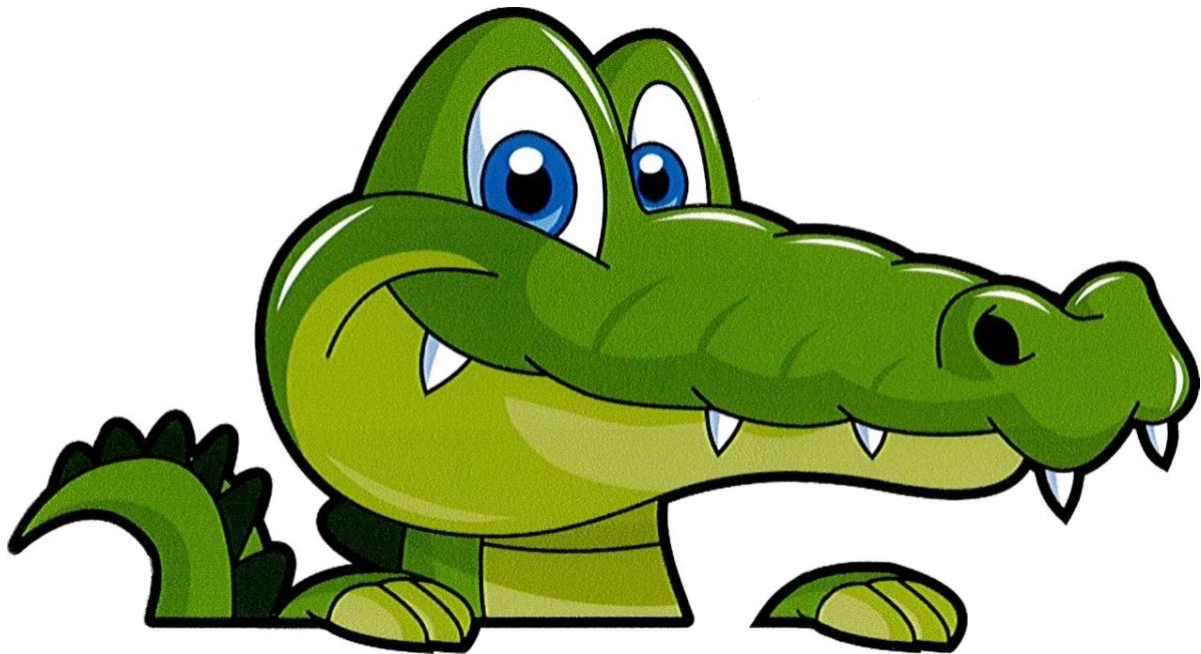


2020-2021

WJG Student
Handbook



W.J. Gurganus Elementary School

2018 National Blue Ribbon School

535 Hwy. 70 West

Havelock, NC 28532

Phone: (252) 444-5150, Fax: (252) 444-5154

www.cravenk12.org/WJG

Principal
Debra Hurst

Assistant Principal
Leslie Ward

Dear Students and Parents,

On behalf of W.J. Gurganus Elementary School staff, we would like to welcome you to the 2020-2021 school year. Each of you will experience new and exciting opportunities throughout the school year. We encourage students to strive to be the best they can be. In addition, we encourage parents to be involved in their child's education.

We hope that this handbook will provide useful information and help to clarify some procedural matters that are necessary to maintain our school's safe and efficient operations. Communication is very important, and we encourage you to maintain ongoing interaction with your child's teacher. We also encourage your feedback, so please call us whenever a need arises. We look forward to working closely with all stakeholders to continuously improve our processes and procedures.

Please use the calendar located on our school website as a guide for the 2020-2021 school year. It is impossible to anticipate all changes that may occur when planning for an entire year. Therefore, a weekly newsletter, The Blue Note, will be uploaded to our website (and Peachjar, Craven County Schools' e-flyer website) and sent home each Wednesday to help keep you up to date. Please refer to the monthly calendar for the most accurate information so you can stay up to date on any changes that may have occurred.

The entire staff looks forward to working with you, and we look forward to making this school year one that is filled with learning and wonderful memories! Thanks for sharing your children with us!

Sincerely,

Debra Hurst
Principal

Leslie Ward
Assistant Principal

Craven County Schools Vision

We envision a public education system 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 public education for the benefit of our students, our community, our nation and our world.

Our Vision Statement

W.J. Gurganus Elementary School will be the highest performing elementary school in North Carolina.

Our Mission Statement

W.J. Gurganus Elementary School, united with families and the community, will prepare students to be lifelong learners in the 21st century through challenging, active and relevant learning experiences.

Our Address and Phone #

William Jesse Gurganus Elementary School
535 U. S. Highway 70 West
Havelock, NC 28532
Our Telephone Number: (252) 444-5150
Our Fax Number: (252) 444-5154

Our Front Office Staff

Principal: Ms. Debra Hurst (debra.hurst@cravenk12.org)
Assistant Principal: Mrs. Leslie Ward (leslie.ward@cravenk12.org)
Data Manager/Bookkeeper: Mrs. Wendy O'Connell (wendy.oconnell@cravenk12.org)
Payroll/Purchasing: Mrs. Julia Quinn (julia.quinn@cravenk12.org)

The instructional faculty of W.J. Gurganus Elementary consists of the Principal, Assistant Principal, regular classroom teachers, a special education resource teacher, instructional support teachers, a school counselor, a media specialist, an art teacher, a physical education teacher, a music teacher, and teacher assistants. Additional services include a school psychologist along with speech, hearing, visually impaired, English as a Second Language teachers, and occupational/physical therapists.

COVID 19

ROADMAP TO REOPEN LEARNING

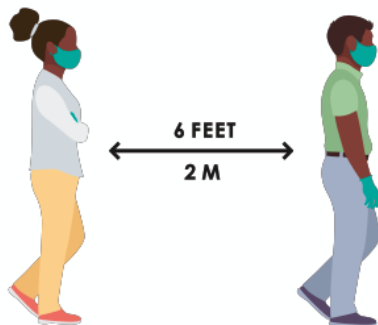
Please visit Craven County Schools Website for more information

<https://www.cravenk12.org/domain/3658>

This announcement includes updates from the NC Department of Health and Human Services to the current safety protocols.

- 1) Face coverings are required for all students from Kindergarten through 12th Grade in school and on buses, and for all teachers and school staff.
- 2) Social distancing and school building capacity requirements to the extent needed to meet 6 feet social distancing requirements
- 3) Remote learning options for students who request it.

Social Distance



PHYSICAL SPACES

VISUAL CUES, SIGNAGE, PHYSICAL DISTANCING



HEALTHY ENVIRONMENTS

SYMPTOM MONITORING, INDIVIDUAL SUPPLIES, SYSTEMATIC DISINFECTION, REDUCING COMMUNAL OPPORTUNITIES



TRANSPORTATION

PHYSICAL DISTANCING, SYMPTOM MONITORING



SCHEDULING AND TRANSITIONS

REDUCING STUDENT MOVEMENT AND STUDENT GROUPINGS

OPERATIONS

PHYSICAL SPACES



SIGNAGE & VISUAL CUES

- Physical Distancing
 - Hygiene
 - Masks
 - Other Safety
- Guidelines/Reminders for physical distancing in high-traffic or common areas



FURNITURE AND BARRIERS

Classroom configurations based on physical distancing requirements
Plexiglass barriers in offices



QUARANTINE ROOMS

- Designated space in each school
- Personal Protective Equipment (PPE)

HEALTHY ENVIRONMENTS



SCHOOL LAYOUTS

Hall and traffic patterns
No locker or cubby use



RESTROOMS

Proper Restroom Hygiene
Signage
Scheduled Trips



PERSONAL PROTECTIVE EQUIPMENT

Students wearing masks
Adults wearing masks and face shields in specific classrooms/settings
Nurses with Personal Protective Equipment

HEALTHY ENVIRONMENTS



HEALTH SCREENING

Temperature checks 2 x a day
Symptom monitoring
Quarantine for travel to highly infected areas



SHARED OBJECTS

Continuing 1 - to - 1 devices
Individual supplies for students



COMMUNAL SPACES

Moving meals to the classroom
Rotating resource/specials teachers rather than moving students

TRANSPORTATION



BUS CAPACITY

Masks required
Symptom Monitoring
One student to a seat

Physical distancing requirements indicate we can have no more than one (1) student per seat. Maximum capacity on a bus is 22-24 students.



HEALTH AND SAFETY

Systematic Disinfection
Drivers
Custodians



BUS STOPS

Train for distancing at bus stops
Parent supervision at stops

COVID-19 GUIDELINES FOR RIDING BUSES

All students will be screened before they are allowed to board the school bus. Student temperatures will be taken and questions will be asked: Fever, chills, headache, sore throat, runny nose, shortness of breath, new cough, new loss of taste or smell, nausea, vomiting or diarrhea.

If a child has ANY of these symptoms, they should go home, stay away from other people, and the family member should call the child's health care provider.

Non-negotiables: No face mask, no transportation. There will be NO ALTERNATE bus stops and NO STOP APPEALS this school year.

In the AM - All students are REQUIRED to be accompanied by a parent, responsible adult, or parent designee (grades K-5)

In the PM, students in Kindergarten MUST be picked up at the bus stop by a parent/guardian/or designee. Students in grades 1 and 2 MAY be released without a parent/guardian ONLY IF THERE IS A WAIVER ON FILE.

SCHOOL HOURS

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

7:30 AM Car Rider Drop Off Begins
7:55 AM First Bell
8:00 AM Tardy Bell Rings
8:00 AM Instruction Begins
3:00 PM First Bell - All bus students dismissed
3:05 PM Day Care and Car Rider Dismissal

Carpool students may not be dropped off before 7:30 AM.

If you wish to pick up your child, please do so at the carpool dismissal time. We ask that you remain in your car while you wait for dismissal to begin. In the interest of safety, carpool students will not be released to anyone who is not in their car. (You are not permitted to park and then walk up to pick up students.)

Parents are expected to have their children at school at the start of the school day. We begin our day promptly each morning and do not want any child to miss any part of the morning routine.

INCLEMENT WEATHER PROCEDURE

During the school year, if it is necessary to dismiss school early or cancel school because of bad weather, parents and students will be informed by the following radio/T.V. stations:

WNCT-TV 9	WITN-TV 7
WCTI-TV 12	WSFL 106.5 FM
WRHT 96.3FM	

Craven County Schools also has an inclement weather line in the event of weather incidents that might delay or cancel school. The inclement weather line is 252-514-6300. Our school also operates a Blackboard early warning system in conjunction with the local school system to inform parents of closings and emergency issues related to the school. ***Please keep your information updated with Mrs. O'Connell in the front office to ensure that the School Messenger system can accurately reach you.*** If the weather becomes severe during the school day, the school may be required to dismiss early, with little or no time to inform parents. We will make every effort to insure safe transportation for your child from our school.

CONTACT INFORMATION CHANGE

Please notify the school office of any address or telephone number change. It is very important that our records be kept current on these two items.

TRANSPORTATION CHANGE

COVID19 restrictions have been put in place for this school year to ensure proper social distancing on our school buses. As such, no changes of transportation that request that a student ride a school bus home when that is not their normal mode of transportation will be accepted until these restrictions have been lifted. If you wish to have your student switch from daycare to carpool or carpool to daycare, you may fax it to (252) 444-5154, send a note with your student the day of the request, or email Julia Quinn (Julia.quinn@cravenk12.org) and Wendy O'Connell (wendy.oconnell@cravenk12.org) by **2:00 P.M.** Changes in transportation must be received in writing. If written notification isn't received by 2:00 P.M., your student will have to go home on his/her normal mode of afternoon transportation. ***This policy is in the interest of the health and safety of students and there will be no exceptions.***

RIDING A SCHOOL BUS

***COVID-19 Bus Restrictions – SEE NOTES, PAGE 6 OF THIS HANDBOOK**

Riding the school bus is a PRIVILEGE extended to students in neighborhoods served by county school bus transportation. That privilege can be taken away at any time for disruptive or unsatisfactory behavior that could put the other bus riders, the bus driver, or motorists at risk (N.C.G.S. 115C-245). All children being transported on our buses are under the authority of the bus driver from the time they get on the bus until they get off and must obey his or her requests to insure the safety of all riders on the bus.

Students are only allowed to ride the bus to which they are assigned based on their home address.

CONDUCT ON THE BUS

The safe and orderly transportation of students is the daily responsibility of our bus drivers. Demonstrating appropriate behavior and respect for school bus regulations is the responsibility of each student riding our buses each day. Our bus information and conduct rules are outlined and can be found in the opening school packet which you received at the beginning of the year. The conduct rules require both parent and student signatures. You should retain the (yellow) copy for reference and return the signed (white) copy to the school. All Craven Yellow School Buses are equipped with cameras to help ensure the safety of all our students. We reserve the right to use camera footage when behavior concerns arise.

Students who ride buses will be given a welcome letter from their bus driver at the beginning of the year which outlines bus conduct and disciplinary actions. If a student continually breaks any of the bus/conduct rules, they are subject to losing their bus privileges.

ENTRANCE INTO KINDERGARTEN

Any child who turns five (5) years old on, or before, August 31, 2020 is eligible for kindergarten.

IMMUNIZATION RECORDS/MEDICATION

North Carolina law states that it is mandatory that your child's proper immunization records be kept on file in the school office. Please keep your child's immunization record up-to-date. Failure to do so may lead to suspension from school until we have up-to-date records on file. This is to protect the health and safety of our students and minimize the possibility of their being exposed to preventable communicable diseases, i.e., chicken pox, mumps, measles, etc.

If your child is ill or needs to have medication administered at school, front office personnel will be available to assist him or her. In order to administer any **medication** (prescription or over-the-counter), we must have a completed Physician's Authorization form. Physician's Authorization forms must also be signed by a parent. These authorization forms are available in the school office.

The school cannot provide or dispense over-the-counter drugs such as aspirin, Tylenol, etc. If these types of medications are to be administered to your child, it is your responsibility to come to school and administer them.

TECHNOLOGY

Craven County Schools provides students with access to district technology resources for educational purposes. All iPads remain the property of Craven County Schools. Students in violation of the Technology Responsible Use Policy 3225 may be subject, but not limited to: disciplinary action, repossession and removal of content including revocation of user privileges. In the event of repossession or confiscation, completion of classroom and homework will remain the responsibility of the student. CCS will not be responsible for financial loss of any personal files that are deleted. Responsible use of school system technological resources is use that is ethical, respectful, academically honed and supportive of student learning. See Craven County Schools iPad Parent and Student Handbook for more information. Screen replacement cost is \$100. iPad replacement cost is \$300/\$200/\$100 for years 1/2/3.

HEALTH AND SAFETY

Any student who becomes ill or receives an injury during school should report to his or her teacher. If the teacher cannot quickly remedy the situation, the student will be sent to the health room. No student should report to the health room without his or her teacher's knowledge.

Students will be provided a place to rest when they are sick. **Due to Covid-19 Restrictions, sick students will be isolated until a parent can pick them up. All students and teachers are required to wear a mask, wash their hands frequently and maintain 6 feet part.**

A child having a temperature of 100 degrees or higher and/or reports one or more of the COVID 19 symptoms will be escorted to the Sick Room by the school nurse or trained back-up staff to await pickup by his/her parent. The parent will be directed to call their health care provider to discuss possible testing or an alternative diagnosis. A doctor's note will have to be presented to the nurse prior to returning to school.

Craven COUNTY SCHOOLS
Know your Ws!

WEAR
a cloth covering over your nose and mouth.

WAIT
6 feet apart. Avoid close contact.

WASH
your hands or use hand sanitizer.

How to Safely Wear and Take Off a Cloth Face Covering
Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-covering.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

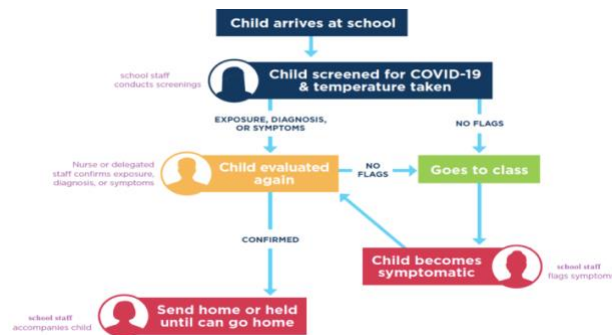
TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

****HANDLING SUSPECTED, PRESUMPTIVE, OR CONFIRMED POSITIVE CASES OF COVID-19****



Also note that medication cannot be administered at school unless a doctor has provided a written order to do so. If the need for an over the counter medicine arises, then parents may come to school to administer the medicine to their child.

No-nit Policy

Head lice are a problem encountered in every public elementary school in North Carolina. Due to the ability of lice to multiply and transfer to other host bodies, please note that if Head Lice

are discovered on a student, the child's parents will be called and he or she will be sent home to avoid further infestation of students. Notification to parent/guardian and a letter explaining recommendations or treatment will be given. The student will require a re-examination by the school personnel before readmission is granted. Students will not be allowed to remain in school if there is evidence of lice. Schools must do everything deemed necessary to prevent further transmission. (Craven County policy #1016.06070 10)


STUDENT DRESS

Students should dress appropriately for the weather and for the activities of the day. We rely on parents' good judgment in this matter; however, we do suggest that students dress appropriately for their PE class with Mr. Evans. Students going to Mr. Evans for PE will not participate if they do not have closed toed shoes. For safety reasons we ask that students not wear foam flip flops (shower shoes) to school. Straps on sleeveless shirts should be a minimum width of two (2) adult fingers (no spaghetti straps). *Specific dress code requirements are clearly listed in your Craven County School System student Policies and Regulations manual. Also note that shoes with wheels are not permitted at W.J. Gurganus.*


SCHOOL INSURANCE




School insurance is available at the beginning of every school year for all students. Purchase is optional and information is available online at Craven County Schools' website at <https://www.cravenk12.org/Domain/3705>


ABSENCES/ATTENDANCE FOR CRAVEN LIVE/VIRTUAL LEARNING



LEARNING TIME EXPECTATIONS
Plan B, Plan C and Craven LIVE



					
ELEMENTARY (K-5)		MIDDLE 6-8		HIGH (9-13)	
Total Daily Hours: 4		Total Daily Hours: 5		Total Daily Hours: 6	
Total Weekly Hours: 20		Total Weekly Hours: 25		Total Weekly Hours: 30	
Daily Minutes Per Subject: 45-60		Daily Hours Per Class: 1		Daily Hours Per Subject: 1½	
Synchronous Learning	Asynchronous Learning	Synchronous Learning	Asynchronous Learning	Synchronous Learning	Asynchronous Learning
2 - 2.5 hours per day	1½ - 2 hours per day	3½ - 4 hours per day	1 - 1½ hours per day	4 - 4½ hours per day	1½ - 2 hours per day
		40 - 45 minutes per class	15 - 20 minutes per class	48 - 55 minutes per class	20 - 25 minutes per class



General Information

- A break will be provided to students after each instructional block
- A 60-minute lunch will be provided to ensure access to district feeding sites
- Each school will establish and publish the daily schedule for subjects or class periods and communicate to students and parents

ATTENDANCE/ABSENCES/TARDINESS– PLAN B

ON FACE-TO-FACE INSTRUCTION DAYS - students must be prompt and regular in attendance if satisfactory work is to be accomplished. In our recording of attendance, any student arriving after 8:00 a.m. is tardy: after 11:30 a.m. they are marked absent. It is a child's responsibility to make up all assignments he or she might have missed due to absence from school.

ON REMOTE LEARNING DAYS - Attendance in a remote instruction environment is designed to keep students engaged, ensure they are on pace, and to offer academic and emotional support. Directions from NCDPI regarding attendance provides a great amount of latitude to parents for ensuring their children can be counted present during remote learning.

- **Students should be counted present if they have a daily check-in through a two-way communication (Zoom, email, phone call, etc.) with their homeroom teacher in K-5 and all other grades with the course teacher as scheduled.**
- **They also should be counted present if they complete their assignments for each remote learning day (regardless if they log on or not during the day) within 5 days of being assigned the work.**

Either of these options individually or a combination of the two allows students to be counted present.

We are required to keep records of all absences of our students and the reason for the absences. Students are required to bring a note from home (parent or guardian) to their teacher stating the reason they were absent from school. Therefore, when your child returns to school following an absence, send a note to the teacher stating the reason for the absence. An Excused Absence means a child is absent from school for a legitimate reason (illness - with a doctor's note), death in family, doctor appointments, etc., and the school is notified). An Unexcused Absence means the school has not been notified, or the absence was for an unacceptable reason (haircut, hunting, vacation, etc). ***YOU MUST SEND A WRITTEN EXCUSE FOR ANY/ALL ABSENCES FROM SCHOOL, OR THE ABSENCE WILL BE CODED UNLAWFUL.*** Student absences of 3 or more consecutive days require a doctor's note in order for them to be excused absences. All absence notes must give a reason for absence in order to be considered as an excused absence. After 3 successive unexcused absences or 5 unexcused absences in a semester, administrative action will be taken. Craven County Schools' policy allows for elementary students to be absent from school for only twenty (20) days during the school year. ***In order for a student to be considered for Perfect Attendance, the Craven County Policy states: 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. (Craven County Policy: 4400 R b)***

PROCEDURE FOR CHECKING OUT STUDENTS

Students will not be permitted to leave school grounds at any time during the day unless accompanied by a parent, guardian or emergency contact (this person **MUST** be on the emergency contact sheet for the student). Parents who wish to pick up their children during the school day must arrive to sign them out **no later than 2:30 PM**. Parents, guardians or emergency contacts will not be allowed to enter the building at this time due to COVID19 restrictions. Once you arrive to check out your student(s), ring the buzzer outside the front of the school. A staff member will meet you outside the front entrance door to get your driver's license to scan into Raptor (student checkout system). They will ask your student(s) name and reason for early check out. They will then reenter the building and sign your student out using the Raptor system while another staff member goes to the classroom to get your child. Your child will be brought outside to you. We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible and the need arises to check your child out after 2:30 PM, then please bring your child's appointment card to the front door. ***All checkout procedures are compliant with Craven County School Board Policies.***

Note: Any parent/guardian/emergency contact who comes to pick up their student(s) will be required to wear a mask according to COVID-19 Guidelines.

VISITING CLASSROOMS AND VOLUNTEERING IN OUR SCHOOL

We welcome volunteers and visitors to our school. Volunteers are essential to our school's efforts to provide the best educational experience possible for our students, and we enjoy showing our school to visitors. ***However, due to COVID-19, parents will not be allowed to go to classrooms.***

In order to volunteer and/or visit in any Craven County School classroom, you must apply and receive notice of approval as a volunteer, which includes passing a background check. Please check with your child's classroom teacher or the front office regarding your volunteer status. All visitors/volunteers must sign in at the main office and wear a visitor/volunteer badge when in the building. Before volunteering in classrooms, please check with the classroom teacher so that he or she is aware of your coming to the classroom and can plan accordingly. Showing up to volunteer in a classroom or visit your child during academic time unannounced disrupts the learning process for our students and takes away from their ability to focus. Parents are asked not to walk their child to class after the 8:00 AM tardy bell has rung. An office staff member will walk the student down if needed. ***If you are chaperoning a school field trip or volunteering in the school setting, we ask that you make arrangements to leave children who are not old enough to be enrolled in school at home. Although we love preschool age brothers and sisters, having them in the school setting or on a field trip is distracting to our school age students.***

CRISIS DRILLS AND INCIDENT PROCEDURES

In an effort to keep your children safe under all circumstances, the Craven County School System and Gurganus Elementary School have created a Crisis Response Plan to address major safety incidents in our school. Our students and staff participate in lock-down drills four times during the school year. If there is an incident/crisis requiring the school to lock down, you will receive instructions via local news media and our school district's Blackboard crisis response network concerning procedures and locations for student pick-up should we have to evacuate the school campus. **Should the need arise to use our crisis plan, we ask that you not enter the school building or come to pick up your child until directed to do so.** We also ask that if you are present in the school building during one of the school's drills that you follow the directions given to you by the closest school employee to you.

SCHOOL RESOURCE OFFICER

W.J. Gurganus is fortunate to have a full-time SRO this year. We welcome Cpl. J. Olaechea of the Craven County Sheriff 's Office. Our SRO will play a vital role in ensuring safety, serving as a role model and helping to form relationships and build good character among our students.

WITHDRAWAL OF STUDENTS

If you are withdrawing your child from school, please notify the school a few days prior to the withdrawal date, all money owed to the school must be paid, and all books and materials must be returned before withdrawals/transfers can be completed.

CAFETERIA PROGRAM

Students may purchase meals from our cafeteria. Students may pay for their lunch on a daily basis or buy meals in advance by the week or the month. In addition, you can set up an online account for your student on the Craven County Schools School Nutrition site <https://www.cravenk12.org/Page/1474> - scroll to the bottom and locate Titan. You can add money to your child's lunch account online after setting up his/her account. If you need your student's I.D. number, please contact Wendy O'Connell in the front office or your student's teacher. If a child is absent, on a field trip, or desires to bring a bagged lunch from home, the purchased meals simply carry over to the next day(s).

Breakfast

Students desiring breakfast should report directly to their classroom at 7:30 a.m. Breakfast will be delivered to the classroom.

Special Diet

The lunchroom will provide special diets when feasible. A doctor's diet order along with a statement from the parent and/or guardian requesting these services must be on file in the principal's office.

As of 10/19/2020 Free and Reduced Breakfast/Lunch will end December 31, 2020 – Parents should fill out a Free and Reduced form when students return to school to ensure they continue to receive meals for free after December 31st. The form and further information can be found at <https://www.cravenk12.org/Page/1477> Paper applications are no longer accepted.

All children who qualified for free or reduced meals last year must submit a new application before the end of the 30th day of school, or they will have to pay the regular cost of lunch until the application is completed and processed. Cost for meals will be \$2.10 for lunch and FREE breakfast for all students. For those who qualify for reduced, cost for the lunch will be 40 cents and breakfast will be free. Other supplementary items will also be offered at an additional charge.

DISCIPLINE

We believe that all children need a disciplined environment for learning. Simply stated, every teacher has the right and responsibility to teach and every student has the right and responsibility to learn. Discipline is most effective when the school and the family work together cooperatively. Your child’s teacher will send a copy of his or her classroom discipline policy to you. Also, **Craven County School System 2020-2021 Student Policies and Regulations** will be available online at www.cravenk12.org or you can request a copy from our front office staff.

Misconduct that occurs on school system property (school campus, bus, bus stop) and at school-sponsored events are subject to disciplinary consequences.

The lists of infractions below are not all-inclusive and specific circumstances may cause an offense to be addressed as a more serious violation.

Level 1 Infractions				
	1st Office Referral	2nd Office Referral	3rd Office Referral	4th Office Referral
Dress Code Disruption Electronic Devices Inappropriate Language/Profanity Insubordination				
K-2	Up to Parent Conference	Up to In Office Time Out	Up to 1 day OSS	Up to 2 days OSS
3-5	Up to In Office Time Out	Up to 1 day ISS if available or Extended Office Time Out	Up to 1 day OSS	Up to 3 days OSS

Level 2 Infractions				
Aggressive Behavior (non-physical)		Leaving Campus Without Permission		
Damage to Property		Theft and/or Knowingly		
Possessing		Stolen Property		
Disrespect to Faculty/Staff		Tobacco Products, E-cigs/Vapes		
		Trespassing		
	1st Office Referral	2nd Office Referral	3rd Office Referral	4th Office Referral
K-2	Up to In Office Time Out	Up to 2 days OSS	Up to 3 days OSS	Up to 5 days OSS
3-5	Up to 1 day ISS if available or Extended Office Time Out	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Level 3 Infractions				
Aggressive Behavior (physical and/or disruptive)		Alcohol/Drugs		Gang-
Fire/Arson related Activity		Possession of Incendiary		
Assault (with or without injury/weapon)		Robbery		
Devices		Sexual Harassment		
Bomb Threat		Weapon Possession		
Bullying				
False Alarm (setting off alarm)				
Fighting				
	1st Office Referral	2nd Office Referral	3rd Office Referral	4th Office Referral
K-2	Up to 5 days OSS	Up to 5 days OSS	Up to 5 days OSS	Up to 5 days OSS
3-5	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS

THE COUNSELING CENTER

Gurganus Elementary operates a counseling program through the school's counseling center. The program provides various services and activities to students including individual and group counseling. The counseling center also teaches classroom guidance lessons, provides parent and teacher consultation, information services, and referrals to other programs and services in the local community. The counseling center is staffed by our school's counselor. The counseling center also coordinates our student testing.

REPORT CARDS

All K — 5 students will be on a 9 week grading period. Report cards will be issued 4 times a year. Below you will find the dates for Report Cards:

First 9 Weeks	AA Students – October 26, 2020 BB Students - October 23, 2020
Second 9 Weeks	January 8, 2021
Third 9 Weeks	March 18, 2021
Fourth 9 Weeks	May 25, 2021

GRADING SCALE

Grades are assigned to students in order to assess their performance and proficiency in learning the necessary skills to advance to the next grade level. The following grade scales are used on report cards:

Grades 1& 2

O=Outstanding
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory
R=Readiness

Grades 3-5

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

Conduct

S=Satisfactory
N=Needs Improvement
U=Unsatisfactory

CONFERENCES

Parents are requested 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. One of the ways we do this is through sending home daily correspondence from the classroom using a Daily Agenda or Daily Folder that is issued to each student in our school. Teachers are available for conferences every afternoon except Wednesday, between the hours of 3:00 p.m. and 3:30 p.m. Conference appointments with teachers should be arranged in advance with the teacher and take place at a time when the teacher's and students' instructional time are not compromised. Please make an effort to keep the appointment. If you are unable to attend, please notify the office or send a note to your child's teacher. During blended learning, you will need to consult with your child's teacher through their formal means of communication to set up virtual conferences.

FALL CONFERENCES

Each year during the months of November and December, the teachers at Gurganus contact the parents of every child to arrange an individual fall conference. This conference is intended to provide you with the opportunity to meet and become acquainted with your child's teacher, to provide you with information about where your child is placed in Language Arts and Math, and to discuss any concerns which you and the teacher feel are important. Similar conferences will be held with parents of children who transfer to our school during the school year.

SUPPLIES

Pencils, erasers, and notebooks will be available for purchase from the vending machine outside the school office. These supplies should be bought first thing in the morning as the student is going to class. None of these materials are required to be bought at the school. They are provided as a service to the student. Each teacher will provide a list of supplies that are needed for his or her class.

INTERNET USE

Since W.J. Gurganus relies strongly on technology to assist in the instruction of our students, and since the internet is a valuable resource for student learning, it is important that we make use of this tool. In order for your child to be allowed to use the internet at school, you must sign the form provided by your child's teacher and return it to your child's teacher. Students will only be allowed to use guarded internet websites chosen for their educational value. At no time will a student be allowed to use the internet without a teacher's supervision.

PHOTO/MEDIA RELEASE

W.J. Gurganus is committed to using technology and other media to tell the public about the events and activities going on within the school. One of the most effective ways for us to do this is to load pictures and examples of student work on our web pages. To do this, we must have permission to use photos of children in school publications. A permission form will be sent home. Please check the appropriate box and return it to your child's teacher. We will not use any photos of students in any publication, internet or otherwise, without a signed consent form from the parent.

PHYSICAL EDUCATION

In order for your child to obtain the maximum benefits from participation in our physical education program, it is necessary to establish policies and guidelines concerning participation in PE class. All students in kindergarten through fifth grade are required to wear sneakers/tennis shoes

(with laces) or closed toed shoes to their P.E. classes. This is not only for the student's safety, but the safety of his or her classmates as well. Students who do not wear appropriate shoes for PE will NOT be allowed to participate. Girls should wear shorts, jeans, or jogging/sweat pants to PE class (NO DRESSES). In addition, all students should have a light jacket, sweatshirt, jogging suit, or sweater for outdoor activities on cool days. If you have any questions concerning the above policies please feel free to call. Your cooperation on these matters will be greatly appreciated and will help make the physical education program a rewarding one for your child.

W.J. GURGANUS ELEMENTARY SCHOOL PTO

The purpose of the PTO is to promote a close relationship between home and school by improving communication and understanding among teachers, parents, and students. The PTO strives to enhance the education of our children through cooperative efforts in order to prepare them for successful adulthood. The PTO is made up of parent volunteers that have been cleared through the Craven County Volunteer Process.

PTO POLICES

The PTO is non-profit, non-political, non-sectarian, and does not seek to direct or control the procedures or policies of the school. Every parent and teacher is invited to join and encouraged to participate. It provides a unique opportunity for you to become involved with your child and his or her school community. Your talents and time are needed, welcomed, and appreciated. Information was sent home in the back-to-school packet with each student.

FIELD TRIPS

W. J. Gurganus Elementary School recognizes the importance of experiences outside of the classroom in the overall education and development of our students. At this time, due to COVID19 restrictions, no field trips are authorized for any Craven County School. Once we transition to Plan A and COVID19 restrictions have been lifted, we will notify you of any information about all field trips well in advance. **If you are chaperoning a school field trip, we ask that you make arrangements to leave children who are not old enough to be enrolled in school at home. It is especially important that all of our chaperones be able to give complete attention to their duties of watching out for the students in their care on the trip. Only volunteers approved through Craven County Schools will be allowed to chaperone field trips.**

Craven County Schools Field Trip Waiver Form

In our efforts to provide safe educational opportunities for your child when he or she is on a field trip, the Craven County School System has asked that each child at the school have a signed waiver on file in the school office for the year. This is to ensure that your child and our personnel are safe outside of the school setting. Please note that this waiver does not take away your rights in cases of negligence on the part of Craven County Schools personnel.

TITLE ONE PROGRAM

Upon the passage of "The No Child Left Behind" legislation in 2002, Gurganus Elementary was designated a Title One school-wide school. What this means is that our students will have numerous instructional opportunities that before now were limited to a few at-risk students. We have have a Parent Resource Center, located in our school media center, which contains numerous books, pamphlets, and videos designed to help parents deal more effectively with issues their children face. Title One also holds several parent meetings/sessions throughout the school year to provide parents with information and assistance on a variety of topics from growing up to understanding school work and state education requirements. Our Title One Parent and Family Engagement Policy is located on our webpage. You will also receive a Title I Parent Compact. Please sign this and return it to school with your child. Federal law mandates that we have 100% of these on file at all times in the school building.

PARENT AND FAMILY ENGAGEMENT POLICY

Annual Public Meetings

Meetings are held to inform parents and Families about the school's facilities and its specific Title 1 school wide program.

- Information is shared at grade level Parent and Family Orientations. Parents and families will be given an overview of the school's Title 1 program along with requirements for parental and family engagement, assessment data, our school's performance profile, and forms or methods for measuring student progress.
- A spring meeting will be held to evaluate and/or make improvements in our SIP and Compact. Input will be solicited from parents and families, and they will be consulted in the design, implementation, and improvement of the school's plan.

Regular Meetings

- All teachers schedule regular conferences with parents and families.
- We hold conferences in the fall with all parents and families. These conferences are held before, during, and after school to be flexible for working parents and families.
- Parents/families and teachers communicate at least weekly through take home folders and weekly newsletters.
- Other conferences are scheduled throughout the year on an as need basis.

Flexible Meetings

- A flexible number of meetings are throughout the school year.
- Meetings are held in the evening to accommodate parents' and families work schedules.
- Information about the Title 1 program is given out through a variety of media ("Blue Note," parent and family meetings, and through the school's webpages.)
- There is a shelf for parent and family materials in our Parent and Family Resource Center which is located in the Media Center to provide games, books, magazines, pamphlets, and videos.
- Title 1 Interventionist sends home monthly "Recipes for Success."

Increasing Parent and Family Engagement

- Many opportunities are provided to assist parents and families in understanding Common Core standards, ways to monitor student progress toward those standards, and ways to improve student achievement.
- Opportunities include Kindergarten Orientation, parent and family sessions to explain the school's curriculum, and tips to improve student achievement.
- We also address many ways to help parents and families monitor their child's progress such as: school wide weekly folders, progress reports, report cards, telephone communication, and parent/family conferences.
- Our HUG volunteer coordinator is invited to speak at one our first faculty meetings of the school year to explain the program and how staff can assist as well as encourage parent and family engagement in our school. Also, we will dedicate time during our faculty meetings to share how HUG volunteers are used in the building and individual classrooms.
- We have at least three Title 1 Parent and Family Training Nights scheduled to assist our parents in understanding Common Core concepts in Reading, Math, and Science. These nights include hands-on, make and take learning activities presented by classroom teachers.

Parent and Family - Student - Teacher Compacts

- All teachers send our student, parent/family, and teacher compacts home at the beginning of the year.
- This past year we had 100% returned.
- Compacts are agreements entered into by the student, parent/family, and teacher to address performance expectations for each student, and are signed by all parties, the principal, and Title 1 Interventionist.
- Compacts are kept on file in each classroom to use during parent/student conferences.
- A signed verification form is on file with Title 1 Interventionist.
- A copy is sent to parents and families for future reference.

Results of Our Assessments

- Throughout the school year, we display current data on reading, math, and attendance.
- Our Blue Notes also include this information.
- Open House for each grade level is held during the first two or three weeks of school. Parents and families are invited to classrooms for details on homework, curriculum, classroom procedures, etc. Opportunity for parents and families to have questions answered is given
- Meet and Greet is held before the start of the school, and students, parents and families, and staff are able to meet and introduce themselves.

Opportunities for LEP and SWD Parents

- WJG is handicapped accessible and staff is available to assist those with disabilities as needed.
- Rosetta Stone is available to help with language barriers.
- Members of the community and staff members serve as interpreters between home and school.