

EATON ELEMENTARY SCHOOL

6701 Gordon Road
Wilmington, NC 28411

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Heather Byers,
Principal

Leigh Gates,
Assistant Principal

Students may enter the building beginning at 7:15 a.m. via the Multi-Purpose room. They continue on to their classrooms at 7:20 a.m. Select fifth grade safety patrol members enter the building at 7:10. These are the only students who may exit their cars and enter the building prior to the 7:15 bell.

Breakfast is served from 7:20 a.m. to 7:40 a.m. Students must enter their classrooms by 7:45 to be considered present. If tardy, adults must sign students in before students proceed to their classrooms. Students bring tardy slips to their teachers. Adults must enter an accurate reason for the tardy or absence through the ident-a-kid system. Any child arriving on a late bus will not be marked tardy.

School Dismissal Procedures

The school day ends at 2:10 p.m.

If you should need to pick up your child early for any reason, please come to the office. The teacher will not release your child without approval from the office. Proper identification is required. Early release must occur before 1:45p.m.

All afternoon transportation changes must be made in writing. Changes cannot be made by email or phone.

Car Riders

All car riders have been issued signs to be displayed in the front windshield. If you do not have your sign, then you will be required to show ID. Please notify staff if you need replacement signs. Please retain signs from year-to-year.

Bus Riders

Riding the school bus is a privilege extended to students that can be taken away anytime for disruptive behavior. All students transported are under the authority of the bus driver.

There are four basic rules that all students are expected to consistently follow:

1. Sit back in your assigned seat.
2. Keep your hands and feet to yourself.
3. Use appropriate language and a quiet voice.
4. Avoid eating, drinking, or chewing gum.

ATTENDANCE

Students are expected to be in school and arrive on time. Upon return from an absence, please send a note to the teacher explaining the reason for the absence. A student must be present for half of the school's regular instructional day in order to be recorded as present for that day. The midpoint of the school day is 11:15am.

Below are valid/lawful excuses for temporary nonattendance:

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunity: When the absence is to take advantage of an extraordinary and valid educational opportunity, such as travel or experience that supports career and college ready skills, requests for excused educational opportunities may be submitted in writing, in advance of the opportunity. The request should include the learning objective of the opportunity and describe how the objective links to coursework or educational development of the student. Such experiences may include cultural exposure or experiences with clear alignment to course content standards for elementary. Approval for such an absence must be granted prior to the absence by the principal. General travel and family vacations will not be excused.
8. Absences related to deployment activities: A student whose parent/legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/legal guardian. [NCGS 115C-407.5, current School Attendance and Student Accounting Manual Article V (E).]

Click [_____](#)

guardian. Excessive tardiness is unacceptable.

EXPECTATIONS

Behavior

We follow school wide expectations and adhere to our #BeKind motto. Eaton Olympians are Responsible, Safe, Respectful, and Kind. Specific behaviors are taught for each area of the school including the cafeteria, classroom, hallways, and bus. If students need help following the rules, they may receive interventions and/or consequences from a teacher, support staff member, or administrator.

Dress Code

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene shall not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

Therefore, the following rules shall be followed:

- No spaghetti strap tops, tube tops, or tank tops are allowed
- Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons
- Clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are not allowed

Click [here](#) for more information about New Hanover County Schools dress code policy.

Homework & Classwork

Successful students are well organized. It is the student's responsibility to come prepared for class with the necessary supplies, homework, and appropriate attitude for learning. Each student needs a quiet, organized area for doing homework, supplemental reading, and studying. Please check your child's folder/binder each evening for homework, returned classwork, and any papers that need to be signed and returned.

<http://www.nhcs.net/policies/series7000/7420.pdf>

Fire and Emergency Drills

When a signal is sounded, follow the directions given in the classroom. Students should line up and leave the building quickly and quietly in an orderly manner. At the end of the drill, students should quickly return to the classrooms by the same route. Visitors should follow the directions of staff and exit the building. In a lockdown, visitors inside the building will follow directions and visitors outside the building should return to their vehicles.

FAMILY INVOLVEMENT

Eaton parents and families are a vital component of the school partnership in educating our students. Parent volunteers help with school events, tutoring, special programs, and as School Improvement representatives. Please join our amazing Parent Teacher Association. If you are interested in volunteering, please call the school or contact one of the officers listed below.

2017-18 PTA Officers:

- ★ President, Beverly Garner
- ★ Vice Presidents, Jill Dollar & Jill Blacher
- ★ Treasurer, Joy Davidson
- ★ Secretary, Katie Hinely

Visitors and Volunteers

Parents are strongly encouraged to visit and volunteer at our school. Upon arrival, visitors and volunteers must check in with the staff in the front office, sign in, and obtain a visitor's sticker. All visitors must wear a sticker at all times and must check out through the office before leaving the school. Volunteers must be 18 years or older. Siblings enrolled in other schools in NHC should not be on the Eaton campus during school hours.

In order to protect instructional time, conferences and classroom visits must be scheduled in advance. Please contact your child's teacher to schedule a conference or classroom visit.

POLICIES & PROCEDURES

Medication

If your child should need medication during the school day, the school nurse must have a completed Physician's Authorization Form. All medication will be kept in the office. District policy prohibits school personnel from dispensing over-the-counter medication to students without a Physician's Authorization Form.

Change of Address or Phone

Please notify the office and your child's teacher if you move or change your phone number during the year. This is extremely important if an emergency arises.

Field Trips

Students will have the opportunity to go on class field trips. These trips are an extension of the classroom. Students must ride on the bus to and from the field trip with their teacher and classmates. Parents are not permitted to take their child home from a field trip unless approved by a school administrator.

Pets

No animals of any kind are permitted on school grounds. This does not include family pets that are in a car during morning drop-off or afternoon pick-up.

Lost and Found

All lost and found items are taken to the Multi-Purpose Room at the end of each day and are readily available for parents and students to look through on a daily basis. Unclaimed items will be donated to a charitable organization at the end of each month.

SERVICES

After School Program

The Eaton After School Program (EASP) is available for all Eaton students; however, there are restrictions on program size. Please call the school office and ask for Paula Binnie for information about this program and/or to be put on a wait list. The program is offered from 2:30 p.m. until 6:00 p.m. on school days.

Cafeteria

Student school breakfast: \$1.35

Student school lunch: \$2.55

Adult meals: a la carte price

Milk: \$0.60

All children will be given the Free and Reduced Lunch Cost form at the beginning of the school year, or it can be requested at any time throughout the school year. A child must qualify each year, and a form is needed for each child in the family. Additional forms are available in the office.

Personal Check Policy

We accept checks with your full name, street address, home phone number, secondary phone number, and driver's license number. If your check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, you authorize electronic representment if your check should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft or electronic funds transfer.