

# Parent Handbook

**Learning**

**Growing**

**Excelling**



**Bladenboro Primary  
School  
2017-2018**

# ***Bladenboro Primary Schedule***

*2017-2018*

**7:40 – 7:55**

**Buses Arrive  
Car Students Arrive Breakfast  
Served**

**7:55**

**Classes Begin**

**8:00**

**Tardy**

**7:55 - 9:40**

**Reading Block**

**9:45 – 11:00**

**Math Block**

**11:00 – 1:15**

**Lunch Periods**

**2:50**

**Dismissal**

## **Bladen County Schools**

P.O. Box 37

Elizabethtown, North Carolina 28337

Telephone (910) 862-4136 Fax (910) 862-4277

Dr. Robert Taylor, Superintendent

### **Bladen County Board of Education**

Winston Rozier, Chairman

Berry Lewis

Roger Carroll, Vice-Chairman

Glen McKoy

Tim Benton

Gary Rhoda

Chris Clark

Allen T. West

Dennis Edwards

Gary Grady, Attorney

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students, or students, if they are at least 18 years of age, have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/ guardians and 18-year-old students under FERPA. Copies of this policy may be found in the Principal's Office and at the Administrative Office in Elizabethtown, NC.

Complaints about failures of any Bladen County school to comply with the Family Educational Rights and Privacy Act may be made, in writing to:

Dr. Robert Taylor, Superintendent

Bladen County Schools

P.O. Box 37

Elizabethtown, NC 28337

FERPA Office

Department of

Education 333-C Street

SW Washington, DC

20202

**Bladenboro Primary School**

**312 Whiteville Road**

**Bladenboro, North Carolina 28320**

**(910) 863-3387**

**Principal**

**Deborah Guyton**

**Assistant Principal**

**Jason Folsom**

**Secretary/Treasurer**

**Billie Jo Hester**

**Data Manager/ Receptionist**

**Jane Singletary**

# **Bladenboro Primary School**

## **Mission Statement**

We, the staff of Bladenboro Primary School, believing in the importance and uniqueness of all children, commit ourselves to excellence in teaching for growth in learning for all children. We accept the responsibility to provide an academically stimulating, child centered environment to enrich, enhance, and nurture each child to achieve maximum educational and personal potential in preparation for life.

## **Bladenboro Primary School Motto**

**Ready... Set...**  
  
**GROW!**

# Bladenboro Primary School

## Professional Staff

Principal	Deborah Guyton
Assistant Principal	Jason Folsom
Pre-Kindergarten	Kathryn Edge Laurin McNeil Kelley Rachels
Kindergarten	Tammy Collier Gina Morningstar Kari Sullivan Marie Sykes
Grade 1	Wendi Allen Melissa Freeman Susan Pate Regina Walters
Grade 2	Christina Jacobs Tera R. Kelly Nicole Price
Grade 3	Eve Hardy Kristy Hester Paula Kinlaw Alice Smith
Grade 4	Sandra Britt Meredith Dowless Tahitian McKenzie Maribeth Willoughby

## Professional Staff

Exceptional Children

Migrant Assistant

Art

Music

Speech

Physical Education

Guidance

Media

School Nurse

## Teacher Assistants

Sybil Alsup

Judy Ard

Doris Brisson

Barbara Freeman

Connie Freeman

Bonnie Hargrove

## Support Personnel

Cafeteria

Custodians

## Continued

Tracy Miller

Robin Johnson

Julia Munn

Mateo Haun

Linda Parnell (1/2 day)

Kristen Parker (1/2 day)

Carolina Wells

Pam Stephens

Alex Byrd

Martha Walters

Ruth Huggins

Gail Hester

Cleo Horne

Trema Hunt

Charlene Lewis

Ellen Lockamy

Brenda McDowell

Becky Pait, Manager

Sandra Breland

Sherry Joyner

Tonya Nance

Ethel Drew

Lisa Parnell

Elbert McClain (Half-Day)

# Hours of Operation/Morning Traffic Pattern

All entrance doors will remain locked until 7:30 A.M. **Students may not arrive before 7:30 A.M.**

Parents **must** use either the horseshoe drive (drive #2) or the circle drive leading to the office (drive #1). Students must also go directly to the cafeteria before being dismissed to go to the classroom at 7:40 A.M.

**Parents/guardians need not accompany students to their classes.**

The teacher workday begins at 7:40 A.M. and ends at 3:10 P.M. The official time for the beginning of school is 7:55 A.M. All students must be in their classes, ready for work at this time. Car students will be dismissed at 2:50 P.M. Bus students will be dismissed by 2:55 P.M. Dismissal times may have to be adjusted as we share buses with the middle school.

The office staff workday begins at 7:40 A.M. and ends at 4:15 P.M.

## Weather Announcements

In case of severe weather that requires school closing, listen to the following radio and television stations for information regarding Bladen County Schools:

Bladen Journal  
Bladen-On-Line  
WBLA Radio Elizabethtown  
WECT Wilmington  
WRAL Raleigh WWAY  
Wilmington  
WGQR 105.7 FM Elizabethtown WKML  
95.7 FM Fayetteville  
WTVD TV 11  
NBC 17  
CBS 10  
NEW 14 Carolina

You may also receive the information through our school's automated phone system. **Please be sure that throughout the year we have a working phone number.** You may also check the county webpage for weather related updates.

If school is delayed two hours for inclement weather, breakfast will not be served at school.



# Parking

## Visitor Parking

- 7:30 A.M. – 8:30 A.M.
- Lined spaces at the office circle drive (Limit to 5 minute parking)
- Grassy area at the horseshoe drive at the end of the 1<sup>st</sup> and 2<sup>nd</sup> grade hall.

### **PLEASE DO NOT PARK IN BUS LOT**

- 8:30 A.M. – 2:30 P.M.
  - Lined spaces at the office circle drive (Limit time)
  - Lined spaces at the paved bus parking area. This lot must be cleared by 2:30 pm to make room for the buses.
- 
- 3:15 P.M. – 4:00 P.M.
  - Bus and car traffic have cleared the campus. Parking is permitted in office drive and bus drive.

**Parents/ visitors use only lined spaces in the lot between the cafeteria and circle drive. Please do not block the circle drive. Parents should wait in line to drop off or pick up students. If you have to come inside the school building, please use a designated parking space listed above. Practice safety and show concern for others. Please do not cut into the line ahead of others. The line may extend to the historical building parking lot.**

**The area between the cafeteria and principal's office is off-limits to visitor parking. Visitors must only park in lined spaces as the delivery trucks needs access to the cafeteria/**

# Car Students

Students in Pre-K, third, fourth, and second grades will meet their rides at the office drive. Students in kindergarten, first grade, and second grades will meet their rides at the horseshoe drive (drive at the end of the cafeteria hall). Older students with younger siblings will go to the drive of the younger sibling to meet their rides. Car students will be dismissed at 2:50 p. m. Dismissal time for car students may have to be adjusted as we share busses with the middle school.

Car students will be expected to follow these rules:

1. Running, playing, or other misbehavior at the pickup points will not be allowed.
2. All students are responsible for their actions and are expected to follow the established rules. Misbehavior will result in the loss of privileges.
3. Parents/guardians should notify the office of any delays in arriving to pick up students.
4. Parents are to meet car students only at the paved drives. **Students are not to be met by parents at bus lot or other areas.**
5. Since no afternoon daycare program exists, arrangements must be made for students to be picked up promptly at the close of the school day.

Note: Please be aware that buses will be parked at the middle school parking lot and that lot should not be used by parents to line up to enter the circle drive (drive #1). The drive next to the historical building should be available.

## Student Transportation Change

**Parents/guardians must notify the office by note or phone call before a student can change his/her regular transportation.** A change-of-transportation permission slip will be sent to the student and the teacher. Last minute changes in transportation are difficult to accomplish efficiently. Please make transportation arrangements for your child before he or she arrives at school.

# Tardies

Unexpected, uncontrollable incidents may occur that result in a child being late for school. However, some situations can be controlled, such as oversleeping or “running late.” Children need to be in place no later than **7:55** each day to begin classroom instruction. Please synchronize your clocks with the school clocks.

If a child is tardy, the parent **must** come to the office to sign in the child/children. **Failure to sign in a child who is tardy will result in loss of class time for the child until the parent returns.**

All classes begin promptly at **7:55**. Students who are habitually tardy will be referred to our school social worker and parents will receive a visit by the school attendance officer. Tardy students miss instruction and cause a disturbance for students and teachers who are on time and ready to work.

## Check-out Procedures

Please do not ask to check out a child after **2:20 p.m.** To avoid parent wait time in the office and to avoid using the PA system which interrupts class, please plan in advance and notify the office by note or phone as early as possible for all sign-outs.

Students will be dismissed only to an adult whose name is on the student’s sign out card. The adult will be asked to present a picture identification.

Custody issues between parents should not cause a conflict at school.

PARENTS SHOULD NEVER GO TO THE CLASSROOMS TO GET STUDENTS. The office will call the rooms for student release. **PARENTS SHOULD WAIT IN THE OFFICE AREA.**

**HABITUAL EARLY CHECKOUTS ARE DETRIMENTAL TO STUDENT SUCCESS AND CREATE POOR ATTENDANCE HABITS THAT AFFECT STUDENT OUTCOMES. THESE STUDENTS WILL BE REPORTED TO THE SCHOOL SOCIAL WORKER AND THE SCHOOL ATTENDANCE OFFICER.**

## Cafeteria

Nutritious meals are served for breakfast and lunch in the school cafeteria. Student breakfast and lunch are provided at no cost to parents.

Students in grades K-4 may bring lunches from home, but ***canned/bottled drinks are not allowed***. Ice cream or snacks may be available for an extra price on certain days.



## Fees

**Media fees:** Students who return library books that have been damaged will be charged according to the damage that has been done to the book. If a book is damaged beyond repair or is lost, the student will be charged with a cost replacement for the book. If a student finds a book that has been paid for, he/she may return it to the Media Center. If the book has not been damaged, a refund will be given for the book. Report cards may be held if fees are not paid promptly.

## Terrific Kids Program

Terrific Kids is a program sponsored by the Kiwanis Club of Columbus County. Each week a student from each classroom is selected to be a “terrific kid” by achieving goals agreed upon with the teacher. During his/her week as the “Terrific Kid,” the student wears the Terrific Kid button and receives special recognition in the classroom. The student’s name is announced over the intercom and his/her name is displayed on the Terrific Kid Tree outside the guidance counselor’s office. All Terrific Kids receive an award certificate, a bumper sticker with coupons, and a pencil at a monthly ceremony. During the ceremony a drawing for a gift certificate provided by First Citizen’s Bank will take place for those students in attendance. Parents are invited to eat lunch with the Terrific Kids on Friday.

# Bus Students

Riding a school bus is an extension of the school day. Students are expected to follow established rules. **Riding a bus is a privilege, not a right;** therefore, students who continue to misbehave will lose bus privileges.

The Bladen County Discipline Code Handbook outlines the following expected behavior for bus students: A student shall not engage in any conduct on the school bus which creates a disruption or distraction that impedes the safety of the passengers or damages any portion of the bus. Students who do not follow the bus discipline guidelines will be subject to a variety of consequences including:

- Conference with driver
- Office referral
- Parent conference
- Suspension off the bus for a period of 1 to 10 days
- Suspension off the bus for the remainder of the school year

Students who habitually break the bus rules will be referred to the guidance counselor, school resource officer, mental health, and/or possibly face permanent bus suspension.

**If a bus returns to school as a result of student discipline problems, students who are involved in the incident will be taken off the bus. Parents will be called, and the student/students may be driven home by a law enforcement official if parents cannot come within a reasonable length of time.**

If a student is suspended from a bus, he/she is suspended from riding any bus. Therefore, a student, once suspended, cannot board another bus in order to get to school.

Parents should refrain from attempting to get students off the buses along the regular route.

Positive communication between parents and bus drivers is encouraged; however, parents are not to stop buses to talk with drivers, nor are they to board buses. **Boarding a bus or impeding the progress of a bus is illegal and can result in arrest. If a parent needs to speak with a driver, the parents may contact the assistant principal to schedule a conference.**

**Bladenboro Primary School students must not get off the bus at Bladenboro Middle to go home in car. Car students must be picked up at Bladenboro Primary School.**

**1. Shirt:**

- Shirt must be polo style, collared shirt.
- Shirt must be of a solid school color.
- Shirt must have sleeves – they be long-sleeved, short-sleeved or  $\frac{3}{4}$  sleeved.
- Turtlenecks are permitted to be worn under the polo collared shirt.
- Shirt must be free of labels, graphics, or insignias of any kind except for the school insignia.
- Shirt must be worn tucked in.
- Undergarments cannot be visible and visible cleavage should be minimized. However, students may wear plain white or school color T-shirt under collared shirt.
- Form-fitting spandex material, nylon, denim, see-through or mesh tops are prohibited.
- School-logo or school color sweat shirts are allowed. However, if the sweatshirt has a hood, the hood may not be worn inside the school buildings.

**2. Pants/Capri's:**

- Pants must be solid school color.
- Pants must have no more than four pockets (no cargo pants). Elastic waist is permissible.
- No over-sized, under-sized or tight-fitting pants.
- Pants must be worn above the hips at all times (no sagging).
- Pants cannot have frays and must be hemmed and not dragging the floor.
- Under garments cannot be visible.
- Form-fitting spandex material, nylon, denim, blue jeans and sweat pants are prohibited.
- Pants must be free of labels, graphics or insignias of any kind.
- Pants cannot be rolled up to simulate Capri pants.

- Pants cannot have a slit that exceeds four inches from bottom of the pant leg.
- Capri pants cannot have a slit that goes above the knee.

### **3. Skirt/Jumper/Dress/Shorts/Skort:**

- Must be of a solid school color.
- Must be no shorter than four inches above the knee.
- Form fitting spandex material, nylon, and denim are prohibited.
- Must be free of labels, graphics, or insignias of any kind.
- No more than four pockets. Elastic waist is permissible.
- Garment cannot have more than two slits and the slits cannot exceed four inches above the knee.
- Under garments cannot be visible.
- One piece jumpsuits are not allowed.

### **4. Socks:**

- Both socks must match and be of a solid color.
- Socks must be worn in a manner that does not undermine the integrity of the uniform.
- Socks may not be worn over the pant legs.
- **Tight should be solid school colors.**

### **5. Shoes/Footwear:**

- Acceptable shoe styles are closed-toe, closed heel shoes, such as lace-up, loafer, slip-on, tennis, boot, and shoes with Velcro.
- **Boots may not be worn over the pant leg.**
- Bedroom shoes, slippers, flip flops, shower shoes and spike heels are prohibited.
- Shoe laces, if any, must be tied at all times, not dragging the floor and match the color of the shoe.
- Both shoe laces must match and only one lace per shoe.

### **6. Lightweight Jacket/Sweater/Overcoat:**

- Sweaters such as cardigan and pullover must be of one solid school color.
- Lightweight jackets may be worn inside the school building during the day during cold weather at principal discretion.



- Overcoat (heavyweight coat) must be removed when entering the building and are not to be worn inside.

#### **7. Hats, Sunglasses, Headgear:**

- Sunglasses, hats and other headgear are not permitted.
- No article shall be worn in the eyes other than medically prescribed corrective lenses.
- Kerchiefs, skull caps, sweatbands, do-rags or other items that may be seen as a disruption to the school setting are prohibited.
- No bandanas shall be allowed as an article of clothing and shall not be in the possession of any student. Bandanas will be confiscated and may be submitted to law enforcement officials as possible evidence of gang-related activity.

#### **8. Jewelry:**

- All body art (tattoos) must be covered. Temporary tattoos are prohibited.
- Large pendants or medallions are prohibited.
- No adornment is allowed that reasonably could be perceived as, or used as, a weapon, including, but not limited to chains, spikes, and large belt buckles (wider than the belt).

#### **Other Uniform Dress Requirements:**

- Students are expected to be dressed in compliance with the standards for uniforms as established by this policy at all times school is in session.
- Principals have the discretion to designate one day a week as “School Spirit” day. Students may wear school log shirts. Uniform bottoms will still be required.
- Reasonable accommodations shall be made by the principal for students involved in special duties, activities, or projects approved by the school. This may include but is not limited to physical education classes, special events, or any other activities that require non-conforming dress on a school campus during a school sponsored event.

- Gang-related clothing, accessories, symbols, or intimidating manner of dress, as identified by local law enforcement agencies, are not allowed.
- Students are not allowed to wear or have visible cell phones and/or cell phone cases on their belts or clothes.

**\*\*\*STUDENTS MAY PURCHASE AND WEAR THIS YEAR'S SCHOOL SPIRIT SHIRT ON FRIDAYS. OTHER SHIRTS WITH LOGOS MAY NOT BE WORN\*\*\***

**Enforcement of Dress Code:**

- A. Staff members have the authority to confiscate items that are against rules/regulations and keep them until the end of the day.
- B. When a student fails to dress appropriately for the educational environment, the teacher will direct the student to the office for appropriate action.
- C. The administration has final determination as to the appropriateness of student dress.
- D. It is the parent's responsibility to pick up a child who is inappropriately dressed.

## **Student Accountability Promotion Standards**

The Bladen County Board of Education has adopted a *Student Accountability Standard for Academic Achievement Policy*.

The policy indicates that students will be required to meet local requirements for promotion including making a passing score of 70 in the core subjects (Language Arts, Mathematics, Science, Social Studies and a majority of remaining subjects). A grade of “unsatisfactory” or “not meeting grade level objectives” will be indicative of failure in subjects that are not reported numerically.

Factors considered for promotion include:

- Grade level proficiency on quarterly report cards and assessments
- Grade level proficiency on end of grade assessments
- Grade level proficiency on Accelerated Reader
- Student Attendance

The North Carolina Department of Public Instruction will continue to establish specific requirements for promotion.

Please do not wait until the last few weeks of school to contact your child’s teacher if he or she is having difficulty or receiving low grades on assessments or report cards.

- The principal makes the final decision on promotion or retention based on either local or state standards. Third Grade Promotion will fall under the guidelines of North Carolina Read To Achieve.

# Coding of Student Absences

**State guidelines for valid, lawful excuses for temporary nonattendance of a student are:**

1. **Illness or Injury.** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine.** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family.** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers, and sisters.
4. **Medical or Dental Appointments.** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings.** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal, if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance.** If the tenets of a religion to which a student or his/her parents adhere, require, or suggest an observance of a religious event, the approval of such absence is within the discretion of the local Board of Education. Approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
7. **Educational Opportunity.** When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. A request for excused absences due to valid educational opportunity must be sent to the principal or assistant principal at least two weeks prior to the trip for consideration. If prior approval is not granted, absences will be unexcused. (16 NCAC2D.0404)
8. **Local School Board Policy.** LEA's may excuse temporary or occasional absences for other reason in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school year during the current school year.

9. Absence related to deployment activities. A student whose parent or legal guardian is an active duty member of the uniformed services and has been called duty for, in on leave from, or immediately returned from deployment to a combat zone for combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115c-407.5 Article V (E) )

**Note: All absences for reasons not listed above will be coded unlawful.**

When a student is absent for one or more days, an explanatory note must be sent to the teacher by the parent/guardian stating the reason for the absence. The note should contain the date of the absence, the specific reason for the absence, and the signature of the parent/guardian. If an excuse is not received within three school days, the absence will be coded unlawful.

When a student accumulates six unlawful absences, a conference will be scheduled. Medical documentation WILL BE REQUESTED for excessive absences due to sickness.

**Excessive absences contribute to grade level retention and poor student outcomes.**

**Bladen County Schools  
ATTENDANCE POLICY GUIDELINES**

ATTENDANCE POLICY REQUIREMENTS FOR PROMOTION/ RETENTION/ PASSING GRADES – UPDATE AUGUST 2013

The following attendance guidelines are approved for Bladen County Schools. School administrators, parents, and students should refer to this LEA policy when determining student promotion or retention.

	Principal/School follows LEA Policy	Waiver required for promotion /retention Committee Review and Hearing	Superintendent Decision (Review of waiver documentation)
<b>Elementary and Middle School K-8</b>	<b>Up to 20 absences</b> Total excused and unexcused	<b>21-30 absences</b> Waiver Required Minimum Documentation Student portfolio PEP Plan 3, 6, 10 day notices Conference notifications Evidence of counselor or social worker involvement	<b>More than 30</b> Absences during the school year

**\*\*\*STUDENTS WITH MORE THAN 30 ABSENCES WILL NOT BE PROMOTED WITHOUT A WAIVER FROM THE SUPERINTENDENT**

## **Coding of Student Absences continued**

### **State guidelines for unlawful absences are:**

1. When a student accumulates three or more unlawful absences, the parent/guardian will receive notification by letter.
2. When a student has a total of six unlawful absences (counting the three mentioned above), the parent/guardian will receive a six day unlawful absences letter and a visit from the school attendance officer or social worker.
3. When a student accumulates ten unlawful absences, a ten day letter will be sent to the parent/guardian notifying the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established policies of the state and local boards of education.
4. After ten accumulated unlawful absences in a school year, the principal must review any report or investigation prepared under the Compulsory Attendance Law and must confer with the student and his/her parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification and made a good faith effort to comply with the law. Depending on the circumstances, the principal must then notify the district attorney or file a complaint with the juvenile intake counselor.

## **Personal Hygiene**

All children should arrive at school with clean bodies and clean clothing. Teachers may refer students to the school counselor for having offensive body odor or bad breath. Parents may be called to pick up children in order for them to go home and change clothing or to bathe. Offensive body odors create distractions for students, as they are involved in learning activities.

Students should refrain from excessive use of perfume, cologne, or powder which can create breathing problems for students and staff with allergies or other medical condition.

## **Pediculosis (Head Lice)**

Bladen County Schools recognizes the current National recommendations for the detection and treatment of head lice. Although a nuisance, head lice do not transmit disease. When a student is identified as having live lice, the student's parent or guardian will be contacted and asked to take the student home. Information on procedures for treatment will be discussed with the parent or guardian at that time. Parents will be given an instruction sheet regarding treatment. The student must be completely free of live lice in order to return to school. Legal References: G.S. 115C-36

## Medication at School

Medication administration during school hours should be kept to a minimum if at all possible. However, there are medical conditions and other situations that require medications to be given by trained school staff. If your child must have medication (prescription or over-the-counter=OTC) during the school hours you must do the following:

- You may come to school and give the medication to your child at the appropriate time.
- You may discuss with your child's healthcare provider an alternate schedule for giving the medication outside of school hours.
- You may obtain a *Request for Medication Administration in School Form* from your child's school to be completed by your child's healthcare provider. **This form is required for both prescription and over-the-counter medications.** This completed form must be returned to the school with the medication in a **pharmacy labeled container or for OTC medications, the medication must be in the original package.** The written instructions must list the medication, dose, time(s), to be given and reason to be given if it is only given as needed.

In some instances, such as diabetes or asthma, students may need to keep emergency medications with them. These medications require a *Student Contract/Self Carry Form*. This form may also be obtained from your child's school. Please remember that only trained school staff administer medication and medications are only given when the forms are properly completed by the healthcare provider as well as signed by the parent. **This is for your child's safety and there will be no exceptions.** If you have any questions or concerns in regards to Bladen County School's Medication Policy please contact the school nurse at 910-862-4136.

\*\*\*\*\* All medication and diabetes forms must be renewed at the beginning of each school year or with any changes in the medication throughout the school year.



## Appointments for Conferences

Parents wishing to see the principal, assistant principal, or any staff member are asked to call the office to schedule an appointment. Instructional time is precious and must be protected; therefore, **an impromptu conference with a teacher during his/her instructional time is not permitted. Unscheduled morning conversations** will disrupt the beginning of instruction time. Based on the staff member's schedule, he or she will be able to schedule a conference as quickly as possible. This procedure helps everyone in planning daily schedules and helps in setting aside uninterrupted conference time and protects class instructional time. The 100 minute protected reading block and the 80 minute protected math block will not be disturbed.

## Visitors at School

Parents/guardians are welcome at Bladenboro Primary School. **However, classrooms are not to be disturbed during academic instructional time.** Additionally, students are not allowed to bring visitors to school or have them ride the buses. If you have an appointment with a staff member, please check in at the office. The office staff must verify the appointment before allowing visitors to talk with teachers. All visitors must wear visitors' badges available in the office. Visitors may not photograph or video students or adults. Videos or photographs of programs may be taken.

## Field Trips

Students earn field trip privileges by exhibiting positive behavior and meeting certain classroom standards. Teachers will notify parents/guardians beforehand about the criteria and/or standards a student must meet before being allowed to participate in field trips. A letter will be sent or a telephone call will be made to the home if a student is not allowed to go on a field trip. Students will not be transported in private vehicles on school field trips unless an administrator gives prior permission. Parents are not allowed to ride on the activity buses unless approved by an administrator.

## School Pictures

School pictures will be made twice yearly. All students will be photographed. Spring pictures will have a summer theme. Pictures will be sent home, and parents must return money or pictures.

Report cards may be held if parents fail to return the money or the pictures. Students who owe money for pictures must pay it before going on field trips.

## Class Parties

Class parties will be limited to the celebration of special school, class, and/or national events or celebrations. Class birthday parties should be limited to simple refreshments. Parents should contact the teacher to make necessary arrangements prior to having a party at school. Invitations to non-school related parties should not be distributed during the school day. *Instructional time and student self-concept need to be protected.*

## Non-educational Items at School

The school environment is designed to be conducive to learning for all students. With this in mind, the following items should not be brought on the buses or to school: radios, CD-players, beepers, cell phones, toys, electronic games, trading/playing cards, spiked/studded belts, objects with sharp points, wristbands, caps, and items that are considered dangerous or distracting. Cell phones may be used in the classroom only for supervised instruction. Items will be confiscated, placed in the office, and returned only to the parent/guardian. **Refer to the County Discipline Code Handbook for complete details.**

## Lost and Found Items

Items that are found on the school campus or within the buildings will be placed in the office. A student or a parent/guardian should report lost items to the child's teacher. **Items that have not been claimed after a reasonable length of time will be given to a charitable organization.**

# School Counseling

The school-counseling program is available to help students, parents, faculty, and staff to develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, classroom guidance, information services, student testing, and referral assistance to other programs and services in the community.

## Honoring Academic Achievement

Students in grade three and four will receive recognition for academic achievement. He or she must meet all the following criteria during the nine weeks grading period.

- ❖ **Superintendent's List**- Having a 96 or above in all classes. Having no mark lower than an 85 for encore classes.
- ❖ **A Honor Roll**- Having all A's - no grade lower than an A with no grade lower than an 85 for encore classes.
- ❖ **A/B Honor Roll**- Having all A's and B's with no mark lower than 85 for encores classes.
- ❖ **Principal's List**- During any nine weeks student must show improvement in grades in all core subjects and have no failing grades.

## Media Center Student Policy

1. All books should be checked out before leaving the media center. Students in kindergarten and first grade may check out one book. Students in grades two may check out two books. Students in grade three and four may check out three books. Students may not check out videos and AV materials.
2. Library cards should be brought to the media center each book exchange time. Books should be selected and checked out quietly.
3. Books must be returned by the due date. Books may be renewed two times.
4. Damaged or lost books must be paid for before the student can check out other books. Students must pay a replacement cost for the lost or damaged books. Report cards may be held until the fees are paid.
5. Students must learn to return materials to their proper places and use clean hands on all materials.

## **Bladen County Schools Internet Acceptable Use Policy**

The Bladen County Schools computer network has been established in order to allow internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, message boards, and other means. This access makes a vast amount of diverse information available to students. The goal of the school system in providing Internet service is to provide resources and communication that support the educational objectives of the State of North Carolina and Bladen County Schools.

**Acceptable Use: The Internet is to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives. Transmission of any material in violation of any federal or state regulation is prohibited.**

**IF A STUDENT ACCIDENTALLY ACCESSES INAPPROPRIATE INFORMATION, HE OR SHE SHOULD IMMEDIATELY NOTIFY A TEACHER, LIBRARIAN OR COMPUTER LAB COORDINATOR.**

**DELIBERATE MISUSE OF INTERNET PRIVILEGE WILL RESULT IN THE FOLLOWING CONSEQUENCES:**

**OFFENSE 1: WARNING AND NOTIFICATION OF PARENTS**

**OFFENSE 2: TEMPORARY LOSS OF INTERNET PRIVILEGE (NOT TO EXCEED 30 CALENDAR DAY)**

**OFFENSE 3: LOSS OF PRIVILEGE FOR THE REMAINDER OF THE YEAR**

## Once School Begins

1. Label all personal belongings on the inside with both first and last names (jackets, sweaters, boots, mittens, book bags, hats, and show and tell objects).
2. Maintain regular attendance and be punctual.
3. Show interest in the work your child brings home. Admire those “immature” pictures. Be positive in responding to children’s work. Encourage children to explain and talk about their work.
4. When asking children what happened during the day in school, ask what happened first, second, and after that. If you ask to have things listed in order, it will encourage logical thinking.
5. Be positive in the presence of children when teachers are the topic of conversation.
6. All children become discouraged. Help your child be happy in the activities he/she can do well, but not to shed tears, show frustrations, or give up when difficulties occur. Each child needs to feel loved, to belong, and to know that successes outweigh failures.
7. When helping your child with lessons, kindness will win out. Avoid frustrating your child and yourself. Model tolerance, patience and compassion.
8. Let your child share in responsibilities, conversations, and activities.
9. Give your child duties around the house to develop self-confidence and responsibility. (Putting away toys, taking out the trash, setting the table, etc.)
10. Establish a regular pattern for sleep, meals (keep snacks to a minimum), and play.
11. Teach your child to get dressed independently—how to put on, take off, and hang up outer clothing.
12. Be sure your child listens to others and follows directions (one at a time) and check to see that the directions are carried out.
13. Teach your child to help others---brothers, sisters, pets, etc.
14. Supervise TV viewing; monitor your child’s music interests, and computer games.
15. Encourage your child to view school as a happy, friendly place.
16. **READ** aloud to your child daily.
17. Students should be potty trained before entering Pre-K.

## Parent/Guardian and Student Page

I have read the parent handbook with my child and I understand the rules, procedures, and policies as stated.

Parent Signature \_\_\_\_\_

I have read the handbook with my parent(s)/Guardian(s) and I understand the rules, procedures, and policies as stated.

Student Signature \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

**NOTICE:** THIS PAGE SHOULD BE SIGNED BY BOTH PARENT AND STUDENT AND MUST BE RETURNED TO YOUR CHILD'S TEACHER BY SEPTEMBER 7<sup>th</sup>, 2018. PLEASE SIGN AND DETACH FROM THE HANDBOOK A SIGNATURE PAGE FOR EACH CHILD ENROLLED.

## HELP YOUR SCHOOL

This year we are again collecting *Boxtops® for Education Program labels*. Also, *Fresh Foods/IGA* will continue the program for collecting their receipts. Save *Boxtops* and *Fresh Foods/IGA* receipts and send them to Bladenboro Primary to benefit our school.

**Bladenboro Primary School**

**312 Whiteville Road**

**Bladenboro, NC 28320**

**Phone (910) 863-3387**

**Fax (844) 589-5068**

**[www.bladen.k12.nc.us](http://www.bladen.k12.nc.us)**

**<http://bbp.bladen.k12.nc.us>**