



2019-2020 Student/Parent Handbook

230 Branch Canal Road
New Bern, North Carolina 28560
Phone: 514-6425 Fax: 514-6428
Website: <http://www.cravenk12.org/bes>
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Dear Parents and Students,

Welcome aboard the Clippership for the 2019-2020 school year!! On behalf of the entire faculty at Bridgeton Elementary School, I extend to each of you our best wishes for a successful school year. We are happy to have you as part of the Bridgeton Family. We have been busy planning an exciting school year and look forward to working with you this year.

We encourage you to visit this site as an additional resource for grade level expectations.

This handbook contains information that will help us deliver the best educational setting for our children. You will find information on school and county policies and procedures that will make it possible for all of us to live, learn, work and play together. It is recommended that parents read the student handbook and policy manual with their children. If you have any questions, please contact your child's teacher or the front office.

In striving to reach our goals, there must be a cooperative effort on the part of the students, parents, teachers, administrators and community. We earnestly encourage your cooperation in this venture and assure you the results will be well worth the effort. We welcome and encourage you to participate in your child's education.

I look forward to working with you in shaping the future of our children together.

Sincerely,
Stephen Currie
Principal

Vision

Today's SailorsTomorrow's Captains

Mission

Chart the Course,
Navigate the Way,
Achieve Success!!

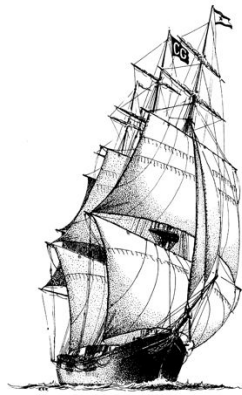
Core Values

Through commitment, excellence and teamwork, along with the implementation of the core values we believe:

- ...all students will be successful
- ...a safe environment eliminates fear
- ...process improvement promotes positive change
- ...building internal and external partnerships will accomplish our goals
- ...our vision will be attained

School Colors and Mascot

Our school colors are blue and white. Our school mascot is the clippership!



Daily Schedule

In an effort to encourage and promote student independence, beginning October 1st, all students should be able to walk to their assigned classroom on their own.

- 7:30 *Carpool Students may Arrive (Do not drop off children prior to this time, as there is no supervision.)
*Breakfast will be served in classrooms.
- 8:00 *Tardy Bell Rings: All students are in the classroom, seated and prepared for the following: roll call, Pledge of Allegiance, morning announcements, and the start of the instructional day. Students who arrive after 8:00 must have their parent or guardian sign them in at the front office. Failure to do so could result in your child being marked absent.
- 11:00 *Lunch begins (contact your child's teacher for specific time). Parents of Bridgeton Elementary students are welcome to have lunch in our cafeteria. Please make sure you check in with the front office to obtain a visitor's pass prior to going to any location in the building.
- 2:30 *Transportation changes need to be finalized.
- 3:00 *Dismissal Bell Rings: Grades K-5 Carpool, Bus & Daycare Van Dismissal
- 3:10 *No supervision for students after this time!

To protect the instructional day and the safety of our students as we near dismissal each day. No student will be dismissed between 2:45 and 3:00. Thank you for your cooperation!



Visitors to Campus

Everyone visiting our school must use the front entrance. Office hours are from 7:30 am to 4:30 pm during school days. **Visitors must report to the office, present a photo ID, and sign in at the front counter.** A pass will then be issued alerting our staff that you are an approved visitor. **Any and ALL visitors not wearing a visitor's tag will be asked to return to the office.** All parents are welcome and encouraged to visit our school during lunch. Visitors wishing to go to the classroom or any location other than the cafeteria during the instructional day must be approved volunteers. Impromptu parent/teacher conferences during the instructional day are **not permitted**. The principal reserves the right to deny access of any visitor interfering with school processes.

Tobacco Free School Policy

Refer to Craven County School Student Policies and Regulation Manual, policy number 5026/7250.

Arrival and Departure

All car riders, parents, and visitors must use the front entrance of the building. Only buses and approved daycare vans will use the rear entrance. Cars should follow the traffic path in front of the school. Do not pass in the carpool line unless instructed to do so by a staff member. **Remember to use a safe speed in the parking lot and be aware of walkers and bicycle riders. Please refrain from using cell phones during designated carpool times.** For the safety and protection of all our children, traffic violators may be reported to law enforcement.

Students arriving/departing school via carpool must be unloaded or loaded in the carpool zone. **Parking will not be permitted during the morning car arrival time, 7:30-8:00 and departure time 3:00-3:15.** Car arrivals will begin unloading at 7:30 for breakfast and class. Students should not be dropped off prior to this time. Afternoon car dismissal for all students begins at 3:00. It is imperative that all car arrivals and departures adhere to the above guidelines for the safety of the children and staff on duty.

*The first week of school will be an exception to this policy for the morning drop off.

As of **October 1st** all students will walk to their classroom unescorted. This will build independence as they learn to navigate their way through the halls of the school. Staff will be on duty in the halls from 7:30 - 8:00 am to assist, if needed.



Attendance

Regular attendance directly affects school performance. Our children rely on you, their parents/guardians, to ensure they are in school and arrive on time. **Students must be present $\frac{1}{2}$ of the school day. Students must remain in school until 11:30 to be considered present for the day.** It is the student's responsibility to make up all assignments he/she may have missed due to an absence from school. Students are required to bring a note from their parent/guardian stating the reason they are absent from school within three days of their return to school. Failure to bring a note will cause the absence to be documented as unexcused.

Refer to Craven County School Student Policies and Regulation Manual for additional information regarding the Attendance Policy number 4400.

Perfect Attendance

Per Craven County Schools Policy: Perfect attendance is defined as a student's being present each day enrolled in a school with no absences, no tardies and no early checkouts.

Tardiness

If a student arrives after 8:00 am (tardy bell), he/she must report to the office for a tardy slip. **(The parent/guardian must accompany the child to the office and sign them in.)** Failure to sign your child in when tardy could result in inaccurate attendance and/or could become a safety concern.

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 required to sign them out in the main office. **No student will be called from the classroom between 2:45 and 3:00 to leave early except for a doctor's appointment (appointment card must be presented to school secretary).** 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.



Address or Phone Number Changes

The school must be notified of any changes in your address or phone number as soon as possible. This includes changes in work phone numbers and phone numbers of emergency caregivers whom you authorize.

For the health and safety of your child, we are required to have current, up-to-date contact information. Failure to supply accurate information to Bridgeton Elementary could be considered negligent.

Child Custody

If there are special custody agreements for a child, the parents should provide a copy of the custody papers to the child's teacher and the school office. Otherwise, the school considers both parents to have equal access to children.

Withdrawal of Students

If you are withdrawing your child from Bridgeton Elementary, please notify the teacher and school office a few days prior to the withdrawal date. Students must not owe any monies (i.e. lunchroom, library fines, pictures, etc.) and all books must be returned before withdrawals/transfers can be completed.



Health Assessment

All students entering Kindergarten or 1st Grade for the first time must be in compliance with North Carolina Health Assessment requirements (G.S. 130-440; every child in this state entering Kindergarten or First Grade in the public schools shall receive a health assessment. The health assessment shall be made no more than twelve months prior to the date of school entry). A health assessment is required for any student entering North Carolina Schools for the first time. Students not in compliance will not be allowed to attend school until proof of compliance is received by the school.

Immunizations

All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within thirty days after enrollment in school. Any student not in compliance after thirty days will be suspended until proof of immunizations is received in the school.

Illness

The school nurse is here each day. The school nurse or secretary will notify you by phone when your child becomes ill at school and needs to go home. **Children with a temperature of 100 degrees or above, diarrhea, vomiting or red watery eyes with drainage will be sent home.** Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or any doctor's recommendation. **Students may not return to school until they have been symptom free for a minimum of 24 hours.**

Medication

We encourage the administration of necessary medicine (prescription and over-the-counter medications including cough drops) 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 with the school nurse (forms are available in the office)**. The office must have the original medication bottle with the recommended dosage. Parents must bring the medication to the school nurse in person. **Students are not allowed to transport medications.** Any time the medication dosage or time of administration needs to be adjusted, 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 injuries.

Head Lice

Students will not be allowed to remain in school if there is any evidence of live 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 of this nuisance. 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.**



Checks

Craven County Schools has partnered with an outside vendor regarding the processing of checks that are written to Bridgeton Elementary School or Craven County Schools. As per the agreement, it states:

We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

You authorize us to collect a fee as indicated below (plus a bank fee charged to the merchant, if allowed by your state law,) through electronic fund transfer from your account if your payment is returned unpaid. (For NC, the fee is \$25.00)

Please include the following information on your check: Driver's License #, Full name, Street address, and phone number.

School Pictures

School pictures are taken twice a year and dates are published in our calendar that is distributed monthly. The first setting is an individual picture (which will go in the yearbook) and the second is a whole class picture and a specialty picture that may or may not be a full body shot.

School pictures will also be published in the school yearbook, which will be available in the spring.

Money and Personal Items

Students should not bring money to school unless it is needed as part of the school program (examples: lunch, field trip, picture, or fundraiser money). Extra money should not be brought to school because of the possibility of either theft or loss.

No items, such as toys, dolls, games, small electronic equipment, fidget spinners, etc. should be brought to school unless it is to be used as part of the instructional day. In any special circumstances, parents would have clear communication from their child's teacher. These

items may be confiscated if brought to school. Any retained items will only be returned to a parent or guardian. After June 10, 2020 any items that have not been picked up will not be the responsibility of Bridgeton Elementary and will be disposed of properly.

Candies and gum are not permitted at school. If a class has a scheduled snack time, nutritious snacks may be brought from home.

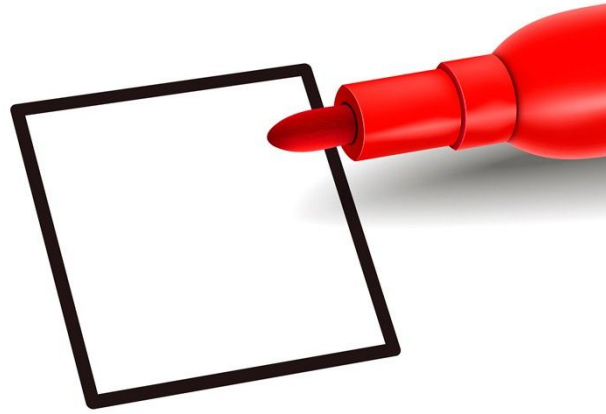
Special Deliveries

Students are allowed to receive special deliveries at school any day of the year EXCEPT on Valentine's Day. However, if a student who usually rides a bus receives flowers and/or balloons, they will need to be carpool for that day. These special deliveries may cause a hazard for the children and drivers of the buses.

Electronic and Other Devices

CD players, Mp3 players, radios, cameras, games, CDs, Gameboys, Ipods or Ipads, lasers, skateboards, trading and playing cards, water guns, fidget spinners, or other similar devices are not permitted on campus or on buses unless authorized by the administration. Beepers, pagers, or cell phones are not permitted under any circumstances. If these items are brought to school, they will be confiscated. Other items deemed disruptive by teacher/staff may be confiscated as well. After June 10, 2020 any items that have not been picked up will not be the responsibility of Bridgeton Elementary and will be disposed of properly.

Grade



Progress Reports/Report Cards

Progress Reports will be sent home on the following dates:

October 7, 2019
January 22, 2020
April 28, 2020

Report Cards will be sent home on the following dates:

December 3, 2019
March 17, 2020
June 10, 2020

Students must not owe any monies (i.e. library fines, pictures, etc.) and all books must be returned before final report card will be released.

Principal's List and Honor Roll

Students in grades 3-5 at Bridgeton Elementary School will be listed on the Principal's List if their average is 90 or above in each subject area. Students will be listed on the Honor Roll if their average is 80 or above in each subject area. There should be nothing less than satisfactory for conduct on the report card.

In order for a student to be recognized for Yearly Principal's List or Yearly Honor Roll they must meet the above mentioned guidelines for each marking period and have not received any school suspensions for the entire year.

Promotion Requirements

Students must meet local standard requirements for promotion. For additional information, please refer to Craven County Schools Student Policies and Regulation Manual.

Homework

Please refer to the Craven County School Student Policies and Regulation Manual.

Conferences

Parents are encouraged to consult regularly with their child's teacher in an effort to maintain a positive working relationship between the child, the home, and the school. Conference appointments with teachers should be arranged in advance with the teacher. Conferences can be scheduled by sending a note to the teacher, emailing the teacher or calling the front office (514-6425) and having the teacher return your call. Please make an effort to keep the appointment. Should you be unable to attend, please notify the office, or send a note to your child's teacher. **Conferences will not be allowed during your child's classroom instructional hours.** Your child's teacher will be able to give you a specific time as to not interrupt instruction.



Bad Weather Procedures

During the school year, bad weather conditions may threaten the area and it may be necessary to close or delay the opening of school. Please tune in to your local TV or radio stations. If the weather becomes severe during the school day, the school may be required to dismiss early. You may also call Central Services switchboard to hear a recorded message concerning emergency school closings or openings (514-6300).

If there is a two hour delay of school, buses will run approximately two hours later. **No breakfast will be served on these days.**



Cafeteria

Students may purchase lunch and/or breakfast in the school cafeteria. Students may pay for their lunches in advance by depositing money in their lunch account. 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. 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 visitor's pass** prior to going to any location in the building.

Regular student breakfasts are free this year. Unlike lunch, Regular student lunches are \$2.10, and reduced lunch is \$0.40. 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.**

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.)

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.

Due to end-of-year closeouts, there will be no charging or checks accepted from Monday, May 18, 2020 through Wednesday, June 10, 2020.

School Nutrition now offers an option to add funds to your child's lunch account online. Information regarding the **"Pay Schools Central"** program can be found in the front office or cafeteria.

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.

We have a special table for visitors to enjoy lunch with their child. Students are allowed to invite one friend to join them at the "parent table"



Dress and Appearance

Refer to Craven County Schools Student Policy Manual (Dress and Appearance).

Notes Particular to BES:

- Leggings should not be worn as pants without a dress or long shirt to cover.
- Shorts must be longer than your child's fingertips.
- Tank Top and Spaghetti Straps are not allowed on shirts or dresses. Straps should be palm width.
- Sneakers and closed toe shoes are preferred on all days.
- High Heels should only be worn on picture day, if at all.
- Head gear should be limited to basic pieces that do not distract from the classroom environment. (ex. - no cat ears, crowns, etc.)
- Hats should be worn facing forwards or backwards, not to the side.
- Hats and gloves should not be in the building.

*Spirit Day attire may cause for exceptions.

*Shoes with the wheels installed are prohibited.



School Bus Services and Transportation

School transportation refers to school buses, activity buses, chartered buses, and any other type of transportation provided by the authority of the Craven County Board of Education. **Riding the school bus is a privilege** extended to students that can be taken away if rules are violated. All students being transported are under the authority of the bus driver and must obey his/her request. If your child is to go home any other way than what is originally planned with you and your child's teacher, a **written note must** be provided and approved by the Assistant Principal. **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 by 2:30 p.m. asking for a change in transportation. Our school's fax number is 514-6428.

School Bus Conduct

Bus transportation of our students is the daily responsibility of our bus drivers. The appropriate behavior and respect for school bus regulations is the responsibility of each student that rides a bus. **Parents are not allowed to board any school bus or approach the driver during operation.** Please call the school office to schedule a conference with your child's bus driver during school hours. A video camera may be used to observe student behavior and approaching vehicles. Therefore, your child may be videotaped.

Bus Rules and Expectations

- Be at your bus stop on time. **Do not delay the bus.**
- No food, drinks, or gum
- Do not put any objects out the bus windows, including hands, feet, etc.
- Keep aisles free from books, book bags, hands, and feet
- Use an inside voice, no loud talking or inappropriate language (the driver decides what is too loud)
- Stay in your seat until the bus comes to a complete stop. 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

The driver 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 at 514-6425. School bus transportation has only one purpose, to transport our children safely to and from school. 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.

Transportation Changes

Students going home other than their usual method of transportation should have **written permission** from parents/guardians. These changes should be approved by both parties and approved by the Principal/Assistant Principal. A parent or guardian may also fax a signed note by 2:30 p.m. asking for a change in transportation. Our school's fax number is (252)514-6428. Parent/guardian may send an email robin.morton@cravenk12.org and/or denise.smith@cravenk12.org by 2:30. **No changes are accepted after 2:30 pm.**



Guidance Services

Providing guidance services to students is a shared responsibility between the teacher and the counselor. Our guidance counselor, Mrs. Mitchell, is available to assist students, parents, and teachers with educational and school-related personal matters. The counselor provides every student with the opportunity to focus on self-understanding and personal development. Sessions can be held individually or with a group. Please feel free to contact our guidance counselor at (252)514-6425.

Reporting Child Abuse and Neglect

Any school employee suspecting child abuse or neglect of any student shall report such to the principal/designee who will notify the director of Social Services. Legal reference: NC Gen. Stat. 115c-400.



Discipline

Behavior management in our classrooms has always been viewed as an integral part of child development. We, at Bridgeton Elementary School, believe that a cooperative effort among students, parents, and teachers is necessary to develop a desired learning environment in the classroom. Your assistance and understanding in helping us create this acceptable learning environment are imperative. Your child's teacher will develop a discipline plan for their classroom. The plan will be discussed with her/his class and a copy of the rules and consequences will be sent home so that you may discuss the plan with your child.

We implement a Positive Behavior Intervention Support (PBIS) system at BES. Through the use of a rubric, expected behaviors will be taught, monitored and rewarded.

Out-of-School Suspension

The principal, assistant principal or their designee are the only school personnel at Bridgeton Elementary School who may authorize an out-of-school suspension. The Craven County Code of Conduct will be followed in determining suspension and its duration. Please read this information with your child. It is found in the Craven County School Student Policies and Regulation Manual. Students serving an out-of-school suspension will not be permitted to attend or participate in any after-school functions through the duration of their suspension.

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. Disrespect by any student will be dealt with by the Principal or Assistant Principal.



Media Center Policies and Procedures

The mission of the Bridgeton Media Center is to learn about books and information so we can exercise our skills and prepare for the future. The Media Center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide services to students, staff, and the Bridgeton community.

The media center will be open in the mornings from 7:30 - 8:00 for students to exchange their books. The remainder of the day the media center will operate on a flexible schedule. Students in grades 3-5 will be allowed to have open access to the materials in the media center during all school hours. They may check out two items under their student number. Students in grades K-2 will have scheduled visits to the media center. They may check out one item under their student number.

The teacher and Media Coordinator, Mrs. Rains, will work collaboratively to develop activities to enrich what is being taught in the classroom.

All students at Bridgeton Elementary will have access to Media Center materials. Students and their parents are responsible for the proper care of circulated materials, as well as, for any materials that are damaged or lost. Check out privileges may be suspended until overdue materials are returned and/or paid for.

Students are expected to exhibit responsible behavior in the Media Center.

Technology and Bridgeton Elementary

Bridgeton Elementary School believes in the use of technology to better serve its students and the community. We encourage you to visit our website for a variety of local school information. We also ask that you refer to the Craven County Acceptable Use Policy regarding the use of technology in our schools.

Please feel free to contact your child's teacher or any other member of our staff by email. (firstname.lastname@cravenk12.org)



Help Us Grow (HUG) Volunteer Program

Volunteers provide an invaluable service to our students and our school. Opportunities available include working in the classroom with students, helping prepare items for special projects, working on special projects for school fundraisers, and school beautification. If you would like to volunteer, please contact your child's teacher or the school volunteer coordinator at 514-6425.

Field Day

Basic Guidelines for this fun day:

1. Sportsmanship should be shown at all times.
2. Sneakers should be worn. (We have a lot of running activities.)
3. One Piece Bathing Suits may be worn for water activities.
4. T-Shirts will be worn all day for cover and to protect from the sun. (even during water activities)
5. All students will need a change of clothes and a towel
6. Sunscreen must be applied at home. The student may reapply, however staff may not assist with rub on sunscreen.
7. Hats and Shades are allowed.

*Other items may be added at the discretion of the administration.

Volunteers and Visitors for this fun day:

1. Will be asked to work a station.
2. May have the opportunity to accompany their child's class.

Field Trips

Parents are encouraged to attend field trips with their child. These provide a great opportunity for parent and child to have a unique experience together. Parents also serve as chaperones for students who do not have a parent attending. All parents wishing to attend field trips will need to complete the process to become a volunteer including a background check. Parents will be asked to drive their own vehicle on most field trips. However, we do have some field trips in which we rent charter buses and parents/chaperones will be expected to ride the bus with the group.

Field trips are for students enrolled in a particular grade at BES. While we appreciate your willingness to volunteer to attend and/or chaperone a field trip, children that are not enrolled in the grade level attending the field trip should not attend the field trip.

**All parents attending a field trip with BES should sign in at the front office to obtain a volunteer pass from the computer.

Chaperone Responsibilities:

1. In charge of a small group and your most important duty is to keep your students with you at all times during the field trip.
2. Please help students follow safety rules at the field trip location. Students are expected to behave just as they would at school. If students do not follow the rules, please inform the teacher as soon as possible.
3. Assist in maintaining order at the field trip sites.
4. Help students with the field trip activities.
5. Chaperones should eat lunch with their group. Children should not leave the lunch area unless dismissed. All trash should be properly disposed.
6. Please dress in accordance to the school policy.

Chaperones Must Not:

1. Use tobacco products during the field trip.
2. Bring other children or siblings on the field trip.
3. Purchase gifts or treats for their group.



Tornado Drill Procedures

Tornado drills are held to prepare all students and teachers in the event there is danger of a tornado within close proximity of the school. **ABSOLUTE SILENCE** is to be maintained at all times to prevent confusion. Teachers will guide students to the designated areas. Continuous, quick, short rings of the bell will signal a tornado drill. Students and staff should:

- Leave the room in a single file line. Move rapidly and quietly as several classes may be assigned to the same area
- Once at the designated area, students will face the nearest wall, kneel, bend over, and fold their hands over their head
- Students should be aware of the tornado-safe areas for each of their classrooms

Fire Drill Procedures

Fire drills are held to prepare all students and teachers to leave the building as quickly as possible should any emergency situation arise. **ABSOLUTE SILENCE** is to be maintained at all times when leaving or entering the building to prevent confusion. Teachers will guide the students out of the building to a safe location. Students should be aware of where the exit routes are in their classrooms. A fire drill will be signaled by the fire alarm and/or an announcement on the intercom. Students and staff should:

Leave the room in a single file line. Move rapidly and quietly as several classes may use the same exit

- All classes should assemble at least sixty yards away from the building (if space allows)
- After moving a safe distance away from the building, stand in a single file line facing away from the building
- You will be signaled when it is safe to return to the building. At that time, you should enter orderly and quietly



Title I

Bridgeton Elementary School is a Title I school. This means our school receives funds from the federal government to help students in both remediation and acceleration of learning. Title I money provides both extra teachers to work with children and additional funds to purchase materials, supplies, and training opportunities for staff and parents.

Parent Resource Center

The BES Parent Resource Center is available for parents to access academic resources, parenting information and technology. Materials are available to all parents for use and checkout. Support staff will be glad to help with the checkout process and finding appropriate resources.

Please feel free to stop in and browse the BES Parent Resource Center. New materials are frequently added.

Impact Aid / Federal Cards

During the month of October, 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.

Bridgeton Elementary School
2019-2020 Title I Parent & Family Engagement Policy
Community Involvement: ESEA Title I

BES believes the more parents are involved with their child's schoolwork, the higher the level of achievement and attendance. BES encourages all parents to be informed and to participate in decisions affecting the school and their children's education. The involvement of parents in developing a Title I Parent & Family Engagement Policy will increase its effectiveness and contribute to the success of BES students. This policy will be shared with all parents and reviewed yearly. BES offers the following:

Operation of a School-Wide Title I Program:

- Federally supported program offers assistance to educationally and economically disadvantaged children.
- Provides instructional activities and support services to students above and beyond those provided by the regular classroom.
- Provides highly-qualified staff and professional development.
- Provides instructional materials and technology devices and software for all students.
- Encourages parent participation in school activities and provides opportunity for participation in decision-making.

Notification of Title 1 Requirements to Parents:

- Information to parents of students involved in LEP (Limited English Proficient) program is provided by BES ESL teacher.
- Provide a printed copy of Parent Handbook or link to on-line version of Parent Handbook.
- NC's Report Card, rating academic performance for BES, will be shared with parents.
- Notification of any teachers not highly qualified will be shared with parents.
- Additional information will be provided to parents, as needed, throughout the school year.

Annual Public Meetings:

- At least twice a year, Fall and Spring.
- Parents surveyed in the fall and the spring for topics of interest for Parent Academy trainings.
- Meetings inform parents about services provided by Title I.
 - Fall meeting includes assessment results and overview of parent and family engagement opportunities for the school year.
 - Spring meeting offers opportunities for families to reflect and give feedback on policies, services and resources.
 - Parents notified of these and all upcoming events via newsletters, posted notices, website, and phone alert system.

Parent Training Seminars/Parent Academy:

- Training sessions scheduled at flexible times.
- All training sessions and meetings include parent evaluations. Information used to plan future meeting & trainings.
- Information made available to those who cannot attend.
- Child-care will be provided as needed.

Involving Parents:

- Parents completes an annual survey to evaluate effectiveness of Title I programs. This information is used for improvement.
- Parents are members on decision-making committees such as PTA, School Leadership Team, Multi-Tier System of Supports, and Title I Parent Representative(s).
- Parent advisors, comprised of members of PTA board and other parents, meet quarterly to discuss, plan, organize school-wide activities and identify school needs.

Timely Information/ Parent Assistance and Opportunities:

- Monthly school newsletter identifies standards being taught across grade levels.
- Testing calendar & school events calendar linked to school website.
- Parent Academy trainings are developed and presented based on parent input.
- Blue Folders sent home weekly for parents to review student work. Parents have opportunities to provide feedback and concerns after reviewing weekly folder.
- Open House is held the week before school starts. Parents are able to complete enrollment information, receive class assignments and visit the classrooms.
- Orientation is held first month of school. Grade level expectations are shared including an introduction to the curriculum. Parents have the opportunity to express any current concerns or needs.
- Information tables will be set up during relevant events. These may include Title I, cafeteria/nutrition, assessment data, school nurse, etc.
- Kindergarten teachers and assistants meet with each parent for a school conference or optional home visit the first 5 days of school to develop positive connections.
- A Parent Resource center is available. Parents may check out books and materials.
- Parents are strongly encouraged to attend PTA meetings and activities. They will be notified of these activities, as well as all trainings, well in advance.
- For parents with disabilities (physical impairments, learning impairments, hearing or vision loss) or Limited English Proficiency, assistance will be provided so they can also participate in school activities. Once a need is identified, it will be met. BES is Handicapped Accessible. Also directional information is written in Braille. Interpreters can be provided.
- Information is included in school-wide monthly calendar, flyers, Facebook, BES website, posted at school entrances and displayed on school digital marquee.

Regular Meetings:

- Parent Conferences held throughout the school year. Staff members address questions and review student progress.
- Weekly reports/weekly folders sent home for parents to review and sign.
- Parent input requested when the child begins the MTSS (Multi-Tier System of Supports). Parents provide background information for any educational plans.
- Parents involved in writing their child's IEP(Individual Education Plan) and 504 Accommodation Plan.

Parent Compacts (Agreements):

- Designed to help develop student potential in all developmental areas.
- Parents, teachers, and students agree on the responsibilities of each party in the learning process.
- The Compact is distributed, reviewed, and signed at the beginning of the school year or when children first arrive at BES.
- Teachers are encouraged to remind parents and students of their commitment to BES by reviewing the compact throughout the year.
- Classroom teachers make sure the agreements are signed and returned.
- Both teachers and parents/students retain a copy of this agreement.

Education of School Personnel:

- Ways of effective communication with parents is shared with school staff.
- Teachers and parents working together as a team improves student chances of mastering challenging standards.
- Staff members are encouraged to assist in the development of the Comprehensive Needs Assessment & School Improvement Plan.

Coordinating and Integrating - Connections with other programs which yield successful academic results:

- Home visits by Kindergarten teachers
- Parent Resource Center
- Title I Interventionist Team comprised of North Carolina certified Teachers. All teachers (including Exceptional Education Teachers and regular classroom teachers) work with Interventionists to provide service to students needing help.
- PTA supports school projects with talent, time, and money.
- School Social Worker works closely with home/school partnerships.
- Grants sought through Partners in Education, Carteret-Craven EMC, and other sources.
- Additional reading and writing opportunities provided through International Reading Association and other literacy organizations.
- Craven County Social Services used as a resource to help families. Referrals made by school staff when needed.
- MTSS (Multi-Tier System of Supports) addresses academic and behavioral needs of students.
- A system of positive behavioral supports is in place in classrooms and school wide (PBIS).
- Local businesses and organizations provide support and assistance to staff and students. (Lions Club, Antioch Church, Dr. Rankin, Bridgeton Food Lion, etc.).

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

Title IX Coordinator & Americans with Disabilities Act

Dr. Wendy Miller

Assistant Superintendent for Personnel
(Personnel Issues)
3600 Trent Road, New Bern, NC 28562
252-514-6367

NeShawn Dawson, 504 Coordinator

3600 Trent Road, New Bern, NC 28562
252-514-6355

Danny Skinner

Director of Maintenance (Facilities Issues)
1822 Hazel Avenue, New Bern, NC 28562
252-514-6380

Debbie Hodges, Title IX Coordinator

Director of Student Services
3600 Trent Road, New Bern, NC 28562
252-514-6341

**I have read the 2019-2020
Bridgeton Elementary School
Parent/Student Handbook
and reviewed all the policies
and procedures with my child.**

Child's Signature

Parent's Signature

**Please sign the green copy of this form, in your child's
packet, and return it to your child's teacher.**

Thank You!