child and treat the infestation at home to reduce spreading them to others at school.**

Illness

Students who are sick will be evaluated by the nurse and treated according to their symptoms. Students will be sent home and/or should be kept at home if they exhibit any of the symptoms listed below. Please contact the school nurse if your student has any of these symptoms.

- Fever (must be fever free than 100.0 without the use of medication)
- Vomiting, nausea, diarrhea
- Red and watery eyes with drainage
- Undiagnosed rash

Parent & Family Engagement



GAB TITLE I PARENT AND FAMILY ENGAGEMENT POLICY 2024-25

Graham A. Barden Elementary is a Title I School. Our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides both extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents. Graham A. Barden believes that the education of students involves the collaboration among the home, school, community, and other support agencies. The comprehensive involvement of parents contributes positively to the school community and to the success of our children. A program of family involvement activities shall be ongoing and be reviewed annually by parents to ensure their involvement in the planning and implementation of the program at Graham A. Barden Elementary School.

Written Policy

This policy for parental engagement in the school wide Title 1 program at Graham A. Barden has been developed jointly with parents and teachers. The policy is included in the handbook and is reviewed every year at the spring meeting. We all recognize that the teaching and learning process is the responsibility of the home, school, and community. Therefore, all parents are encouraged to participate in the wide variety of activities which are planned and implemented by our school staff.

Annual Public Meetings

In the fall and spring of each year, a public meeting will be held to share components of the Title 1 program with parents. Any questions or concerns of parents will be addressed by the administrators and staff. All parents will be invited to attend these meetings and become active participants.

Flexible Meetings

Opportunities for flexible meetings will be made available to parents. To determine needs/interests for such meetings, an interest survey from parents will be taken. Meetings will be scheduled at flexible times according to parents' needs. There will be at least two parent training sessions offered with topics reflecting the focus of our Title 1 program as well as topics chosen by parents through the survey. Documentation will include notices of training sessions, agendas, any handouts, and attendance records.

Involving Parents

Surveys are taken during the fall meeting to determine parent needs/interests for upcoming workshops. Additionally, a survey is provided to all parents in the spring of each year for evaluation of the parent and family engagement plan.

A Parent Representative is included on the Principal's Cabinet. The participation of parents in the program strengthens community and school relations. It helps to build an understanding of the school environment which results in increased community involvement to benefit students and their needs. Involved parents become extra pairs of hands to assist in the many demands within the classroom. Scheduled conferences as needed will contribute to the parents' involvement in the Title 1 Program.

Family Compact Brochure

A School/Family Compact Brochure defines goals, expectations and shared responsibilities. Compact Brochures are sent home on the first day of school. New families and students receive the Compact Brochures at enrollment. The Compact is used as part of the collaboration effort between parent and school for the success of the student. It may be used in School Leadership Team meetings and for planning strategies for success. [Please contact us if you would like to get a copy.](#)

Parent Assistance

State and local expectations are shared with parents at the Parent Information Meeting for grades K through 5 in early September. EOG results are shared at the Fall and Spring Title I Annual Meetings. All grade levels receive interim progress reports, report cards and special letters, which indicates your child's progress. In an effort to support your child, GAB has readily available resources to check out from our Media Center to support your child's learning.

Opportunities for Limited English Proficient and Students With Disabilities Parents

All parents are encouraged to attend school functions. Translators will be arranged for parents who speak languages other than English. Whenever possible, meetings are scheduled at the parent's convenience.

Parents with Limited English Proficiency, Disabilities, Migratory children Parents of children with limited English proficiency or disabilities are afforded opportunities to participate fully and freely in all education activities at school. Once the need is identified, assistance shall be provided. Whenever possible, information is sent home in native language. Bilingual staff members, parents, ESL instructors and even students are assigned as a liaison between home and school. GAB does meet ADA requirements.

Communication – Information

Throughout the year, information is provided using several methods:

- The student handbook is the first item to be sent home at the beginning of the year describing the Title 1 program, curriculum, expectations, assessments required, and the levels students are expected to meet.
- Letters and brochures of explanation regarding EOG expectations are supplied by the county and distributed to students.
- Discussion at parent meetings concerning curriculum and assessment are beneficial to parents.
- Parents are encouraged to phone the school with concerns regarding any of these areas and may expect answers to their questions.
- Administration and/or teacher contacts parents if a child is considered to be at risk.
- Parent training sessions to inform and instruct parents in the curriculum will be held regularly.
- 4-week progress reports – detailed information as to the student's performance.
- Report cards include thorough comments to further give the parent a complete view of their child's progress.
- Daily agendas – distributed to each student in grades K- 5.
- Blue Folders sent home weekly.

Parent Assistant

- Administration, testing coordinator, or classroom teachers may lead parent workshops to provide parents with an understanding of State standards. Teachers will also be invited to share strategies for parents to utilize at home.
- Parent/Teacher conferences may be held regularly to aid in understanding and to track student progress.
- Letters will be sent to parents of students with possible risk of retention.
- The Home – School Connection flier provides a resource of activities for parents to use at home with their children.
- Resources in the Title 1 Parent Center will be available providing tools to help parents work with their children.

GAB MODES OF COMMUNICATION TO PARENTS

Blackboard Connect emails, text and telephone calls (telephone calls–please listen to the weekly message in its entirety) sent every Sunday night by Mr. Davis.

- [GAB Facebook page](#)
- [GAB website](#)
- [GAB Twitter](#)
- Class Dojo
- Grade Level Brochures and Newsletters
- GAB Peachjar (district, school and community flyers) school website
- Report Cards
- Progress Reports
- Teacher WebPages
- Teacher’s Google Classrooms
- Email
- Phone calls
- **Student Agendas**
- Student Blue Weekly Folders (on Tuesdays)

Title IX Coordinator and Americans with Disabilities Act (employees)

Dr. Lakesia Boone Assistant Superintendent for Personnel, Personnel Issues 3600 Trent Road, New Bern, NC, 28562 514-6367	JasonGriffin Director Federal Programs 3600 Trent Road, New Bern, NC, 28562 514-6353
AmberGover 504 Coordinator 3600 Trent Road, New Bern, NC 28562 514-6300	JeromeWilliams,Jr. Director of Maintenance, Facilities Issues 950 Hwy 55 West, New Bern, NC 28560 514-6380

Dr Gregory Monroe

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

EPA REGULATIONS NOTICE

In accordance with EPA regulations, Graham A. Barden School has been inspected for materials which contain asbestos. A periodic surveillance is conducted. A management plan is available in the school office and /or at the Craven County Board of Education.

Notice To Employees And Students

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age, religion. Craven County School System administers all policies, education programs, employment activities and admissions without discrimination against any person on the basis of individual’s race, gender, sexual orientation, religion, creed, age, physical characteristics, national origin, socioeconomic status or disability, except where exemption is appropriate and allowed by law.