

2018-2019 Student Handbook

Havelock Elementary School

201 Cunningham Blvd.

Havelock, North Carolina 28532

252.444.5601 (Main) 252.444.5109(Fax)



VISION STATEMENT

We envision our school to be one that challenges all students as learners and prepares them to imagine and create a successful life; values educators and empowers them to inspire and spark innovation in every student; leads in education and community engagement; and invites all students, their families, and all members of the community to work together to support the success of our students.

MISSION STATEMENT

Together with our families and community, Craven County Schools will educate all learners to personal, professional, and civic success through challenging and personalized instruction.

CORE BELIEFS

At HES, we believe the work we do each day shapes the lives of our students and the future of our country. We believe we have the power to preserve the values our forefathers intended for public education these include:

- academic knowledge
- good character
- entrepreneurship
- equality
- empathy for others
- the ability to maintain a productive and successful country

Dear Havelock Elementary School Families,

On behalf of Havelock Elementary School, we would like to welcome each of you to the 2018-2019 school year! We are excited about the upcoming year, and look forward to working with you to ensure the success of every child. A commitment to two-way communication is a key ingredient in the educational process and I want you to feel welcome at all times, please understand you are an important factor to your child's success in school and we value you.

This year our teachers will continue to teach NC State Standards for English Language Arts and Math and the Essential Standards for Science and Social Studies curricula. The HES staff has high expectations of their students, themselves and our school. The K-5 teaching teams will use an observational reading assessment software program called Reading 3D to monitor reading progress as well as classroom and district assessments. We will also be using AIMS Web to monitor math progress along with classroom and district assessments. Assessments provide reports that help track your child's progress, inform program effectiveness, and help provide strategies that support your child's educational growth. You will be provided reports from the assessments used at HES in addition to progress reports and report cards.

Our First through Fifth grade students will enjoy a 1:1 laptop computer environment this year! Each student in these grade levels will have his or her own laptop computer to use throughout the day. Kindergarten students will have access to technology throughout the school such as computers and iPads as well. Our media coordinator will be incorporating project-based learning into the media program! Students will enjoy creating projects with the use of technology and media materials that are aligned with classroom lessons! We are also very proud of our Arts Program. We offer Music, Art, and PE to all students in grades K-5. This department offers significant learning opportunities to our students on a daily basis along with school-wide performances and family events! Another exciting learning opportunity for our students is the use of the STEM Lab to all students in grades K-5. Students will enjoy using this lab to get a deeper understanding of Science, Technology, Engineering and Math.

As you can see, we are very excited about the upcoming year and look forward to continued success at HES! We encourage you to join our HUG (Help Us Grow) Volunteer program. You can sign up for this through the Craven County Schools Website. If you have any questions or concerns, please do not hesitate to call or email. Hopefully this handbook will be helpful to you. Please note, as changes happen throughout the school year some of the information found here may be adjusted.

With Warm Regards,
HES Administrative Team

* Please look for your child's blue Weekly Communication Folder on Thursday of each week.

*** Fill out the bottom of this page for future reference at home.**

Student Information: My Teacher's Name _____ My Lunch # _____ My Lunch Time _____
My Bus # _____ My Bus Driver _____ AM Time _____ PM Time _____

*At the beginning of the school-year, please allow for a 10-15 minute variance, for AM pick-up and PM drop-off time until routes are established.

School Calendar



2018-2019 Traditional Calendar

- - First/Last Day of School
 - M - End of School Month
 - Q - End of Grading Period (Middle/HS)
 - EQ - End of Grading Period (Elem)
 - EP - Elementary Progress Report
 - P - Progress Reports Issued (Middle/HS)
 - ER - Elementary Report Cards
 - R - Report Cards Issued (Middle/HS)
 - H - Holiday
 - V - Annual Vacation Leave Days
 - O - Optional Vacation or Workday
 - W - Teacher Workday
 - S - Teacher Staff Development (Half Day for Students)
- October 5, 2018; November 9, 2018;
February 15, 2019; March 22, 2019

- E - Early Dismissal for Students & Staff (Half Day for Students)
- November 21, 2018; December 21, 2018;
June 7, 2019

Half Day Dismissal Times (S & E Days)
Elem: 12:00 Middle: 12:30 High: 11:30

Inclement Weather MAKE-UP Days

Make up days/times will include early dismissal days, teacher work days, and/or 1st Saturday following the inclement weather.

HS Exams and Early Release:
January 15-18, 2019
June 3-7, 2019

G - Graduation Day - June 08, 2019

July 2018							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4 H	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
22	23	24	25	26	27	28	29	30	31																		
29	30	31																									

HES Daily Schedule

Time	Activity
7:30	Students may be dropped off (at the carpool drop off point only).
7:40	Students are sent to class.
8:00	Breakfast ends.
8:00	Tardy Bell rings.
8:05-8:30	Morning Announcements, Morning Routines
8:30-9:10	2 nd Grade Resource
9:20-10:00	Kindergarten Resource
11:00-1:00	K-5 Lunch
10:10-10:55	First Grade Resource
12:00-12:45	Third Resource
1:00-1:45	Fourth Grade Resource
2:00-2:45	Fifth Grade Resource
2:35-2:55	Afternoon Wrap-up
2:55	Bus Dismissal
3:00	Carpoolers, Vans, & Walkers Dismissal
3:00	Buses Pull Out

Remember:

- Carpoolers and walkers should **not** arrive **BEFORE 7:30 AM** and should go directly to the cafeteria upon their arrival on campus. Students may only be dropped off in the carpool area.
- We stop serving breakfast at 8:00 AM. Walkers and carpool students who eat breakfast must be in the cafeteria **BEFORE 7:45 AM**.
- The tardy bell rings at 8:00 AM. Tardy students **MUST** be accompanied to the office and signed in by their parent or guardian.
- The doors to the carpool area are locked promptly at 8:00 AM. Any student arriving after 8:00 AM should be accompanied to the office and signed in by their parent or guardian.
- For your child to receive full day attendance credit they must arrive at school by 11:15 AM and remain until the dismissal bell or arrive at school for the 8:00 morning bell and not leave before 11:30 AM.

ACADEMIC ACHIEVEMENTS

Students have an opportunity to receive recognition for their efforts at the end of each twelve week grading period. Special recognition includes:

Perfect Attendance-those students, grades K-5, who have attended school every day without any tardies or early checkouts during the grading period.

Super Citizens-those students, grades K-5, who have exemplified the character traits covered during the grading period.

Eagle Club/Most Improved-those students, grades 3-5, who have increased "at least one subject area" by a letter grade without a decrease in any other subject area...with satisfactory (S) in all conduct areas of the report card.
K-2 students will show improvement and have S's in all conduct areas.

Honor Roll-those students, grades 3-5, who have earned all A's and B's in all subject areas, with S's in all conduct areas of the report card.

Principal List-those students, grades 3-5 who have earned all A's in all subject areas, with S's in all conduct areas of the report card.

ADMISSIONS AND WITHDRAWALS

All students should report to the office to be enrolled. New students in the area should bring their identification and a report card or other verification of grade placement with them when enrolling. **You will also need to provide proof of current residency i.e. rental agreement, utility bill with parents/ guardians name and address.** Shot records must also be provided.

When withdrawing from HES, the following procedure should be followed:

1. Either a note with a photo ID or phone call from the parent stating the date of planned withdrawal.
2. The student must see that all school books and materials are returned to the appropriate teacher and to the Media Center. Fees and other money should be paid to the proper personnel.
3. Records will be mailed to the school to which the student is transferring upon request of the receiving school.

ATTENDANCE

The attendance policy is included in the Craven County Student Policies and regulations manual. The laws of North Carolina require that schools be operated for 180 days of each school year. Students need to attend school every day from 8:00 AM to 3:00 PM for maximum performance in their academic studies. Frequent absences and tardies, as well as early checkouts, will affect the student's work performance and could result in the child failing his/her grade. Children reporting to school after 8:00 AM are considered tardy and must sign in at the office with their parent/guardian BEFORE going to the classroom. A student must be present until 11:30 AM or at a place other than school with the approval of the appropriate school official for the purpose of attending an authorized school activity in order to be counted present for that day. All students must be signed out by a parent/guardian if they leave early for any reason. Early releases will be counted for attendance and promotion purposes.

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

If it is determined that the student's academic achievement has been limited by an unacceptable number of tardies and early dismissals, the principal will consult with the school counselor to determine how to help the family lesson the tardies or early dismissals. Excessive

tardies or early dismissals will be considered when promotion decisions are made. 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. All make-up work shall be graded by the teacher as appropriate. When students are suspended from school, teachers are not required to give make-up work.

The following shall constitute **excused** absences for the student when the student's parent or guardian submits **a written excuse within three days** of the student's return to school. A principal or designee may require additional documentation from medical service providers, court officials, or other appropriate officials. All absences for K-8 shall be coded as unexcused until an appropriate excuse is received by the student's teacher.

- Illness or Injury
- Quarantine
- Death in the Immediate Family
- Medical or Dental Appointment
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity (Prior approval needed from principal or designee)

All parents/guardians of students who have exceeded the permissible number of absences in the preceding school year may be notified in writing prior to the beginning of the next school year that if their child accumulates 5 unexcused absences, the district attorney and magistrate may be notified and a criminal investigation shall be asked for by the school principal. Both teachers and the principal will exercise sound educational judgment in allowing make-up of school assignments and tests.

A Certificate of Perfect Attendance will be given to those students who attend every school every day. We appreciate the effort you make to keep your child well and in attendance.

BUS TRANSPORTATION

Bus routes and stops are planned and established by the district's transportation department. SAFETY is the number one factor in developing bus routes and stops. Due to the high numbers normally assigned to our buses, students are not allowed to ride a bus to which they are not assigned except by approval from the district transportation department.

Bus Conduct and Rules for Passenger Safety

A school bus is a zero tolerance zone for misbehavior. Students must respect the bus ride for the safety of all! Students need to treat the bus ride with the same respect they use in the classroom. The following rules are in place for students riding an HES bus:

Board promptly—Walk directly to your bus. Once on board, do not leave the bus without your driver's permission.

Store belongings—Keep book bags and all other articles/items out of the bus aisle.

Sit down—Stay in the seat assigned by the driver until your destination is reached and the bus has completely stopped.

Speak quietly—loud voices and "horseplay" are distracting to the drivers and others and will not be tolerated

Keep arms, head, and feet inside bus— it is very dangerous to put any body part out the window.

Be respectful and courteous— as representatives of your families and your school, use good manners with your friends, the driver, and passing motorist. Profanity, offensive gestures, weapons and fighting will not be tolerated.

Dispose of litter in the wastebasket at the front of the bus as you depart.

There will be no eating, drinking, or gum chewing at any time on the bus.

Throwing items out of the bus window is against the law.

Consequences of Misbehavior on the Bus

Penalty is at the discretion of the administrator depending on the circumstances. This may include removal from the bus for one to ten days or permanent removal from the bus.

First Offense----Bus driver talks privately to the student

Second Offense----Bus driver calls parent/guardian and sends letter of warning to parents/guardians

Third Offense----Referral to administrator / Suspension from bus

Fourth Offense----Up to three days suspension from bus

Fifth Offense----Up to five days suspension from bus

Sixth Offense---Up to ten days suspension from bus

Seventh Offense---Permanent Suspension from bus

********Serious misbehavior on the bus may also be cause for reprimand including suspension or expulsion from school. Students misbehaving before and after school while waiting for the bus can result in loss of bus riding privileges. Should a student be suspended from the bus it will be the parents' responsibility to see to it that the student has transportation to and from school during the suspension period.

BUS CAMERA MONITORING

All active school buses are equipped with audio/video camera systems for monitoring of student/driver behavior and bus routing efficiency.

CAFETERIA

Our cafeteria serves breakfast and lunch. All students will receive free breakfast and lunch this school year. Adults may purchase breakfast and lunch items for the a-la-cart prices. Students may also purchase other items by the a-la-cart prices.

Monthly Lunch Menus will be sent home in your child's Thursday Blue Communication Folder. You can also find updated menus online at the Craven County Schools website, under the Child Nutrition Tab.

Parents are welcome to eat lunch with their child anytime!

2018-2019 Lunch Schedule		
Time	Class	Grade
11:00-11:30	Angelo	3
11:05-11:35	Keith	3
11:10-11:40	Norris	3
11:15-11:45	Hall	3-5 EC
11:15-11:45	Fischer	K-2 EC
11:20-11:50	Gardner	K
11:25-11:55	Reeves	K
11:30-12:00	Veibl	K
11:35-12:05	Atkinson	2
11:40-12:10	Baker	2
11:45-12:15	Large	2
11:50-12:20	Conner	1
11:55-12:25	Gahagen	1
12:00-12:30	Wickman	1
12:05-12:35	Aleshire	5
12:10-12:40	Muller	5
12:15-12:45	Sutton	5
12:20-12:50	Anderson	4
12:25-12:55	Brumbaugh	4
12:30-1:00	Cornwell	4

CARPOOL STUDENT DROP-OFF AND PICK-UP

No student should be dropped off prior to 7:30 AM each morning! Parents/guardians should only drop-off and pick-up students in the pick-up/drop-off area. Student safety is our primary concern. Stay in the traffic circle. All drivers should obey traffic rules while on our campus. Do not park in the traffic circle, do not leave your vehicle in the traffic circle or along the curb during dismissal since this causes traffic flow and safety problems. Carpool students should report to the cafeteria until told by the attending teacher to go to their morning location. **During dismissal parents are asked to remain in their vehicles during and allow us to bring the students to the carpool area. This will ensure a smoother dismissal. Please make sure your child's car seat is on the right-hand side of the car for smoother loading.** All entrances will be locked during the school day for safety reasons. Therefore, parents must use the school parking area when on school business or picking up/dropping off students during instructional time.

Transportation changes for your child must be in writing; phone calls will not be an acceptable way to make a transportation change. This is for the safety of your child.*

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is very important to notify the school when your address or telephone number changes. Accurate information for an emergency or discipline situation is most important when the school is trying to contact a parent. Please notify the school immediately if your address or telephone number changes. ***Proof of address is required for all students.

CLOSING OR DELAYS IN CASE OF SNOW, HURRICANE

If the school must be closed in the Havelock area due to an emergency situation, the media (local radio and TV) will make the announcement. Please make immediate arrangements to pick up your child if he/she does not ride a bus. If you are planning to be away from the area, make sure another adult's name is listed on your child's card in order that they will have authorization to pick up your child. If school is to be cancelled, you can call 514-6300 for specific details. Also, a telephone message will be sent from Craven County Schools Central Services

DISCIPLINE

The Discipline Policy is included in the Craven County Student Policies and Regulations Manual. You can find, view and download this manual on the Craven County Schools website. Havelock Elementary School uses the PBS (Positive Behavior Support) system to encourage self-discipline. Students will receive additional information about discipline from their homeroom teacher after school begins. We solicit your continued support as we endeavor to make this school an enjoyable place to work, learn, and have fun. Please refer to the Craven County Student Handbook to learn more about student discipline policies.

Please review the Eagle PRIDE PBIS Rubric with your child.

EAGLE PRIDE

Positive, Respectful, Intelligent, Determined and Engaged Learners

Classrooms	Hallways	Restrooms	Cafeteria	Playground	Bus	Computer Use
Be an engaged learner. Always do your best. Be kind. Listen to directions. Keep your area clean and organized.	Move with a purpose. Move quietly. Form a straight line.	Keep the restrooms clean. Wash your hand. Use facilities appropriately. Use the restroom quickly and quietly.	The first ten minutes of lunch is a no talking zone. Use good table manners. Be on time. Choose food quickly. Clean up your area.	Stay in your designated play area. Keep your area clean. Keep your hands and feet to yourself. Be a good friend.	Stay in your seat. Keep aisles clear. Keep hands, feet, and other objects to yourself. When crossing the street, wait for a hand signal from your bus driver. Keep your area clean.	Access approved websites only. Take care of equipment. Work quietly.

As always, excellent communication and support between school and home is the best way to avoid discipline issues.

DRESS CODE

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. Refer to Craven County Schools Policy and Regulations.

EARLY CHECK-OUT OF A STUDENT

Because attendance in school is critical for optimal learning, parents are encouraged to make medical/dental appointments after school hours whenever possible. Remember that early checkouts count in the 20-day attendance rule. Students can be checked-out from school for appointments or other acceptable reasons when the child's parent/guardian reports to the office, makes the request, and signs for the child's dismissal. Students will be released only to their parents or legal guardians. Parents/guardians who want their child released to anyone else must provide the Principal's Office with a written statement that includes the identification of the person to whom the student is released and the phone number of the parent/guardian in the event additional verification is necessary. It is extremely important that parents do not ask for exception to this procedure. It is designed to ensure the safety and well being of our children. There will be no student checkouts after 2:30 PM unless it is for emergency reasons. A student must be present until 11:30 in order to be counted present for that day. Early releases will be counted for attendance and promotion purposes. Parents or guardians must come to the office; staff will call for the student.

All visitors must check in at the office and wear a visitor's badge; otherwise, they will be sent to the office to get a badge. This is for safety purposes.

EMERGENCY INFORMATION

In case of emergency, each student is required to have the following information on file in the school office:

1. Parent(s) or guardian(s) names.
2. Child custody documents that are in effect.
3. Working home phone and place of employment phone numbers.
4. Emergency phone numbers of 2 other people who will be responsible for you child if you cannot be reached
5. Physician's name and number
6. Medical alert information

Whenever there is a change of address or phone number, you must update your child's information in the office.

FIELD TRIPS

Throughout the year students have an opportunity to participate in field trips off campus. Parents will be notified by the teacher the date, time, cost, destination of trip and mode of transportation for the field trip. Chaperones need to provide their own transportation and pay any applicable fees. Chaperones must complete the Craven County volunteer process

FLOWERS/BALLOON, ETC.

Please do not send flowers, balloons, etc. to the school. This is to preserve instructional time and to prevent safety issues on the buses and daycare vans.

FOOD

Children are not to bring any type of home baked items of any kind to school for class parties or to pass out to other children. All foods of this nature must be store-bought individually wrapped items.

FUNDRAISERS

Fundraisers are conducted to support our curriculum and programs. Students are not allowed to sell non-school items at school.

GUESTS

All guests to the school shall go directly to the office upon arrival to sign in with the secretary and receive a guest badge. This procedure includes all persons and helps us to maintain a safe learning and working environment for our students and staff. After our first two weeks the "Kiss & Go" policy will be in effect. If you are not volunteering, we ask that say your goodbyes at the designated areas. Do not go to your child's classroom unannounced in the mornings or afternoons. You must call the teacher to schedule an appointment if a conference is needed.

HEAD LICE

Head lice are a communicable condition. Care should be taken to prevent transmission to other students. Shared hats, clothing, brushes, pillows, and stuffed toys, makes the transfer easy between children. Students will not be allowed to remain in school if head lice is found.

HEALTH INFORMATION

It is very important to have good attendance in school. However, your child should not come to school when he or she is ill. Please help to keep our school healthy by keeping your child at home when he or she is ill. Help your child practice good health habits and help to ensure he/she receives ample rest by being in bed at an appropriate time each school night.

A school nurse can administer medications at school, but we encourage administration of medicine before or after school whenever possible. If your physician decides it is necessary for your child to receive a medication given by school personnel during the school day, we must have a Request for Medication to be given during school hours form completed by both the Physician and the parent, even for non-prescription medications. Both the physician and parent must complete a new form any time the medication or dosage changes. The medication to be given needs to be sent to school in the original container in which it was purchased and brought to school by an adult. This is to protect your child and other children from injury. The nurse cannot give any medication until the above requirements are met. No medications can be given for sudden onset symptoms like pain or fever so please be sure to provide the office with current telephone numbers so that we can reach you in an emergency.

A very important responsibility is the assessment of students requiring medical care for illness or injury. The visits to the health room are now computerized, so it is very easy to let you know how often your child visits the health room and for what reasons. Phone calls will be made, as in the past, if there is something that you need to know that day. As always students should be kept at home if they exhibit any of the symptoms listed below:

- Fever 100 degrees or higher
- Vomiting, nausea or diarrhea
- Red and watery eyes with drainage
- Severe headache or abdominal pain
- Undiagnosed rash

Students must be fever free without medication for 24 hours before returning to school.

Routine screenings are conducted annually for vision, hearing, dental, height, and weight and periodically for lice. Parents will be notified if any problem is detected in any of these screenings.

HELPING CHILDREN LEARN TO READ: TIPS FOR PARENTS

1. Read to children frequently and encourage them to read to you.
2. Let your child see you reading and enjoying it.
3. Create a literacy-rich environment that encourages children to engage independently in reading.
4. Encourage children's attempts at reading.
5. Give children opportunities for independent reading.
6. Encourage children to talk about reading experiences.
7. Help children build a sight vocabulary, example; using flashcards, etc.
8. Read, write, and discuss a range of different types of text (poetry, nonfiction, fiction).
9. Introduce new words.
10. Talk about your favorite storybooks with your child.
11. Join your child in simple activities that involve talking, reading or writing, such as following a recipe or writing a note.
12. Encourage children to recount experiences and describe ideas and events that are important to them.
13. Visit the library regularly.
14. Provide opportunities for children to draw and print using markers, crayons, and pencils.

HOMework

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

Philosophy: Homework is an integral part of the learning process at Havelock Elementary School. 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; and
2. Children need to learn the discipline of accomplishing assigned work and be responsible for its completion.

Suggested Times:

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

Students should read nightly in addition to any written homework. Young children will develop language skills by listening to others read to them.

Specific Considerations:

If a student is continually overburdened with homework assignments, a teacher, parent or administrator may request a conference to determine the best course of action for that particular student.

INSURANCE

Accident insurance for the school day or for 24 hours is available and highly recommended. An enrollment period is established during August of each year. Information will be sent home with each student at the beginning of the school year.

INTERNET AND MEDIA RELEASE

Havelock Elementary is currently operating a school-wide computer network that includes direct classroom access to the Internet. North Carolina computer competency standards also require exposure and use of various multimedia formats by our students. Students must have an Internet/Multimedia permission slip on file at HES to be able to utilize these technologies. Also, a Media Release form allowing the school to share children's picture and positive work products with the news media must be completed. The permission slips will be sent home at the start of school. **Please sign and return the *Craven County Schools Parental Agreement Form* the first week of school.**

LIBRARY/MEDIA CENTER

Curriculum lessons are incorporated using technology and information studies in both the Media Center and the computer lab. Students also have flexible access to the media center for research, checkout, or computer use. Books are usually checked out for a week, but students exchange books as they finish them. Students that lose or damage a book will be charged a fee. They may continue to check out books, but the books will stay in the classroom until it is found or the fine is paid. They will also have access to books in the classroom. Students, teachers, and parents are welcome to use the media center at any time between 8:10 a.m.-2:30 p.m., Monday-Friday.

LOST AND FOUND

Many articles of clothing wind up in the lost/found. Found articles should be put on the table under the lost/found sign in the cafeteria. Valuable items need to be turned into the office. Please mark your children's clothing so it might be returned if lost. Items not claimed are given to the Salvation Army.

MEDICATION

- Medications are administered and monitored by the school nurse.
- A complete record will be kept of all medication dispensed.
- A "Physician's Authorization of Medication for a Student at School" form must be obtained from the school office and must be completed by the parent, signed by the physician and filed in the school office.
- The prescription must be in the original container.
- The prescription must be clearly identified as to the name and type of medication.
- The prescription must carry a prescription label with the student's name, drug identity, dosage instructions, doctor's name and prescription date.
- The prescription must always be current.
- Refrigeration at school is available if needed.
- Please do not send medication with the student. Under Board Policy this can result in disciplinary action being taken (see Craven County School's Policy and Regulation Manual). Elementary students cannot possess, use or transport any type of prescription or over-the-counter medication at school or at any school function.

MONEY AND VALUABLES

It is important that each student remember valuables with him or her at all times. Desks are not proper places for these items. Labeling the 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, etc. should be left at home. (Special events would be an exception.) If pocket knives, toy guns, or items deemed to be possible weapons are brought to school, the police must be called and the child will be suspended. Please remind your child to check his/her pockets/bag before coming to school.

PHYSICAL EDUCATION REGULATIONS

Havelock Elementary strives to help all students become physically fit so that they can be productive students in and out of school. It is important for our students to dress appropriately for physical education class. We realize that students are unable to change for PE, but we expect them to wear tennis/running shoes in the gym. Tennis shoes without backs, sandals, boots, or dress shoes are not appropriate for physical education. It is advisable for girls to wear shorts under their skirts and/or dresses. When children have been ill and need to modify their activities, we would appreciate a note stating modification, length and any other circumstances that relate to your child's physical well-being. When the students do not have notes, they will be expected to participate in PE.

SAFETY

Havelock Elementary has a Safe Schools Plan. This plan includes provisions for safe and orderly learning environments, including a positive school climate; managing crisis or emergency situations; safety and security of physical facilities; and appropriate staff development to support the safe school initiatives. As part of our Crisis Management and Safe Schools Plan, fire, tornado and lockdown drills are held throughout the school year.

SCHOOL PICTURES

School pictures: This year we are using a satisfaction guaranteed PREPAY plan of purchase for fall pictures. All students will take pictures for our yearbook, unless parents request otherwise. Packages will only be printed for those students who order and pay for their packages on picture day. This is a more efficient system in school photography and we appreciate your support. Spring Pictures are not Prepay. Yearbook orders will be taken for the school yearbook during the spring. More information will be sent home at a later date.

TELEPHONE CALLS

In order to provide students with optimum uninterrupted instructional time, all telephone calls to classrooms will be sent to the teacher's voicemail. Your child's teacher will return your call during non-instructional time.

TELEPHONE NUMBERS AND ADDRESSES

It is necessary that the school be notified immediately of any change of information such as telephone numbers and addresses of a student. Please keep the school office informed of current address, phone number, place of employment, etc., and where you can be contacted in case of emergency.

TESTING

Tests Scheduled to be administered during the school year:

Test	Grades	Approximate Time of Year
Beginning of Grade Tests	3	September
End of Grade Tests	3, 4, & 5	Last ten days of school
12 week Local Assessments	3, 4, & 5	October & February
Reading 3D Benchmarks	K-5	Beginning, Middle and End of Year
AIMs Web Math Benchmarks	3-5	Beginning Middle and End of Year
State Math Assessments	K-2	Middle and End of Year

THURSDAY FOLDERS

Every Thursday your child will bring home the Parent Communication Folder. These vinyl folders are dark blue and will contain important information each week. Look for your child's folder every Thursday.

VOLUNTEERS

We believe that parents are the most significant people in our students' lives. Parents are their child's first teachers. HES welcomes your help! To become a volunteer, go to the Craven County Schools website and click on the Volunteer link to apply.

WEB PAGES

Our webpage is designed to keep students and their families updated. Families can important information by visiting our webpage: <https://www.cravenk12.org/HES>

WIRELESS COMMUNICATION DEVICES

No student in grades k-8 shall use, display, transmit or have in the "on" position on school property (including buses) 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 as stated in the school handbook. All wireless communications devices or personal entertainment devices shall be stored in the student's book bag or locker.

Any wireless communication device or personal entertainment device used, displayer or possessed in the "on" position will be confiscated. All confiscated device will be labeled by student name and date confiscated. Principals may authorize individual students to possess and/or use for personal purposes wireless communications 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 day and if the student has used the picture cell phone or PDA on school property, (including buses) the incident may be forwarded to law enforcement to determine is a crime has been committed.

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

WITHDRAWALS

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 48 hours to prepare the transfer information.

Havelock Elementary School Parent and Family Engagement Policy 2018-2019

We realize that parent and family engagement plays a critical role in the education of our students. Therefore, we stress the importance of family participation by implementing a program that reaches out to parents and families, as well as students.

Annual Public Meetings

We hold two annual parent meetings each year. Parents and staff are invited to validate strengths, share future dreams and brainstorm ways to address concerns. The Fall Annual Meeting is a time when the Title I Parent and Family Engagement Policy, Student Compact and parent and family engagement opportunities are presented to parents for their awareness. All of this information is then sent home with the students for parents to read and the Compacts to be signed and returned. The Parent and Family Engagement Policy and the Compact are presented at the Spring Annual Meeting for parents to review and make changes for the following year. The parents then vote on the policy and compact for the following year. This meeting is also the time for evaluation of the parent program for the year and a survey is distributed for parent feedback.

Flexible Meetings

Meetings and workshops are scheduled at varied times to provide opportunities for various work schedules. Parents are notified of scheduled activities through flyers, newsletters, invitations, Blackboard Connect messages, HES webpage, social media (Facebook) and HES marquee. Packets of information will be available, upon request, for those parents who are unable to attend scheduled events.

Timely Information

The most significant way to enhance the quality of school life beyond a strong academic program is through communication. Each school year we report our EOG testing results from the previous year at the first meeting. The results are also posted throughout the school and distributed through an office memo.

Data may be shared with parents in the following ways:

Kindergarten: work sampling, progress reports, report cards, conferences, newsletters, teacher websites, daily folders, Thursday folders, email, portfolios, K-2 literacy assessments, MClass assessments, K-2 twelve week math assessments

First Grade: progress reports, report cards, conferences, Thursday folders, newsletters, email, K-2 literacy assessments with reading profiles and running records, MClass assessments, K-2 mid-year and summative math assessments

Second Grade: progress reports, report cards, conferences, homework folders, Thursday folders, newsletters, email, K-2 literacy assessments with reading profiles and running records, MClass assessments, K-2 mid-year and summative math assessments

Third Grade: progress reports, newsletters, PowerSchool website, report cards, conferences, email, phone calls, text messages, Thursday folders, portfolios, MClass assessments, math and reading assessment results

Fourth Grade: progress reports, PowerSchool website, report cards, conferences, email, Thursday folders, portfolios, MClass assessments, math and reading assessment results

Fifth Grade: progress reports, PowerSchool website, report cards, conferences, goal setting conferences (September/October), email, Thursday folders, MClass assessments, math, reading and science assessment results

ECP: report cards, monthly newsletters, parent conferences, annual IEP reviews, daily folders

To keep parents informed of their child's progress, teachers send Thursday folders home weekly. These folders provide parents with valuable information regarding their child's progress as well as their child's work from the past week. Areas for documenting student needs are provided and adult signatures are required. A calendar/newsletter is distributed monthly with information that parents need about policies, events at school/community and general school information.

Regular Meetings

Parents are encouraged to play an active role in their child's academic progress. Parents are made aware of expectations and accountability standards for students and parents through conferences, Open House and Curriculum Event meetings. Daily and/or weekly folders are sent home to report student progress in all academic areas. Parents are invited to attend and give input when a child is referred to the MTSS team. Also, parents are involved in developing their child's Individual Education Plan (IEP), 504 Accommodation Plan and MTSS Plan.

Parent Comments

A survey will be distributed in the spring for evaluation of the Title I Program and parent involvement opportunities. The feedback from these surveys will be used to direct the Title I program at HES.

A parent involvement policy will be developed and written by parents. The policy will then be distributed to HES families.

Parent Compacts

Compacts (contracts) involving parents, children, teachers, and administrators will be distributed at the beginning of the school year and as new students enroll in order to obtain a commitment to ensure all parties are invested in the educational success of all students.

Parent Assistance

A Parent Resource Center is located in room 125 on the main hallway of the school. It is available for parents to use to gain resource materials that can assist them and provide extra opportunities for children to learn and achieve at home and at school.

Materials and Training

Various trainings are held throughout the year during our parent event nights. Learning strategies are presented by staff through various activities. Materials and resources may be distributed at the conclusion of these events. We also have opportunities for parents to attend trainings during the school day.

Education of School Personnel

HES has a tradition of collaboration and teamwork with all staff and parents to assume responsibility for student achievement. A high level of trust and support exists along with high expectations and a desire for excellence. Parents, teachers, administrators, resource and guidance personnel work closely together to achieve goals. With the combination of increased time for reading and writing instruction, consistency with instructional practices, focused interventions and professional development, we will produce significant gains and achievement while providing continued success on our journey to excellence.

Coordinating and Integrating

In order to create the best possible introduction to the school environment for children and their parents, Kindergarten Pre-registration day has been established. Students and parents arrive at school to complete necessary paperwork, visit classrooms and pick up information sheets.

We utilize a phasing in program for our kindergarten students, with orientation on the first day of school and half days for the next four days to allow for a smooth transition into the school environment.

Remediation and enrichment programs are designed and implemented for flexible grouping to meet the needs of all children.

Officers' Spouses Club of Cherry Point provides funding opportunities for various school projects.

The Department of Social Services assists HES with family services.

NCAE, CCEMC (Bright Ideas), Weyerhaeuser and Partners in Education provide grant opportunities for materials/resources to implement grade level curriculum.

Information for Families with Limited English

Opportunities will be provided for parents and guardians with limited English proficiency and/or physical disabilities to allow them to participate in their child's education. Assistance will be provided if necessary. Currently, there are no migratory children attending HES. If a need is identified assistance will be provided through a translator or any needed physical assistance.

Letter Concerning Teacher Credentials

July 2, 2018: Notice to Parents

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

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**David E. Hale Chairman Kimberly R. Smith Vice Chairman Frances H. Boomer Carroll G. Ipock, II Stefanie A. King
Beatrice R. Smith Joseph L. Walton, Dr. Meghan S. Doyle Superintendent**

Notes