WELCOME TO THE PIRATE FAMILY!

On behalf of the teachers and staff of Swansboro Elementary School, we would like to welcome you to our school. The purpose of the Student-Parent Handbook is to keep parents and students informed of some of our policies and procedures. We also encourage you to communicate regularly with your child's teacher, visit our school website https://www.onslow.k12.nc.us/swansboroes and refer to our weekly call and email.

It is our pleasure to work with you as partners in your child's education. Your child is extremely important to us here at Swansboro Elementary. Our goal is to provide the best educational program for each child. Teamwork among the parents, staff and community is crucial to reach our desired level of excellence. We encourage you to be involved in your child's education by volunteering, assisting with homework, taking part in curriculum-related activities, becoming active in extra-curricular events and joining the P.T.O. We are looking forward to a very successful school year!

Ashley Medlin, Principal

Beth Wilsey, Assistant Principal

School Day Hours for 2026-2027:
8:10 a.m. Doors Open
8:30 a.m. Tardy Bell/Pledge/Announcements
8:30 a.m. - 3:20 p.m. Instructional Day
12:00 p.m. Half Day
12:30 p.m. Dismissal on ERPD Days
3:20 p.m. Car Rider/YMCA Dismissal
3:45 p.m. Bus Rider Dismissal

ATTENDANCE

SBES's attendance policy is as follows:

ABSENCES

1. It is important for your child's education to attend school regularly. Your child must be in school at least one-half of the school day to be counted present. **Children missing more than 20 days (10 within the first ninety days and 10 within the last ninety days) shall not be promoted to the next grade except upon determination of principal/designee and review of school records.** Please refer to policy in OCS Board of Education Policy Booklet for further explanation.

2. The North Carolina Compulsory Attendance Law (GS 115C-380) requires that your child bring a written note (*) stating the reason for any absence. Please address the excuse to your child's teacher and include the following information:

   - Your child's name
   - Date(s) of absence
   - Specific cause of absence
   - Your signature

3. Excused absences include personal illness and injury, quarantine, medical and dental appointments, court or administrative proceeding, death in the immediate family, as well as preapproved (by principal) educational opportunities and religious observances.

4. The North Carolina Compulsory Attendance Law states the following procedures:
   a. After three (3) accumulated unexcused absences, the principal or designee shall notify the parents in writing.

   b. After not more than six (6) accumulated unexcused absences, the principal shall notify the parents by mail that they are in violation of the law, which may result in a home visit by the school social worker and/or prosecution.

   c. After ten (10) accumulated unexcused absences and/or ten (10) tardies/early checkouts, the principal shall review the student records and shall notify the parents by mail that they are in violation of the law, which will result in a home visit by the school social worker and/or prosecution.

   d. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation (dr. note, court papers, etc) will be required. We will not be able to accept parent notes to excuse any absences beyond 10 days.

6. If a parent has knowledge of a probable absence, please notify the teacher in advance.

7. Educational trips must be preapproved by the principal for the absence to be excused. Parents must complete a Request for Excused Absence for Educational Reasons form and submit it to the principal at least 10 days prior to the trip. These requests will only be approved by the principal if the experience aligns with the

NCSCOS curriculum and is contingent upon the student submitting a product of learning. While vacations and visiting with family and friends are important, they do not meet the criteria for being an excused absence. Please keep the school calendar handy to assist in planning for family vacations so that your child will miss the least amount of instructional time possible.

8. Any child arriving at school after 11:45 a.m. or signing out before 12:15 p.m. will be counted absent. To be counted as present for the day, a child must be at school for no less than 196 minutes.

9. If a child has frequent absences, the teacher will contact the Data Manager, and a letter will be sent home to inform the parents of the school's concern.

10. Excessive absences, tardies, and early checkouts will be reported to the school social worker. These may result in retention.

11. Student must be counted present at school to participate in any school related activity after school.

TARDIES/EARLY CHECK OUTS

1. The TARDY BELL rings at 8:30 a.m. Your child will be considered tardy if they are not in their classroom when this bell rings. *Breakfast-Students eating breakfast need to arrive at 8:10 a.m. Breakfast service will end at 8:25 a.m., so that students can be in their classrooms ready to learn.

2. School personnel will send a letter to parents when children have excessive tardies/early check outs.

3. Children should not be dropped off before 8:10 a.m. Supervision is not available until 8:10 a.m. If your child arrives at school later than 8:30 a.m., parents must accompany her/him to the office to be signed in.

4. All students arriving after 8:30 a.m. or leaving before dismissal MUST be checked in/checked out in the office by a parent, legal guardian or someone from their pick-up list. **No student will be released from the school without proper identification of the adult (valid driver's license).** We also ask that if you need to sign out your child early, that you do so before 3:00 p.m.; otherwise, they will be expected to follow dismissal procedures.

5. Any time prior to carpool dismissal will be considered an early check-out. There will be no checkouts between 3:00 p.m. and 3:40 p.m. due to safety concerns. Buses will be dismissed around 3:30 p.m.

6. SBES utilizes School Dismissal Manager for carpool. Anyone picking up a student in carpool MUST have school dismissal access (PIN number). If they do not have access through School Dismissal Manager, they will have to park and sign the student out in the main office.

7. Changes in afternoon transportation plans MUST be communicated through School Dismissal Manager by 1:30 p.m. For your child's safety, changes in a child's afternoon transportation WILL NOT be accepted over the telephone.

INCLEMENT WEATHER

In the event of extreme weather conditions such as snow or ice, the superintendent of schools, not the principal, is responsible for making the decision to close schools. This information will be announced on local TV and radio stations. Please do not call the school for this information. Breakfast will not be served if there is a delay. Occasionally, extreme weather conditions develop during school hours and school is dismissed early. Parents should anticipate such emergencies and instruct children where to go if there is no one at home.
Onslow County Schools weather delay hotline number is (910)-989-2211 and the website is https://www.onslow.k12.nc.us**.**

DISCIPLINE

Here at Swansboro Elementary we strive to provide a positive learning environment for all students. This requires mutual respect, communication, and collaboration among students, parents and staff. Our goal is always on student safety, well-being and academic success. Disruptions to the learning environment will not be tolerated as this prevents your child from learning as well as his/her classmates. Teachers are responsible for providing a safe and orderly learning environment and for implementing an appropriate discipline plan within their classroom. All students at Swansboro Elementary are expected to follow the OCS Student Code of Conduct to promote safety, civility and a positive learning environment for everyone.

Pirates Say…

Always be Kind,
Respectful,
Responsible,
Grateful &
Hard working.

STUDENT RULES AND REGULATIONS

1. Students must not leave the campus during school hours without permission from the office.

2. Students should be respectful and courteous to any staff member and to their fellow students.

3. Students should learn and practice safety. Teachers will teach and implement their rules, policies, and procedures. Students are expected to be their very best, always!

4. Students are expected to demonstrate acceptable behaviors to maintain a positive learning environment. When students do not make appropriate choices, consequences are given. Consequences may include, but are not limited to lunch detention, loss of privileges, time out in another class or office, note/call home, office referral, and out of school suspension. All students are expected to follow the behavior plan outlined for their classroom. We ask for parent support in this matter.

5. Students should only bring to school items necessary for educational activities. Students should **not bring** toys, trading cards, sports equipment, electronics or other such items to school unless prior, written approval is given by the teacher. **Cell phones, smart watches, and any other electronics are to be powered off and remain in the student's backpack during school hours** (OCS Board Policies 4318/4300/4342)**.** SBES is NOT responsible for theft of these items, as they should not be brought to school. Recording devices are not permissible.

6. Bus safety procedures outlined in the *Student Discipline Policies and School Bus Safety Regulations* handbook will be enforced. Each parent will receive a copy of the handbook. Bus transportation is a **privilege**, not a right, and may be taken away if students act inappropriately.

FOOD SERVICES

Breakfast - 8:10-8:25am

Kindergarten students should go directly to the classroom, and staff will escort the children to breakfast at the beginning of the year. This will change once students learn the routine.

All other students eating breakfast report directly to the cafeteria.

Lunch – Teacher will communicate time.

- Student Meals

Breakfast	$1.25
Lunch	$2.50

LUNCH/MEALS

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.

Meal prices are $1.25 for breakfast and are $2.50 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is $ .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 910-326-1501.

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.

CAFETERIA RULES

1. Get all items needed the first time (milk, ketchup, fork) through the line.
2. Fill up all seats at the table. No saving seats.
3. Students are responsible for cleaning their area (table and floor) before leaving the table.
4. Raise your hand for help.
5. Use **INSIDE** voices.
6. Remain seated until dismissed.
7. When the intercom comes on, stop talking and raise your hand.

PARENT RULES

1. You are allowed to eat with your child(ren) only and only during their scheduled lunch time.
2. No photos/videos/recording.
3. No sharing food with other students.
4. Eat in designated parent area (outside courtyard only-weather permitting.) Sorry we have no extra room in our cafeteria to accommodate parents.
5. **Lunch Visitors will start September 14, 2026. The last day for lunch visitors will be May 14, 2027.**

BIRTHDAYS

- Store bought items only.
- Keep it simple.
- To be given at teacher's discretion, as to not impact instruction. Please contact your child's teacher to schedule a date/time.

ILLNESS

1. In the case of a fever (100.0 or higher) and/or vomiting, the student must be fever/vomiting/diarrhea free for 24 hours (without medication) before returning to school.

2. It is essential that each parent completes an OCS Permission for Emergency Medical Care form sheet on each child so that we may address medical concerns properly. ***This form needs to be kept up to date with current medical needs and contact information.**

3. If a child becomes ill or injured at school, his/her parents or guardian shall be notified as soon as possible. Parents will be expected to arrange for their child to be picked up promptly when contacted by the school.
4. If your child contracts a communicable disease such as chickenpox, pink eye, etc., they should remain out of school until the contagious period is over.
5. Head lice are blood-sucking insects that live on the scalp and hair of humans. They are transmitted by direct contact with others who are infected, wearing infested clothing, using infested combs and brushes, and other types of contact. Periodically, staff will check students for head lice. The school recommends that you check your child regularly at home as well. Students who have head lice must be picked up from school immediately and treated for the condition. Students who return after having head lice must be brought in by a parent and checked by the school's nurse or a staff member. Students may not ride the bus until the school has cleared them. A student should be cleared and return to school within 3 days. Absences after 3 consecutive days will be unexcused. Due to student confidentiality, we do not send a notice home when a child has lice in the classroom.

IMMUNIZATIONS

North Carolina law requires that each child have an up-to-date shot record on file at school. Kindergarten and new students are given 30 days from their time of enrollment to give the school a copy of the student's shot record. 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.

LOST AND FOUND

- All items collected will be donated on the LAST DAY OF THE MONTH.
- SBES is not responsible for lost/stolen items.
- Please label all items with first and last name.

MEDICATION GUIDELINES

Onslow County Schools has provided guidelines to control the dispensing of medications to children in school. We ask that you assist us in following these guidelines.

Every effort should be made to give medications outside school hours. Our staff will not give non-prescription medications.

The **only** medications administered by school personnel are:

1. THOSE TO BE TAKEN UNDER A PHYSICIAN'S ORDERS and
2. THOSE THAT MUST BE TAKEN DURING SCHOOL HOURS.

The parent should deliver any medication given at school. Do not send students with any type of medication (prescription or over the counter). This includes cough drops and medicated lip balm. Medications must be in the original container with a current prescription label. Ask your pharmacist to give you two prescription bottles if doses are required at home and school. Our staff will not dispense medicines sent in plastic bags, foil, etc.

Our staff will only dispense according to label specifications. Parents and physicians are required to complete the *OCS Medication Request and Consent Form*. Copies of this form are available in the office when you bring in the medication. THIS FORM MUST BE COMPLETED BEFORE WE CAN DISPENSE MEDICINES TO YOUR CHILD.
Sunscreen and insect spray will not be applied to students without proper documentation from a doctor.

If you have any questions regarding medications, please contact the school nurse.

NC HEALTH ASSESSMENT

All students entering kindergarten and any student that has never attended an NC Public School must present a health assessment within 30 calendar days of entering school. The required form can be picked up from the office.

Students who do not meet this requirement, within 30 calendar days of enrollment, will be suspended from school until a complete health assessment has been received by the administration.

NOTICE TO PARENTS OR STUDENTS: FERPA LAW

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING THE ONSLOW COUNTY SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE UNIT WHO HAVE REACHED THE AGE OF 18:
The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of school records. Under the law, parents of students or eligible students have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or students is limited and generally requires prior consent by the parents or the student. The Onslow County Board of Education has adopted a written policy governing all rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's office, and in the principal's and counselor's offices of each school within the unit.

PARENT INVOLVEMENT

Swansboro Elementary School has an active Parent Teacher Organization. The organization plans activities to raise funds and foster family involvement in our school. Parent Teacher Organization officers will be elected and will coordinate activities with school representatives. We encourage all parents to join our PTO.

VOLUNTEER TRAINING

Volunteers play a very important part in the educational process. Attendance at an orientation training session is required annually. Both the OCS Volunteer Confidentiality and Internet Access forms must be signed. New volunteers must also be fingerprinted through OCS. If you are interested in volunteering, please contact Mrs. Wilsey for more information.
*Parents attending field trips must be fingerprinted and meet volunteer requirements. No other children are allowed on field trips.

VISITORS ON CAMPUS

To ensure the safety and protection of the students and members of our staff, it is imperative that all visitors check in at the office. **A valid ID MUST be presented when checking in**. Campus visitors will be issued identification stickers and the sticker MUST be worn at all times while on campus. Visitors must sign out upon leaving the campus.

Visitors that are disruptive to the learning environment or fail to comply with OCS policies will be required to leave campus.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are our most important means of communication with parents. If you would like a parent conference, please contact your child's teacher to schedule a conference (in-person or virtual) during a non-instructional time. At SBES, we value our instructional time, therefore, are unable to accommodate impromptu conferences during school hours.

REPORT CARDS

All students will be graded in nine-week segments with interim reports sent home at the midpoint.

The following grading scale will be used for students in Grades K-2:

Above Grade Level
On Grade Level
Below Grade Level

The following scale will be used for students in Grades 3-5 throughout Onslow County:

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

Enrichment/Conduct:

Satisfactory
Needs improvement
Unsatisfactory

Report cards for students will be issued every nine weeks for all grades.
Parents are encouraged to use Parent Portal to stay informed of your child's attendance and academic performance. Please see our data manager to get signed up for Parent Portal.

HONOR ROLL - GRADES 3-5

A student who makes no less than a "B" (80-89) in academic subjects will be placed on the *Honor Roll* for the grading period.

PRINCIPAL'S LIST - GRADES 3-5

A student who makes all "A's" (90-100) in academic subjects will be placed on the *Principal's List* for the grading period.

SCHOOL FEES for K-5 Students

Supplemental Reader	$6.00
Technology Fee	$25.00
Field Trip T-Shirt	$10.00

School fees are due the first week of school. The $25 Technology Usage Assessment Fee is a rental fee, not insurance for the device.

*****Music $5.00
*Music fee is for **recorders for 4th & 5th grade only** OR they can bring a recorder from home.
Other: Onslow County Schools offers optional insurance for students. Forms will be sent home the first day of school.

School fees should be paid online through SCHOOL CASH ONLINE.

School Cash Online is easy to use and a safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your child's class fees, trips, Pirate logo T-shirts, and so much more from your own home. All you have to do is register an account, attach your children, and you will be able to make payments online at: https://onslow.schoolcashonline.com/.

WAIVER OF FEES

Fee waiver applications should be completed within the first 20 days of entering school. This does not apply to all fees, only instructional fees. Fee Wavier applications will not be accepted after Winter break. Please contact the school treasurer (Mrs. Dixon) regarding financial assistant for other expenses or needs.

STUDENT CONFIDENTIALITY

All student information is to be held at the highest confidentiality. Therefore, no recording devices are permitted.

- Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.
- Any video, audio, or photographic recording in restrooms, locker rooms, or any other areas where privacy is an expectation is impermissible. Violations of this rule may result in criminal charges.

CURRICULUM

Swansboro Elementary School follows the *English Language Arts and Mathematics Common Core Curriculum* and *North Carolina Essential Standards Curriculums.* This includes reading, writing, math, science, social studies, physical education, music, art, computer literacy, and media skills. Visit the Department of Public Instruction website at http://www.dpi.state.nc.us/curriculum/ for more information.

PROMOTION REQUIREMENTS

Every effort is made to meet the needs of individual students using school, district, and state resources. The Core Knowledge Language Arts (CKLA) is used in English Language Arts to address the various learning styles of children. Supplemental resources are used to meet the developmental needs of the students. Our math program has been established in accordance with the Common Core Standards for Mathematics. In math, problem solving and critical thinking skills are emphasized using hands-on experiences. Ready Classroom and iReady Math are used in all classrooms to help children apply math concepts to their daily lives. The primary goal of mathematics education is to ensure every child will become mathematically literate.

To be considered for promotion, a student shall demonstrate sufficient progress in all subject areas and meet local/state promotion standards. Students that indicate a lack of growth and appropriate progress throughout the school year may be considered at risk of retention (OCS Board Policy 3420 – Student Progression and Placement Policy).

It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a).

STUDENT DRESS CODE

Although the primary responsibility for the appearance of students rests with the parents and students themselves, the school has an obligation to require dress that is not disruptive at school. Shoes MUST be always worn on the campus.

STUDENT DRESS CODE REQUIREMENTS:

- Shorts and skirts must be of reasonable length (no shorter than fingertip length when standing). Excessively tight clothing is not permitted.
- No crop tops, halter tops, spaghetti strap tank tops, strapless tops, cutoffs, or apparel that exposes the stomach may be worn.
- Students may **not** wear soft-soled flip flops or shoes with heels higher than 1 inch. Shoes with wheels are not permitted. Sneakers are recommended as students are involved in physical activities every day.
- Clothing with offensive wording, suggestive language, or pictures is not permitted.
- Clothing that refers to any type of alcohol, drug or act which is illegal is not permitted.
- Any rips in clothing must be below fingertip length or covered by something worn underneath.
- Hats, toboggans, or sunglasses are not to be worn in the building/classroom.
- No earbuds or wireless earbuds unless being used for instructional purposes as directed by the teacher.

STUDENT INFORMATION

The school must have at least two CURRENT phone numbers to call in case of injury or illness. **These numbers must be kept up to date.** Forms for this information will be sent home at the beginning of the year. Updated information must be written or handled face to face. No changes will be made over the phone.

Parents are responsible for providing the school with any custody paperwork or other court orders. Unless the school is provided with proper court documentation stating otherwise, all legal parents/guardians have rights to their child and their child's educational records. As situations change, please inform the school in writing promptly. Custody orders MUST be official and contain a judge's signature.

TECHNOLOGY

All students are expected to abide by following the Technology Responsible Use policy (3225/4312/7320). All students will be issued 1:1 devices and are expected to abide by the District Issued Device Agreement Form. Failure to use technology and/or the internet responsibly may result in disciplinary action and device may be taken. OCS devices are for educational purposes only.

***If a device is lost, not turned in, or deemed to be damaged due to negligence, replacement and/or repair cost may be assessed and parents billed.**

TITLE IX STATEMENT

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, N.C. 28541, 910-455-2211.

WITHDRAWALS/MOVING

If you move during the school year, please notify the data manager of your new address and provide the school with a copy of a current utility bill (water or electric). If you move anywhere that will require the transfer of your child from Swansboro Elementary School, please notify the data manager at least five days prior to your child's last day. This will allow teachers ample time to compile your child's records and prepare the paperwork for transferring to a new school.

*Handbook subject to change as needed.