

2017-2018
Stantonsburg Elementary School
Parent/Student Handbook



Mrs. Jenny Hayes, Principal
Mrs. Julie Davis, Secretary/Bookkeeper

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Find us on Facebook or Visit our website at
www.wilsonschoolsnc.net, click on Schools and then Stantonsburg Elementary



Welcome to Stantonsburg Elementary School!

I would like to welcome you to Stantonsburg Elementary School. The faculty, staff and administration are excited about the 2017-2018 school year. We are a 21st century learning environment that provides a challenging and rewarding education for every student. With hard work and dedication, I can assure that you will be successful during your time as a Stantonsburg Star. We are committed to ensuring that all of our students become productive members of society by being accountable to themselves, their family, their school and their community. It is my goal for every child to leave Stantonsburg ready for middle school with a long-term goal to graduate from high school and continue on to college. Every member of our staff is dedicated to helping our learners achieve their academic goals.

For students to truly be successful, a strong partnership is needed with parents or guardians. There are several opportunities for families to be active participants in our school by volunteering, joining our PTO and attending school events. I encourage parents and students to go through the handbook together and discuss the expectations. It is very important that our students and families are committed to helping us have an excellent school year. Please read and follow the guidelines in this handbook to aid in our efforts to obtain a high standard of excellence.

Students, you are the most important people at **Stantonsburg Elementary School**. We hope you will take advantage of the opportunities available here. Please don't hesitate to let me know what I can do to make your time here more successful. I look forward to a wonderful school year!

Educationally Yours,

Jenny Hayes
Principal

Important Dates for 2017-2018

Mark your calendar for the following dates. Our parent workshops, grade level performances, progress reports and report card dates are included. Other dates and events may be added during the school year.

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| September 5 | Title One Annual Meeting and Open House; PTO Meeting @ 6:30 |
| September 26 | Progress Reports sent home for 1st 9 Weeks |
| October 2 | K-5 Academic Parent Night (parent workshop) & PTO Meeting @ 6:30 |
| October 10 | School Pictures |
| November 6 | Report Card Pick Up 3:30-6:30 pm & PTO Meeting @ 6:30 |
| November 16 | Math Curriculum Night (parent workshop) @ 6:30 |
| December 5 | K-5 Performance @ 6:30; Progress Reports sent home for 2nd 9 Weeks |
| January 29 | Report Cards for 2nd Nine Weeks |
| February 5 | PTO Meeting & Reading Curriculum Night (parent workshop) @ 6:30 |
| February 22 | Progress Reports sent home for 3rd 9 weeks |
| March 5 | PTO Meeting & The Amazing Race (parent workshop) @ 6:30 |
| March 20 | K-2 Performance @ 6:30 |
| March 28 | Reports Cards for 3rd 9 weeks |
| April 17 | 3-5 Performance @ 6:30 |
| May 1 | Progress Reports sent home for 4th 9 Weeks |
| June 14 | Report cards for 4th 9 weeks |
| TBA | Field Day & Awards Day |

The ABC's of SES



ACCIDENTS: Parents will be notified of accidents that need medical or immediate attention. You should be certain that the school ALWAYS has a current contact phone number and address for you, PLUS AN EMERGENCY CONTACT number (someone you trust to notify you in case we are unable to reach you and have to contact your emergency contact person instead.)

ADDRESSES AND TELEPHONE NUMBERS: Student addresses and phone numbers should always be kept up-to-date. Notices from the school/teacher will be mailed to the address ON FILE IN THE SCHOOL. Unless you notify us of any changes, what we have on file is what we use. Please furnish the front office with your latest contact address and phone numbers for homework, emergency contact person(s), etc. These numbers should allow the office/teacher to contact you between the hours of 7:30 am and 3:30 pm. Messages, notes, papers to be signed, and progress reports delivered by the student from the school or messages deleted from answering machines causing a parent not to receive a message is a matter between the parent and child - not to be handled by the school, but by the parent. In some cases, the parent/guardian may be required to attend a parent conference before the student may return to school. Where legal guardianship is provided, information will be given to the legal guardian. If one parent does not live within the Stantonsburg school district, messages will be delivered to the address that provides the student the right to attend SES. In the case of joint custody, messages will be sent to the parent with whom the child will spend the night's lodging.

AFTER SCHOOL CARE: Parents of SES students who need after school care should call 399-7714 for an application. The After School Day Care program is operated every day that school is in session and also on Teacher Workdays. Students must be picked up by 6:00 pm. All students who may use After School Day Care will need an application on file with the After School Care Office at Central Office.

ARRIVAL TIME: Our building is open at 7:30 am daily. Students should not arrive prior to 7:30 am. SES staff members are on duty beginning at 7:30 am to supervise students who must be dropped off prior to 7:55 am. All students who arrive between 7:30 am and 7:45 am should report to the cafeteria. Be mindful that the

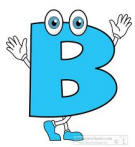
tardy bell rings at 7:55 am and students need to be in their classrooms by that time. Our teachers are using their early time at school to prepare for the day. Please give them that time, uninterrupted, so that they can prepare for your students unless you have a scheduled conference with them. Only SES staff will be permitted in the building prior to 7:30.

ASSESSMENTS: Students will take classroom assessments to assure they are progressing towards meeting their goals. Assessments may be formative or summative. All students will take common assessments throughout the year.

ATTENDANCE: All students are expected to attend school daily unless they are ill. A WRITTEN NOTE EXPLAINING THE ABSENCE IS REQUIRED when the child returns to school. Students who accumulate repeated tardies (6 tardies or more) might be asked to provide evidence of a doctor's appt. or other medical reason for being tardy or leaving early. For excessive tardies/early pick-ups, the problem may be turned over to the school's social worker. The social worker will be asked to investigate and help the child/family develop a plan to get the child to school on time or a plan to ensure the student remains in school for the entire instructional day.

Being on time is a learned behavior. We therefore ask that students be on time and that you, as a parent/guardian, help your child learn the importance of punctuality. Tardiness interrupts the students' instructional time - as does an early pick-up. Other students' instruction is interrupted, too. **For the purpose of attendance, early checkouts are coded as tardies.**

AUDITORIUM MANNERS: Students and visitors are expected to behave in an orderly manner and pay attention to programs when we assemble as a group in the auditorium. All cell phones should be silenced. If you must leave before the program is over, use the doors located in the back of the auditorium.



BALLOONS: Balloons, flowers, and other similar gift items for students should not be delivered or brought to school. Such items create distractions and interrupt instruction and they are not allowed on buses. Due to safety, this practice is discouraged.

BATHROOMS: Every effort will be made to make sure that students have the opportunity to use the bathroom when needed. However, students should not be in the bathrooms unless they have permission or it is a scheduled break. Teachers have bathroom breaks scheduled every 90 to 120 minutes. Students may be asked to wait to go to the bathroom if it is close to break time. Students will never be refused the opportunity to go to the bathroom. If a student's request to go to the bathroom is frequent and appears to be a physical problem or a bad habit, the student will be referred to the counselor. The counselor may want to talk with the parent or request a doctor's note stating that a medical problem exists. Please let

us know of problems that may exist by sending a doctor's note as soon as possible to the counselor so that all concerned teachers might be alerted.

BEGINNING OF THE YEAR: At the beginning of the school year we understand the need for parents to accompany their student(s) to the classroom, especially those parents whose child/ren have not attended school before. We want your child - our student - to feel secure and comfortable while at SES; however, we feel you should encourage your child to go to the classroom unassisted to build independence.

BOOK BAGS: Parents should supervise their children in packing their book bags. Only necessary items for school should be in the bags - NO TOYS, UNESSENTIAL ITEMS LIKE PLAYING CARDS, HAND-HELD COMPUTER GAMES, ELECTRONICS, FIDGET SPINNERS, ETC. Items should be limited to materials needed for school (books, pencils, pens, paper, assignments, etc.) Students do not need to carry their backpacks to lunch or to the playground. Book bags may be moved from one classroom to another during the day.

ROLLING BOOKBAGS OR BOOKBAGS WITH WHEELS WILL NOT BE ALLOWED. ALL STUDENTS ARE ASKED TO CARRY THEIR BOOK BAGS FOR SAFETY REASONS.

Students who ride the bus must hold their book bags in their laps. Book bags with or without wheels cannot be set in the aisle of the bus. Many students cannot pick up their bags with wheels in order to get it onto the bus, much less onto their laps. **UNDER NO CIRCUMSTANCES SHOULD A SUITCASE ON WHEELS BE BROUGHT TO SCHOOL.** They are much larger/heavier than book bags with wheels and could possibly injure small students or injure sandal-footed students.

BOOK FAIR: The PTO will, again, sponsor a book fair this year. This is a great opportunity to buy books for your children AND to help the PTO raise funds to purchase additional library books. Volunteers will be needed for this event.

BOOKS: Students are expected to show respect for textbooks and library books. When books are damaged or lost, they must be paid for in a timely manner. Students and parents are held responsible for all books assigned, loaned, or checked out of the library or classroom. It is possible that parents may be asked to pick up their child's report card so that damaged or lost books may be paid for at that time.

BREAKFAST: WCS will provide all elementary school students with free breakfast. Breakfast will be served in the classroom for all SES students beginning at 7:45 and ending at 8:00. Students must arrive to class prior to the tardy bell at 7:55 to receive breakfast. Elementary school parents will not have to complete a free/reduced meal application.

BUS: School bus transportation is a **privilege - not a right** - and may be withdrawn for inappropriate behavior while waiting to board, disembarking from, or while on, the bus. Students may ride the bus only if they are assigned by the school system to ride that particular bus. Emergency requests to ride a bus cannot

be granted or allowed due to insurance coverage guidelines. Students who do not ride the bus at least one day per week will be removed from the assigned bus list. A new request must be made in order to reassign a student to a bus - and this may take several days to process. If your child normally arrives on a bus in the morning then he/she will ride the bus home UNLESS THE BUS DRIVER AND TEACHER ARE NOTIFIED IN WRITING THAT THE CHILD WILL NOT BE RIDING THE BUS THAT AFTERNOON. If transportation plans change, please write a note and send it with your child to school. **Phone calls to change a student's transportation will not be accepted.** All students are expected to be at the bus stop when the bus arrives. The bus driver has been trained not to wait for students.



CAR RIDERS: Students may be dropped off beginning at 7:30. Staff members will greet students each morning and assist with helping them unload. During morning drop off, staff members are outside to assist your child getting out of the car. Our goal is to unload five to six cars at one time. For this to happen we need you to pull all the way up to the first person. Please do not stop at the front entrance of the school if there is space ahead. Your child needs to be ready to exit the vehicle when they are at the drop off zone. If you park and walk your child in, you will not be able to cross until all cars have stopped to unload. Be mindful that the tardy bell rings at 7:55 and students need to be in their classroom.

Car riders will dismiss at the front entrance of the school. We will have staff members available to load students in cars. If your child is a car rider, we ask that you do not park and walk up to pick up your child, but wait in the car line. This is to ensure the safety of all students during this very busy time at school. Students will come to the car when they are called. If your child is a car rider, you must come through the car line. No walk ups from the school parking lot and car line will be allowed. Please stay in your vehicle. No pickups can be made by walking up to the school from the street. Every car rider will load in front of the school. It is also important to make sure that the person who is picking up your child is listed on their contact information located in the office as well as on the teacher's contact list. If someone different needs to pick up your child, a note must be sent to the teacher with this change. .

CHANGE OF ADDRESS/TELEPHONE: We cannot stress enough the importance of keeping your telephone number and address up to date. Notify the office immediately if you move or change your home, work, or cellular phone numbers during the year. Also, please provide the office with the contact number and address of a trusted friend or relative we may contact in case of emergencies, or who will know how to reach you at all times. **Parents who cannot be reached may expect messages from this emergency contact about a sick child, school problems, homework, discipline and attendance problems.** Please make sure this person is trustworthy and will deliver messages to you, the parent/guardian. This may be the only way to contact you in an emergency so please make sure that you update this

information if it changes. Children get very anxious during emergencies if their parents cannot be reached. Parents or guardians who have not provided numbers/addresses or an emergency contact person who can be reached between 7:30am and 3:30pm will be contacted by a social worker to update this information.

CHECK-IN AND CHECKOUT: Students who arrive after the 7:55 bell are expected to sign in at the office. Parents are responsible for signing their child in after the 7:55 tardy bell. PLEASE DO NOT CHECK-OUT YOUR CHILD AFTER 2:30pm UNLESS IT IS AN EMERGENCY. Students arriving late or departing early cause interruptions of instructional time. Parents are strongly encouraged to make appointments outside school hours and on student holidays so that their child will be in school all day. If a child needs to leave early, a note must be sent to the teacher who will notify the office. All students must be signed out in the office. Students who arrive after 11:30 or leave before 11:30 are counted as absent, regardless of the reason. All early checkouts are counted as tardies.

COMMUNICATION: It is important to communicate with your child on a daily basis. Your child's teacher or the office may send notes home to be read/signed and returned through the student's agenda. Please check your child's agenda daily. This is where teachers and parents can communicate with each other. Remember, communicating with and on behalf of your child is just one way to express your love for that child. Parents/guardians are expected to look at the information sent home and respond if needed.



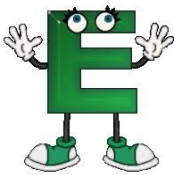
DEPARTURE TIME: School is dismissed at 3:00pm. Students should not leave before that time. We have several adults on duty in the front of the school and in the bus parking lot each afternoon. Parents are expected to stay in their vehicles and proceed through the car line. Please proceed with caution when traveling through the car line in order to avoid accidents or near accidents. Parents are not allowed to pick their child up in the bus parking lot, or to park across the street and walk up to the car rider area to receive your child.

DISMISSAL DURING INCLEMENT WEATHER: Dismissal during inclement weather can be hectic. Please ask your child to follow the instructions given to them by any SES staff member. We ask that you not enter the building while we are trying to get students out since we are trying to dismiss students in an orderly manner. Students will be allowed to stay in the hallways out of the weather until their ride picks them up. Teachers will stay with them until all students are safely on their way home.

DISCIPLINE: Students are expected to follow the discipline rules in their classrooms, on buses, on the playgrounds and school-wide. We will not allow a student to steal precious instructional time from his/her peers or to prevent others from having opportunities for learning. Students who interrupt instruction

or are disruptive anywhere in or on school property may be disciplined, including the use of suspension.

DRESS CODE: Students should wear clothing that is appropriate for school. Rooms are air conditioned, so keep this in mind when your child dresses for school. Clothing should cover the body, including the midriff. Clothing should not be worn which would allow undergarments to be seen. Inflammatory, violent, or racist items printed on shirts will not be allowed. No pants shall be worn below the waist-line and shirt tails should be tucked if they are too long. Shorts and pants that hang low at the waist are not allowed. Shorts, skirts, and skorts must be long enough that the tip of the index finger should rest against material when standing straight up. If your child's clothing is not appropriate, the parent will be contacted to bring a change of clothing, or pick up the child. Prevention is the key here. Know what your child is wearing before he/she leaves for school in the morning.



EXPECTATIONS: We have high expectations for all our students. We expect them to be on time, to stay all day, to be attentive and to be cooperative, to complete all assignments, to use good manners, to respect everyone and to do their best work every day. We expect parents to support us, to ask questions rather than make assumptions, to assist their child with homework and to encourage their child to put forth his/her best effort daily. One strategy is to check homework every night. Students should read or be read to nightly. We expect our teachers to be prepared each day to teach. We do not believe all teaching is done in the classroom and encourage teachers and staff to use every teachable moment to help students learn. We expect our staff to help students become academically, physically, and emotionally prepared for their future.



FIELD DAY: Field Day offers students an opportunity to participate in activities that will enhance their athletic skills. They compete against themselves at a variety of activity stations. We hope you will plan to join in the fun that day as a station volunteer.

FIELD TRIPS: Teachers plan instructionally sound field trips for students. **Any student who does not have a signed permission form will not be permitted to leave campus for field trips.** The teacher will properly receipt all fees and charges for field trips paid by the student/parent. Students who exhibit poor behavior while in school may not be allowed to participate in field trips unless accompanied by a parent or guardian. Money for field trips will not be refunded unless the school has to cancel the trip. You should keep your original receipt in case the school has to submit a refund in the event of a cancelled trip.

FIRE DRILLS: A fire drill is held each month school is in session. When the alarm sounds students are expected to line up quietly at their classroom door. They then walk single file, quickly and quietly, to their designated exit with their teacher.

FOLLOW: on Facebook and Twitter



GRADES:

K-2 GRADES: (M, S, N, U) At the K-2 level students receive a **M** when they have mastered a skill on grade level, a **S** when they are meeting the grade level expectations, a **N** when they need to improve in a certain skill area and a **U** means the student is not meeting the standards that will be necessary to be promoted to the next grade level.

3-5 GRADES: Grades at this level are A, B, C, D, and F. These grades are based on the countywide grading system. An A is Excellent work, 90-100 points; a B is Above Average, 80-89 points; a C is Average, 70-79 points; a D is Below Average, 60-69 points; an F is unsatisfactory with points 59 and lower. A "D" indicates the student may be close to making a failing grade and should work harder. It is not sufficient just to pass. An "F" is a failing grade and indicates unsatisfactory schoolwork and the student must improve significantly in order to pass or be promoted to the next grade. Parents should request a conference with the teacher when students make an "F" in order to see what things the students need to do to improve grades and the likelihood of being promoted.

According to WCS Board Policy 5520, assignments are weighted the following:

Test/Projects - 50%

Quizzes/Classwork - 45%

Homework - 5%



HAZARDOUS WEATHER: Through the Blackboard Connect System, parents will be notified of any school schedule changes due to inclement weather. Information will also be posted on WCS website and Social Media. SES will post to social media as well. TV stations will also share if school is closed or delayed. Make-up days will be announced by the district once students return to school. Please do not call the main school number for this information as it ties up the lines and prevents calls from weather services or the superintendent.

HOMEWORK: SES teachers follow WCS Board Policy, 5510, pertaining to homework. Students in grades K-2 will have no more than 30 minutes of nightly

homework. Students in grade 3-5 will have no more than 45 minutes of nightly homework. Our teachers use sound judgement in determining the amount of homework assigned each night.

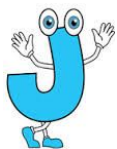
Every student in grades K-5 should read or be read to EVERY NIGHT, including weekends. YOUR TIME IS THE BEST GIFT YOU CAN GIVE YOUR CHILD. Reading is a wonderful way to share time and improve your student's academic skills.



IDENTIFICATION: Due to the nature of the world today and our concern for the safety of all our students, please do not be offended if we require identification in order for you to pick up a student. Our concern is the safety and well being of your child, our student. Signing in and wearing a visitor's pass helps assure students that they are safe at school. Your child may know you, but others may not. Teachers, staff, and students have been asked to report anyone in the building who does not have a visitor or volunteer badge visible. All visitors and volunteers must sign in through the front office prior to entering the hallway.

IMMUNIZATIONS: Every student entering Kindergarten and those in the first through fifth grade must have a current immunization record and a health assessment on file in the office within 30 calendar days from the first day of school. Failure to do so may lead to suspension or expulsion from school. Students who enroll after that date have 30 days from the date they enrolled in the Wilson County Schools system to furnish proof of immunizations or the student will not be allowed to return to school until such proof is provided. If you do not know what immunizations are required, please contact the Wilson County Health Department or our school counselor.

INSTRUCTIONAL TIME: Instructional time is a very valuable resource for our students. Using the intercom or going to the door of classes to get students before the school day is over is a waste of valuable instructional time. **EVEN 5 MINUTES A DAY BY ONE PARENT ROBS ALL STUDENTS IN THAT CLASSROOM OF 15 HOURS OF INSTRUCTION TIME PER YEAR.** That is similar to being absent for 3 days. Multiply that by 3 or 4 parents and students have lost more than a week of precious instructional time.



JUMP ROPE FOR HEART: Our PE teacher will be conducting this fun activity that helps the American Heart Association during the month of February.



KINDERGARTEN: The beginning of a great adventure starts in Kindergarten. This time can be the most exciting time in a child's early years. This time is one of the building blocks of a sound foundation for his/her education. Kindergarten students should be encouraged to be independent, finding their way to their classroom and to the front door. Kindergarten students will be brought to the front door by their teacher to greet parents at the normal release time of 3:00pm. PLEASE TEACH YOUR CHILD HIS FULL NAME, PARENT'S FULL NAME, STREET ADDRESS, TELEPHONE NUMBER AND WHERE THE PARENTS WORK. This is just not for school purposes, but it is essential information that all children should know by the time they are 4 years of age for safety purposes. If you and your child are ever separated, you will be glad the child knows this information.

Help us make this a special year for all our children. Let them do as much as possible on their own. We teach responsibility by allowing students to be responsible. We encourage you to come to school to eat lunch with your child. Please remember to sign in at the front office.

KINDERGARTEN ASSESSMENT - MEDICAL: A kindergarten medical assessment is required for all students entering kindergarten. Forms are available at medical doctors' offices throughout the county. Students not completing the medical assessment will not be allowed to attend school until the assessment has been completed. If you have any questions or problems getting this assessment done, please get in touch with the counselor at the school who will be glad to assist you.



LOST AND FOUND: Please be sure to mark your child's clothing with his/her name so that it can be returned when found. Items not marked/identified are placed in the lost and found area in the front office. Unclaimed clothing will be taken to the Salvation Army periodically.

LUNCH: All elementary students will receive free lunch this school year. Lunch will be served in the cafeteria and parents/guardians are always welcome to dine with their child. Students may purchase additional items.

If students bring their lunch, they may buy milk as they walk through the lunch line. NO CANNED, CARBONATED, OR BOTTLED SODA-TYPE DRINKS should be sent to school since these tend to be dangerous when shaken or at the very least messy when opened after being shaken. We invite you to eat lunch with your child at any time. Lunch is scheduled according to classrooms. Be sure to ask the teacher when your child's lunch time is so that you can be on time to eat with him/her.

LUNCHROOM BEHAVIOR: We encourage our students to use good manners and behavior while in the lunchroom. Either their teacher or an assistant supervises them. If they have problems in the lunchroom, they should first report any problems to the adult supervising them at that time. See PBIS Matrix at the end for rules and procedures.



MEDICATION: School personnel may not administer medication without the written instructions and a completed medication form signed by the doctor prescribing the medication and the parent/guardian.

School personnel may not apply any treatment beyond first aid. Prescription medications must be brought to the school by the student's parent/guardian in a pharmacy labeled bottle that contains instructions on how to administer, how often, and in what dosage. Most pharmacists are aware of this and if asked will split the prescription into two bottles so that one can be brought to school and be properly administered. Bottles containing any type of medicine should be given to the teacher. Over the counter medications must be in the original container and will be administered according to the physician's and parent's written instruction. Students should not bring medication to school.

MISSION: The staff and community of SES believe that learning is a shared, nurturing experience between a child and those who touch his/her life. Our mission is to help students become independent thinkers and doers, to provide successful experiences which encourage each student to achieve his or her highest potential, to instill worthwhile values which create responsible citizens, and to prepare students for challenges in today's technological world.

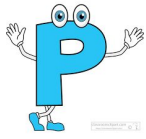


NOTIFICATION SYSTEM: Blackboard Connect is a notification system used by SES and WCS to contact parents/guardians through phone calls and email. It is extremely important that you keep your phone numbers and email address up-to-date in the office so that the notification system will be able to reach you via phone and/or email with any announcements regarding the school or school system.



OFFICE: Our office is located to the right of the main entrance. All parents, PTO officers and members, grandparents, spouses, children, and visitors/volunteers are expected to sign in and receive a visitor's badge. Mrs. Davis, our school secretary,

will be happy to help you. She can also help give you directions to all parts of our building as well as check the schedule to see if children are in their regular classrooms. Messages are delivered to teachers, teacher assistants and other support staff members during non-instructional periods so that they may return telephone calls. This is to minimize disruption of instructional time.



PARENT PORTAL: Parent Portal gives parents and students access to real-time information that includes attendance, grades, and assignment descriptions for students in grades 3-12. Everyone stays connected. Information for signing up for parent portal will be available at our open house. You may also contact our data manager, Carolyn Pender, to get the information. Single Sign-On (SSO), will allow parents to select their own username and password. In addition, for families with additional students, it allows for the centralization of all accounts.

PARENTS/FAMILY: The most important part of any student's success is the family. Help us help you; ask when you have a question. Volunteer or visit for lunch when you can.

PARENT TEACHER ORGANIZATION (P.T.O.): We are very proud of our Parent Teacher Organization and the support that it has provided in the past years. It is very important that you attend the meetings and become actively involved. Joining the PTO is simple, just attend a PTO meeting and you may join at that time.

PERFECT ATTENDANCE: Perfect attendance awards are given at SES. Students are eligible for the year end award **ONLY IF THEY HAVE NO ABSENCES, NO TARDIES, AND NO EARLY DISMISSALS**. Students must be in attendance every day for a full day in order to be eligible for the Perfect Attendance Award.

PARTIES: We have school wide classroom parties/snacks during the school year. Your child's teacher will contact you with information prior to any parties. If you wish to bring cupcakes and juice boxes for your child's birthday then you will need to contact your child's teacher with a written note in your child's agenda prior to the date. All food brought in must be purchased from a store.

PHONE USE: The telephones are for teachers and staff to make necessary school related business calls. Students should be aware of how they are getting home in the afternoon prior to leaving for school in the morning. They should not be expected to call during the day to obtain this information. Students should be prepared to come to school. That means they should have books, homework, lunch or lunch money, etc. all organized the night before so that it will not be necessary to use the phone after they have arrived at school. In addition, students should be taught their phone number, parents/guardians' names, where they work or go to school, and their addresses by the time they reach kindergarten age.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS): PBIS is a general approach to preventing problem behaviors and implementing researched based practices to maximize academic and social behavior and outcomes for students. School-wide expectations will be posted within the classrooms. We will celebrate the children who show wonderful behaviors for each quarter.

PROFICIENCY EXPECTATIONS: Students in all grades will be expected to meet the proficiency standard for their grade level. Parents, students, and teachers will be asked to sign a Memorandum of Understanding agreeing to all work together in the teaching and learning process. Please ask your child's teacher or the counselor about the proficiency expectations if you do not understand them. Please review the section on instructional time, homework, grades, and attendance. We will do our best with you on our team to make sure every student does the very best to reach the proficiency standards.



QUESTIONS: If you have any questions about your child's progress or his/her educational experiences please feel free to ask the teachers. The SES Staff members are happy to answer any questions you may have. Mrs. Hayes and our office staff are happy to meet with you about ideas and suggestions for improving OUR school.



REFRESHMENTS: If you would like to provide a small amount of store bought refreshments for your child's class on his/her birthday, you may do so (cupcakes, cookies). Refreshments may only be served after 1:30pm, according to Federal School Lunch Guidelines. Please check with your child's teacher before bringing or sending any snacks for the class so that the teacher can help plan a time for students to enjoy the refreshments.

RENAISSANCE: Many parents are aware of the recognition that comes with making good grades. At SES, we have The Principal's List for students making all A's or M's and the **Honor Roll** for students making A's and B's only or all S's and M's. Students who greatly improve will receive the **Shooting Star Award**. Our **Renaissance Celebrations** occur every nine weeks, with the students being treated to a reception/party/event. The criteria for Renaissance are as follows:

Attendance: No more than 6 absences and tardies combined. (Early checkouts are considered tardies, too);

Behavior: No behavior referrals (office or bus);

Academics: Reading and Math on grade level on K-2 report card; All A's/B's on 3-5 report card.

Students must meet all 3 requirements to attend Renaissance celebrations or events.

REPORT CARDS: Report cards are issued every nine weeks. Please read all information included with the report card and review the report card. Please sign and return the report card envelope the next day. If the student does not bring the report card home on the date given, please call the school to find out why the student does not have a report card. Report card dates are listed on the school calendar.



SAFETY: We are always concerned about the safety and well being of our students. **Always enter through the front door located on the Main Street side of the building.** To enter the building you will need to use the buzz in system. You will need to press the silver triangle mounted on the side of the building and be prepared to share your name and reason for your visit. All guests and visitors must stop by the front office, sign in and secure a visitor or volunteer's pass before going further in the building. **SES values instructional time. Visitors will not be allowed to visit classrooms at any time without prior approval from administration and classroom teacher.** This is to ensure the safety of all our students. If you need to speak with your child's teacher, we will gladly schedule a conference in order not to disrupt instruction. When signing in, parents must indicate where they are going on the visitor's slip and wait for your child's teacher to be contacted if it is for a conference. The teacher will come to the office to escort you to the classroom and back to the office at the end of the conference. If you are eating lunch with your child, a visitor's pass is still required and you can only go to the cafeteria. When lunch is over, visitors can not accompany their student back to the classroom, but instead must come back to the office to sign out through our check in and out computer system.

When asking another person to pick up your child from school, please send a written note with this person. This person should be listed on the student identification sheet you complete at the beginning of the year. **Ask the person to be ready to show identification to us upon arriving and requesting the child.** **PLEASE DO NOT ASK FOR YOUR CHILD TO BE CALLED TO CHECK OUT AFTER 2:30PM UNLESS IT IS AN EMERGENCY!** Dismissal time can be confusing and we want to be sure every child gets home safely. If classrooms are interrupted during this time to release children early, the interruptions often result in children being left by a bus. Early release of children interferes with keeping everyone on schedule for their departure places and times.

SMART COOKIES: An event hosted by our superintendent, Dr. Lane Mills, to recognize the class of our school's Teacher of the Year.

SNACK TIME: Each individual teacher decides if and when her class will observe a snack time. This is partially determined by the time students eat breakfast and the time they eat lunch. The teacher will notify you about rules regarding snacks. Parents are encouraged to send nutritious snacks if their child will be observing a snack time.

S.T.A.R.S: STARS is our school motto. We are reaching for the STARS with **Successful Talented Achieving Responsible Students!**

S.T.E.M. DAY: STEM DAY is an exciting Engineering event where students and staff have the opportunity to learn about different facets of the engineering world. Students engage in hands-on activities to complete a task using The Engineering Design Process (Ask, Imagine, Plan, Create, Improve). Our goal is to expose students to many different types of engineering and to show how engineering impacts the world around us. If you like you can add that we need parent and community volunteers for this.

STUDENT WORK FOLDER: Each student will receive a folder that will be sent home each week during the school year. Parents/guardians are expected to view the content within the folder and sign and return information. After reviewing the content, sign the back indicating that you saw and responded to the information.



TEAM: It takes every member of the team to make a positive difference in a child's education. Parents, teachers, students, counselors, staff, administration, and members of our community are a part of our team. At SES our focus will always be on what is best for the student's mental, academic, emotional, and physical well-being. We must all be sure we're doing our part. When there are conflicts, all should be ready to discuss strategies that can be put in place to resolve the problem or at least be able to understand the problem. As role models, we must remember to take time to talk about things that will benefit our students.

TRANSPORTATION CHANGES: Transportation changes over the telephone are discouraged. We encourage you to send a note to school concerning changes.



UTMOST: Every student at SES is of utmost importance. Our faculty and staff will make every effort to insure his/her success. Please help us reach our goals. Help us foster future leaders by making our students your utmost priority.



VISION: We hold high expectations for EVERY CHILD, regardless of his/her race, gender or socio-economic background. We will offer the most conducive learning environment for each of our students. We will strive to help each of them reach these high expectations because every one of them are worth all the effort we can provide.

VISITORS: Volunteers, parents, aunts, uncles, brothers, sisters from another school, grandparents, EVERYONE visiting our school must first check in at the office and pick up a visitor's badge. All persons entering the building should enter by the front door. **SES values instructional time. Visitors will not be allowed to visit classrooms at any time without prior approval from administration and classroom teacher.** This is to ensure the safety of all our students. If you need to speak with your child's teacher we will gladly schedule a conference in order not to disrupt instruction. When signing in parents must indicate where they are going on the visitor's slip and wait for your child's teacher to be contacted if it is for a conference. The teacher will come to the office to escort you to the classroom and back to the office at the end of the conference. If you are eating lunch with your child a visitor's pass is still required and you can only go to the cafeteria. When lunch is over, visitors can not accompany their student back to the classroom, but instead must come back to the office to sign out of our check in and out computer system.

VOLUNTEERS: A new automated volunteer management program called Volunteer Tracker was implemented in Wilson County Schools the 2015-2016 school year. Volunteers are able to select schools where they wish to serve. Volunteers are also able to identify activities that they would like to participate in when volunteering. You are able to log the number of hours that you serve as a volunteer. Volunteers spend an overwhelming number of hours volunteering in the schools. Using the Log My Time feature in Volunteer Tracker, you will be amazed at the number of hours that you contribute to schools. Even though you may have been volunteering for years in Wilson County Schools, we want you to register in the Wilson County Schools Volunteer Tracker! Let's get registered today! Volunteers can complete a volunteer application by following the link below:

<https://appgarden6.app-garden.com/VolTrackNC980.nsf>

The first time you access the system you will need to click on the registration link to register your email address and create a password. You will receive an email confirming your email address. Then, go to your email and click on the link in the email to access the registration page. Once the application is submitted, you will receive an email that the application is submitted. Background checks will be initiated if needed based on the activity level selected. An email will notify the volunteers when they are approved. You only have to register once every 3 years. Thank you for volunteering in Wilson County Schools! Your contributions are invaluable!

VALUABLES: Large amounts of money, cards, electronic equipment/ games or valuables should not be brought to school or on field trips. One major problem usually arises when students allow someone else to hold a valuable item (toy, jewelry, money, electronic devices). If there is a problem with an item that should not be at school in the first place, the item will be held in the office for a parent to pick up at the end of the day or year. Although school personnel try to prevent losses, they are not responsible for student's' personal property.



WEB PAGE: SES has a web page. Check us out! You will find names of teachers, staff members, school activities listed, picture events, field days, and examples of student work. We will continue to maintain a parent resource page to help with reading and math. You may find us by clicking on www.wilsonschoolsnc.net. This will direct you to the Wilson County Schools website. Go to the tab for Schools and click on Stantonsburg Elementary School.

WHAT TO LEAVE AT HOME: Any item not needed for school/class should be left at home (i.e. cards, toys, electronic devices, iPods, balls, fidget spinners, etc.). **ITEMS SUCH AS MATCHES, SHARP OBJECTS, LIGHTERS, FIREWORKS, FIREARMS (or ANY LIKENESS OF A FIREARM, INCLUDING WATER PISTOLS), tobacco products, alcohol and illegal drugs are ALL BANNED FROM THE SCHOOL'S CAMPUS AND VIOLATE STATE AND LOCAL LAWS.** Possession of any of these will result in an automatic suspension with the possibility of long-term suspension.

WITHDRAWALS: Please notify your child's teacher and the office if you plan to move or change schools. We need to know one day in advance in order to prepare the progress report and transfer slip. All textbooks and library books must be accounted for or paid for before withdrawing your child. If you are moving outside of the county or state, please be prepared to give us the name and address of the school to which we will be sending the student's records. School records are sent from SES when the school to which the student has transferred requests them.

WIRELESS COMMUNICATION DEVICES: Your child may have a cell phone at school. However they must follow WCS Board Policy while on campus. The device must remain off and in their book bag all day (out of sight/out of mind). If your child's device rings or disrupts class, the following will occur: The first offense, the teacher will take it for the rest of the school day and return it to the student at the end of the day. The parent/guardian will be contacted. The second offense, the teacher will refer the student to the office and the parent/guardian will have to meet with administration to pick the phone up. The third offense will result in

the student receiving an office referral and the phone being taken by administration for the rest of the school year. The phone will be returned on the last day when the parent/guardian comes to pick it up. According to WCS Board Policy SES is not liable for any lost or stolen Wireless Communication Device.



X: marks the spot, the spot your child should be in every day in his/her classroom ready to learn at 7:55 am. Please make every effort to be sure students are in attendance daily and that he/she arrives before the 7:55 bell and remains until the 3:00 bell.



YOU: Your encouragement and support are essential for your child's success in school. Be involved in your child's school life by volunteering, by participating in activities for students, and by attending conferences with teachers or administration when needed.



ZZZZZZZ'S: Make sure your child gets plenty of rest each night. A well-rested child is more alert, ready to learn and less likely to disrupt class than one who is tired and grouchy.

WCS Board Policies

(for additional Board Policies please visit wilsonschoolsnc.net)

Policy Code: 6000 Attendance

Attendance in school is central to educational achievement and school success. Attendance and participation in class form an integral part of the teaching-learning process, and thereby may be part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

6000.1 Teachers shall maintain accurate attendance records, both daily and by class where appropriate.

6000.2 Principals shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law.

The principal or his designee shall notify the parent, guardian, or custodian after the child has accumulated three (3) unexcused absences (as defined in Policy [6111](#)) in a school year.

After not more than six (6) unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under Policy [6110](#). Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker in accordance with [N.C. Gen. Stat. § 115C-381](#) and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has not, he shall notify the district attorney. If he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under [N.C. Gen. Stat. § 7A-561](#) that the child is habitually absent from school without a valid excuse.

6000.3 All classroom activities are important, and difficult if not impossible to replace if missed. School-related activities as outlined below, however, shall not be counted as absences from either class or school. It is the intention of the Board of Education that classes missed for such reasons be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. Assignments missed for these reasons shall be completed by students, and are due on the day the student returns to class, unless granted additional time by the classroom teacher.

- a. Field trips sponsored by the school
- b. School-initiated and scheduled activities
- c. Athletic events requiring early dismissal from school
- d. Governor or legislative pages
- e. In-school suspension
- f. Participation in a job-shadow, Career and Technical Education student organization, or other work-based opportunity, as described in [G.S. 115C-47\(34a\)](#).

6000.4 Students in grades 1-5 must be in attendance for 85 percent of the days enrolled and students in grades 6-8 must be in attendance 90 percent of the days enrolled to be promoted

to the next grade. Students in Grades 1-8 who are not present for the required number of days during the school year shall be retained unless a waiver or modification of the consequences is granted pursuant to section [6000.9](#).

6000.5 Students in Grades 9-12 must be present in class for 90 percent of the days enrolled. If the minimum attendance requirement is not satisfied, the student shall not receive academic credit for the course, and no numerical grade shall be recorded for the course or applied toward the student's grade point average.

6000.6 Students in Grades 9-12 may make up a maximum of five (5) absences per semester course, and a maximum of ten (10) absences in a yearlong course. Absences may be made up during noninstructional time on an hour for hour basis. Make-up time must begin no later than five (5) days after returning to school following the absence, and must be completed within the grading period in which the absence occurred unless an exception is approved by the principal.

6000.7 Students in Kindergarten who are absent more than thirty (30) days during a year shall be referred to an interdisciplinary attendance committee which shall recommend whether the student should be considered for retention. The committee will review any additional educational experiences that the child might have received during the absences as it makes its recommendations.

6000.8 The responsibility for satisfying attendance requirements rests with students and their parents or legal guardians. In order to help students meet the attendance requirements, teachers shall notify the principal when student absences, either from homeroom or an individual class, reach four (4) in a semester or eight (8) in a year in Grades 9-12, or fifteen (15) in a year in Grades K-8. The principal shall in turn notify parents or guardians of the absences in writing. The notice to parents or guardians shall include a warning of the possible consequences of additional absences and/or a copy of this policy. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to grade retention. Any failure by teachers or principals to provide notice of absences in accordance with this section shall not excuse any absences and shall not justify waiver or modification of the consequences for excessive absences.

6000.9 In the event a student receives no credit or is retained because of excessive absences under this policy, the student and his parents or legal guardians may request a waiver or modification of the consequences. A request for waiver or modification shall be submitted in writing to the principal no later than five (5) days after either the notification of the consequences or the end of the applicable semester in high school or at the end of the school year in elementary or middle schools, whichever is earlier. The written request must describe the reasons for the requested waiver or modification and appropriate documentation. Requests will be considered only for the reasons which are extraordinary and compelling. In the event of a written request for waiver or modification, the principal shall appoint an interdisciplinary attendance committee to advise the principal whether the student's particular circumstances justify the waiver or modification of the no-credit or retention provisions of this policy. The principal shall notify the student and his parents or legal guardians concerning the time and place of a hearing before the interdisciplinary committee and shall indicate that their presence is required. The principal shall have the authority to waive or modify the no-credit or retention provision of the policy, before or after the hearing by the committee.

Legal Reference: [G.S. 115C-47, -378 to -383](#)

Adopted: August 4, 1995; Revised: July 15, 1996; Revised: December 16, 1996; Revised: February 15, 2010; Revised: August 22, 2011; Revised: August 22, 2011

Policy Code: 6103 Absences

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the principal or his designee a note signed by the parent or guardian citing the reason for such absence or tardiness. A principal may require any additional documentation deemed necessary to verify an absence or tardiness.

Such notes shall be presented within two days of the student's return to school. Failure to comply will result in the absence or tardiness being recorded as unexcused, as provided in Policy 6111.

Legal Reference: [G.S. 115C-47](#), [-288](#), [-378 to -381](#)

Adopted: August 4, 1995

Policy Code: 6110 Excused Absences

6110.1 Valid conditions for excused absences are:

- A. Illness or injury which makes the student physically unable to attend school.
- B. Isolation ordered by the State Board of Health.
- C. Death in the immediate family.
- D. Emergency medical or dental appointment or such an appointment which has been approved in advance by the principal.
- E. Participation as a party, or under subpoena as a witness, in a court proceeding, or before an administrative tribunal.
- F. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal.
- G. Participation in a valid educational opportunity, such as travel, with prior approval by the principal. Within five days after returning to the school setting, the student shall present to the principal for his approval a log of activities and a written report explaining what insight or perspective the student gained by this trip.

6110.2 In the event of an absence, a student shall be required to make up work without receiving penalties to their marks or grades.

6110.3 The responsibility for securing and arranging for make-up work rests with the student in grades 9-12. Students in grades K-8 will have make-up work arranged at the direction of the teacher.

6110.4 Make-up work shall be assigned at the convenience of the teacher, and may be specific material missed by the student, or may be of a reinforcement or enrichment nature.

6110.5 Regardless of whether the absence is excused or unexcused, students must begin making up class work within five (5) school days. Absences occurring at the end of a grading period and prior to an opportunity to perform make-up work will result in a grade of "Incomplete" until an opportunity has been provided for such make-up work.

Legal Reference: [G.S. 115C-47](#), [-307](#), [-378 to -381](#)

Revised: November 21, 2011

Policy Code: 6111 Unexcused Absences

Any absence not meeting the requirements of an excused absence shall be an unexcused absence. This includes, but is not limited to:

- A. Any absence not classified as excused in Policy [6110.1](#).
- B. Any absence listed in Policy [6110.1](#) for which proper and timely notification is not furnished to the principal.

6111.1 Any absence of a student that results from a suspension of that student for misconduct shall not be considered an unexcused absence for purposes of the Compulsory Attendance Law. A student who receives a short-term suspension shall be provided:

1. The opportunity to take textbooks home for the duration of the suspension.
2. Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment.
3. The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

Legal Reference: [G.S. 115C-47](#), [-378 to -381](#), [-390.5](#)

Adopted: August 4, 1995

Revised: August 22, 2011

Policy Code: 5530 Academic Expectations For Students

The Board of Education is dedicated to high standards and high achievement for all students. The academic expectations for students establish the Wilson County Schools' expectations for students in specific grade levels. The purpose of these expectations is to improve teaching and learning, to enable all students to achieve grade-level competencies and to engage parents in school improvement through shared accountability.

The ultimate responsibility for promotion/retention decisions is assigned to school principals by [G.S. 115C-288](#), except as provided in [G.S. 115C-83.7](#). Such decisions shall be made in accordance with federal, state and local regulations and the expectations provided below.

5530.1 Attendance Expectations

Regular and consistent student attendance is critical for success at all grade levels:

| Grades | Attendance Expectations |
|--------|----------------------------------|
| 1-5 | 85 percent of days enrolled |
| 6-8 | 90 percent of days enrolled |
| 9-12 | 90 percent of days in each class |

5530.2 Academic Expectations for Students - Kindergarten, First and Second Grade

Students are expected to meet the standards of the end-of-the-year K-2 Reading and Mathematics Assessments and receive favorable teacher grades.

| Grade | K-2 Reading Assessment | Math Proficiency | Teacher Grades | Attendance |
|-------|------------------------|------------------|----------------|------------|
| K | Level D | 80 percent | Satisfactory | NA |
| 1 | Level J | 80 percent | Satisfactory | 85 percent |
| 2 | Level N | 80 percent | Satisfactory | 85 percent |

Students who are retained in the K-2 grade span shall be assessed through the Student Intervention Team to determine if specific instructional strategies are needed or whether an evaluation for exceptional children services should be conducted.

5530.3 Academic Expectations for Students – Third Grade

Students are expected to meet minimum proficiency standards on the North Carolina End-of-Grade (EOG) Tests in Reading and Math as well as earn satisfactory grades on student report cards. As required by [G.S. 115C-83.7\(a\)](#), third grade students who do not pass the North Carolina End-of-Grade English Language Arts/Reading test or retest with an achievement of level 3 or higher shall be retained in the third grade, unless the student qualifies for a good cause exemption under section [5530.4](#).

| Grade | EOG Math | EOG Reading | EOG Science | Teacher Grades | Attendance |
|-------|-----------|-------------------|-------------|---|------------|
| 3 | Level III | Level III/Level Q | | 60 or Above in Reading and Math (Level Q) | 85 percent |

5530.4 Good Cause Exemptions from Mandatory Retention – Third Grade

Students may be exempt from mandatory retention in the third grade for good cause pursuant to [G.S. 115C-83.7\(b\)](#), but shall continue to be eligible to participate in reading camps and receive instructional supports, services, and reading interventions appropriate for their age and reading level.

Good cause exemptions from mandatory retention in third grade shall be limited to the following:

1. Limited English Proficient students with less than 2 school years of instruction in English as a Second Language.
2. Students with disabilities, whose individualized education program indicates (i) the use of the NCEXTEND1 alternate assessment, (ii) at least a two school year delay in educational performance, or (iii) receipt of intensive reading interventions for at least two school years.
3. Students who demonstrate reading proficiency appropriate for third grade students on an alternative assessment approved by the State Board of Education.
4. Students who demonstrate reading proficiency appropriate for a third grade student, through a student reading portfolio satisfying State Board of Education requirements.
5. Students who have (i) received reading intervention, and (ii) previously been retained more than once in kindergarten, first, second or third grades.

The Superintendent shall determine whether a student may be exempt from mandatory retention on the basis of a good cause exemption. The following steps shall be taken in making the determination:

1. The teacher of a student eligible for a good cause exemption shall submit to the principal documentation of the relevant exemption and evidence that promotion of the student is appropriate based on the student's academic record. Such evidence shall be limited to the student's personal education plan, individual education program, if applicable, alternative assessment, or student reading portfolio.
2. The principal shall review the documentation and make an initial determination whether the student shall be promoted. If the principal determines that the student shall be promoted, the principal shall make a written recommendation of promotion to the Superintendent.
3. The Superintendent shall make a final determination of whether the student may be promoted. The Superintendent's acceptance or rejection of the principal's recommendation shall be in writing.

5530.5 Notification to Parents of Students Regarding Mandatory Retention in Third Grade for Students Retained in the Third Grade for Failure to Demonstrate Reading Proficiency

1. Parents or guardians shall be notified in writing, and in a timely manner, that the student shall be retained, if the student is not demonstrating reading proficiency by the end of the third grade unless he or she is exempt from mandatory retention for good cause. Parents or guardians shall receive this notice when a kindergarten, first, second or third grade student (i) is demonstrating difficulty with reading development; (ii) is not reading at grade level; or (iii) has a personal education plan under [G.S. 115C-105.41](#).
2. Parents or guardians of any student who is to be retained in third grade for failure to demonstrate reading proficiency shall be notified in writing of the reason the student is not eligible for a good cause exemption. The written notification shall also include a description of proposed reading interventions that will be provided to the student to remediate identified areas of deficiency.
3. Parents or guardians of retained students shall receive at least monthly written reports on student progress toward reading proficiency.
4. Teachers and principals shall provide opportunities, including, but not limited to, information sessions, to discuss these notifications with parents and guardians.

5530.6 Special Intervention and Mid-Year Promotion Opportunity for Students Retained in the Third Grade for Failure to Demonstrate Reading Proficiency

1. Parents or guardians of students not demonstrating reading proficiency will be encouraged to enroll their student in a reading camp provided by the Wilson County Schools. Parent or guardians of a student not demonstrating reading proficiency shall make the final decision regarding a student's reading camp attendance. Before retaining students, the school system shall provide at least one opportunity for students not participating in a reading camp to demonstrate reading proficiency appropriate for third grade students on an alternative assessment or through a student reading portfolio process approved by the State Board of Education.
2. Students retained in third grade shall be provided with a teacher selected based on demonstrated student outcomes in reading proficiency and shall be placed in an accelerated reading class or a transitional third and fourth grade class combination, as appropriate. Classroom instruction shall include at least 90 minutes of daily, uninterrupted, evidence-based reading instruction, not to include independent reading time, and other appropriate instructional supports and services and reading interventions.
3. Parents or guardians of students who have been retained twice under the provisions of [G.S. 115C-83.7\(a\)](#) shall be offered supplemental tutoring for the retained student in evidence based reading services outside the instructional day.
4. Students in third grade who by November 1 demonstrate reading proficiency through administration of the alternative assessment of reading comprehension or student reading portfolio review may be promoted mid-year in accordance with guidelines established by the State Board of Education.

5530.7 Academic Expectations for Students – Fourth and Fifth Grades

Students are expected to meet minimum proficiency standards on the North Carolina End-of-Grade (EOG) Tests in Reading and Math as well as earn satisfactory grades on student report cards. Fifth grade students are also expected to meet the minimum proficiency standard as measured by the EOG Test in Science.

| Grade | EOG Math | EOG Reading | EOG Science | Teacher Grades | Attendance |
|--------------|-----------------|--------------------|--------------------|--|-------------------|
| 4 | Level III | Level III | | 60 or Above in Reading and Math | 85 percent |
| 5 | Level III | Level III | Level III | 60 or Above in Reading, Math and Science | 85 percent |

5530.8 Academic Expectations for Students – Sixth, Seventh and Eighth Grade

Students are expected to meet minimum proficiency standards on the EOG Tests in Reading and Math, as well as earning satisfactory grades on student report cards. Eighth-graders also are expected to meet the minimum proficiency standard as measured by the EOG Test in Science.

| Grade | EOG Math | EOG Reading | EOG Science | Teacher Grades | Attendance |
|--------------|-----------------|--------------------|--------------------|--|-------------------|
| 6 | Level III | Level III | | 60 or Above in Reading, Math, Science and Social Studies | 90 percent |
| 7 | Level III | Level III | | 60 or Above in Reading, Math, Science and Social Studies | 90 percent |
| 8 | Level III | Level III | Level III | 60 or Above in Reading, Math, Science and Social Studies | 90 percent |

5530.9 High School Promotion Expectations

Students in grades 9-12 are expected to meet promotion standards based on the following:

| PROMOTION TO | UNITS REQUIRED |
|--------------|---|
| Grade 10 | 6 |
| Grade 11 | 13 |
| Grade 12 | 20 |
| Graduation | 28 including required courses and CPR instruction |

Students in grades 9-12 also are expected to earn a grade of 60 or higher for classroom performance standards as established by the classroom teacher and score a Level III or higher on the North Carolina End-of-Course (EOC) Tests or Career and Technical Education (CTE) post-assessment to receive course credit.

Promotion requirements for students that have been approved to seek an alternative diploma will be adjusted, when appropriate, by the building level principal.

5530.10 Transfer Student Requirements

Promotion and graduation requirements of students who transfer into the Wilson County School system will be determined by the superintendent or his/her designee on an individual basis. The requirements will be determined by the units earned at the time of enrollment and the number of opportunities to earn credits toward the expected year of graduation.

5530.11 Review of Promotion Decision

Parents dissatisfied with the principal's promotion decision may request reconsideration by the principal, except in cases where the student has failed to demonstrate third grade reading proficiency as set forth in [G.S. 115C-83.7](#). The principal shall provide a written decision within five working days. Parents dissatisfied with the principal's decision following reconsideration may appeal to the Superintendent, by submitting a request for review within five working days of receiving the principal's written decision. The Superintendent shall review relevant facts and circumstances and render a decision in writing. The Superintendent will overturn the principal's decision only upon a finding that the principal's process for arriving at the promotion decision was improper.

5530.12 Student Accountability Expectations for Students with Disabilities

The Board believes that students with disabilities can achieve at the same levels as students without disabilities. To the extent possible, and consistent with applicable law governing students with disabilities, students with disabilities will be held to the same expectations as all other students. Except as provided below, all students with disabilities shall participate in the statewide student testing program for elementary, middle and high school levels.

All intervention and other opportunities, benefits and resources that are made available to students without disabilities shall be made available to students with disabilities. Such opportunities will be in addition to the special education services provided to the student.

Students with disabilities may be exempted from the statewide student testing requirements by the Individual Education Program (IEP) Team, including the principal or school district representative, if it is determined by the Team that the student does not have the ability to

participate in the state Standard Course of Study. However, such exempt students shall be enrolled in a functional curriculum and demonstrate acceptable evidence of progress on alternate assessments.

Third grade students with disabilities are eligible for an exemption from mandatory retention for failure to demonstrate reading proficiency, in accordance with section [5530.4\(2\)](#) above.

5530.13 Student Accountability Expectations for Students with Limited English Proficiency

The Board believes that students with Limited English Proficiency can achieve at the same levels as other students. To the extent possible, and consistent with applicable law governing students with limited English proficiency, students with limited English proficiency will be held to the same expectations as all other students. All intervention and other opportunities, benefits and resources that are made available to other students shall be made available to students with Limited English proficiency.

5530.14 Notification of Parents

If retention is a possibility, in addition to the development of a Personalized Education Plan (PEP) or Preparing All Students for Success plan (PALS), two written notices shall be given to the parent(s) or guardian(s). The first written note shall be sent no later than the end of the next appropriate grading period based on the student's progress. A conference shall be scheduled within two weeks following the date of the first notice. The second written notice shall be sent within two weeks after the end of the third grading period.

Special notification procedures apply regarding the potential for mandatory retention in the third grade for failure to demonstrate reading proficiency, as provided in section [5530.5](#) above.

The Superintendent shall develop administrative procedures for this policy.

Legal Reference: [G.S. 115C-47](#), [-81](#), [-83.1 through -83.11](#), [-276](#), [-288](#)

Adopted: August 4, 1995; Revised: February 19, 2001; Revised: December 14, 2009, Revised: November 8, 2010, Revised: December 12, 2011, Revised: November 12, 2013 , Revised: September 15, 2014, Revised April 20, 2015, Revised: January 23, 2017

Policy Code: 3260 Administration of Medication

The Board recognizes that students may need to take medication during school hours. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. The school district is not required to administer any medication that could be taken at home.

3260.1 Standards for Administering Medicines - Prescriptions and Over-the-Counter

A. School employees are authorized to administer drugs or medication when all of the following conditions have been met:

1. The student's parent or legal guardian has made a written request that school personnel administer the medication to the student and has signed the Medication Administration Permission Form;
2. A healthcare practitioner has prescribed the drug or medication for use by the student, has certified that administration of the drug or medication to the student during the school day is necessary, and has completed a Medication Administration Permission Form providing explicit written instructions for administration. Instructions must include the name of medication, medication dosage, time of administration at school, route of administration and reason for the drug or medication to be given. Medication must be in original container; and
3. The employee administers the drug or medication pursuant to the written instructions provided by the student's health care practitioner with the parent or legal guardian's signed permission on the Medication Administration Permission Form.

B. Any medicines maintained by the school district for a student must be kept in a locked and secure place, with the exception of emergency medications such as asthma "rescue" inhalers, epinephrine auto injector, seizure medication, diabetic medications and supplies, which shall be stored to allow access in case of emergency.

C. Any school personnel who will be administering medicines will receive appropriate training.

D. School personnel may only administer drugs clearly prescribed or intended for the student.

E. If a staff member has concerns regarding the appropriateness of a drug or dosage for a student, the staff member shall consult with the school nurse before administering the drug. If the school nurse assigned to the staff member's school is not on-site or is unavailable by phone, the staff member shall contact the Student Services Office for further guidance regarding the appropriateness of the medication before administering the drug.

F. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

3260.2 Emergency Medication

Students who are at risk for medical emergencies may be provided an emergency health care plan which may address administration of emergency medicine.

3260.3 Student Self-Administering Emergency Medications

The Board recognizes that students with acute and chronic healthcare conditions may need to possess and self-administer emergency medication on school property. As used in this policy, "emergency medication" means a medicine prescribed for the treatment of acute and/or chronic healthcare conditions such as asthma, diabetes, or anaphylactic reactions and includes medications such as a prescribed asthma inhaler, insulin, or epinephrine auto-injector. Students may not self-administer any medications that are classified as controlled substances including stimulant medications and narcotics.

- A. Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the school:
1. Written authorization from the student's parent or guardian for the student to possess and self-administer emergency medication.
 2. A written statement from the student's health care practitioner verifying:
 - a. that the student has an acute and/or chronic healthcare condition that could result in the need for emergency medication to be self-administered;
 - b. name of medication, medication dosage, time of administration at school, route of administration and reason for the drug to be given;
 - c. that he/she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - d. that the student understands, has been instructed in self-administration of the emergency medication, and has demonstrated the skill level necessary to use the medication and any accompanying device.
 3. A written treatment plan and written emergency protocol , formulated by the prescribing health care practitioner , for managing the student's acute and/or chronic healthcare condition and for medication use by the student.
 4. A statement provided by the school district and signed by the student's parent or guardian acknowledging that the Board of Education and its agents are not liable for injury arising from the student's possession and self-administration of emergency medication.
- B. The parent or legal guardian is fully responsible for a student who self-medicates .
- C. The student shall securely store all medication in a manner that precludes access to the medication by any unauthorized individuals.
- D. The student's parent or guardian is strongly encouraged to provide backup emergency medication to the school. The school must keep this medication in a location immediately accessible to the student in the event of an emergency.
- E. All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the school for a student to possess and self-administer emergency medication will be effective only for the school year in which the request is made and must be renewed each school year .
- F. A student who uses his/her prescribed emergency medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the emergency medication.

3260.4 The Board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian , or any other person who is not authorized by this policy to administer medications to students.

Legal Reference: [G.S. 115C-36](#), [-47](#), [-307\(c\)](#), [-375.1](#), [-375.2](#), [-375.3](#)

Adopted: July 27, 1995; Revised: July 17, 2006; Revised: March 18, 2013

Policy Code: 5520 Grading System

The Board of Education requires that all parents be informed at regular intervals of the progress of their children in order to promote a process of continuous evaluation of student performance; to inform the student, his parents, and counselor of the student's progress; and to provide a basis for bringing about improvement in student performance, where such change seems necessary.

5520.1 Meaningful evaluation shall include consideration of all activity that has occurred during the particular evaluation period. Such activities may include homework, projects, reports, class participation, and tests, which shall include unit tests. Teachers shall keep accurate records of all graded assignments in order to substantiate a grade given in a course. Class attendance shall also be kept and reported to parents. The relative value attached to any activity shall be determined by the importance of the activity toward achieving the course objectives.

5520.2 When determining the final grade for a grading period, teachers shall weight assignments and assessments as indicated in the tables below.

| Type of Assignment / Assessment | Grades K-8 | Grades 9-12 |
|---------------------------------|------------|-------------|
| Tests / Projects | 50% | 60% |
| Quizzes / Classwork | 45% | 35% |
| Homework | 5% | 5% |

Teachers shall ensure that there are an adequate number of assignments / assessments in each category during a grading period such that no single assignment or assessment has a disproportionate effect on a student's final grade for the grading period.

5520.3 The Board realizes the obstacles a student faces when trying to recover from an extremely low grading period average. For this reason, in grades K-8, no student shall receive a final grade for a grading period that is below 50%. In grades 9-12, no student shall receive a final grade for the first 9-week period of the semester that is below 40%. There is no lowest grade limit on the grade issued for the second 9-week period of a semester.

5520.4 In addition to regular progress report cards and other school contacts with the home, interim reports are to be issued during the regular grading periods to alert parents when students are not doing satisfactory work.

5520.5 Parental conferences are a valuable method of reporting to parents. Conferences regarding a student's progress in a particular class shall include the teacher of that class.

5520.6 The Superintendent may consider and propose for Board approval alternative or nontraditional methods of assessing student progress.

Legal Reference: [G.S. 115C-47, -81](#)

Adopted: August 4, 1995; Revised: May 15, 2017

Policy Code: 5510 Homework

The Board of Education believes that homework is an important part of the educational program. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental levels. Homework should help students become responsible, self-directed learners, improve their academic achievement and provide reinforcement opportunities.

Because students complete assignments at varying paces, it is difficult to determine the actual length of time a student will need to complete a homework assignment. For this reason, the expectation of the Board is that teachers use sound judgment in determining the amount of homework assigned each night. The table below provides general guidelines for the amount of time a student should spend on homework nightly. The Board further recognizes that the level of rigor of some high school courses may periodically require additional time for homework over those listed. These courses might include, but are not limited to, Advanced Placement, International Baccalaureate, and other college level courses.

| Grade Span | Suggested Maximum Length of Nightly Homework |
|-------------------|---|
| Grades K - 2 | 30 Minutes |
| Grades 3-5 | 45 Minutes |
| Grades 6-8 | 60 Minutes |
| Grades 9-12 | 60 - 120 Minutes |

Teachers should make every effort to give clear directions for homework assignments. They should also make sure that assignments are based on skills that have been taught previously in the classroom. Students should be able to use the particular skills, and should be familiar with the assignment that they are to complete using the skills. Students should be given an opportunity to ask questions about the assignment before going to another activity.

Teachers should minimize the use of homework assignments or projects which will involve the expenditures of funds by a student.

Homework shall never be used as a method of punishment.

Legal Reference: [G.S. 115C-36](#), [-47](#), [-276](#), [-288](#), [-307](#).

Adopted: August 4, 1995; Revised: May 15, 2017

Policy Code: 6401 Student Dress and Appearance

The Wilson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her dress or appearance.

Student violations of this policy shall be handled by the principal or principal's designee.

Violation of this policy shall be a Level One violation of Policy 6400 and the penalty shall be the same as any other Level One violation.

STUDENT DRESS, APPEARANCE

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students.

Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular guideline for dress or appearance. The superintendent shall establish appropriate procedures and regulations for requests and disposition of waiver requests. Accommodations shall be made by the principal to accommodate students involved in special duties, vocational classes and projects, special events or other activities that would allow for nonconforming dress on a school campus.

- Clothing and appearance must be age appropriate, not disruptive to the teaching- learning process and cannot be provocative, indecent, vulgar or obscene.
- Hats, sweatbands, bandannas or sunglasses will not be worn inside the school buildings.
- Shorts must be of adequate length to reach the ends of one's fingertips when the student is standing and the arms are by one's sides.
- Skirts and dresses must be no higher than three (3) inches above the top of the knee.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature or is of a disruptive nature.
- Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment.
- Footwear is required. Bedroom shoes are not allowed. Students in laboratory or shop environments must wear closed-toe shoes. Students in physical education classes must wear athletic shoes. Shoes that have laces must be laced and tied.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- Undergarments are not to be visible.
- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline, etc.).
- Clothing will not be allowed that is intentionally shredded or torn.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants is not allowed.
- Students shall not wear clothing articles with the intent to convey membership or affiliation in a gang.

UNIFORM STUDENT CLOTHING

The Board of Education authorizes schools to implement programs in which students are required to wear uniform clothing at school during the regular school day. The required wearing of uniform school clothing is intended to allow students to focus on instructional objectives of the

school, favorably impact student attitude, promote harmony among students and enhance the image of the school. Each school's plan for uniform school clothing must be developed and approved according to the procedures and timeline set forth in this policy. The Superintendent must approve all such plans before they are implemented at the school level.

Approval Process

When a principal and School Leadership Team (SLT) have decided to develop a plan for uniform school clothing for their school, the principal shall notify the Superintendent that their school has begun this process and submit a proposed timeline.

When the proposed plan has been finalized by the SLT and principal, but before surveys are conducted, the principal must submit the proposed plan to the Superintendent for a preliminary review.

Upon completion of the survey, the principal shall forward the survey results to the Superintendent. The Superintendent shall review and approve proposed plans that meet the requirements of this policy.

School plans will be implemented at the beginning of the school year. Final approval by the Superintendent of the proposed plan must be obtained a minimum of six months prior to the first day of the school year in which the plan will be implemented. Notification of parents of the implementation of a plan for uniform student clothing must be provided to parents within five (5) days of the Superintendent's approval.

Planning

Each SLT and principal shall work together to develop the school's proposed plan.

The proposed plan must address the expected effects of the plan on:

- Safety
- School spirit
- Student discipline
- School identity
- Other effects

The proposed plan must address the following elements of uniform clothing design:

- Colors
- Logos (may be added to individual articles of clothing)
- Particular articles of clothing (e.g. skirts, shorts, slacks, shirts, vests, jackets, accessories)

The proposed plan must address the following:

- How clothing will be made available for low income students
- Accommodations for students for whom wearing particular attire is part of their religious practice
- Accommodations for students whose health would be adversely affected by wearing the uniform clothing
- Procedures to allow students to wear or display accessory items that do not contribute to disruption or interfere with discipline or the rights of others
- Connection with the school's discipline and character education plans
- Penalties for non-compliance
- Involvement of various parent groups in promoting the plan
- Timing of implementation

Parent Surveys

After developing the proposed plan according to this policy, parents must be surveyed.

The parents/guardians of each student currently enrolled in a school must be given the opportunity to agree or disagree with the implementation of the proposed plan through a paper survey form. One survey form per family will be provided regardless of the number of children enrolled in the school.

In order for the proposed plan to proceed forward in the approval process, 70% of the potential respondents must register a response and, of those who respond, 65% must indicate their agreement with the proposed plan. Failure to obtain a response level or level of agreement equal to or greater than the percentages above stops the process for that school year.

Principals and school leadership teams may consider developing a plan for uniform clothing each year.

Review of Plans

The principal and SLT of schools that implement uniform school clothing plans will evaluate the plans and will survey parents/guardians at least every 5 years to determine if continued interest in the plan exists. In order for the plan to continue, 70% of the potential respondents must register a response and, of those who respond, 65% must indicate their support for continuing the plan.

Legal References: [G.S. 115C-36](#), [-47](#), [-288](#), [-307](#), [-392](#)

Adopted: April 15, 2002; Revised: June 8, 2009; Revised: November 21, 2011

Revised: June 17, 2013

Policy Code: 6400 Student Conduct and Discipline

For a school to meet the needs of its students, there must be an environment conducive to serious study and respect for oneself, other people, and property. The purpose of this code is to provide in a single document those policies relating to the conduct of students in the Wilson County Public Schools judged to be necessary for the safe and effective operation of the schools.

To implement this policy, definitions, procedures, regulations and a Code of Student Conduct are established in policies 6400 through 6602 of the Board Policy Manual. A copy of these policies and the procedures shall be published and made available at the beginning of each school year to each student and his/her parent/guardian.

All students shall comply with all rules and regulations governing behavior and conduct. This Code of Student Conduct shall apply to:

- (1) Any student in any school building or on any school premises before, during or after school hours;
- (2) Any student on any bus or other vehicle on which the student is being transported as part of any school activity as well as at any bus stop;
- (3) Any student during any school function, activity or event;
- (4) Any student at any time when he is subject to the authority of school personnel; or
- (5) Any student whose conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

The purpose of this Code of Student Conduct is to provide a learning environment where all students are able to obtain an education in a safe, orderly school. The development of well-disciplined students is the ultimate goal of these policies. Violation of Board policies, rules or regulations, the Code of Student Conduct, regulations issued by the individual school, or the North Carolina General Statutes will result in disciplinary action, which may include suspension of the student from the Wilson County Public School System pursuant to Board policies. Students shall be informed by local school rules or local school authorities of any infractions not listed in this Code of Conduct that may result in short-term or long-term suspension or expulsion. During the period that a student is suspended, he or she is prohibited from entering the grounds of any Wilson County Public School and from attending any school-related functions without express permission of his school principal. During any expulsion, the expelled student is not considered a student of the Wilson County Public Schools.

When a school official learns or reasonably believes that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he shall determine whether it is necessary or appropriate to report such violation to the proper law enforcement agency pursuant to Board Policy 6602. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

As required by [N.C.G.S. § 115C-288\(g\)](#), the principal shall immediately report to the appropriate local law enforcement agency when the principal has personal knowledge, a reasonable belief, or actual notice from school personnel that an act has occurred on school property involving:

1. Assault resulting in serious personal injury (defined in [G.S. §14-32.4](#));
2. Assault involving the use of a weapon (defined in [G.S. §14-32 through 14-34.9](#));
3. Sexual assault (defined in [G.S. §14-27.5A](#) and [14-33\(c\)\(2\)](#));
4. Sexual offense (defined in [G.S. §14-27.4 through 14-27.5](#) and [14-27.7A](#));
5. Rape (defined in [G.S. §14-27.2 through 14-27.3](#) and [14-27.7A](#));
6. Kidnapping (defined in [G.S. §14-39](#));
7. Indecent liberties with a minor (defined in [G.S. §14-202.1](#), [14-202.2](#) and [14-202.4](#));
8. Possession of a firearm in violation of the law (defined in [G.S. §14-269.2](#));

9. Possession of a weapon in violation of the law (defined in [G.S. §14-269.2](#));
10. Possession of a controlled substance in violation of the law (defined in the North Carolina Controlled Substances Act in [Article 5 of G.S. §90-86 through 90-113.8](#)).

For the purposes of this section, "school property" includes any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal. Infractions of the Student Code of Conduct are grouped by classes of offense. Class of offense relates to the degree to which the behavior disrupts the orderly educational process in the school in terms of their effect on the behavior of others and the degree to which the behavior presents a potential for harm to others. For each rule, a range of consequences is provided as appropriate responses depending upon the judgment as to:

- the degree to which the behavior disrupts the orderly educational process in the school;
- the degree to which the behavior presents a potential for harm to others or property;
- the degree to which the behavior harms others or property;
- the student's unresponsiveness to reasonable available discipline alternatives and preventive measures prior to the referral to the principal or his/her designee; and
- previous violations of the same code of conduct provisions.

These factors may be deemed aggravating factors which elevate a minor offense to a serious offense. In addition, any student who has violated one or more sections of the Code may be subject to more severe disciplinary action than is recommended in the Code for violations of a single Code section.

Long-term suspension and expulsion should be restricted to serious violations of the Student Code of Conduct that either threaten the safety of students, staff, or school visitors, or threaten to substantially disrupt the educational environment. Principals may, however, in their discretion, determine that aggravating circumstances justify treating a minor violation as a serious violation. The superintendent and principals shall have authority to consider the student's intent, disciplinary and academic history, potential benefits to the student of alternative student suspension, and other mitigating and aggravating factors, when deciding to recommend or impose long-term suspension.

Level One Violations - The following conduct is prohibited as outlined below:

6400-1-01 Inappropriate Dress - Presenting a bodily appearance or the wearing of clothing which is deemed disruptive, provocative, indecent, vulgar, or obscene, or that endangers the health or safety of the student or others.

6400-1-02 Classroom Misconduct - Exhibiting behavior that violates classroom and/or school rules resulting in the distraction and obstruction of the education process or that is discourteous, impolite, bad mannered and/or rude.

6400-1-03 Unauthorized Use of Electronic Device - Unauthorized use of any personal electronic device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. This includes but is not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

6400-1-04 Inappropriate Peer Relations - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting, or engaging in sexually harassing behavior toward another student. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment by a student when such conduct has the purpose or effect of unreasonably interfering with another student's educational performance or creating an intimidating, hostile, or offensive environment.

In the event that a student believes that he/she has been sexually harassed by another student, he/she should bring the matter to the attention of the principal. The principal or the principal's designee will investigate the matter and may impose disciplinary sanctions on the harassing student in accordance with disciplinary policies. The principal shall maintain separate, appropriate documentation of such events. Any student reporting sexual harassment who is not satisfied with the principal's response or who continues to be sexually

harassed may follow the student grievance procedures found in Policy 6902. However, student discipline records remain confidential and may not be revealed by the principal or other school personnel to the student reporting sexual harassment.

6400-1-05 Lack of Integrity - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action and/or academic penalty.

6400-1-06 Disruption - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

6400-1-07 Unexcused Tardies - A student's failure to be in the student's place of instruction or activity at the assigned time and place without a valid excuse.

6400-1-08 Internet/Computer Misuse - Violation of terms of acceptable use of internet by students and educators as defined in Board Policy 5451.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, the **first** violation of any of the **Level One** offenses may result in short-term suspension for up to ten (10) days. Any subsequent violation of a **Level One** offense during a school year may result in long-term suspension. **Exception:** Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

Level Two Violations - The following conduct is prohibited as outlined below:

6400-2-01 Gambling - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.

6400-2-02 Verbal Abuse/Disrespect - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability or using sexually offensive or degrading language, are specifically prohibited.

6400-2-03 Major Disruption - Using noise, threat, fear, intimidation, coercion, force, violence, extreme passive resistance, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.

6400-2-04 Insubordination - Failing to follow a directive after being personally notified by any school employee.

6400-2-05 Hazing - Requiring a fellow student to wear abnormal dress, playing abusive or ridiculous tricks on a fellow student, frightening, scolding, swearing, harassing, or subjecting a fellow student to personal indignity.

6400-2-06 Protests - Engaging in any protest, march, picket, sit-in, or similar activity, on any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school.

6400-2-07 Boycotts - Participating in any boycott or walk-out of any lawful school function at which attendance is required.

6400-2-08 Disruptive or Obscene Literature and Illustrations - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.

6400-2-09 Fighting - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight.

6400-2-10 Theft - Stealing, attempting to steal, or knowingly being in possession of stolen property.

6400-2-11 Damage to Property - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction.

6400-2-12 Use of Tobacco Products - No student shall possess or use any tobacco product in any school building or school vehicle at any time, or on the school grounds during the school day or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or activity.

For the purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, electronic cigarettes and any other items containing, made or derived from, or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

6400-2-13 Trespassing - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended from school is trespassing if he or she appears on the property of any Wilson County school during the suspension period without the express permission of the principal.

6400-2-14 Misconduct on the School Bus - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.

6400-2-15 Skipping Class - Being out of class without prior approval from school personnel during the instructional day after having arrived onto school grounds.

6400-2-16 Skipping School - Leaving school grounds during the instructional day without prior approval from a site administrator.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any Level Two provisions, a student may be short-term or long-term suspended. Any subsequent violation of a **Level Two** provision may result in long-term suspension.

Exception: Students shall not be long-term suspended or expelled from school solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.

Level Three Violations - The following conduct is prohibited as outlined below:

6400-3-01 Fireworks or Ammunition - Possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.

6400-3-02 Assault on Another Student - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.

6400-3-03 Assault on a School Employee - Assaulting, causing or attempting to cause physical injury to a school employee or behaving in such a manner that could reasonably cause physical injury to any school employee.

6400-3-04 Possession of Weapons other than Firearms - Possessing, handling, transferring, or bringing on school property any items including but not limited to knife, razor, BB gun, air rifle, air pistol, sling shot, blackjack, brass knuckles or facsimile or other item that could be considered a weapon or dangerous instrument.

6400-3-05 Fire Alarms - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

6400-3-06 Threats - Directing toward any person within the school context any language or act which constitutes a threat of force or violence. Statements of threats to kill or harm students or school personnel, regardless of actual intent, will be considered as violations of this policy.

6400-3-07 Harassment/Intimidation/Bullying - Unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Attempting to extort money, personal property, or personal services. Repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (e.g. cyber-bullying) or emotional abuse or through attacks on the property of another.

6400-3-08 Possession of Drugs or Alcohol - Knowingly possessing, using, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedron (e.g., "bath salts"), synthetic cannabinoid (e.g., "Spice" or "K2"), marijuana, anabolic steroid, alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor or controlled substance, drug paraphernalia, or counterfeit drugs, or inhaling or ingesting any chemicals or products with the intention of altering the student's mood or behavior. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution. (See **6400-4-06**)

Students suspended for possession or use of drugs or alcohol shall participate in the following interventions:

- a. Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services.
- b. The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school. However, for the first violation of any **Level Three** provision a student may be short-term or long-term suspended. Any subsequent violation of a **Level Three** provision may result in a long-term suspension.

Level Four Violations - The following conduct is prohibited as outlined below:

6400-4-01 Possession or Use of a Firearm - Possessing, handling, using, transferring or bringing on school property a firearm.

For purposes of this rule, "firearm" is defined as:

1. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon; or
3. Any firearm muffler or firearm silencer.

The term "firearm" shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol, and shall not include a weapon used solely for educational or school-sanctioned ceremonial purposes or in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the principal or Superintendent.

6400-4-02 Destructive Device - Possessing or placing on school premises any destructive device. For purposes of this rule, "destructive device" is defined as an explosive, incendiary, or poison gas:

1. Bomb.
2. Grenade.
3. Rocket having a propellant charge of more than four ounces.
4. Missile having an explosive or incendiary charge of more than one-quarter ounce.
5. Mine.
6. Similar device.

6400-4-03 Arson - Burning or attempting to burn any school building or property. Possessing incendiary material (i.e., gasoline, kerosene, or other flammable liquid) for the purpose of burning or the attempted burning of school property.

6400-4-04 Bomb Threat - Making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school premises. Statements of threats of mass destruction of school property, regardless of actual intent, will be considered as violations of this policy.

6400-4-05 Use of a Weapon - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.

6400-4-06 Distribution of Drugs or Alcohol - Transmitting, selling, receiving or conspiring or attempting to transmit, buy or sell, or receive any narcotic drug, hallucinogenic amphetamine, barbiturate, synthetic stimulant such as MDPV and mephedron (e.g., "bath salts"), synthetic cannabinoid (e.g., "Spice" or "K2"), marijuana, anabolic steroid, alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor or controlled substance, chemicals or products with the intention of altering the student's mood or behavior, drug paraphernalia, or counterfeit drugs. The possession of drugs or alcohol in quantity may be considered possession for the purpose of distribution. If the quantity possessed is greater than a single unit of drugs or alcohol, or is of a greater quantity or amount of drugs or alcohol than would be likely to be consumed by an individual in a single use, it will be considered possession for the purpose of distribution.

Students suspended for distribution of drugs or alcohol shall participate in the following interventions:

Upon reentry to school following suspension, the student will be assigned to a school counselor for counseling services as determined by the principal, student, and counselor involved. The parents are also encouraged to participate in determining counseling services. The student will attend an appropriate substance abuse program selected by the Superintendent. Failure to comply with this requirement may result in long-term suspension. This student's parent(s) is/are encouraged to attend the program as well.

Consequence - A positive behavior plan has been developed for the administration of this Code of Student Conduct. The positive behavior plans contain age appropriate sanctions for violations of the Code of Student Conduct including suspension from school.

For a violation of **6400-4-01** (Firearms) and **6400-4-02** (Destructive Devices), a student may be suspended for 365 calendar days in accordance with [G.S. 115C-390.10](#). However, the superintendent shall not impose a 365-day suspension if the superintendent determines that the student:

1. Took or received the firearm or destructive device from another person on educational property or at a school-sponsored event off educational property or found the firearm or destructive device on educational property or at a school-sponsored event off educational property;
2. Delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee; **and**
3. Had no intent to use the firearm or destructive device in a harmful or threatening way.

For a violation of **6400-4-03**, **6400-4-04**, **6400-04-05**, and **6400-4-06**, a student may be long-term suspended.

Expulsion may be imposed in accordance with Board Policy **6509**

Legal References: [G.S. 14-33](#), [-60](#), [-67](#), [-69.1](#), [-69.2](#), [-132](#), [-132.2](#), [-269.2](#), [-269.7](#), [-288.4](#), [-313](#), [-315](#), [-315.1](#), [-316](#), [-316.1](#); [115C-45](#), [-47](#), [-288](#), [-307](#), [-390.1 through -390.11](#), [-392](#); [18B-301](#); [Ch.90, Art.5](#); [18 U.S.C. § 921 et seq.](#); Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972.

Adopted: August 4, 1995; Revised: June 29, 1999; Revised: December 11, 2000; Revised: January 10, 2011; Revised: August 22, 2011; Revised: November 21, 2011; Revised: March 18, 2013

RENAISSANCE CRITERIA FOR ELEMENTARY SCHOOLS

Attendance

- No more than 6 absences and/or tardies combined

(Early checkouts are considered tardies)

Behavior

- No behavior referrals (office or bus)
- No negative comments on the report card
- All M's and S's in conduct

Academics

K-2

- 80% Mastery in Reading and Math standards
- No U's on the report
- All M's and S's for Science/ S.S and Special classes

3-5

- All A's and B's on 3-5 report card
- All M's and S's for Special classes

School Award: Shooting Star

- Students that have shown significant growth in one or more areas in behavior, academics and attendance.

_ *Students must meet all 3 requirements to attend renaissance.

*Each school should have 3 renaissance celebrations per year.

PBIS Celebration Requirements Per Quarter

Behavior

- Students can have NO office or bus referrals.
- Students can have no more than 5 yellows and no more than 1 red for daily expectations.

Homework

- The student can miss no more than 3 days of homework with the option of making it up.
(The teacher can decide if the student can make up the work and have it count toward eligibility.)
- K-2 students have 1 week to make up the work.
- 3-5 students have 1 day to make up the work.