



Student / Parent Handbook

The Barnette Elementary School bell schedule is 8:00 a.m. until 3:00 p.m. Front office hours are from 7:30 a.m. until 3:30 p.m. Please note the following:

- 7:30 a.m.- Student arrival begins- Parents may not leave students by the entrance door unsupervised prior to 7:30 a.m.
- 7:55 a.m.- Morning arrival and Car line closes
- 8:00 a.m.- Instructional day begins
- 3:00 p.m.- Dismissal begins

The after-school enrichment program begins at 3:00 p.m. and ends at 6:00 p.m. Applications are available by calling to speak with the ASEP director. Information about ASEP is available on the ASEP website located on the CMS website- Families-ASEP.

Full-day student attendance and timely arrival to school are essential for student success. When students are absent for all or a portion of the day, they are missing important instructional opportunities. Therefore, it is important for all students to arrive on time and attend school every day when they are healthy. North Carolina statute § 115C-378 states that "Every parent, guardian or custodian in this State having charge or control of a student between the ages of seven and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned shall be in session." Therefore, in order to aid our students in developing the necessary academic and life skills to prepare them for college, career, and beyond, Barnette Elementary will follow the procedures listed below in response to student truancy:

An EXCUSED ABSENCE includes:

- Illness when documented by the parents/guardians or a physician (chronic, repetitive offenses must have documentation by the physician)
- Professional and/or court appearance
- Periodic medical or dental appointments
- Inclement weather
- Required religious observances
- Death of a family member

The school may request formal documentation from medical professionals should absences become excessive. The following steps will be implemented should students be absent for unexcused reasons:

<u># of Unexcused Absences</u>	<u>Action Steps:</u>
3 absences	Parents will receive a 3-day absence letter
6 absences	Parents will receive a 6-day absence letter Parents will be contacted for a meeting with school administration and/or counseling staff to implement an absence action plan
10+ absences	Parent will be contacted for a meeting to review absence action plan and make contact with outside supports Parents will receive a certified 10-day absence letter School may follow procedures to report the case to the Juvenile Court for truancy

We look forward to partnering with you to ensure students attend and remain in school as mandated by North Carolina law. If you have any questions or need assistance, please don't hesitate to contact us.

Your student is at school to learn. Instruction is continuous from 8:00 a.m. until 3:00 p.m. Please make every

is in a class where there is a peanut allergy, please be prepared to purchase ONLY items that are completely in a nut-free zone with a clear label.)

We hope that all of you will support our cafeteria by ordering school lunch. If you pack lunch, please be advised that We also ask families to please monitor student intake of sweets while at school. Talk to your children about only getting one dessert or using it as a reward on Fridays. Our goal is to have a healthy student body at Barnette.

Although the school nutrition program no longer serves peanut products, there is not a CMS policy banning peanut products from the cafeteria. If your child has a food allergy, we will make every effort to accommodate the student's needs. Please inform the teacher and the school nurse if your child has a food allergy. We reserve a "peanut free zone" in the cafeteria and arrangements will be made on an individual basis.

Safety is our primary concern, and we want all of our children supervised when on school grounds. Please follow all traffic patterns during student arrival and dismissal. Additional information regarding procedures will be sent at the beginning of the year. For safety purposes students will only be dismissed through the carpool line if the appropriate car identification tag is visible. These will be issued during the first few school days and parents can request a car tag by completing the Google link on the website. If it is necessary to pick up your child at dismissal and you do not have a car identification tag, please come into the front office to receive your child. Students will only be released to a parent/guardian after proper identification is provided.

Occasionally you may need to make a change in the way a child goes home. If you are making changes in afternoon transportation, please do the following:

Send written documentation to your child's teacher and the front office. You may send in a note or send an email to the teacher, or Mrs. Estrada (lisa.estrada@cms.k12.nc.us). All communication must be sent in by . Phone changes are not

provide practice with skills students are learning. Grade-level projects will also be given throughout the year. Students will be expected to produce quality work on all their assignments, including homework and special projects.

Character Education is the cornerstone of school discipline. Our faculty will focus on a school-wide discipline plan that promotes respect, responsibility, and citizenship. The purpose of the plan will be to identify expectations for student behavior, plan opportunities to teach and practice appropriate behaviors and use logical and appropriate consequences for both good and poor choices. Teachers will be encouraged to handle discipline concerns in private and to utilize both school support services and parents in the process. A Character Education/Social Emotional Learning Program will be implemented that focuses on practicing characteristics that represent good character.

In the event of inclement weather or an emergency, the district may call for an early dismissal. It is very important that you complete an emergency dismissal form for your child at the beginning of the school year. Please notify the office and your child's teacher if this information changes. Information regarding cancellation of school is broadcast on television and radio shortly after 5:00 a.m. This information will also be listed on the CMS website (www.cms.k12.nc.us). Please do not call the school as the school will not have this information in advance of this broadcast unless the announcement is made the previous evening.

It is important that we have accurate and up-to-date information to reach you if your child becomes sick or injured. Please complete and return the emergency locator card during the first week of school. Please notify the office if this information changes. It is critical that you inform the teacher and the office staff of any serious illnesses or conditions that your child has so that we can be prepared if assistance is needed. The nurse will contact the parent to complete a specialized health plan, if necessary. We have personnel trained in CPR and as first responders to handle emergencies.

Barnette will continue to have a school nurse this year. In the absence of a nurse, secretaries will be responsible for the students. The following procedures will guide services provided: Each faculty member will have a first aid packet consisting of band-aids, gloves, etc. Cuts or scrapes will be washed, and band-aids applied by the teacher. Parents will be notified by the classroom teacher, if necessary. If a child has a fever, is vomiting or has other significant symptoms of illness, a parent will be called. If a child receives a head injury of any kind, the child will be sent to the health room (if appropriate) or be assessed at the site of the injury, and a parent will be called. In the event that a student has a severe accident, the parent and 911 will be called. Please keep the teacher and main office updated regarding phone numbers where you can be reached at all times.

A medical authorization form, completed by a doctor, must be on file for any school person to dispense medication. These forms are located on the CMS website under the parent section or can be obtained in the front office. The prescribing doctor and parent must sign this form and return it to the school before medication can be given. This includes all over-the-counter medicine for colds, allergies, upset stomach, headaches, etc. If a child is required to take prescription medication, the medication must be brought by a parent/guardian to school in the original bottle from the pharmacy with the student's name, medication name, and orders for dispensing.

CMS policy requires that students with infections or contagious illnesses (including vomiting) must stay at home the first 24 hours of the illness or until they no longer have a fever or symptoms. If head lice is detected on a student, the parent of the student will be notified. The school will continue to follow COVID safety precautions based on district guidelines. If a student has COVID-like symptoms, the parent will be notified.

Homework is given nightly at Barnette Elementary. Reading is an important component of homework, and each student or parent must record their reading assignments. Young students may be read to by an adult. Students should have a variety of texts to read: a class book or novel, a magazine, or selections from the media center. Guidelines for time it takes to do quality homework (including nightly reading) are K-2nd grade approximately 30-40 minutes and 3rd-5th grade

