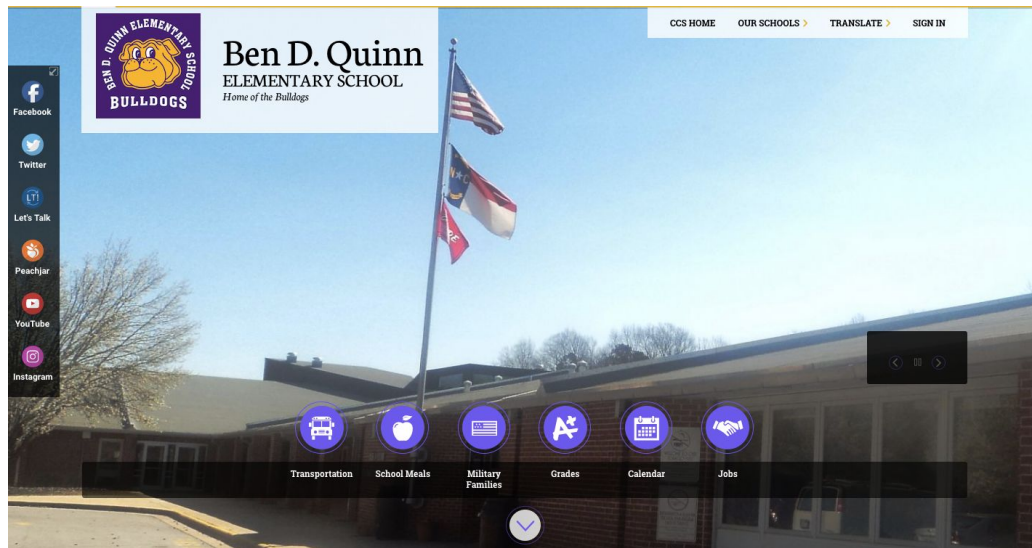


Ben D. Quinn Elementary School

4275 Dr. Martin Luther King Jr. Boulevard, New Bern, North Carolina 28562

Phone: 252-514-6420 · 252-514-6421 • Fax: 252-514-6423 • Website: <https://www.cravenk12.org/BDQ>

Student/Parent Handbook



**Geared for Success
2018-2019**

Equal Opportunity Statement

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.

School Hours: 7:35-3:00 PM

Office Hours: 7:00-4:30 PM

Our goal is to protect our teacher's precious instructional time with students, by providing smoother transitions and fewer disruptions.

Please stop in the office to sign-in and get a name tag before entering the different wings of our school. It is important for parents to schedule appointments ahead of time either by writing, calling, or communicating via email, before entering the classrooms.

Personnel Directory 2018-2019

Administration

Curtis Gatlin, Principal
Bridgette Carson, Assistant Principal

Cafeteria

Marsha Hargett-Manager
Diane Carraway
Rosa McDavid

Exceptional Children Program

Alisha Plescher (Autism Spec/Speech)
Jo Shoemaker (ECP Teacher)
Jo Morrow (ECP Teacher)
Jamie Fravor (ECP Teacher)
Suzanne Bogle (Psychologist)
Denise Townsend (Speech Teacher)
Roxanne Ank (Occupational Therapist)
Helen Mason – Language Facilitator

Kindergarten

Mary Beauchamp
Olivia Banks
Kelli Miller
Eva Mitchell

Third Grade

Joanna Blanton
Germaine Burns
Karen Camp
Reid Lancaster

Front Office Team

Sherri Winston, Bookkeeper
Martha Lilly, Data Manager/Secretary

Custodians

Marvin Edwards
Jeff Henderson
Linster Bryant

Media

Heather Harley

Resource Teachers

Haley McElroy - Art
Lauren White - Music
Jason Philipps - P.E.

First Grade

Sheila Lambert
Ginny Fenton
Liz Witten
Brianna Erwin

Fourth Grade

Lynn Barnhill
Ashley Morton
Michele Owens

Support Staff

Suzanne Taylor -ESL Teacher
Jennifer Medlin – School Counselor
Marianne Rhodes– Nurse
Amy Smith -Title I Interventionist
Rebekah Schehr - AIG/Interventionist

Preschool Staff

Tray Garris-Teacher
Theresa Fonville-Teacher Assistant/Bus Monitor

Teacher Assistants/Bus Driver

Cynthia Edwards (ECP)
Thalia Burt (ECP)
Janice Williams (ECP)
Karen Kleber (1st)
Dorothy Mallard (1st)
Victoria Purvis (Kindergarten)
Titina Carroll (Kindergarten)
Hermione Sampson (Kindergarten)
Indira Blackwell (Kindergarten)
Dora Davis (2nd Grade)

Second Grade

Regina Broadwell
Sybrina Turney
Beverly Curlings
Deborah Baker

Fifth Grade

Sarah Weems
Sarah Ingram
Robin Lizotte

Our Address

Ben D. Quinn Elementary School
4275 Dr. Martin Luther King, Jr. Blvd.
New Bern, NC 28562
Our Telephone Number: (252) 514-6420
Our Fax Number: (252) 514-6423
Principal Gatlin: (252) 514-6422

Our Front Office Staff

Principal: Mr. Curtis Gatlin
Assistant Principal: Bridgette Carson
Bookkeeper: Mrs. Sherri Vinston
Data Manager: Mrs. Martha Lilly
School Nurse: Marianne Rhodes

SCHOOL HOURS

7:00 AM – 4:30 PM– Office Hours

The hours below are for all students in grades PK-5.

7:35 AM Car Rider Drop Off Begins
7:40 AM First Bell
8:00 AM Tardy Bell Rings
3:00 PM Dismissal
3:25 PM Late Pick Up

To access Ben D. Quinn Elementary School information:

- Visit our school website at: <https://www.cravenk12.org/BDQ>
- Like us on Facebook – We have two! Search for our group and the BDQ Facebook Page.
- follow us on Twitter - @bendquinn
- follow us on Instagram - bendquinn
- For our Grades 3-5 families, get linked in with your child's Powerteacher Grade Book (information will be sent home at the beginning of the year relative to instructions for signing up)
- Get involved with our PTO and receive information via emails, flyers, and our messaging system.
- Make sure we have all current contact information (address, telephone numbers, email addresses) on file.

The following school buses are available for transporting your child to and from school. Bus routes and times will be available during our upcoming orientation on Thursday, August 23, 2018.

Bus 325	Bus 335	Bus 336	Bus 329	Bus 366
Driver Titina Carroll	Driver Dorothy Mallard	Driver Karen Kleber	Driver Indira Blackwell	Driver Janice Williams

We serve traditional calendar students from the following residential areas:

Academy Green	Arbor Green	Arcadia Village
Ashley Park	Belle Oaks	Copper Field
Craeberne Forest	Deerfield	Governors Mill
Greenbrier	Haywood Farms	Jimmies Creek
Kings Row	Lakemere	Norbury Estates
Pleasant Hill	River Bend	Rocky Run
Springdale	Tuscarora Rhems	Hwy 17 South

2018-2019 Traditional Academic Calendar



The following dates on this year's calendar are designated as Professional Development Early Release Days:

October 5th
November 9th
February 15th
March 22nd

The direction of the professional development for these dates will be for schools to continue the work of content PLCs utilizing the SRI protocols.

Philosophy of Education

We, the staff of Ben D. Quinn Elementary School, believe that every person is unique and has special talents, abilities, needs, and aspirations. It is our purpose to enable every person to develop to the fullest extent of his/her potential. Therefore, a strong, positive home-school-community partnership will need to be built so students may engage in life long learning.

Our quest for providing a safe, supportive learning environment will foster a mental, emotional, moral, social, and physical development of the student. Student outcomes are as follows:

- *Be responsible, safe, and respectful of self, others and the environment.
- *Participate productively and responsibly in a rapidly changing society.
 - *Communicate effectively.
- *Use cooperative and independent learning strategies.
 - *Apply problem-solving processes.
 - *Meet high standard expectations.
 - *Support Craven County School's Core Values

In order to educate the total child, the school curriculum and the methodologies must be flexible to meet the needs of our ever-changing society and consistently address the latest research findings on child growth and development. As we "gear for success" to educate tomorrow's citizens today, we will need to plan, do, study, and act to promote the aforementioned purposes and goals.

Our expectations are to develop students who are:

- Critical thinkers who identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of situations.
- Collaborative workers who use effective leadership and teaming skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
- Quality producers whose creations provide self-fulfillment and financial resources that reflect originality, high standards, and the use of advanced technologies.
- Self directed learners who create a positive vision for themselves and their future; use that vision to set priorities and goals; and monitor, evaluate, and accept responsibility for the achievement of their goals.
- Community contributors who contribute their time, energies, and talents to improve the welfare of themselves and others and the quality of life in their diverse communities.

We Believe:

All students can learn and succeed.
Students will meet high expectations.
We facilitate the conditions for successful learning.
We can teach all students.
Students learn at different rates.
All students have dignity and worth
All students need to belong.
Schools are partners with the community.
All students have special talents, abilities, needs, and aspirations.
All teachers will use the ELA Standard Course of Study for daily learning.
All teachers will integrate technology and media into classroom instruction.
School Improvement is based on the collaborative decision-making process.

**Our Values that Support
Classroom Learning**

- Learning-Centered Education
- Visionary Leadership
- Organizational and Personal Learning
- Valuing Faculty, Staff and Partners
- Managing for Innovation
- Systems Perspective
- Management by the Fact
- Focus on the Future
- Public Responsibility and Citizenship
- Agility
- Focus on results and Creating Value

** Students who arrive after 8:00 **MUST** be signed in by a parent/guardian at the main entrance computer. Failure to do could result in your child being marked absent.

** **NO** transportation changes will be accepted after 2:30. Changes will not be accepted over the phone. They will only be made by note or fax and must have a date and parent/guardian signature on the note.

** **NO** student will be called from class for early check out between 2:30-3:00. This is an instructional and safety issue for our students.

GENERAL SCHOOL INFORMATION

• *Academic Excellence Programs*

Our school's primary objective is to educate our students. The Academic Excellence Programs (December & March) are an exciting way for students to be recognized for their academic & social achievements. Students must have an "S" in conduct to receive these awards. This program is for students in 1st through 5th grades and the following awards shall be given:

- Principal List
- Honor Roll
- Math Superstars
- Reading Rocks
- Positive Behavior
- Most Improved
- Perfect Attendance

The school administration invites parents and family members to attend the Academic Excellence assemblies. An invitation will be sent home at the end of each reporting period. The school counselor organizes these assemblies.

• *Arrival/Dismissal Procedures*

SCHOOL OPENING	7:35 A.M.
BEGINNING BELL	7:35 A.M.
FIRST BELL	7:40 A.M.
TARDY BELL	8:00 A.M.

Dismissal for All Students – 3:00 P.M.

Students arrive at Ben D. Quinn by bus, carpool, vans, walking, and biking. Students arriving early may enter the building for breakfast at 7:35 AM. In order to ensure the safety of all students and to assist with the flow of traffic, **we**

ask that children that ride carpool be dropped off in the front of the school beginning at 7:35 AM. The tardy bell is 8:00 AM. The front parking lot is reserved for teachers, staff, volunteers, and parent parking. Students that arrive after the 8:00 AM tardy bell **must be accompanied by an adult to complete the online tardy slip process inside the front entrance of the school.**

Students are dismissed from school by either walking students, carpool, van riders, and bus students. Dismissal is as follows:

- Carpool, Van, Walking & Bus Students: 3 PM

Carpool ends at 3:25 p.m. **Please plan to have your child picked up by this time.** Outside supervision ends at 3:25 p.m. Any child remaining after that time will be taken to the office and parents must come into the office and check them out. Students will only be released to persons listed on the emergency card. All of these procedures are for safety and custody issues. Please review these procedures with your children.

If you absolutely must receive your child early on a particular day, please come before 2:30 p.m. to avoid parking problems and confusion for your child. **There will be no early check-outs after 2:30 p.m.** Come in the main office to receive your child. Please do not send anyone to pick up your child without notifying the office in writing first. Your compliance with these procedures is greatly appreciated.

Morning Carpool Procedure – Front of school

Whenever possible, please allow your child to ride the bus to school. This will help with traffic congestion around the school. For more information regarding school bus transportation, please contact our Assistant Principal, at 514-6420. If you must bring your children to school, please **drop them off at the front entrance by driving** through the car pool line beginning at 7:35 a.m. There will be personnel to help students safely exit the car. Do not park and allow your child to enter the building unattended.

Afternoon Carpool Procedures – Back of School

All parents must drive through the carpool line to pick up children. We are responsible for loading all children into their vehicles. This is a safety and custody issue. For students, there is a no talking policy for our car pool area; the children need to hear us when their name is being called. Your child will be given one personal verbal warning if this policy is broken. All carpool students shall be picked up by 3:25 p.m.

Traffic

Parents of car riders should follow the arrows in single file, which will bring traffic to the sidewalk of the front of the school. For the students' safety, please have students depart from the passenger side of the car next to the building. The zone marked yellow is in

the back of the building. No parking is permitted in the No Parking zone at any time. If you need to leave your car, parking is available in the visitor or parking lot. Parents are urged never to entice a child to cross traffic in order to get to the car.

**** When buses are loading it is illegal to pass a school bus when the stop arm is visibly out. ALWAYS YIELD TO SCHOOL BUSES.**

Authority Statement

ANY STAFF MEMBER HAS AUTHORITY OVER ANY STUDENT AT ANY TIME AT SCHOOL OR AWAY IN ANY AND ALL SCHOOL ACTIVITIES. Students are required to show the same respect for all staff members.

Cafeteria

Students may purchase breakfast and/or lunch from our cafeteria. Students may pay for their meals in advance by depositing money in their account. Use the online payment system called Pay Schools Central <https://payschoolscentral.com/#/user/login> or go to the Craven County Schools webpage, under Divisions, School Nutrition and link is on the left to begin using the online option. All students who qualified for free or reduced lunch prices last year **MUST** submit a new application before the end of the 10th day or they will have to pay the regular price until the application is completed and processed. If a student qualifies for free lunch, they also qualify for free breakfast.

If a student fails to bring his/her lunch money, no more than **three** charges will be allowed. **If you have no money and/or currently have a charge, the student can receive a piece of fruit, a roll, and a carton of milk at no cost to you.** Parents are invited and encouraged to eat lunch with their child. However, please make sure you **check in with the front office to obtain a visitors pass** prior to going to any location in the building.

Regular student breakfasts are \$1.25. Unlike lunch, a student may not charge breakfast. Regular student lunches are \$2.10, and reduced lunch is \$0.40.

Parent Options on Lunch Accounts: You have the choice to set limitations to your child's lunch account. (For example you can set a certain day they may buy snacks, limit the number of snacks being bought, etc.) We encourage parents to use the online payment option

If a student is **allergic** to certain foods or requires a special diet, a doctor's note along with a written request from the parent/guardian must be provided for the lunchroom manager. A copy of the request must be on file in the office.

Students are to be on good behavior while eating in the cafeteria. We expect our cafeteria to be a reflection of mealtimes and courtesies taught and practiced at home. Students should display polite manners, use inside voices and follow the cafeteria rules. **Each class will begin their lunch time with 10 minutes of silence** to allow the children time to digest their food, prior to talking with friends.

Change In The Way A Child Is To Go Home

A request for your child to go home a different way or to some place other than his/her regular destination must be made in writing. Phone call requests are not acceptable since verifying the identity of the caller is difficult. The safety of the children cannot be compromised. Such requests will be accepted only in an emergency situation. Your cooperation with these procedures will ensure the safety of the Ben D. Quinn students. Changes must be made prior to 2:30.

Day Care Vans

Ben D. Quinn supports the efforts of child care providers by arranging special dismissal procedures for student van riders. Please call the front office for more information regarding the day care van schedule. In addition to completing a BDQ Transportation change form it is also helpful to notify your child's daycare if they will not be riding the van. Parents need to provide child safety seats for students up to age 8 and/or up to 80 pounds when riding in a vehicle.

Bus Safety

We all realize that bus safety is vitally important. We solicit your support and co-operation in helping us to maintain safety on the bus at all times. Riding the school bus is a privilege and not a must. Riders who fail to comply with the rules and instructions of the bus driver in charge can be refused permission to ride by the principal. The following essential regulations must be observed by all students riding the bus if order is to be maintained. Please read them, discuss them with your child, and help us to maintain safety on the bus at all times.

School Bus Rules and Regulations

1. Students must meet the bus at their designated stop and board quickly so the bus can continue its route.
2. There is to be no fighting, no use of profanity (cursing), or loud talking on the bus.
3. There is to be no smoking on the bus, nor having cigarettes, lighters, and/or matches.
4. Students must obey all instructions of school officials and bus driver while loading, riding, and unloading the bus.
5. Students must not tamper with the bus in any way. (i.e., emergency doors, windows, etc.)
6. A student may not leave the bus when enroute to or from school except at his designated stop.
7. **PARENTS MUST SEND A SIGNED NOTE TO THE SCHOOL IN ORDER FOR OFFICIALS TO AUTHORIZE A STUDENT TO GET OFF AT ANOTHER STOP OR RIDE ANOTHER BUS.**

8. STUDENTS MUST REMAIN IN SEATS ASSIGNED TO THEM UNLESS OTHER-WISE INSTRUCTED BY THE DRIVER OR OTHER SCHOOL OFFICIALS.
9. There will be no playing, eating, or throwing trash, paper, or other objects on the bus or out of the window.
10. There will be no talking when the overhead lights are on.
11. It is against the law for any parent and/or unauthorized personnel to board a school bus.
12. Students must not bring weapons or explosives on the bus.
13. NO BALLOONS ON SCHOOL BUSES.

NOTE: Failure to observe any of the above stated rules or regulations will lead to a student being suspended from riding the school bus/activity bus or out-of school suspension. It is the responsibility of the parent to see that the child has supervision after delivery to his/her home.

A student will be referred to the bus supervisor when refusing to follow the above rules or regulations.

1ST REFERRAL – warning/up to 3 days of bus suspension.

2ND REFERRAL – up to 5 days of bus suspension.

3RD REFERRAL – up to 10 days of bus suspension

4TH REFERRAL– Student will not be permitted to ride school bus.

A complete copy of Craven County School's Discipline Policy and Regulations are distributed to parents annually.

• Attendance

Regular attendance directly improves academic performance. Children rely on their parents/guardians to ensure they are in school and on time. It is the child's responsibility to make up missed assignments. Parents/guardians will be notified by mail if your child's absences or tardiness are excessive and a pattern is developing. To receive the perfect attendance award at the end of the school year, a student must have no absences, no tardies, and no early check-outs.

A student must be present 1/2 of the instructional day to be counted present for that day. Therefore, students who arrive after 11:30 will be counted absent.

Students who are absent must return a note/email indicating the reason within 2 days of the absence to the child's teacher. Failure to do so will result in an "unexcused" absence. Late arrivals and early checkouts count in the 20 day attendance policy.

Students with more than 20 absences shall not be promoted, except by the determination of the principal.

Arriving Late- Students who arrive after 8:00 AM must report to the main hallway computer for a tardy slip. The parent/guardian must accompany the child to the office and sign in him/her. **Students must have no tardies, no absences, and no early checkouts to receive Perfect Attendance.**

Leaving Early- If students need to be checked out early during the instructional day, parents/guardians must sign the child out in the main office. This should not be a routine in checking out early. Administration will ask for doctor notes or appointment cards if parents abuse this early check out process. **No student will be checked out after 2:30 PM.** Schedule your child's appointments after school. **Students must have no early checkouts to receive Perfect Attendance.** Please make sure you have proper identification and/or authorization when checking out your child.

All students are required to be in attendance every day unless temporarily excused by the principal. Please know all absences for K-8 students shall be coded as unexcused until an appropriate excuse is received and filed by the student's teacher. The following shall constitute an excused absence for the temporary nonattendance, if the parent provides an excuse within two days of the absence. If there are concerns regarding attendance, please contact Jennifer Medlin, Counselor. If parents have scheduled vacations and are requesting excused absences, a letter must be written 5 days prior to the trip to the principal.

The following constitute valid conditions for excused absences.

1. Illness or injury
2. Quarantine -by doctor or school nurse
3. Death in the immediate family
4. Medical or dental appointment
5. Court Proceedings
6. Religious Observance
7. Educational Opportunity- This absence is excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Principal approval must be granted 5 days prior to the absence.
8. Military deployment

Students must be in attendance until 11:30 a.m. to be considered present for the day or at a place other than school with the approval of the school principal for the purpose of attending an authorized school activity.

Regular and consistent attendance for all students K-5 is essential for receiving the maximum benefits from the instructional school day.

Please review the Craven County School System 2015-16 Student Policies and Regulations Manual on Attendance for further guidelines and information. (section 1000 – 1011.04)

Absences

All absences shall be coded as unexcused until an appropriate excuse is received and filed by the child's teacher. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. When a student is absent, he/she must bring a written excuse within 3 days upon returning to school. Please include the following information in the excuse: (1) child's name; (2) teacher's name; (3) date(s) of absence; (4) reason for absence; and (5) parent's signature.

State law governs excused absences. If a child needs to be out for an extended period of time, please notify administration and the teacher. Please make every effort to schedule medical and dental appointments after school hours to avoid interruption of the instructional program.

Parents requesting an absence excused as Educational Opportunity shall submit a written request to the Principal a minimum of 5 school days prior to the absence. Please note, documentation of the experience may be required upon the student's return to school.

Tardies

Students arriving at school after 8:00 a.m. are recorded as tardy on their attendance record. Students who arrive after 8:00 a.m. **MUST** be signed in by a parent (using the designated computer) to receive an admission slip prior to going to class. Parents should refrain from habitually dropping students off as the tardy bell is ringing. Tardiness should be an unusual circumstance. A habitual pattern of tardiness is a serious problem requiring the attention of the school administration and the school social worker.

Please note: Perfect Attendance Awards are given to students who have no absences, no tardies, and no early checkouts. It is very important that a student arrive to school on time. The classroom teacher begins giving instruction soon after 8:00 a.m. When a child enters the class late, it is highly disruptive to his/her educational program and a distraction for the other students.

***Attendance Process (K-12)**

The Guidance Counselor at Ben D. Quinn Elementary **shall** notify the parent or guardian by **phone or mail** of his/her child's excessive absences after the child has accumulated 3 unexcused absences in K-8 and 3 unexcused absences in a class in grades 9-12 each semester. After the accumulation of not more than 6 unexcused absences, the principal **shall** notify the parent or guardian by mail that he/she may be in violation of the Compulsory Attendance Law (**G.S. 115C-378**) and may be subject to prosecution if the absences cannot be justified under the established attendance policies of the State and local board of education. **The letter will contain a warning of possible retention. A letter from the District Attorney will also be sent to the parents/guardians.** The social worker and/or drop out prevention personnel assigned to the school along with the school counselor shall have a meeting with the student's parents and **develop** a plan of action to improve the student's attendance. **Law enforcement may be called upon if a home visit is necessary.**

After ten (10) unexcused accumulated absences in a school year, the principal **shall** review any report or investigation and shall confer with the student and the parent or guardian to see if they have received notification and made a good faith effort to comply with the law. Upon his/her determination, **the principal shall file a complaint against the parent/guardian with the district attorney. The principal shall notify the director of social services. The principal may file a complaint with the juvenile intake counselor.**

After ten (10) consecutive days of unexcused absences, the teacher **shall** report the absences to the principal and withdraw the pupil from membership. Requirements of the Compulsory Attendance Law (G.S. 115C-378) remain in effect. Such students **shall** be withdrawn on the day following their last day of attendance. **Principal shall file a complaint against the parent with the district attorney. Principal shall notify the director of social services. Principal may file a complaint with the juvenile intake counselor.** When the teacher obtains actual knowledge, that the cause of an absence is excused under regulations and a written excuse is not provided, such absence should not be reported as unexcused.

All parents of students who have exceeded the permissible number of absences in the preceding school year **must be sent a letter** prior to the beginning of the next school year, stating that, if their child accumulates 10 unexcused absences the district attorney and magistrate **shall** be notified, and a criminal investigation shall be requested by the school principal.

a) Elementary and Middle Grades (K-8)

i) Students with more than 20 absences in a school year, **including** out-of-school suspension, **shall not be promoted** to the next grade except by determination of the principal/designee upon review of the student's records.

ii) Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher. Middle school students are expected to request make up work from their teachers. All make up work shall be graded by the teacher as appropriate.

iii) Schools shall offer incentives to provide recognition of perfect attendance.

- ***Bendi News- (Parent Newsletter)***

The Bendi Newsletter, a monthly news publication, will be sent home to inform our parents and family members about school happenings. The Bendi News is also available on our school website at <https://www.cravenk12.org/BDQ>
Parents wishing to receive the Bendi News electronically will need to call 514-6422 to share their email.

- ***Bicycles***

Bicycles are to be parked immediately upon arrival at school in the designated areas (in front of school) and secured with locks. Students that ride bicycles will be dismissed at 3:00 p.m. Bicycles are not to be ridden again on the school property until dismissal. Children should be instructed to walk their bikes across any busy street or road. Children not observing these regulations will not be allowed the privilege of bringing their bikes to school. Skateboards are not allowed at school.

- ***Cafeteria***

Parents are encouraged and welcome to eat in the cafeteria with their child. Parents are also encouraged to use Pay Schools Central to pay ahead online for their child. Pay Schools Central allows you to create a secure online account where you can add money to your child's account at any time with your credit or debit card. Log on to Pay Schools Central <https://payschoolscentral.com/#/user/login> or go to the Craven County Schools webpage, under Divisions, School Nutrition and link is on the left to begin using the online option.

Parents may eat with the class or take their child to one of the designated round tables to eat. For birthdays and other celebrations, cupcakes or other food items cannot be homemade or brought from the home kitchen. Policy states all food provided from parents to the entire class must be store purchased, i.e. cakes, cupcakes, etc. The Craven County Schools Food Service Policy states "Under no circumstances should any school allow food from a non-commercial source". (Policy 1016.08)

- ***Cell Phone or Similar Electronic Devices***

No student shall use, display, transmit, or have turned on in the "on" position any cell phone or wireless communication device during the school day.

Wireless Communication Devices, Personal Entertainment Devices, Cell Phones, Pagers, Two-Way Radios, CD/MP3 Players, Electronic Game Players or Games, Media Players, Laser Pointers, and Similar Devices:

No student in grades K-12 shall use, display, transmit or have in the "on" position on school property during the instructional day any wireless communication device or personal entertainment device, including but not limited to, cell phones, pagers, two-way radios, cd/mp3 players, and electronic game players or games, media players or any laser pointers or similar devices during the instructional day as stated in the school handbook. During the instructional day students shall turn off all wireless communication devices or personal entertainment devices and shall store them either in their locker, automobile or book bag.

Principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.

If a student uses a laser pointer, or similar devices, in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student may be charged with violation of the Assault and Battery policy and disciplined accordingly.

1st offense: Confiscation of wireless communication device for 10 calendar days and if the student has used the picture cell phone or PDA on school property, the incident may be forwarded to law enforcement to determine if a crime has been committed.

Subsequent offenses: Confiscation of wireless communication device for 30 calendar days and involvement of law enforcement as deemed necessary.

Additional consequences including, but not limited to, detention, in school suspension, or out of school suspension up to ten days may be imposed if the phone has been used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program.

- ***Conduct Expectations***

Discipline/Positive Behavior Systems

As we continue to strive to achieve our vision, we implemented a Positive Behavior Intervention Support System (PBIS), which is a broad range of strategies for achieving important social and learning outcomes while preventing problem behavior. Our school developed positive behavior matrices of expectations which are minimum expectations required by all students. The expectations are posted throughout the building for modeling and reinforcement purposes.

These are our 3 B'S – Be Responsible, Be Safe, and Be Respectful. Students exemplifying the expectations in that particular area will be rewarded using our PBIS (Positive Behavior Intervention Support) Program. Students can receive a fish and each class has fish bowls to promote positive behavior expectations. Certain goals are matched and celebrations, such as Bendi's Best, Pajama Day, Hat Day, Crazy Socks, etc.

Through the cooperative effort on the part of the school, the parents, and the students, this environment will exist. When problems do arise, every effort to involve parents will be made by the school. Parents will be kept informed on the progress.

Additional steps might be necessary such as time out in another classroom, being seen by the principal, assistant principal, or guidance counselor, out-of-school suspension, off-the-bus suspension or law enforcement contacted.**

At no time, can students bring toys to school such as fidget spinners, Pokemon Cards or games that disrupt the instructional environment.

Consequences for discipline referrals would be but are not limited to the following:

1st Referral – warning, office timeout, parent notification, depending on the severity of the offense an additional consequence could be in/out of school suspension.

2nd Referral – work detail, parent conference, depending on the severity of the offense an additional consequence could be in/out of school suspension.

3rd Referral – parent conference and in/out of school suspension.

Behavior which could result in suspensions include: (See Craven County School Manual – Code of Conduct)

- a. Fighting at school or on school bus.
- b. Stealing/extortion.
- c. Refusing to cooperate with supervising adult
- d. Striking a supervising adult.
- e. Leaving an assigned area of supervision to be willfully disobedient.
- f. Having a weapon, tobacco product or explosive at school or on the bus.
- g. Willfully starting a fire at school or on the bus
- h. Clothing that is worn inappropriately. (See Dress Code.)

If a student has been referred to administration due to the above behaviors every effort to contact the parent or emergency contact will be made. The parent will need to pick up their child from the school. The student will not be permitted to use the bus system. Second offenses will result in contacting law enforcement and a parent conference will be required before the student returns to school. ** A referral and an appeal procedure are outlined in the Craven County Board of Education Policy handbook which is available in the principal's office or media center. Individual copies of the Craven County Schools Discipline Policy and Regulations will be distributed to parents annually.

Craven County Schools - Code of Conduct (Discipline):

See Craven County School System – Student Policies and Regulations).

Parents of BDQ students need to read and be made aware of the Craven County Schools Code of Conduct (Discipline) pp. 8 - 20. These procedures are for all students attending Craven County Schools. Please note pages 19-20 items *e* and *f*: e: Threatening School Personnel, f: Threatening Other Students. These policies and regulations are stated in the Craven County School System 2013-2014 Student Policies and Regulations booklet. Each parent receives this booklet at the beginning of the school year and/or when a student is enrolled at BDQ. BDQ will follow the procedures stated in items *e* and *f*.

- ***Custody of Children***

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order which grants custody to one parent or the other, or to a third party. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. **Therefore, if you are divorced or separated, and the custody of your child or children has been awarded to you by the court, a copy of the court order must be on file in the office. Without a court order, a biological parent with proper identification will have access to the child and school records.**

- ***Discrimination, Harassment and Bullying***

Ben D. Quinn will not tolerate any form of unlawful discrimination, harassment or bullying in its educational or employment activities. (Board Policy 1013.1 & 1013.2) We expect students, employees, volunteers, and visitors to behave in a civil and respectful manner. Students are expected to comply with the behavior standards established by board policy and the student code of conduct. Any violation of this policy is serious, and school officials shall promptly take appropriate action. Reports may be made anonymously, and all reports shall be investigated in accordance with policy. Craven County Schools has provided a website for anonymous reports of discrimination, harassment or bullying and will monitor complaints at the district level. Complaints will be documented and forwarded to the appropriate school for investigation. This website can be reached from the Craven County Schools homepage or a link from BDQ's homepage: <http://www.craven.k12.nc.us/concerns/> . A box has also been set up in the media center for students to place their concerns anonymously. The counselor will handle these complaints and seek resolution for all complaints. All steps are taken by Ben D. Quinn and the Craven County School System to provide an environment free of discrimination, harassment and bullying.

- **Drills**

In the event of an emergency or drill, a signal will be given. **Students should move QUICKLY AND SILENTLY** to the designated area as instructed by the teacher. During a **Fire Drill**, notified by the fire alarm or an announcement, students are to exit the building and proceed to a designated area facing away from the building. During a **Tornado Drill**, notified by continuous, quick, short rings of the school bell, students should sit on the floor away from the windows and doors, place their head between their knees and cover their head with their hands. During a **Lockdown**, students will remain with the staff member in charge in a designated area. Students are to remain in designated areas as directed until the All-Clear signal is given.

Procedures and location expectations for the various drills will be shared with students during the first weeks of school and reviewed periodically throughout the year by the teacher.

- **Emergency Closing of School**

Listen to the radio or television for school closings or make sure your telephone numbers are up to date at school so the Blackboard Telephone System will notify you of any school closings. Apps are available for Black Board and are highly encouraged. Ben D. Quinn Elementary serves as a shelter for the American Red Cross as well as for animals from the Craven County Animal Shelter.

- ***Enrollment/Withdrawal***

Enrollment

All new students will need to present a birth certificate, immunizations record, driver's license, and proof of address (copy of lease or utility bill) upon registering. If, after 30 days of enrollment, an up-to-date immunization record or documentation from doctor is not on file with the school, students will not be allowed to return to school until one is provided. For those parents that have concerns about immunizations, please contact the school principal.

For kindergarten students, this also includes a health assessment (physical examination). Required shots are as follow:

- 5 DPT (one booster must be on/after the 4th birthday)
- 4 Polio (one booster must be on/after the 4th birthday)
- 2 MMR (One on/after 1st birthday, second dose before entering school)
- 1 HIB (one required if not five years old before the first day of school)
 - 1 Varicella if born before 4/2001

Withdrawal

Please notify the school as soon as possible if you will be moving out of the school district. You will need to allow the teacher a minimum of 48 hours to prepare the transfer information.

When students are going to withdraw from school, they should bring a note from the parent or guardian, stating the last day they will attend and the address of the school the student will be attending. The note should be given to his/her teacher who will then send the information to the front office. Notification should be at least one day in advance of the

date of the withdrawal. All books must be returned and all outstanding fees must be paid by the time of withdrawal.

- ***Family Educational Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students or students, if they are at least 18 years, have both 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/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18 year old students under FERPA. Copies of this policy may be found in the Principal's office. Complaints about failures of school to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Education, 333-C Street, SW, Washington, DC 20202.

From time to time, Craven County Schools will release student work to the media. The Media Release form authorizes consent to publish your child's written work, artwork, spoken message or photograph in whole or in part. The types of media most often used are: BDQ Student Yearbook, web pages, newspapers, school publications, school displays, video taping, television taping. **No personal information such as home address or phone numbers will be published.**

- **Fees**

1. Please see the school supply list for individual grade level or departments.
2. School pictures: & Picture Retakes ; Lifetouch Pictures
4. School meals: Lunches may be paid in advance by check on a weekly or monthly basis. Students may borrow money from the cafeteria if they forget their lunch money on that day. Payment is due the next day. Parents must apply for free and reduced meals each year. Forms are available at the school and must be completed and returned to school. Don't forget to list All persons living in the home as well as any social security numbers. Your signature is required.
5. Media Center: A fee will be charged for lost or damaged books and a written notice will be given.

- ***Field Trips***

The Craven County Board of Education Policy defines a field trip as "a planned educational experience directly related to and correlated with a particular unit of study or specialized function of the school." We feel there is a definite place for this experience in the instruction program. The principal will approve only those trips that can be shown to have a direct

and meaningful relationship to the curriculum. Students not exhibiting self control or their behavior interferes with the learning process, will not attend. A written notice from the classroom teacher will go home before the class field trip explaining this process. Written permission from parents on a school provided form is required for student participation. Donations are solicited to cover expenses. While no child is denied these experiences, failure to receive parent funding may result in cancellation of the trip. No parent can ride on a yellow school bus during a field trip. Activity buses can be approved for parents/volunteers to ride only if there is room and by school principal discretion.

- ***FOOD POLICY***

Celebrations involving food or drinks given to students must be provided only after all of the students in the school have been served lunch. In compliance with the Craven County School Food Service Policy, *no food* will be allowed from non-commercial sources. The Craven County Schools Food Service Policy states “Under no circumstances should any school allow food from a non-commercial source”. (Policy 1016.08)

Pizza and class parties shall be organized after the child’s classroom has been through the normal lunch program. *No parties before lunch (That affects lunch).

- ***Breakfast/Lunch Program***

Elementary School students will pay \$2.10 for their lunches in Craven County Schools. Breakfast will stay at \$1.25 for all grade levels. We have a delicious salad bar that is available Wednesday, Thursday, Friday.

A nutritious breakfast is served daily in the cafeteria from 7:35 to 7:50 a.m. A good breakfast provides the nourishment needed for students to perform at their best in their morning classes. The program is open to all students. If your child receives a free or reduced price lunch, they will receive the same benefit for breakfast. Breakfast prices for students are
Breakfast

In case of emergencies students can charge breakfast and/or lunch 3 (X) times during the school year. Students cannot charge the last 3 weeks of school.

- ***Fundraising***

PTO Fall Fundraiser – Ultimate Gift Selection - (Begins Sept. 20, 2018 and Due October 3, 2018)

PTO Bendi Dash – Spring - April 18, 2019

Publix of New Bern – Publix Partner Card

Harris Teeter VIC card – Together in Education –BDQ I.D. = 2056

Target -Take Charge of Education- BDQ I.D. = 80600

Food Lion Shop & Share – BDQ I.D. 212427

Box Tops for Education (see classroom teacher)

- **Grading**

Grades are earned by students and reflect their academic performance.

The following grading scales are used:

Kindergarten- S=Satisfactory/Meets Grade Level Expectations; S - =Inconsistent Mastery of Grade Level Expectations; N=Needs Improvement/Working Below Grade Level Expectations; U=Unsatisfactory/Does Not Meet Expectations

Grades 1st & 2nd

O=Outstanding/Above Grade Level Expectations, S=Satisfactory/Meets Grade Level Expectations; S - =Inconsistent Mastery of Grade Level Expectations; N=Needs Improvement/Working Below Grade Level Expectations; U=Unsatisfactory/Does Not Meet Expectations

Grades: 3rd -5th Grades are on a 10 point scale.

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

- **Guidance Services**

Providing guidance services to students is a shared responsibility between the teacher and the counselor. Our guidance counselor is available to assist students, parents, and teachers in small group, individual or classroom settings. The counselor provides every student with the opportunity to focus on self-understanding and personal development. Feel free to contact our guidance counselor, Mrs. Medlin.

- **Head Lice**

Students will not be allowed to remain in school if there is any evidence of head lice in their hair. Periodic head checks for lice are done in school. Frequent and regular checks of your child's hair at home will assist in preventing large outbreaks.

When head lice are found, siblings in other classes will also be checked. Parents will be called to **immediately** pick up their child. Students with head lice may return to school after treatment is given and any evidence of lice is gone from the child's hair. **Students sent home must be accompanied by a parent for readmission. Students will be checked in the presence of the accompanying parent.**

- ***Homework***

The following is intended as a guide relating to homework for students in Grades 1-5. If you have any questions, please ask your child's teacher.

Philosophy:

Homework is an integral part of the learning process at Ben D. Quinn. We believe homework is an important part of the educational process for two specific reasons:

1. Children need to practice the skills they learn at school often and continuously.
2. Children need to learn the discipline of accomplishing assigned work and be responsible for its completion.

Specific Considerations:

If a student is continually overburdened with homework assignments, a teacher, parent or administrator may request a meeting to determine the best course of action for that particular student. If your child does not have written homework, he/she is expected to read. Young children will develop language and listening skills when others read to them.

Suggested Times:

- Grade 1: 10-30 minutes daily
- Grades 2-3: 30-40 minutes daily
- Grades 4-5: 45-60 minutes daily

- **Impact Aid / Federal Cards**

During the month of September, a Pupil-Parent Survey Card will be sent home with each student. The Craven County School System is eligible to receive funds granted by the Federal government under Public Laws 815 and 874. To qualify for these funds, it is necessary that each family complete, sign, and return this form for each student enrolled in school.

- **Inclement Weather Procedures**

In the event of inclement weather, the Superintendent may direct early closing or delay opening of school. Listen to local media for instruction. A School Messenger message will contact parents concerning early closings and delays. If there is a two hour delay of school, buses will run approximately two hours later. **No breakfast will be served on these days.**

- ***Insurance***

Craven County Schools offers voluntary additional accident insurance for students and student athletes each year. Several parents purchase it every year for their students especially if they play sports.

We are still working with The Young Group, however, their carrier has changed to QBE for the 2016-2017 school year. Forms are available upon request. Parents will work directly with The Young Group if they want coverage for their child. They can enroll with a credit card at https://www.hsri.com/K12_Enrollment/Main/default.asp or they can mail in the enrollment form.

- ***Lost & Found***

Each year, our Lost & Found cabinet accumulates an abundance of coats, sweaters, jackets, etc. These items are donated twice a year to charitable organizations. Lost and unlabeled items are temporarily housed in the foyer near the guidance office. Students who are missing items may obtain permission from their teacher to search this location. However, once the cabinet is full, all items will be donated to charity as we are unable to provide permanent storage for so many misplaced personal articles of clothing. In order to keep up with your child's clothing items, we highly recommend these items be clearly labeled with his or her name. This will make it easier to return the items to your child verses being lost permanently.

- **Medication**

We encourage administration of necessary medicine before and after school whenever possible. However, if your child needs medication to be administered at school, **a Physician Authorization Form must be completed by the doctor and be on file in the office (forms are available in the office). The office must have the original medication bottle with the recommended dosage. Parents should always bring the medication to the school front office in person.** Any time the medication dosage or time of administration is changed, a new form must be completed prior to any changes. School personnel will give no medication until the above requirements are met. This is to protect your child from injury.

- **Money and Valuables**

It is important that each child remembers to keep his/her money or valuables with him/her at all times. Desks are not proper places for these items. Labels on valuables with the child's name in permanent ink may help identify ownership. Valuables should never be left overnight by students. **Playthings should not be brought to school. Dolls, radios,**

model cars, cd players, etc. should be left at home. The following items are not allowed at school: any toys, yo-yos, play guns, pocket knives, electronic games, beepers, playing cards, and laser lights. The school will not be held liable for any of these items that are brought on school grounds or property. (Including the school bus and bus stop)

- ***Nurse***

Medication (prescription or over-the counter) shall only be administered with proper medical permission. Forms may be obtained from the front office. The medication must be in the original container with the recommended dosage labeled. Parents/guardians must bring the medication to the front office in person.

Children should be kept at home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or doctor's recommendation.

- **Operational Hours**

SCHOOL OPENING	7:35 A.M.
FIRST BELL	7:35 A.M.
TARDY BELL	8:00 A.M.
DISMISSAL FOR ALL STUDENTS	3:00 P.M.

- **Picture Day – Lifetouch Pictures**

Pictures taken in the fall on September 28, 2018 and Make Up pictures will be November 5, 2018. Payments will need to be returned or payment will need to be received by November 30, 2018. Spring Pictures will be March 21, 2019 and all picture money due by May 3, 2019. Contact Martha Lilly, Data Manager at Martha.lilly@cravenk12.org or Lifetouch contact, Nicole Mayorga at nmayorga@lifetouch.com for more information.

- **PTO Information**

All parents are welcome and encouraged to become involved in the life of the school. The PTO Board meets monthly on the 2nd Tuesday of the month to allocate resources and plan events. Your help and cooperation creates a partnership that enhances a strong educational program. Parents are invited to join any of the committees, volunteer, or help with special events! Email bdqhug@gmail.com today to get started and/or contact the BDQ PTO President, Jody Ford at jodyford78@yahoo.com.

Thank you!

Please see the events/happenings that are planned for this school year:

- Sneak-A-Peek (Student Orientation) - Thursday, August 23, 2018 - 3:00 - 6:00 PM
- K-2 Curriculum Night & Open House - Tuesday, September 11, 2018 - 6:00 PM
- 3-5 Curriculum Night & Open House - Thursday, September 13, 2018 - 6:00 PM
- PTO FALL FESTIVAL - Friday, October 26, 2018 - 5:00 - 7:00 PM
- Christmas Around the World Performance & Santa's Workshop - Friday, December 14, 2018 - 6PM
- Curriculum Night- Thursday, January 24, 2019 - 6:00 PM
- PTO Skate Night - Tuesday, February 12, 2019j - 6:00 PM
- PTO Bendi Dash Fundraiser Event Day - Thursday, April 18, 2019 (Grade Level Times)
- Curriculum Night- Thursday, May 2, 2019
- Awards Night - Tuesday, June 4, 2019

- Report Cards

Kindergarten - fifth grade students receive reports every 12 weeks.

October 11 (Progress Reports)

December 5 (Report Cards)

February 12 (Progress Reports)

March 14 (Report Cards)

April 30 (Progress Reports)

June 8 (Report Cards)

- **Reporting Child Abuse and Neglect**

Any school employee suspecting child abuse or neglect of any student shall report such to the guidance counselor or principal who will notify the director of Social Services. Legal reference: NC General Statute 115C-400.

- **Solicitation**

No person, corporation or business shall enter school property for the purpose of selling, trading or bartering merchandise of any kind to a student, employee, school club, or organization, nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, or organization for any purpose other than approved by administration.

- **Student Dress Code**

Ben D. Quinn students will follow the Craven County Schools Dress Code Policy.

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 or tank tops allowed.
- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes are not acceptable.
- Short dresses, mini skirts, or short shorts will not be allowed. A skirt cannot be shorter than the 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.
- There shall be no jewelry affixed to a student's nose, mouth, tongue, lip, chin, cheek, or eyebrow.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Tennis shoes must be worn on PE days.

Improperly dressed students will not be allowed to attend class until they have changed into appropriate dress.

- **Students Leaving During the School Day**

Students will not be permitted to leave school at any time during the day unless accompanied by a parent/guardian.

Parents who pick up their children during the school day are requested to sign them out in the main office. **NO**

STUDENT will be called from the classroom between 2:30 and 3:00 to leave early. We encourage you to schedule your child's doctor and dental appointments around school hours. For your child's safety, please notify the office and the classroom teacher of any special conditions concerning the release of your child.

- **Telephone Calls**

Be sure your child has all the instructions and necessary materials for the day prior to leaving for school. If an emergency arises and it is necessary for you to notify your child, please leave the message with the school office. Your message will be relayed to your child's teacher. Please do not ask to talk to your child during the school day as it is disruptive to the instructional program.

- **Telephone Numbers and Addresses – Please Update Your Phone Numbers Regularly**

It is necessary that the school be notified immediately of any change of information such as telephone numbers, emergency telephone numbers and addresses on the emergency card of a student. If you move during the school year, please provide the front office with a copy of your new proof of residence. Emergency card should have the following: Date of Birth, Social Security Number, physician's name and telephone number. Please come in to the front office to make any changes to your child's contact information.

- **Transfer**

Requests for transfer from one school to another within the county when no physical move is involved will be directed to the county office. Ben D. Quinn Elementary can accept no transfers outside its attendance area unless they have been cleared through the county office.

- **Tobacco-Free Policy**

Craven County Schools are tobacco free. Tobacco is not allowed in the building or outside on the property. Please refer to the Craven County School Student Policies and Regulation Manual, Policy Number 710.1815 for additional information.

- **Transportation**

Bus transportation has only one purpose, to transport our children safely to and from school. **Riding a bus (school, activity, chartered) is a privilege** extended to students. It is expected that all students obey the bus driver and/or monitor. The behavior and respect for school bus regulations is the responsibility of each student. If a child's behavior causes a disruption that could harm him/her or others, the privilege may be taken away. It will be the responsibility of the parent to provide transportation to and from school during the suspension period. A video camera is often used to observe student behavior and approaching vehicles. **By law, parents are NOT allowed to board any school bus, approach the driver during operation, or impede the progress of the bus. Failure to adhere to this may result in legal action.** Parents may use the app "Here Comes the Bus" to view the real-time location of monitor their child's school bus. Be sure to download the app or visit herecomesthebus.com Use the school code: 81462

Bus Rules and Expectations for Passenger Safety

- **Board promptly** - be at your stop on time (preferably 5 minutes prior to stop time). DO NOT delay the bus. Drivers cannot wait for students
- **Store belongings properly** - Keep aisles free from books, bookbags, hands and feet. Do not put any objects out the bus windows, including hands, feet, etc.
- **Be respectful and courteous** - Use an inside voice, no loud talking or inappropriate language/gestures to your schoolmates, bus driver, or passing motorist (the driver decides what is too loud). No food, drink or gum
- **Stay in your assigned seat** - Only at your stop should you get up from your seat. Students are not allowed to switch seats during the operation of the bus or at any time without driver permission
- **All school rules apply on the bus and at the bus stop**

Administration reserves the right to add to this list as they see fit to ensure the safety of the bus. Our drivers are available for scheduled conferences by calling the school office.

Please do not ask the driver to make any compromises on what he/she believes will jeopardize our students safety. Bus stops are not determined by the driver and therefore are not within their control. If you have a legitimate bus stop appeal, you may contact the school for information on the appeals process.

If your child's transportation routine is altered, a **written note MUST** be provided and approved by administration. Without prior approval, this will not be permitted. For improved communication and safety, **transportation changes after 2:30 pm are not permitted.** A parent or guardian may also fax a signed note asking for a change in transportation. Our school's fax number is 514-6423.

- **Tutoring for Pay**

It is prohibited for a teacher or assistant to receive private remuneration for tutoring any student who is currently assigned to him/her, unless approved by the Superintendent. Employees, with prior approval from the principal, may use the school facility for tutoring as covered in Section 1100 Policy/Regulation 1116. "Prohibited" means they cannot tutor at anytime for money if they teach the child. A teacher can tutor a child he/she teaches for no pay.

- **Visitors**

Visitors are always welcome to our school. All visitors must report to the school office. Immediately upon entering the building, visitors must sign in and receive a visitor sticker, located in the front office. Also, visitors must sign out. An appointment must be made for a conference with a teacher through the teacher. The instructional day must not be interrupted for this purpose. Class observations may be arranged in the same manner. Unless an appointment is made, visitors may not walk down to the classroom without administrator present.

- **Volunteers**

We are always looking for volunteers to assist with student activities and to help occasionally in the front office. Please contact our Co-HUG (Help Us Grow) Coordinators at bdqhug@gmail.com . Time that you can give benefits our children immensely. The teachers coordinate volunteers for classroom instructional activities. The PTO also has many opportunities for you to help. The students' response to your help will be very rewarding. We welcome you to be part of our volunteer family and greatly appreciate any help you can offer.

The Board of Education and Ben D. Quinn Elementary welcomes, endorses, and encourages the use of school volunteers in the schools. School volunteer programs must provide adequate screening and reasonable supervision of volunteers based upon the amount of student contact and adequate training of volunteers.

Before a volunteer is assigned to a task in a school, he or she will be screened.

Purpose of Screening

1. The objective of screening is to ensure, so far as is reasonably possible, that students are safe in school environments. Screening of volunteers is crucial because of the vulnerability of the school-aged population.
2. Screening will be used to identify volunteers who may pose an unacceptable risk to students or to the school system. The screening process is a means to assess the potential of an individual volunteer to physically or emotionally harm others, to steal or damage property, or to violate Craven County Schools confidentiality procedures.

Volunteers are bound by the standards of conduct applicable to school employees. The principal/designee may terminate the services of a volunteer if the principal/designee deems appropriate. Volunteers whose prior history including criminal

history, demonstrates a risk to the safety or well-being of students, will be denied participation in the volunteer program. Conditions for rejecting a volunteer's participation may include but not be limited to the following:

- Conviction of or Plea of No Contest to any felony.
- Conviction of or Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the integrity or safety of the school environment.
- More than one DWI
- A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- A conviction, other than minor traffic offenses, that has occurred within the last five years.

If the Craven County School System learns that an individual is a registered sex offender, this individual will be barred from volunteering.

Craven County School System administers all policies, education programs, employment activities and admissions without discrimination against any person on the basis of an 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. Craven County School System does not discriminate in its recruitment, screening and placement of volunteers.

Screening Process

1. Complete the Online Volunteer Application-Print application, return to Principal Gatlin or HR Department.
2. Public Relations Office Reviews Application

Upon receipt of the criminal background check results, HRS will notify the Public Relations Office whether or not the volunteer has been cleared to volunteer in the schools. Public Relations will notify the school that the volunteer has been approved and may begin volunteering. Only those volunteer names that have been approved and shared by PR with the schools should be volunteering.

Military personnel may submit a copy of their Federal Background Check Verification Letter from the US Office of Personnel Management in lieu of the Craven County screening requirements.

Notification of Criminal Charges and Convictions While Volunteering

While volunteering, if an individual is charged with any violation of conditions used for possible rejection of volunteer participation, he/she shall notify the Assistant Superintendent of Human Resource Services within two business days listing the alleged charges and a narrative of the circumstances surrounding the alleged charges. If the volunteer is hospitalized or incarcerated, the volunteer shall notify the Assistant Superintendent of Human Resource Services within two business days upon release from the medical center or law enforcement detention center. Failure to do so may result in loss of volunteer privileges.

While volunteering, If an individual is convicted of any violation of conditions used for possible rejection of volunteer participation, he/she shall notify the Assistant Superintendent of Human Resource Services in writing within two business days and shall provide court documentation detailing the disposition of the charges. Failure to do so shall result in the dismissal of the individual as a volunteer with the school district.

Apply NOW!

<http://www.cravenk12.org>

(See Community tab at the top)

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, or religion.

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by a person employed by or enrolled in this school system.

Violations of any of Craven County Board of Education's Drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C, Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies: 710.1813 Drug-Free Workplace Environment, 913.02 Drugs and Alcohol, and 1013 Student Discipline: Code of Conduct-Section MS

As a parent of a student in the Craven County School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner upon request. Specifically, you have the right to ask for the following information about each of your child's classroom teachers and teacher assistants:

- Whether the North Carolina Department of Public Instruction has licensed or qualified the teacher for the grades and subjects in which the teacher provides instruction.
- Whether the North Carolina Department of Instruction has decided that the teacher can teach in a classroom without being licensed

or qualified under state regulations because of special circumstances. • The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees. • Whether teacher assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of the above information, please contact the Human Resource Services Division at 514-6367. We are extremely proud of the quality of the teaching staff in Craven County Schools. Many of our teachers have advanced degrees and are licensed in multiple areas. In addition, teachers continue learning through professional development activities and are evaluated each year to make sure their teaching skills remain at the highest possible level. I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. We value your continued involvement in the quality education of your child and look forward to an exciting year of continued excellence. By partnering, families and educators can provide your child with the best education possible. Sincerely, Dr. Wendy A. Miller Assistant Superintendent Human Resource Services

Title I Parent and Family Engagement Policy

Ben D. Quinn Elementary School believes that the education of children should be a continuous collaboration among the home, school and community to ensure their readiness for the 21 st century. The BDQ Title 1 School-wide Program was created jointly by parents, the school, and the community. It was reviewed by the school cabinet and edited throughout the school year. The calendar was created during the summer leadership meeting. It was distributed to all parents at the beginning of the school year. Each new student is given a copy of the policy at the time of enrollment, whether it is the first day or during the school year. Thereafter, the policy is reviewed by the school cabinet and by the PTO Executive/Title 1 Parent Advisory Board and edited as needed. The Title 1 Parent Involvement Policy will be discussed at the PTO/Title 1 Spring Annual Meeting.

Ben D. Quinn staff routinely involves families with their child's progress through regular and scheduled meetings/parent conferences. We have a very active parent volunteer organization. Our parents are involved in tutoring, reading, and partnering with classrooms.

Annual Public Meetings

The school newsletter, weekly Thursday folders, classroom websites, and Blackboard Connect messages are used to share important Title I resources and family engagement nights.

September 11

September 13

January 24

May 2

There will also be family fun nights that encourage a great family atmosphere.

October 26

December 14
February 12
April 18

Flexible Meetings

BDQ offers families the opportunity of regularly scheduled parent meetings as well as individual parent conferences. Meeting times and dates will be held throughout the school year, as well as various times of the day, to provide continued information, support and resources for parents.

Involving Parents.

Ben D. Quinn has a parent representative who attends our school cabinet meetings. Our school cabinet is comprised of a variety of staff across grade levels. This team discusses matters concerning the program's planning and implementation of activities. The team also has input into the priorities, goals and planning so that we can have the most effective use of the Title 1 dollars. Parents are also encouraged to share concerns during PTO meetings.

Timely Information

Every Thursday, folders are sent home with all students and each month a Newsletter is sent home to share upcoming or updated school information. Reading Connection and Math/Science Connection newsletters are sent home monthly. A monthly school newspaper written by our 3rd grade students is distributed at the end of each month. Updated and timely information is also located on our websites and bulletin boards. Alert Now messages are sent to families to inform them of upcoming events or changes that effect their children.

Regular Meetings

Each teacher or administrator schedules parent/student conferences whenever it is deemed necessary by the school or when requested by the parents. These conferences may be held before, during, or after school hours. The MTSS team schedules meeting with parents to discuss concerns, interventions and goals with our struggling learners.

Parent Compact

All parents and students are given a school/parent/student compact at the beginning of the school year. This is an agreement with commitments agreed upon by parents, students, and teachers to work together for the student's academic success. Signed compacts are used as an on-going quality check of student performance, parent-teacher dialogue, and overall program effectiveness. These may be used during conferences with parents and students. New students will be presented with this compact upon their enrollment.

Parent Assistance

Parenting sessions are provided to explain local and state standards for promotion (Curriculum Nights). Parenting sessions are also held to give tips on how to help children with homework and prepare for EOG tests. PTO Meetings, Curriculum Meetings, grade level meetings and individual parent conferences are available also. Recipes for Success and Home and School Connection (in English and Spanish) are sent home monthly by Title 1 teachers. Interim reports, progress reports, report cards, regular meetings, parent conferences and classroom visitations also are available to assist parents in monitoring their child's progress.

Parent Resource Center

Our Parent Resource Center is located in the Media Center. Materials such as magazines, brochures, and DVDs are available for parents to read, review, and check out for use. Parent can find information on a wide variety of topics including: Bullying, homework help, and parenting tips.

Training-

A variety of Make and Take workshops are planned in areas such as reading, math, and basic computer skills. When necessary, the Computer Lab offers a variety of programs for parents to work on individually to improve their academics and computer skills. Parents may come in and work on these skills at a time that is convenient for them.

Parent Comments

An open door policy prevails here at BDQ. Parents are always welcome to come in and share suggestions/comments. Surveys are sent out at the beginning of spring. All students receive surveys to take home. The result of the survey is shared with our summer leadership meeting and necessary changes are implemented at the beginning of the school year.

Education of School Personnel

Ben D. Quinn strongly believes the involvement of parents contributes significantly to the success of the students.

Ongoing staff development trainings are provided to the staff to assist teachers in effective communication methods with parents, cultural diversity, establishing a school family partnership, and ways to involve parents in the classroom. Teachers are urged to conference with parents during the school year with any concerns, problems, and successes as a means of communication and involvement in each child's education.

Coordinating and Integrating

BDQ prides itself on partnering with the various school and community agencies, which lends them to assisting in the promotion of the educational growth of each child. Frequent communication occurs among the Craven County Health and Social Services Departments, Neuse Mental Health, Craven County Schools Social Workers and other school and community agencies and organizations. Also community churches, organizations and employers will be solicited to assist with the various needs of our families.

Information

Our school website is regularly updated to communicate information with our families. A Thursday folder is sent home by teachers weekly. Progress reports and report cards are also sent home. Information concerning upcoming events is located on our outdoor bulletin board located on the school building. Additionally, we use a mass calling system to alert parents of upcoming events and to give information.

Opportunities for English Language Learners (ELL) and Students with Disabilities Parents

Every family will be afforded the opportunity to participate in their child's education. Parents and staff are used as interpreters for our English Language Learners. Our ELL teacher will work with our parents and teachers to ensure that the lines of communication are present between home and school. Communication between our Hearing Impaired students is provided by our itinerant ECP teacher.

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF HANDBOOK

We have read the 2018-2019 Student/Parent Handbook and reviewed the policies and procedures in the Craven County School System 2018-2019 Student Policies and Regulation Handbook. We understand the policies and expectations.

Student Name: _____

Parent Signature: _____

Please return to the child's classroom teacher within two weeks upon receipt. Thank you for your cooperation.

You may view the entire policy manual for Craven County Schools at www.cravenk12.org

Disclaimer Statement: The contents of this handbook were accurate at the time of printing but may be subject to change.

