

**"THE
GREEN
DREAM"**



**Queens Creek Elementary
Student & Parent Handbook
2023-2024**

Queens Creek Elementary
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"NC Green School of Excellence"

The purpose of our handbook is to keep you informed of schedules, rules, curriculum, and the daily operation of our school.

ACCIDENTS (SEE INSURANCE)

If a student is injured during the school day, the reporting procedure is as follows:

- All accidents are reported to the nearest teacher or staff member and then to the administration or school nurse.
- Parents are notified (If a reasonable attempt to reach a parent or guardian meets with failure in cases of emergency due to critical illness or injury, a student will be sent to the hospital in a Rescue Squad Vehicle).
- Queens Creek assumes no responsibility for medical fees.

ARRIVAL/DISMISSAL

- Instruction begins at 8:40. Therefore, students should be in their classrooms by 8:35. Students transported by car should arrive no later than 8:25 to eat breakfast. Students may arrive no earlier than 8:00 am. There is no supervision available prior to 8:00 except for those students who are registered participants of the before school program. The student drop-off area is in the car rider lane and walkway area in front of the school. Due to safety concerns, do not have students leave the car before this drop-off area. Staff members will be on duty to assist students into the building. Likewise, in the afternoons, students will dismiss at 3:20 from the walkway into waiting cars in the car rider lane. Parents should not be on campus grounds for student dismissal pick-up prior to 2:45 pm. Parents are to remain in their cars during arrival and dismissal times and follow the order of the line to maintain safety of the students. Students must enter and exit vehicle on the PASSENGER side.
- A before and after school program is offered for your convenience. Students must register for this program with the New River YMCA. The YMCA sets costs for the program. Details are available at www.newrivery.org. Be aware that there is often a waiting list for this service and parents should plan accordingly.
- If a student's method of transportation home changes, this information MUST BE CHANGED IN THE SCHOOL DISMISSAL MANAGER prior to 2:00pm. If emergency changes need to happen, parents must do so the day before. This process is to protect the safety and well-being of your child. The Swansboro Area Elementary Schools will not accept phone requests to change children's transportation home. Please plan accordingly.

ATTENDANCE

Regular attendance plays a very important part in developing positive attitudes toward school and learning. We ask that children come to school each day on time and stay until dismissal. Repeated tardiness and early checkouts will not be tolerated.

- For students to be counted present, they must be there until 11:50 or checked in before 11:50. Students are tardy if they are not in their classrooms at 8:35. If a student is tardy for school, he/she is to be brought to the office by a parent/legal guardian to sign in. The child will then be sent to his/her classroom teacher with an admission slip. Please help us to develop good attendance habits for your child. Students should remain in school until 3:20 each day.
- If your child is absent from school, please furnish a note describing the reason for the absence on the day he/she returns to school. These notes will be kept on file in the Data Manager's office. If you know your child is going to be absent for several days or longer, please contact the school a week prior so the teacher can get the work ready for them to have while they are out. If you are planning an educational trip that results in absences from school, please contact the principal at least five days prior to the trip to seek approval.
- The Onslow County Board of Education Attendance Policy (#4400) is found in the Student Related Board of Education Policies booklet. A student should be in attendance for a minimum of 164 days to be considered for promotion. When total absences (excused and unexcused) exceed 10 days per semester, further documentation will be required. Absences exceeding 20 days per school year may result in retention. The principal shall consider extenuating circumstances. Excessive undocumented absences will be referred to the appropriate authorities. Excessive tardiness and early checkouts will be referred to the appropriate authorities and may also result in retention.
- North Carolina Public School Law considers the following as excused absences:
 1. Personal illness or injury
 2. Death in the immediate family
 3. Quarantine
 4. Educational opportunity (prior approval from the principal is required)
 5. Medical or dental appointments
 6. Court or administrative proceedings
 7. Religious observances

AWARDS CRITERIA

Every 9-weeks students in grades 3rd-5th will be recognized in an Awards Ceremony based on academic and success and Gator Pride behavior. Parents will be notified if their child will be receiving an award so they can plan to attend the ceremony. In addition, students demonstrating outstanding character and self-discipline will be recognized monthly.

BREAKFAST

Breakfast is served from 8:00 until 8:25. Students may not enter the cafeteria after 8:30 to eat breakfast unless the bus arrives late to school. Students transported by car should arrive by 8:15 to eat breakfast. For prices, please check the school website.

BUS REGULATIONS

Because the safety of all our children is a top priority, it is imperative that all parents and students review the OCS Student Code of Conduct Handbook. Of particular

importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. With the implementation of the 1:1 program, we want to highlight that these laptops should NOT be out of the student's bag/turned on while on the bus. Listening to music on cellphones is permissible using one ear bud while the phone is placed in the students bookbag. These policies will be enforced with parents and students receiving notification of consequences based on the severity of violations and prior rule infractions. Please help us to ensure that the bus ride for all students is a safe one. Please remember that riding a school bus is a privilege and students who do not follow all bus rules are subject to losing that privilege via bus suspensions. Balloons, glass vases, and other large items are not allowed on the bus.

CHARACTER EDUCATION

In recognizing the importance of good character, the Onslow County Board of Education has approved focused attention on the following eight-character traits: Respect, Self-discipline, Caring, Responsibility, Integrity, Cooperation, Citizenship, and Trustworthiness. These traits are infused into the instruction in all grades. Assimilating these traits into students' character will provide the foundation for them to contribute to society.

CHECK IN – CHECK OUT (SEE ATTENDANCE)

- STUDENTS COMING TO SCHOOL AFTER 8:30 A.M. MUST BE ACCOMPANIED BY A PARENT, SIGN IN AT THE OFFICE AND GET A PASS TO CLASS. Students who arrive after 11:50 AM or check out before 11:50 AM are counted absent for the entire day. If a child is brought in after their scheduled lunchtime, please make sure he/she has had lunch.
- Only custodial parents or persons with parental permission may remove a child from school. QUEENS CREEK OFFICE PERSONNEL WILL NOT RELEASE A CHILD TO RELATIVES OR FRIENDS WITHOUT PRIOR PERSONAL NOTIFICATION BY A CUSTODIAL PARENT AND PROPER IDENTIFICATION.
- THERE WILL BE NO STUDENT CHECK-OUTS AFTER 2:40 P.M. UNLESS AUTHORIZED BY ADMINISTRATION. We caution parents to limit their early check-outs since instruction is still occurring. The last 15 to 20 minutes of class time are as equally important as the first minutes.
- TARDIES AND EARLY CHECKOUTS ARE DOCUMENTED AND CONSIDERED WHEN DETERMINING PROMOTION TO THE NEXT GRADE LEVEL.
- Students will not be called to the front office until they are physically checked out with a member of our office staff.

CODE OF CONDUCT

Students are expected to always uphold the Queens Creek Elementary School code of conduct (See "General School Policies"). The Gator's Pledge, created with the help of our staff and students, is recited every day with our morning announcements to remind everyone of behavior expectations in all areas of the school environment.

GATORS PLEDGE

Gators...

A re polite, friendly, honest and helpful;
T reat others the way they want to be treated;
O ffer their best and never give up;
R espect themselves and others and
S how responsibility every day.

COMMUNICABLE DISEASES (see COVID-19 for other information)

If a child has a communicable disease (*O.C.S. Policy 4230.5*), it is expected that he/she remain at home until the disease is no longer contagious. The policy states:

- fever free for 24 hours without the use of medication
- no vomiting or diarrhea for 24 hours without the use of medication
- pink eye- must be cleared by doctor to return to school
- a no nits lice policy- must be cleared by school before returning

COMMUNICATION

Newsletters are sent out through Class Dojo. Weekly "All Calls" are made with important updates and reminders and are also posted on the website. Individual teachers will also use Class Dojo. Teacher websites will contain policies and procedures applicable to that class.

CONFERENCES

Parent-teacher conferences are another important means of communication concerning the progress of our students. Parents are encouraged to schedule a conference with their child's teacher early in the school year and when concerns arise. Parents may utilize Class Dojo, email, or call the school office at 326-5115 to request a conference. The teachers will do their best to schedule a conference that best fits your and their schedule. Early morning intake is a busy time for our teachers and students as they settle in for their daily routine. This is not an appropriate time for a conference unless prior arrangements have been made with the teacher.

CURRICULUM

- Queens Creek Elementary School teaches the standards as outlined in the North Carolina Standard Course of Study. This can be accessed on the NC Public School's website, www.dpi.nc.org.
- In the area of English/Language Arts (Reading, Writing, Spelling, and Language), we utilize the CKLA Curriculum and Amplify.
- In the area of Math, we utilize the Ready and iReady Curriculum.
- Students receive regular instruction in the areas of social studies, science, health, art, music, library skills, physical education, and STEM. To make learning meaningful, subjects are not taught in isolation, but instead are integrated or connected to one another.

DIRECTORY INFORMATION

Please make certain the school has current emergency information concerning where we may reach the parent/guardian. Please inform the school office if you move or if your telephone number changes during the school year.

Our records must stay current. WE MUST BE ABLE TO CONTACT PARENT/LEGAL GUARDIAN IN CASE OF AN EMERGENCY.

DISCIPLINE

- School is a place where students must behave in an appropriate manner so as not to interfere with the teacher's responsibility of teaching or the students' responsibility of learning.
- The teacher shall have the responsibility and authority for discipline over students, except in those cases requiring the attention of the administration. The principal has the authority to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Onslow County Board of Education Policy. (See section on General Rules for specific discipline policies/guidelines).
- Queens Creek Elementary School adheres to all discipline policies as set forth by the Onslow County Board of Education in the OCS Student Code of Conduct Handbook. Each student is given a copy of the handbook at the time of enrollment.

DRESS CODE (OCS BOE Policy Code 4303)

- It is expected that students will be dressed in an appropriate and safe manner for the age group of the individual. The responsibility for determining and enforcing standards of dress shall lie with the principal or designee.
- Pupils considered in violation of these regulations shall be advised and asked to call home for a clothing change.
 - Shorts and skirts of reasonable length are acceptable (2-3 inches above the knee). Sagging clothes are not allowed.
 - No halter-tops, strapless tops, spaghetti straps, cutoffs, or apparel that exposes the midriff may be worn. Tank tops may be worn only if they are a minimum of two inches wide across the shoulder.
 - Shoes must be securely adhered to the feet and enclosed. Flip-flops, slides, sandals, Crocs, shoes with wheels, and high heels that limit a student's ability to walk comfortably are prohibited at school due to safety reasons.
 - Clothing with offensive or suggestive language is not allowed.
 - Clothing with images of weapons are not permitted.
 - Clothing that refers to any type of alcohol, drug, or act which is illegal or hazardous to one's health is not permitted.
 - Hats, scarves, hoods, or head coverings of any type may not be worn in the building except for medical or religious reasons.

ELECTRONIC EQUIPMENT CARE & USE POLICIES

-Students should only use these devices for educational purposes or to access sites and software approved by the school.

-The issued device should not be used for browsing the internet for entertainment purposes.

-(OCS BOE Policy 3225/7320; 3220; 3226/4305; 3230/7330; 6523)

Students in grades K-5 at QCE may be issued an electronic device, as part of the Onslow County Schools 1:1 technology initiative. With completion of orientation and required forms, these devices will be taken home in order for students to complete assignments, study, have access to school-approved educational resources, and to charge the laptop nightly for daily use in the classroom. Parents and guardians are an essential part of the student's learning team and must help ensure the students properly care for and use these devices responsibly.

Guidelines

-Onslow County Schools and Queens Creek Elementary School own these electronic devices. They will be issued to students at the beginning of the year and used for the duration of the school year. They must be returned at the end of the year. They will also be returned in cases where the student no longer attends the school (withdraws, transfers, etc.). If improper use occurs, technology privileges and internet access may be suspended or revoked by the school.

-Parents and guardians may be held financially responsible for stolen, lost, or damaged equipment, devices, and accessories. Depending on the device model, costs may be well over \$500.

-The school and school district monitor all usage on these devices. Usage is governed by OCS BOE policy 3225/7320.

-Some or all of a student's privileges may be lost if he/she does not exercise proper responsibility when accessing the Internet and caring for the device. The students will participate in digital citizenship lessons while at school, thus they are expected to exercise good judgement while using their device and accessing the Internet.

-Siblings or other family members are not to use the device.

-Technology and digital media documents must be signed before students can be issued the equipment.

-*The browser history is **NOT** allowed to be erased by the student/parent – only staff at QCE are permitted to erase if necessary. This helps us monitor with random checks that students are only going on the authorized websites given to them by their teachers. Should a student erase his/her history, it is assumed that he/she has gone on an unapproved website and consequences can occur.*

EMERGENCY DRILLS

Fire drills, severe weather drills and crisis drills are conducted in accordance with state and local regulations. Please stress to your child the importance of participating in these drills seriously and responsibly. Behavior that does not follow the expectations set forth for conducting a safety drill may result in disciplinary action. Drills are as follows:

- 1 Fire drill per month
- 1 Crisis drill per quarter (Lock-down drill)
- 2 Severe weather(tornado and earthquake) drills a year

END-OF-GRADE TESTING (SEE ALSO GRADING POLICY AND PROMOTION REQUIREMENTS)

- Students in grades 3, 4, and 5 are tested at the end of year in reading and mathematics, and 5th grade is also tested in science using the state's end-of-grade assessments.
- Level III proficiency on these tests is consistent with on-grade level mastery and is required for a child to be considered for promotion.

FAMILY EDUCATION RIGHTS

- Pursuant to the Family Education Rights and Privacy Act, (FERPA) the Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office, in the principal's office, and with the counselor of each school.
- The Onslow County Board of Education classifies the following as directory information: student's name, school, and grade level, participation in officially recognized activities and sports, weight, and height of members of athletic teams, and degrees and awards received. School officials *may* release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify in writing the principal of the school where the records are kept within the first 30 days of each school year. The objection must state what information the parent of the student does not want to be classified as directory information. If no objection is received within the first 30 days of the school year, the information will be classified as directory information until the beginning of the next school year.

FIELD TRIPS

- Field trips are a vital part of our educational program and will be taken when appropriate to the curriculum. Teachers will inform parents of the trip, its purpose, and any cost to the students. Students must have a parent-signed permission form prior to going off campus to any event. Student may not attend the trip if the permission form and payment is not returned by the deadline. No exceptions. No refunds will be given past the due date. Efforts will be made to keep costs at a minimum; however, transportation, driver expenses, and fuel must be calculated when determining student costs. Parents who are needed to serve as chaperones for field trips must be fingerprinted prior to accompanying children on the trip if they will be responsible for supervising children and/or utilizing county transportation methods. Fingerprinting is scheduled at the central office. Contact the school for further details.
- Parents invited to chaperone should refrain from texting or talking on a cell phone while on field trips. Chaperones should be cognizant that they are on the field trip to help the teachers and to aid in the facilitation of the students' education. Siblings may NOT accompany parents on the field trip.

- It is our intent for every student to participate in these trips; however, students may be restricted from going on trips for disciplinary reasons if the principal feels that student behavior may compromise the safety and well-being of the student or other students on the trip. Parents will be notified if this should become an issue.
- QCE students are expected to show GATOR PRIDE on field trips by following the code of conduct in our Gator Pledge.
- We discourage parents from meeting their child's class during a field trip to limit the distractions to the educational purpose of the trip.

GATOR PRIDE

- Be Respectful
- Be Responsible
- Be Safe

-A big part of building a positive learning culture is knowing the expectations of the school. At QCE we practice GATOR PRIDE. We have defined what each of these expectations look like in the different areas of the school. Schoolwide we practice KAHFOOTY: Keep All Hands, Feet, and Other Objects To Yourself.

GENERAL SCHOOL POLICIES

It is our belief that Queens Creek Elementary School should be a place for learning where students may pursue an education in an atmosphere free of fear, indignities, danger, and disruptions. Students should not only develop their academic talents, but the school should insist they develop a respect for each other, that they practice fair play, that they respect the property rights of others, that they conduct themselves in such a way as to not interfere with the safety or with the educational opportunities of others, and that they obey school rules.

1. Students are expected to be courteous and show respect to all adults and other students. Any disrespect will result in disciplinary action.
2. Remain quiet and orderly in the building, on school grounds, and on the buses.
3. Running is prohibited in the building or on school grounds unless in physical education class or supervised by a teacher.
4. The sale of any articles or services, as well as the solicitation of funds for any service/cause is prohibited on the school grounds or buses unless approved by the administration.
5. Fidgets are only used if authorized by a doctor or our counselor, however, if used like a toy instead of its intended purpose, it will be returned to the parent.
6. Due to safety concerns, no glass items should be brought to school unless permission is obtained from teacher/administration.
7. Gum or candy is not allowed unless requested by a teacher for a special occasion.
8. Abusive language, cursing, obscene gestures, or bullying toward another person will not be tolerated.

GRADES

Kindergarten: "Daily Binders" go home daily and provide an excellent way to ensure teacher-parent contact throughout

the year. Nine-week report cards and interim reports are sent home on designated dates (See Onslow County Schools Calendar). A parent-teacher conference will be scheduled during the first nine weeks. Performance scale: Above Grade Level, On Grade Level, and Below Grade Level

Grades 1 & 2: Nine-week report cards and interim reports are sent home on designated dates (See Onslow County Schools Calendar). A parent-teacher conference will be scheduled during the first nine weeks. Performance scale: Above Grade Level, On Grade Level, and Below Grade Level

Grades 3-5: Nine-week report cards and interim reports are sent home on designated dates (See Onslow County Schools Calendar). A parent-teacher conference will be scheduled during the first nine weeks. Performance scale: A=90-100; B=80-89; C=70-79; D=60-69; F=< 60.

GRADING POLICY

The Onslow County Board of Education Grading Policy will be in effect at Queens Creek Elementary School. As per this policy, the county-wide minimum grade for any 9-week grading period of the school year shall be 50. The policy guidelines include homework, project resources, and cheating/academic dishonesty.

- Each teacher should provide a copy of their grading policy: to include student expectations and how the grade is calculated.
- The teachers are responsible for grading work in a timely manner, providing feedback to facilitate learning, and communicating grades with stakeholders.
- For grades 3-5, individual assignment grades should be recorded in PowerSchool in a timely manner
 - Daily homework, classwork, and short quizzes – within five school days
 - Tests and long quizzes – within seven school days
 - Projects and tests with essays – within ten school days

Cheating/Academic Dishonesty

A student engaged in cheating/academic dishonesty will be given consequences in accordance with the School Plan for Management of Student Behavior (BOE Policy 4302) and not addressed through grades.

GRIEVANCE PROCEDURE FOR STUDENTS

- It is the policy of the Onslow County Board of Education that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established.
- The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a student and/or parent to believe he/she has been wronged,

except in the case of long-term suspension. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures.

- Details for filing a grievance are included in the Student Discipline Policies manual.

GUIDANCE

Queens Creek has a wonderful school counselor, Mrs. Bender, who conducts small group, whole-class, and individual counseling sessions and recognizes student achievements. She is available to talk to students about issues affecting them/their family on an as needed basis, short term. Students can request a meeting with Mrs. Bender by filling out the request form. This is not to be confused with long-term therapy available outside of school. If you are interested in long-term therapy, please ask Mrs. Bender for community resources

HEALTH SERVICES

A registered nurse is assigned to our school on a part-time basis. When a student is injured, the parent will be contacted. Any decision for treatment will be that of the parent. Please note, we cannot give out any medications/medicated items unless it has gone through the appropriate process. (SEE MEDICATION).

ILLNESS (SEE ALSO CHECKING OUT)

When students become ill and/or have a fever at or over 100°, parents will be contacted and asked to pick up their child. Please make certain we have current information regarding how to contact parents during the school day. The student must be fever free for 24 hours without medication before returning to school. Students with a fever will not be permitted to ride the bus home.

INCLEMENT WEATHER

The local radio/TV stations are the best source of information concerning school closings or late openings (2-hour delay) due to inclement weather. The superintendent of schools, not the principal, is responsible for making the decision to close schools. Call the Onslow County Schools weather line at 989-2211 or log on to the website (<https://www.onslow.k12.nc.us>) for the most current school closing information. Please do not call the school for this information. Parents should anticipate such emergencies and have a plan in place for their children (i.e. where to go if there is no one at home).

INSURANCE

Students are given the opportunity to purchase school insurance at the beginning of the school year. Queens Creek Elementary does not take responsibility for any medical fees.

INTERIM REPORTS

Students will be given interim progress reports half-way through each grading period according to the dates on the school calendar.

INTERNET IN THE EDUCATIONAL PROGRAM

- Onslow County Schools offer students access to Internet service using a safe log-in process. This service is called School Net. Onslow County School administrators, staff,

parents, and guardians must be responsible for setting and conveying the standards that must be followed when using media and information sources.

- Onslow County schools support and respect the right of the parent or guardian to decide whether their student may use the School Net. Access to network services will be granted to students who agree to use the computer considerately and responsibly. Use requires parental permission. All students and parents are required to sign an agreement form prior to access to School Net.

LIBRARY/MEDIA CENTER

Our goal is for QCE students to enjoy reading and borrowing library books. It is important that others also have the same opportunity to enjoy our books. Below are some basic guidelines:

- Establish a special place for all library books when they are not being used. Place books out of the reach of pets. Keep books away from baby brothers and sisters.
- Never eat or drink near your library book. Remind your child to have clean hands when reading a book.
- On rainy days, protect the library books by using a sealed plastic bag. Even in a backpack, books can get wet or damaged. Beware of leaky juice containers.
- Please do not peel, bend, scratch, or remove the bar code or call numbers on the books.
- Return books on time.

If a book page accidentally rips, please do not attempt to repair it at home. We use special book tape and glue, which resists heat and will not discolor. Return the book and we will gladly make repairs.

If a book becomes damaged, you will be billed for the replacement cost. Most of our books are library editions, meant to take heavy use, and not the trade editions sold in bookstores. A notice will be sent home with your child to inform you of the replacement cost. Students with damaged/lost book fees may not check out additional books until the fees are paid. Please pay online or with exact cash or with a check made out to QCE. *Once a lost library book is paid for, it **CANNOT** be returned later for reimbursement – it is the property of the person who paid for the book.*

To check out a book, students must have permission from home. By signing this student handbook, you are giving your child permission to check out books and agree to settle all fees in a timely manner.

LOST AND FOUND

Queens Creek assumes no responsibility for lost or stolen items. Students should not bring items of value to school. It is imperative that students mark all personal items with their name. Space limitations prevent us from keeping “found” items indefinitely. Periodically, these items will be donated to a charitable organization. The “Lost and

Found” collection is in the front hallway or in the office for smaller items.

MEALS

- Table manners and good behavior, including appropriate noise level, are required in the cafeteria. Our cafeteria offers a variety of nutritious and tasty meals. Any food brought in for sharing with a class must first have teacher’s approval and be commercially prepared/processed with clear ingredients listed. (Policy 6140).
- We strongly urge families to prepay online at www.k12paymentcenter.com to help the lunch line move more efficiently. Paying as you go through the lunch line daily, or prepaying in the cafeteria is an option, but it will cause backups in the lunch line. The student’s prepayment balance is maintained in the computer used at the serving line. (Please be aware prices may be subject to change.)
- Students who purchase a lunch must take an entire lunch. They may not take one item or a milk only.
- Parents are notified by the cafeteria manager when students owe for meals. Please make sure your child has his/her lunch account up to date. Students should refrain from charging lunches, and instead should keep money on their account or have the appropriate funding to eat every day.
- Each new school year, parents wanting their child to be considered for free or reduced meals **MUST complete an application** either online or on paper. Parents will be responsible for paying for their child’s meals until they receive a notice indicating otherwise.

Breakfast and Lunch Fees for 2023-2024 school year are as follows:

SCHOOL MEAL PRICES

Lunch Student, Full Paying \$2.50

Student, Reduced \$0.40

Breakfast Student, Full Paying \$1.25

Student Reduced Free

Adult, Al la carte pricing

MEDICATION

- A physician must prescribe all medications administered by school personnel during school hours. The parent or guardian must complete the "Administration of Medication Request and Consent Form." This can be picked up at the office. **NO MEDICATION WILL BE GIVEN UNTIL A PARENT COMPLETES THE FORM AND RETURNS IT TO THE SCHOOL (THIS INCLUDES ANY NON-PRESCRIPTION MEDICATIONS SUCH AS ASPIRIN, TYLENOL, COUGH DROPS, ETC).** For a student to be given any of these medications, they must also be prescribed by a doctor.
- The school reserves the right to reject requests for medication administration and may refuse to administer

medication from any container that looks altered from that dispensed by the original pharmacy.

- All medication will be dispensed through the office or by the classroom teacher.
- It is the parent's responsibility to:
 - Provide the school medication in an appropriately labeled container that includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered.
 - Transport any controlled or classified medication to the school. **STUDENTS ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION.**
 - See that the pharmacist labels two containers, one for home use, and one for school use if the child is to receive the medication at both sites.
 - Provide new containers with appropriate labeling when medication changes are made, and to remove medications from school premises when the physician discontinues them. Medication left at school beyond the discontinued date will be discarded.
 - See that the "Administration of Medication Request and Consent Form" is appropriately signed and returned to the school.
 - Please be aware that if your child is being transferred from another school, the medication is not transferred with the student record. Parents must pick up the medication from the school and bring it to QCE, following the procedures listed above.

MOMENT OF SILENCE

A moment of silence will be observed at the beginning of each day in all grades in the school system. The moment of silence may not exceed one minute in length, must be completely unstructured and free of any influence from any source, and no other activity shall be allowed during that time.

NEWSLETTERS

Newsletters, announcements, and reminders announcing special school happenings are sent out weekly. Class Dojo, the website and the Facebook page will also have updates. Please check with your child to be certain you are informed.

NON-RESIDENT TUITION

- Students attempting to enroll in the Onslow County School System who do not have a parent/legal guardian domiciled in Onslow County will be assessed a fee, to be determined by the board of education annually.
- Appropriate paperwork MUST be completed and submitted to the central office. Only after approval from the board, may a non-resident (out of district or out of county) student be enrolled at Queens Creek Elementary School. If you move out of district, please contact the school immediately.

PARENT/GUARDIAN COMMUNICATION

There are many ways parents/guardians can find out information about events happening at QCE. Each child is issued a student planner to help keep them organized and it is also used as a communication tool between parent and QCE staff. Additionally, QCE has their website, several social media outlets, and messaging services to keep parents informed. QCE uses Class Dojo schoolwide. Parents can also contact QCE staff via email on the staff member's webpage. Website: <https://www.onslow.k12.nc.us/queenscreekes>
Facebook: <https://www.facebook.com/QCEgators/>
ALL CALL - to parents and staff – please make sure your phone number is current to receive these messages

PERSONAL ELECTRONIC DEVICES

Personal electronic devices should not be brought to school or be on the bus. The school will not actively search for PEDs, but if they make sound or are visible at any point the teacher, T.A., or administration will confiscate the device, turn it in to the office and only return it to the parent/guardian. Queens Creek is not responsible for any lost or damaged items that are brought to campus. This includes but is not limited to cell-phones, smart watches, tablets, laptops, personal game units, and Bluetooth enabled headphones. Wired headphones to use with laptops are allowed.

PICTURES

School pictures for purchase are taken twice during the year. All students will be photographed for the yearbook in the fall. Information for purchasing pictures will be sent home before the day of pictures.

PLANNERS

Students in grades 1-5 are provided a student planner when he/she enrolls in school. Our goals are to improve students' organizational skills and increase communication between the home and school. The planner is an excellent tool to assist with these goals. Parents are asked to review the planner nightly. Students must pay \$6.00 to replace a lost planner.

POWERSCHOOL

Parents interested in attaining access in PowerSchool to view student grades and attendance need to contact the office to request a form to sign up.

PROMOTION REQUIREMENTS (STUDENT PROGRESSION AND PLACEMENT POLICY)

- To be considered for promotion, a student in grades 3-5 must demonstrate proficiency with an achievement score at Level III or above in both reading and math on the North Carolina end-of-grade tests. He/she must also meet local promotion standards.
- Any student who scores below Achievement Level III on the North Carolina End-of-Grade reading and or Mathematics test must be considered at risk of repeating his/her grade.

P.T.O.(PARENT TEACHER ORGANIZATION)

QCE has an active PTO who supports the school with events and fundraising for needed items to enhance student learning. They are always looking for volunteers to help support events

within the school. If you would like to assist the PTO, please contact the office. <https://qcepto.ptboard.com/home>

REPORT CARDS

Report cards are issued to students seven school days after the end of each nine-week grading period.

SAFETY

Safety for all is of paramount importance. The school's safety plan is comprehensive and includes all areas of safety. Please assist us in implementing this plan with our arrival/dismissal policy. Parents are asked to remain in their cars during arrival and dismissal times in the car rider line. Students may arrive no earlier than 8:00am. Our entry door has a security system in place. Please bring a valid picture ID when approaching door, push the button, remove any hoods, state your purpose and be ready to show your ID.

SCHOOLCASHONLINE

Parents can now pay for all school fees and purchases online at www.onslow.schoolcashionline.com

SCHOOL DISMISSAL MANAGER

QCE utilizes School Dismissal Manager to keep track of the manner in which all students are to go home (i.e. car rider, bus, Excel, Childcare Network, etc.). All changes must be made using SDM by 2:00 daily. All parents are to have accounts for SDM and utilize it for this purpose. Emails will be sent to new parents at the beginning of the year. Any questions can be directed to the office staff.

SCHOOL FEES

Fees are subject to change and are dependent upon the grade level your child is in. Below is a list of some of the fees.

Grades K-5 iPad or Laptop Usage fee
\$25.00

*Student Insurance (Optional)
\$13.00 & UP

**Parents are responsible for mailing the application and check directly to the insurance company.*

SCHOOL FEES WAIVER

Step 1: Complete a Free/Reduced Lunch application either online or paper copy.

Step 2: Once you receive your Free/Reduced Lunch Approval Letter in the mail from Onslow County Schools, please send in a copy of this letter to the School Counselor, Mrs. Bender, at QCE.

Step 3: Complete a School Fee Waiver application. Copies are available at QCE. This can be sent home with your student upon request.

Once your Free/Reduced Lunch Approval letter AND your school Fee Waiver application are received at QCE, you student(s) will be granted a School Fee Waiver. BOTH documents are REQUIRED.

Contact Mrs. Bender with any questions at ange.bender@onslow.k12.nc.us or 910-326-5115.

SCHOOL HOURS (SEE ARRIVAL)

Students may not arrive at school prior to 8:00 and must be accompanied by parents until staff goes on duty at 8:00 a.m.

Breakfast served 8:00 – 8:25

Tardy bell rings 8:30

Announcements/Instruction begins 8:35

Car riders dismissed 3:20

Bus riders dismissed 3:30-3:40

SCHOOL SUPPLIES

School supply lists are given out at the beginning of the school year. Your child's teacher will notify you if there is a need for additional supplies periodically throughout the year if supplies run out (i.e. paper, crayons, etc.). The school supply list can also be found on your child's teacher's webpage on our school website - <https://www.onslow.k12.nc.us/queenscreekes>

STRATEGIC PLANNING TEAM (SPT)

The school's planning team consists of teachers and parents who assist in the yearly development of the school's action plan and goals. Any parent who is interested in becoming part of this team needs to contact the school.

TELEPHONE USE

Students are permitted to use the phone only when there is an emergency. Permission to use the phone must be obtained from the teacher and office personnel. *Students are not allowed to bring their own cellphones and place their own calls. Students who are found with a cell phone will have it confiscated and only returned to a parent/guardian.*

TITLE IX

Onslow County Schools does not discriminate based on race, color, national origin, sex, or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540, 910-455-2211.

TOBACCO PRODUCTS/VAPE

Use of any type of tobacco product or vape is prohibited anywhere on any school campus. This includes the car rider lane and parking lots. (Onslow Board of Education Policy #7250).

VISITORS

Parents are welcome to visit the school. Visits to the classroom during school hours, should be planned through the teacher prior to the day of the visit. To ensure the safety and protection of the students and the members of our staff, it is imperative that **ALL VISITORS CHECK IN AT THE OFFICE FIRST and receive a visitor's I.D. before visiting classrooms.** Visitors are to restrict their movement to the approved areas. A parent who brings a child to school late or checks a child out of school early **MUST COME TO THE OFFICE FIRST – PLEASE DO NOT GO DIRECTLY TO YOUR CHILD'S ROOM.**

VOLUNTEERS

- Parent volunteers are a vital part of our educational process. Please consider donating your time to our school. If you are interested in volunteering your time and/or talents to the students and teachers of Queens Creek, please call the school at 326-5115. We need your help!
- All volunteers must be fingerprinted prior to working in the classroom or serving as chaperones on field trips. Please contact the school for details.
- Our volunteers are an active part of our school and support activities, instruction, and fundraising projects. Please consider volunteering and help as your schedule permits. Sign up forms are in the front office and potential volunteers must participate in a volunteer training prior to volunteering in the school.

WITHDRAWAL PROCEDURES

Parents must contact the Data Manager when it becomes necessary to withdraw a student from school. Please give the school a minimum of five days' notice when withdrawing a student. There are required forms to be completed and books must be returned prior to a student leaving our school. You will be furnished a transfer slip, which you should present to the new school. Student records will be mailed to your child's new school upon receipt of a record request from that school.