

# Frederick Douglass Elementary Parent/Student Handbook 2023-2024



“Every student matters, every student counts”

Ms. Casey Wester, Principal  
Ms. Leigh Anne Orr, Assistant Principal  
Mrs. Rachel Whitley, Secretary/Bookkeeper

Temporary Address: 1301 Corbett Avenue N, Wilson, NC, 27893  
252-236-4574, phone number  
252-236-3666, fax number  
Visit our Website at

[www.wilsonschooolsnc.net](http://www.wilsonschooolsnc.net), click on Schools, and then Frederick Douglass Elementary



Dear Parents/Guardians and Students,

As principal of Frederick Douglass Elementary, it is my pleasure to welcome everyone to the 2023-2024 school year. Frederick Douglass is a wonderful place to learn, filled with love, enthusiasm, and a high standard of excellence. The students are at the heart of everything we do because we fundamentally believe every student matters.

We recognize that this school year will present new and different challenges for all. The vital role of home and school connections will be central to student achievement during this school year. We extend a yearlong invitation to attend parent events, school activities, and to contact your child's teacher for parent conferences to discuss your child's progress.

Our mission this year is to empower all of our students by growing lasting relationships, leading through challenges, encouraging excellence, and demonstrating our success through growth. We will do this by providing a more rigorous and balanced focus on safety, learning, engagement, flexibility, and communication for the upcoming school year.

This Parent/Student Handbook has been prepared as a way to keep an open line of communication between teachers, parents, and guardians. The policies, regulations, and procedures contained in this handbook are designed to establish a positive, educational, safe, and orderly school culture. Parents and guardians are asked to read this handbook and ask questions about anything that you do not fully understand.

Again, we welcome you to our wonderful learning community. We look forward to an AWESOME year!

#togetherweSOAR

With Eagle Pride,

*Casey Wester*

Casey Wester, Principal



**Mascot:** Eagle

**Colors:** Navy Blue and Gold

**Motto:** “Every student matters, every student counts.”

**Hashtag:** #togetherweSOAR

**2023-2024 Theme:** Rising Together

**Facebook:** Frederick Douglass Elementary School

**Instagram:** @FDES\_eagles

## **Vision Statement**

**Frederick Douglass Elementary purposefully nurtures all students to become responsible global citizens who are independent thinkers prepared for challenges in today’s world.**

- What does nurture mean?
  - To care, give attention, grow, develop, and succeed.
- What does it mean to be responsible?
  - Taking ownership of actions and holding oneself accountable
- What does it mean to be a global citizen?
  - To be aware of and understand the wider world - and your place in it. A global citizen is empathetic and understands their role in the community, working with others to make the world a better place.
- What does it mean to be an independent thinker?
  - To improve the quality of his or her thinking by skillfully analyzing, assessing, and reconstructing it. Making sense of the world based on personal observations and experiences rather than just going along with the thoughts of others.
- What is meant by challenges?
  - The wide range of problems and obstacles students will encounter as members of society.

## **Mission Statement**

**We are EAGLES...Empowering All students by Growing lasting relationships Leading through challenges Encouraging excellence and Success through growth and achieving goals.**

- Who do we serve?
  - All students, regardless of his/her race, gender, socioeconomic background, or educational label
- How do we serve them?
  - Empower (make students more confident, develop, care, give attention)



- Encourage (support, give hope, advise, stimulate to develop)
- Growing relationships (seeking opportunities to invest in others and develop meaningful friendships: teacher to teacher, teacher to student, student to student, teacher/school to community, teacher to parent, admin to parent, admin to teacher, admin to community)
- Leading through challenges (obstacles, problems, guiding through productive struggle, difference of opinion, change, tough choices, skill gaps)
- What do we stand for?
  - Excellence (putting forth best effort in all that we do)
  - Success of our students through student growth and achieving goals

## **Motto**

**“Every student matters, every student counts”**

- What is meant by every student?
  - Every child, regardless of his/her race, gender, socioeconomic background, or educational label (EC, ESL, AIG, Migrant)
- What is meant for a student to matter or count?
  - Each student is viewed as an individual. Understanding and celebrating them as individuals adds meaning and value to the school community beyond grades and standardized test scores. Every adult (staff member) should be proactive in examining everything (academic, behavior, social/emotional) about every child every day to provide effective and efficient support to define and ensure success for every student.

## **Belief Statements**

We believe...

- All students can learn in a safe and nurturing environment.
- Every child can grow and achieve when high expectations have been set regardless of his/her race, gender, socioeconomic background, or educational label.
- Learning is a shared, nurturing experience between a child and those who touch his/her life. Parent and community partnerships are an integral part of a child’s education.

## **Core Values**

- Teamwork - collaborating with stakeholders to achieve common goals
- Integrity - doing the right thing at all times
- Relationships - seeking opportunities to invest in others and develop meaningful friendships
- Perseverance - determined to see things through despite the difficulty or time it takes
- Responsibility/Accountability - taking ownership of our actions and holding ourselves responsible
- Respect - regard for the feelings, wishes, and traditions of others
- Equity - seeing everyone as individuals providing opportunities that fit their individual need



# SAVE THE DATE

## FDES TITLE 1 NIGHTS

More information about each event will be communicated through Wednesday folders, phone calls, and social media posts.

<b>Date</b>	<b>Time</b>	<b>Event</b>
August 24, 2023	4:00-6:00 PM	Open House/Annual Title 1 Presentation
October 26, 2023	6:00-7:00 PM	Trick, Treat, and Read Night
January 11, 2024	5:30-7:00 PM	MOY Report Card Pick-Up/ Parent Conference
March 21, 2024	6:00-7:00 PM	STEM Night
April 25, 2024	6:00-7:00 PM	Rising K, 3rd, and 6th Grade Parent Night



Board Approved 4.24.2023

## WILSON COUNTY SCHOOLS – 2023/2024 TRADITIONAL CALENDAR

### STUDENT/STAFF CALENDAR

JULY 2023						
S	M	T	W	TH	F	S
	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16O	17O	18O	19
20	21M	22M	23M	24M	25M	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	TH	F	S
					1	2
3	4H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	9W	21
22	23O	24	25	26	27	28
29	30RC	31				

NOVEMBER 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10H	11
12	13	14	15	16	17	18
19	20	21	22A	23H	24H	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	9WER	22A	23
24	25H	26H	27H	28A	29A	30
31						

**FIRST DAY**  
AUGUST 28, 2023

**LAST DAY**  
JUNE 5, 2024

**AUGUST**  
August 16-18, Optional Teacher Workdays  
August 21-25, Mandatory Teacher Workdays  
August 28, First Day of School

**SEPTEMBER**  
September 4, Labor Day Holiday

**OCTOBER**  
October 20, End of 1st 9 Weeks  
October 23, Optional Teacher Workday  
October 30, Report Cards

**NOVEMBER**  
November 10, Veterans Day Holiday  
November 22, Annual Leave  
November 23 & 24, Thanksgiving Break

**DECEMBER**  
December 21, End of 2nd 9 Weeks/ Early Release  
December 22, Annual Leave/No School  
December 25, 26, & 27 Holidays  
December 28 & 29, Annual Leave/No School

**JANUARY**  
January 1, Holiday  
January 2, Annual Leave/No School  
January 3, Optional Teacher Workday  
January 4 & 5, Mandatory Teacher Workdays  
January 8, First Day of New Semester/Report Cards  
January 15, Martin Luther King, Jr. Holiday

**FEBRUARY**  
February 19, Optional Teacher Workday

**MARCH**  
March 5, Mandatory Teacher Workday  
March 15, End of 3rd 9 Weeks  
March 21, Report Cards  
March 29, Holiday

**APRIL**  
April 1-5, Spring Break

**MAY**  
May 3, Optional Teacher Workday  
May 27, Holiday

**JUNE**  
June 5, Last Day of School/End of 4th 9 Weeks/ Early Release  
June 6 & 7, Mandatory Workdays  
June 8, Graduation  
June 10 & 11, Mandatory Workdays  
June 17, Report Cards

**CALENDAR KEY:**  
 First/Last Day of School  
**NS** First Day of New Semester  
**A** Annual Leave/No School  
**H** Holiday  
**9W** End of 9 Weeks  
**RC** Report Cards  
**ER** Early Release  
**O** Optional Teacher Workday  
**M** Mandatory Teacher Workday  
**G** High School Graduation



JANUARY 2024						
S	M	T	W	TH	F	S
	1H	2A	3O	4M	5M	6
7	NSRC	9	10	11	12	13
14	15H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19O	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	TH	F	S
3	4	5M	6	7	8	9
10	11	12	13	14	9W	16
17	18	19	20	21RC	22	23
24/31	25	26	27	28	29H	30

APRIL 2024						
S	M	T	W	TH	F	S
	1A	2A	3A	4A	5A	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	TH	F	S
			1	2	3O	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27H	28	29	30	31	

JUNE 2024						
S	M	T	W	TH	F	S
						1
2	3	4	9WER	6M	7M	8G
9	10M	11M	12	13	14	15
16	17RC	18	19	20	21	22
23/30	24	25	26	27	28	29

To see updates to the 2023-2024 WCS Traditional Calendar please click [HERE](#).



Aprobado 4.24.2023

## ESCUELAS DEL CONDADO DE WILSON – 2023/2024 CALENDARIO TRADICIONAL

### CALENDARIO ESTUDIANTE/PERSONAL

JULIO 2023						
S	M	T	W	TH	F	S
	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AGOSTO 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16D	17D	18D	19
20	21D	22D	23D	24D	25D	26
27	28	29	30	31		

SEPTIEMBRE 2023						
S	M	T	W	TH	F	S
					1	2
3	4V	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTUBRE 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	9S	21
22	23D	24	25	26	27	28
29	30BC	31				

NOVIEMBRE 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10V	11
12	13	14	15	16	17	18
19	20	21	22V	23V	24V	25
26	27	28	29	30		

DICIEMBRE 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	9SLT	22V	23
24	25V	26V	27V	28V	29V	30
31						

PRIMER DÍA  
AGOSTO 28, 2023

ULTIMO DÍA  
JUNIO 5, 2024

**AGOSTO**  
August 16-25, Día de Trabajo del Maestro  
August 28, Primer Día de la Escuela

**SEPTIEMBRE**  
September 4, Vacaciones

**OCTUBRE**  
October 20, Fin de las Primeras 9 Semanas  
October 23, Día de Trabajo del Maestro  
October 30, Boletas de Calificaciones

**NOVIEMBRE**  
November 10, Vacaciones  
November 22-24, Vacaciones de Otoño

**DICIEMBRE**  
December 21, Liberación Temprana & Fin de las Segundas 9 semanas  
December 22-29 Vacaciones de Invierno

**ENERO**  
January 1-5, Vacaciones de Invierno  
January 8, Primer día del Nuevo Semestre & Boletas de Calificaciones  
January 15, Vacaciones

**FEBRERO**  
February 19, Día de Trabajo del Maestro

**MARZO**  
March 5, Día de Trabajo del Maestro  
March 15, Fin de las Terceras 9 Semanas  
March 21, Boletas de Calificaciones  
March 29, Vacaciones

**ABRIL**  
April 1-5, Vacaciones de Primavera

**MAYO**  
May 3, Día de Trabajo del Maestro  
May 27, Vacaciones

**JUNIO**  
June 5, Ultimo día de Clases/Liberación Temprana/Fin de las Cuartas 9 Semanas  
June 6 & 7, Día de Trabajo del Maestro  
June 8, Graduación  
June 10 & 11, Día de Trabajo del Maestro  
June 17, Boletas de Calificaciones

**CLAVE DEL CALENDARIO:**  
 \*Primer/Ultimo Día de Clases  
 NS Primer Día del Nuevo Semestre  
 H Holiday Vacaciones  
 9S Fin de 9 Semanas  
 BC Boletas de Calificaciones  
 LT Liberación Temprana  
 D Día de Trabajo del Maestro  
 G Graduación



ENERO 2024						
S	M	T	W	TH	F	S
	1V	2V	3V	4V	5V	6
7	NSBC	9	10	11	12	13
14	15V	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRERO 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19D	20	21	22	23	24
25	26	27	28	29		

MARZO 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5D	6	7	8	9
10	11	12	13	14	9S	16
17	18	19	20	21BC	22	23
24/3	25	26	27	28	29V	30

ABRIL 2024						
S	M	T	W	TH	F	S
	1V	2V	3V	4V	5V	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAYO 2024						
S	M	T	W	TH	F	S
			1	2	3D	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27V	28	29	30	31	

JUNIO 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5SLT	6D	7D	8G
9	10D	11D	12	13	14	15
16	17BC	18	19	20	21	22
23/30	24	25	26	27	28	29



**2023-2024**



## **Elementary Schools**

### **Progress Reports & Report Card Schedule**

#### **1<sup>st</sup> Nine Weeks**

**Progress Reports:** September 25, 2023  
**Grading Period Ends:** October 20, 2023  
**Grades Due:** October 25, 2023  
**Report Cards Go Home:** October 30, 2023

#### **2<sup>nd</sup> Nine Weeks**

**Progress Reports:** November 27, 2023  
**Grading Period Ends:** December 21, 2023  
**Grades Due:** January 3, 2024  
**Report Cards Go Home:** January 8, 2024

#### **3<sup>rd</sup> Nine Weeks**

**Progress Reports:** February 8, 2024  
**Grading Period Ends:** March 15, 2024  
**Grades Due:** March 18, 2024  
**Report Cards Go Home:** March 21, 2024

#### **4<sup>th</sup> Nine Weeks**

**Progress Reports:** April 30, 2024  
**Grading Period Ends:** June 5, 2024  
**Grades Due:** June 7, 2024  
**Report Cards Go Home:** June 17, 2024

**Updated 6-29-2023**



## FREDERICK DOUGLASS ELEMENTARY REMOTE LEARNING MATRIX

*Attitude determines altitude. Let's **SOAR** high together!*

	Entering the Live Classroom	Whole Group Instruction	Small Group Instruction	Independent Tasks	Device Care and Usage	Learning Platform (Google Classroom/ Seesaw)
<b>S</b> Self-control and Safety	<ul style="list-style-type: none"> <li>Choose a quiet, distraction-free space</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in one spot</li> <li>Keep work area clean and organized</li> <li>Use kind words and phrases</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in one spot</li> <li>Keep work area clean and organized</li> <li>Use kind words and phrases</li> <li>Resolve conflict peacefully</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in one spot</li> <li>Keep work area clean and organized</li> </ul>	<ul style="list-style-type: none"> <li>Hold device with both hands when transporting</li> <li>Don't eat/drink near learning device</li> <li>Avoid and report inappropriate sites and unsafe use</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to your teacher or parent</li> <li>Keep login information private</li> <li>Follow instructions</li> </ul>
<b>O</b> Organized	<ul style="list-style-type: none"> <li>Login on time</li> <li>Arrive prepared</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Complete tasks in a timely manner</li> <li>Take notes to refer back on later</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Complete tasks in a timely manner</li> <li>Stay on topic</li> </ul>	<ul style="list-style-type: none"> <li>Create a daily checklist of assignments</li> <li>Prioritize tasks</li> <li>Complete and submit assignments in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the device is charged or plugged in</li> <li>Get permission to add photos or apps on devices</li> <li>Have a backup plan if disconnected</li> </ul>	<ul style="list-style-type: none"> <li>Log in every morning to review assignments</li> <li>Log in every afternoon to check for feedback</li> </ul>
<b>A</b> Achieving Goals	<ul style="list-style-type: none"> <li>Be focused on learning</li> </ul>	<ul style="list-style-type: none"> <li>Actively participate</li> <li>Ask questions</li> <li>Stay focused and engaged</li> <li>Be present; avoid multitasking</li> </ul>	<ul style="list-style-type: none"> <li>Work collaboratively</li> <li>Ask questions</li> <li>Stay focused and engaged</li> <li>Learn mistakes</li> <li>Find creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Always do best work</li> <li>Put in more effort</li> <li>Improve with practice</li> <li>Learn from mistakes</li> <li>Find creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Stay on task when using technology</li> </ul>	<ul style="list-style-type: none"> <li>Reach out for help from teacher if needed</li> <li>Share and collaborate</li> </ul>
<b>R</b> Respect	<ul style="list-style-type: none"> <li>Audio off; video on/off</li> <li>Use chat with classmates first 5 minutes before instruction begins</li> <li>Listen for instructions or announcements</li> <li>Use kind words when greeting each other</li> </ul>	<ul style="list-style-type: none"> <li>Audio off; video on/off</li> <li>Use reaction symbols and wait to be called upon</li> <li>Listen to and follow directions</li> <li>Use positive comments</li> <li>Regard others' differences and perspectives</li> </ul>	<ul style="list-style-type: none"> <li>Audio and video on/off</li> <li>Use reaction symbols and wait to be called upon</li> <li>Listen when others speak</li> <li>Use positive comments</li> <li>Be mindful of noise level</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely.</li> </ul>	<ul style="list-style-type: none"> <li>Utilize the device as intended</li> <li>Value school property</li> <li>Use proper text etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Utilize the learning platform as intended</li> </ul>



## Family Engagement Policy

A child's first teacher is a parent or guardian. Therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. Administration, teachers, and staff at Frederick Douglass Elementary recognize the value of the ongoing cooperative partnership between home and school. We believe it is important that parents and other family members become shareholders in workshops, meetings, policies, and effective communication impacting the overall educational process to ensure student success. At Frederick Douglass Elementary, we offer

### **Annual Title 1 meeting.**

The purpose of the annual meeting is to inform parents about services provided by Title 1 and the overall academic progress made by the school from the previous year.

### **Ongoing Communication.**

Various modes of communication will be used to communicate with parents such as: Seesaw App, class newsletters, notes home, student agendas, Wednesday Folders, phone calls to parents, email, fliers, website, and social media. Parents are invited to provide input in making decisions regarding their child's education.

### **Family Learning Nights**

Parent workshops and family learning nights will be held to help families with resources and strategies to support students at home.

### **Regular Parent Conferences**

Parent conferences are held throughout the school year to review student progress and address any concerns.

### **School Family Compact**

Parents, teachers, and students agree on the responsibilities of each party in the learning process. The Compact is distributed, reviewed, and signed at the beginning of the school year and placed in the student's cumulative records.

### **Coordinating and Integrating/connections with other programs which yield successful academic results**

MTSS(Responsiveness to instruction/Multiple Tiered System of Support) addresses academic and a system of positive behavioral supports in place in the classrooms and school-wide.

### **Feedback opportunities and Parent Involvement Opportunities**

In addition to serving on decision-making committees, parents complete surveys and questionnaires to evaluate the effectiveness of parent workshops and meetings.



## School Family Compact

The staff believes in the total developmental and educational process of developing a successful child. Parent involvement is so vital in a child's academic success. Parent cooperation, input, and support in the school helps to enhance the effectiveness of the school operations. We believe it is important that parents become shareholders in workshops, meetings, policies, effective communication, and the educational process to ensure student success.

### **School Responsibilities:**

- Create a safe, nurturing, and positive learning environment for students and parents.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the State's student academic achievement standards.
- Provide parents with frequent reports on their child's academic and behavioral progress.
- Initiate a parent contact/conference at the first signs of a pattern of behavior that interferes with student learning.
- Provide clear expectations of student progress and achievement to both students and parents.
- Involve parents in the planning, reviewing, and improving the school's Title I Site Plan and Schoolwide Improvement plan.
- Hold an annual meeting to inform parents of the school's participation in Title I and family engagement opportunities.

### **Parent and Family Responsibilities**

- See that my child is at school by 8:00 a.m. and remains until 3:00 p.m.
- See that my child participates in remote learning activities when necessary.
- Attend conferences, look at behavior charts and school work, and contact the teacher as needed to monitor my child's progress.
- Establish a time and place for students to participate in remote learning (when applicable) and complete homework assignments. Work with my child to turn in assignments to their teacher on the due date.
- Ensure my child reads at least 20 minutes a night.
- Check my child's homework folder, Seesaw App, and/or google classroom for information sent home from school.
- Check my child's PowerSchool parent portal for academic information.
- Sign my child's agenda daily and Wednesday folders, read it, and respond if necessary.
- Actively participate in parent meetings and family learning nights provided by Frederick Douglass Elementary.
- Participate, as appropriate, in decisions relating to my child's education.



### **Student Responsibilities**

- Come to school each day prepared, ready to learn, and ready to S.O.A.R.
- Actively participate during remote learning and face-to-face instruction, asking questions when there is something I don't understand or need extra help completing.
- Complete and turn in assignments and homework on the due date.
- Read at least 20 minutes every day outside of school time.
- Give my parents or guardian all papers, agenda, Wednesday folder, and information sent home with me from the school.
- Give my parents or guardian all papers, agenda, Wednesday folder, and information sent home with me from the school.

## **“Things to Know”**

### **ARRIVAL TIME**

The building opens at 7:30 am daily. Our instructional day is from 8:00 to 3:00. Students should not arrive before 7:30 am. Students should arrive at school in time to eat breakfast and be seated in their classroom by 8:00 am to avoid receiving a tardy.

Only FDES staff will be permitted in the building before 7:30.

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 students – to feel secure and comfortable while at FDES; however, we feel you should encourage your child to go to the classroom unassisted to build independence.

### **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 reasons for being tardy or leaving early. For excessive tardies/early pick-ups, the problem may be turned over to the counselor and/or the school's social worker. The counselor and/or 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.

### **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. Also, emergency contact information must be provided in case we are unable to reach you.



## **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 at the school. Unless you notify us of any changes, what we have on file is what we use for mailing. 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. Information will be given to the legal guardian where legal guardianship is provided. If one parent does not live within the FDE School district, messages will be delivered to the address that provides the student the right to attend FDES. In the case of joint custody, messages will be sent to the parent with whom the child will spend the night's lodging.

## **BATHROOMS**

Every effort will be made to make sure that students can 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 for 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 possible medical problem, 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.

## **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-help 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 backpacks to lunch or the playground. Book bags may be moved from one classroom to another during the day.

Rolling book bags are not allowed at FDES for safety reasons.

Students who ride the bus must hold their book bags in their laps. Book bags cannot be set in the aisle of the bus.

## **BOOKS**

Students are expected to show respect for library books. When books are damaged or lost, they must be paid for promptly. Students and parents are held responsible for all books assigned, loaned, or checked out of the library or classroom.

## **COMMUNICATION**

Stay connected to the school through the Frederick Douglass Facebook page, Frederick Douglass Instagram page, weekly phone calls, emails, Frederick Douglass PTO page, school web page, and WCS



App. You must 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.

Ms. Wester will send out weekly Sunday night phone and email messages every Sunday at 5:30 pm.

Teachers will maintain contact with parents and students through SeeSaw/Google Classroom, newsletters, phone, and/or email. Teachers will be the first point of contact for parents and students to answer any questions or address concerns.

### **DRESS CODE: Policy Code: 4316 Student Dress Code**

Frederick Douglass will follow the Wilson County Schools student dress code board policy linked above. Please check with your child every morning and know what they are wearing before he/she leaves for school.

### **EMERGENCY INFORMATION**

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. Please make sure this person is trustworthy and will deliver messages to you, the parent/guardian about a sick child, school problems, homework, discipline, and attendance problems. This may be the only way to contact you in an emergency, so please ensure 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 7:30 am, and 3:30 pm will be contacted by a social worker to update this information.

### **FIELD TRIPS**

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 for field trips paid by the student/parent. Students who exhibit safety concerns 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 FDES receipt if the school has to submit a refund in the event of a canceled trip; receipts must be returned to the school before a refund is issued. When the field trip is over, students may be checked out and leave with their parents. Students who leave with their parents will be counted as an early checkout and will be logged on attendance data for that day. Keep in mind that early checkouts are considered tardy.

### **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 the inability to attend 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. Please contact our school nurse or the Wilson County Health Department if you do not know what immunizations are required.

### **INCLEMENT WEATHER PROCEDURES**

Through the Blackboard Connect System, parents will be notified of any school schedule changes due to inclement weather. Information will also be posted on the WCS website and on Social Media. FDES 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.

Dismissal during inclement weather can be hectic. Please ask your child to follow the instructions given to them by any FDES 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 cafeteria out of the weather until their ride picks them up. Teachers will stay until all students are safely on their way home.

### **KINDERGARTEN ASSESSMENT – MEDICAL**

A kindergarten medical assessment is required for all kindergarten students. 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 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. Unclaimed clothing will be stored in our school clothes closet.

### **LUNCH**

FDES 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 children. Students may purchase additional items.

If students bring their lunch, they may get milk, vegetable, and fruit as they walk through the lunch line. Sodas should not be sent to school since these tend to be dangerous when shaken or, at the very least, messy when opened after being shaken.

Technology use by the student is not allowed while eating lunch.

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 lunchtime is so that you can be on time to eat with him/her. 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(s) back to the classroom but instead must come back to the office to sign out of our check-in and out computer system.



## **MEDICATION**

School personnel may not administer medication, prescription or otherwise, 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, which is to wash the affected area with soap and water and apply a bandaid if the injury is bleeding. 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 instructions. Students are not permitted to bring medication to school.

## **OFFICE**

Our office is located on the left 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. Whitley, 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 the disruption of instructional time.

## **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. Parents are encouraged to attend the meetings and be actively involved. Join our Frederick Douglass Elementary PTO page to keep current with PTO information.

## **PARTIES**

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 or cookies and a juice box). According to Federal School Lunch Guidelines, refreshments may only be served after 1:30 pm. Please check with your child's teacher before bringing or sending any snacks to the class so that the teacher can help plan a time for students to enjoy the refreshments. We ask that you not plan an elaborate "birthday party" at school, only one food item and juice, please.

We have school-wide classroom parties/snacks during the school year. Your child's teacher will contact you with information before any parties. All food brought in must be purchased from a store.

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

Parent attendance for parties will be limited to ensure safety. Please check with your child's teacher.

## **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 before 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.

Students are not allowed to have cell phones or other personal devices turned on at school or on the school bus. Use of cell phones or personal devices must be authorized by school personnel. Use of cell phones and personal devices must adhere to protocols set forth by WCS board policies.

Technology Responsible Use ([Policy 3225/4312/7320](#))

## **PROMOTION/RETENTION**

Board policy guidelines will be used when making promotion/retention.

Student Promotion and Accountability ([Policy 3420](#): Regulations [3420A-R](#), [3420B-R](#))

## **TESTING INFORMATION**

Students in grades 2-5 will participate in district benchmark assessment using mastery connect. K-2 students will be assessed using mClass reading. Students in grades 3-5 will take a reading EOG at the end of the year. Students in Grades 3-5 will take a math EOG at the end of the year. Students in grade 5 will take a Science EOG at the end of the year. 3rd grade students will also participate in read to achieve testing throughout the year. Students will be given passages with five questions for each passage to show mastery of standards. More information can be shared with you through your child's teacher. 3rd-grade students must meet a pathway to be promoted to 4th grade. The pathways include EOG, mclass scores or read-to-achieve passages.

## **SAFETY**

All visitors visiting the building need to use the front door at the front of the building. To enter the building, you will need to use the buzz-in system. You will need to press the silver triangle and be prepared to share your name and the reason for your visit. Guests must stop by the front office, sign in, and secure a visitor or volunteer pass before entering the building. Please be prepared to show your ID. Having your driving license available will speed the process up.

FDES values instructional time. Visitors will not be allowed to visit classrooms at any time without prior approval from the administration with a set time for the visit. An administrator or counselor must be present during the classroom visit for safety reasons. Again, this is to ensure the safety of all our students.

When asking another person to pick up your child from school, please send a written note by your child to the teacher. 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 2:45 pm. 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 van or bus. Early release of children interferes with keeping everyone on schedule for their departure places and times.

## SNACK TIME

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

## TRANSPORTATION

Transportation changes will not be accepted over the telephone or by email. Please send a note to the school concerning changes.

**CAR RIDERS MORNING DROP-OFF** Students may be dropped off beginning at 7:30. All car riders will be dropped off at the front of the building. Two lanes will be used for morning carline drop-off. When you arrive, follow the instructions of the staff directing traffic. Students should stay in the car until they see the staff member on duty motion for them to get out. Your child needs to be ready to exit the vehicle when they are at the drop-off zone. Be mindful that the tardy bell rings at 8:00, and students need to be in their classroom at the time of the tardy bell. For safety purposes, do not cut through the parking lot, as this has caused a few accidents between vehicles. If you pull up to drop your child off and no staff member is there to assist with the door, please park in the front parking lot, and come into the office to sign your child in as tardy.

# 23-24 FDES

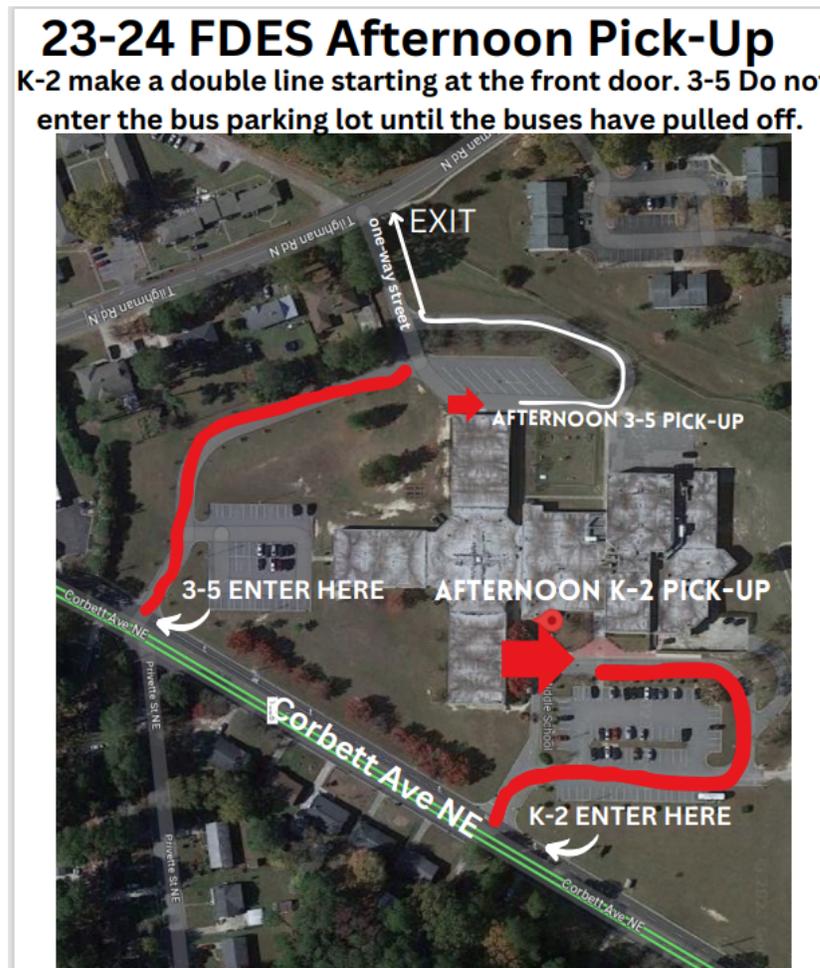
Morning Drop Off - Please make a double line.





### **CAR RIDERS AFTERNOON PICK-UP**

K-2 car riders and their siblings will dismiss at the front entrance of the school. 3-5 students will dismiss at the back exit of the school. Please refer to the visual below. We will have staff members stationed to load 10 or more cars at a time by running double lanes. 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. All students will be put in cars coming through the car line. Please stay in your vehicle. This is to ensure the safety of all students during this very busy time at school. The school will provide 2 signs which list the names of the student(s) based on information provided by the parents/guardians. (You may not create your sign.) Each afternoon for pick-up, the sign should be placed on the rearview mirror facing outwards. Students will come to the car when they are called. If someone arrives to pick up your child without the appropriate sign, they will be asked to park and go inside the building for verification of child pick-up privileges. Upon verification, the child/children will then be released from the main office. It is also important to ensure that the person who is picking up your child is listed on their contact information in the office.



### **BUS RULES AND REGULATIONS**

Our #1 goal is to transport all student bus riders to and from school safely. To accomplish this goal, we need the cooperation of parents and student bus riders. Good student behavior while entering,



riding, and leaving the bus contribute in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers. Please take a few minutes to review the information below concerning student conduct on the bus with your child. The primary purpose of rules and procedures on the buses is for the safety of all students. It is important to remember that all school rules apply while on the bus. Your child's cooperation in following all rules and procedures is appreciated by the drivers.

Bus discipline consequences will be considered separate from other school disciplinary infractions. For milder infractions, the first offense will result in a warning by the bus driver/school administration, followed by 1, 3, 5, and 10-day(s) suspension of bus riding privileges. At the fifth disciplinary infraction, the student will be recommended for revocation of bus riding privileges. For more serious offenses (fighting; actions that put lives in jeopardy), the administration shall reserve the right to suspend bus riding privileges for 10 days, regardless of the offense number.

### **SCHOOL BUS PASSENGER SAFETY**

1. Use the handrail when entering or leaving the bus
2. Take a seat as quickly as possible.
3. Observe classroom conduct while riding.
  - i. Be courteous
  - ii. Respect the rights of other students.
  - iii. Cooperate with the driver in every way. A distraction could cause an accident.
  - iv. Stay in your seat.
  - v. Talk softly and don't talk to the driver.
  - vi. Help keep the bus neat.
  - vii. Enter and leave the bus without pushing or crowding.
  - viii. Do not throw objects inside the bus or from the bus.
4. Keep head, arms, and hands inside the bus.
5. Keep the aisle clear of objects that could cause a passenger to stumble. All passengers are to stay behind the vertical bar.
6. Do not eat or try to do homework on the bus. A sudden stop could send food, papers, books, pencils, etc., flying into someone. Garbage on the floor could cause someone to fall.
7. The bus driver is authorized to assign seats if necessary.
8. Students are permitted only to ride the assigned bus.
9. Cell phones and other personal devices are not allowed to be out and used on the school bus.
10. All school rules apply to the bus.

The bus driver is responsible for transporting passengers to and from school daily and reporting students who misbehave to the school administration. It is the passenger's responsibility to obey the rules listed above. Failure to abide by these rules could cause a student to lose the privilege of riding the bus.

Thank you for your assistance in keeping our school buses safe.

### **VOLUNTEERS**

If you are interested in volunteering for FDES, please complete the following:



1. The WCS volunteer application (this can also be found on the WCS website) <https://appgarden6.app-garden.com/VolTrackNC980.nsf>
2. Once that is completed, please complete the FDES volunteer form (this can also be found on the FDES website). <https://forms.gle/z3fVVBzJexBn3MWS6>

Parents will not be allowed to volunteer directly in the classroom where their child is currently enrolled. As your help is needed, FDES staff will reach out to you to schedule a date and time to volunteer.

### **VALUABLES**

Money, cards, electronic equipment/games, and other valuables should not be brought to school or on field trips. If the item is taken by the teacher, it will be held in the office for a parent to pick up at the end of the day or year. Although school personnel tries to prevent losses, they are not responsible for students' personal property.

### **WHAT TO LEAVE AT HOME**

Any items not needed for school/class should be left at home (i.e. cards, toys, electronic devices, balls, etc.). Items such as matches, sharp objects, lighters, knives, fireworks, ammunition, firearms (or any likeness of a firearm, including water pistols and toy guns), 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 must know one day in advance to prepare a progress report and transfer slip. Library books and technology devices 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 FDES when the school to which the student has transferred requests them.



## Frederick Douglass Elementary School-Wide Expectations

	Entering the Live Classroom	Whole Group Instruction	Small Group Instruction	Independent Tasks	Device Care and Usage	Learning Platform (Google Classroom/ Seesaw)
<b>S</b> Self-control and Safety	<ul style="list-style-type: none"> <li>Choose a quiet, distraction-free space</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in one spot</li> <li>Keep work area clean and organized</li> <li>Use kind words and phrases</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in one spot</li> <li>Keep work area clean and organized</li> <li>Use kind words and phrases</li> <li>Resolve conflict peacefully</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Remain in one spot</li> <li>Keep work area clean and organized</li> </ul>	<ul style="list-style-type: none"> <li>Hold device with both hands when transporting</li> <li>Don't eat/drink near learning device</li> <li>Avoid and report inappropriate sites and unsafe use</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to your teacher or parent</li> <li>Keep login information private</li> <li>Follow instructions</li> </ul>
<b>O</b> Organized	<ul style="list-style-type: none"> <li>Login on time</li> <li>Arrive prepared</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Complete tasks in a timely manner</li> <li>Take notes to refer back on later</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Complete tasks in a timely manner</li> <li>Stay on topic</li> </ul>	<ul style="list-style-type: none"> <li>Create a daily checklist of assignments</li> <li>Prioritize tasks</li> <li>Complete and submit assignments in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the device is charged or plugged in</li> <li>Get permission to add photos or apps on device</li> <li>Have a backup plan if disconnected</li> </ul>	<ul style="list-style-type: none"> <li>Log in every morning to review assignments</li> <li>Log in every afternoon to check for feedback</li> </ul>
<b>A</b> Achieving Goals	<ul style="list-style-type: none"> <li>Be focused on learning</li> </ul>	<ul style="list-style-type: none"> <li>Actively participate</li> <li>Ask questions</li> <li>Stay focused and engaged</li> <li>Be present; avoid multitasking</li> </ul>	<ul style="list-style-type: none"> <li>Work collaboratively</li> <li>Ask questions</li> <li>Stay focused and engaged</li> <li>Learn mistakes</li> <li>Find creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Always do best work</li> <li>Put in more effort</li> <li>Improve with practice</li> <li>Learn from mistakes</li> <li>Find creative solutions</li> </ul>	<ul style="list-style-type: none"> <li>Stay on task when using technology</li> </ul>	<ul style="list-style-type: none"> <li>Reach out for help from teacher if needed</li> <li>Share and collaborate</li> </ul>
<b>R</b> Respect	<ul style="list-style-type: none"> <li>Audio off; video on/off</li> <li>Use chat with classmates first 5 minutes before instruction begins</li> <li>Listen for instructions or announcements</li> <li>Use kind words when greeting each other</li> </ul>	<ul style="list-style-type: none"> <li>Audio off; video on/off</li> <li>Use reaction symbols and wait to be called upon</li> <li>Listen to and follow directions</li> <li>Use positive comments</li> <li>Respect others' differences and perspectives</li> </ul>	<ul style="list-style-type: none"> <li>Audio and video on/off</li> <li>Use reaction symbols and wait to be called upon</li> <li>Listen when others speak</li> <li>Use positive comments</li> <li>Be mindful of noise level</li> </ul>	<ul style="list-style-type: none"> <li>Use time wisely.</li> </ul>	<ul style="list-style-type: none"> <li>Utilize the device as intended</li> <li>Value school property</li> <li>Use proper text etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Utilize the learning platform as intended</li> </ul>

### DISCIPLINE

Students are expected to follow the discipline rules in their classrooms, on buses, on the playgrounds, on field trips, and school-wide. We will not allow a student to disrupt instructional time from his/her peers or prevent others from having learning opportunities. Students who interrupt instruction or are disruptive anywhere in or on school property may be assigned a consequence.

### EAGLE HIGH FIVE

Students may earn Eagle High Fives when they display good character or exemplify model behavior. Once a month, we will have a grade level drawing for a gift card for students who have redeemed their Eagle High Fives! The more high fives a student has accumulated, the more chances they have to win. Each month we will begin again with new Eagle High Fives for that month.



## **Parent's Guide to K-2 Standards-Based Grading & Elementary Report Cards**

In Wilson County Schools, we envision a student-friendly report card with clearly identified learning targets aligned to the North Carolina Standard Course of Study while providing high-quality instruction and assessments. Our Standards-based report card provides meaningful feedback so both students and parents can track student progress toward mastery of key academic concepts/standards and reflect upon strengths and areas for improvement.

### **What is standards-based grading?**

Standards-based grading is a grading system that measures students' mastery of a set of clearly defined standards. Its purpose is to identify what a student knows or is able to do based on these pre-established standards rather than averaging grades/scores.

### **What is a standards-based report card?**

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level.

### **How does standards-based grading differ from traditional grading?**

A student's performance for an entire quarter is averaged together in a traditional grading system.

A standards-based grading system measures a student's mastery of standards by prioritizing the most recent, consistent level of performance, allowing a student who struggled early to demonstrate mastery by the end of the grading period. Variables such as effort, participation, timeliness, cooperation, attitude, and attendance are reported separately, not as an indicator of a student's academic performance.

### **How are my child's grades determined?**

A student's performance on summative assessments will be used to determine a student's overall grade. Formative assessments, which occur throughout the grading period, are used to identify areas of strength and weakness of students in order to guide the teacher in providing targeted instruction.

### **Will my child still receive teacher comments on the report card?**

Yes. Individualized feedback is an essential component of standards-based grading. Effective feedback is a more useful source of information than simply assigning a numeric value or letter grade to student work.

### **What will the grading scale represent?**

M- Indicates that a student has mastered a standard

S - Indicates that a student has exhibited satisfactory progress towards a standard

N - Indicates that a student needs additional support and practice with a standard



U - Indicates that a student has exhibited unsatisfactory progress towards a standard

### **How will I know if my child needs help?**

Receiving an 'N' or 'U' on a progress report/report card can signify that a student needs extra support in the areas where he or she is receiving low grades. This is another benefit of a standards-based report card – areas in need of support are clearly evident.

## **3-5 Grading Traditional Grading**

### **How are students' grades 3-5 given grades?**

Students in grades 3-5 will receive traditional grades on their assignments, progress reports and report cards.

WCS follows the 10-point grading system.

A - 100-90%

B - 89-80%

C - 79-70%

D - 69-60%

F- 59% or below

All averages lower than 50% will be corrected to a 50% on the report card. The actual grade earned will be noted in the comment section.

### **What courses will my child receive a grade in?**

Each student will receive a grade in at least one standard for the following subjects per grading period:

- ELA (English Language Arts)
- Math
- Science
- Social Studies
- Physical Education
- Music
- Visual Arts
- Homeroom (The Homeroom grade will be based upon a student's conduct/behavior.)

Grading periods will be marked as

- Q1 (First Quarter/Nine Weeks)



- Q2 (Second Quarter/Nine Weeks)
- Q3 (Third Quarter/Nine Weeks)
- Q4 (Fourth Quarter/Nine Weeks)

## **Recognition Criteria for Elementary Schools**

### **WCS PBIS Recognition Criteria**

- No more than six absences and/or tardies in the grading period
- No behavior (bus or school) referrals for the grading period

### **WCS Academic Recognition Criteria**

- K-2 Honor Roll (80% M's and S's every 9 weeks)
- K-2 Principal List (All M's across all subject areas)
- 3-5 Honor Roll (All A's and B's across all subject areas)
- 3-5 Principal List (All A's across all subject areas in 3-5)

### **Academic Growth Award**

- Students that have shown significant growth in one or more academic areas

### **Special Area Award**

- Students that have demonstrated exceptional behavior in a special area class

### **Soaring Eagle Award**

- Students that have demonstrated the following SOAR expectations throughout the year
- S - Show safety
- O - Own my actions
- A - Act responsibly
- R - Respect yourself and others

Throughout the school year, the school will hold small recognition activities to reward students for meeting the criteria. At the end of the year, the school will host an award day ceremony to include parents and guardians.



## Board Policies

- Student Behavior Policies ([Policy 4300](#))
- Student Dress Code ([Policy 4316](#))
- Homework ([Policy 3135](#))
- Evaluation of Student Progress ([Policy 3400](#); [Regulation 3400-R](#))
- Student Promotion and Accountability ([Policy 3420](#); [Regulations 3420A-R, 3420B-R](#))
- Graduation Requirements ([Policy 3460](#); [Regulation 3460-R](#))
- Administering Medications to Students ([Policy 6125](#); [Regulation 6125-R](#))
- Attendance ([Policy 4400](#))
- Student Records / Release of Directory ([Policy 4700](#); [Regulation 4700-R](#))
- Technology in the Education Program ([Policy 3220](#); [Regulation 3220-R](#))
- Technology Responsible Use ([Policy 3225/4312/7320](#))
- Internet Safety ([Policy 3226/4205](#); [Regulation 3226-R/4205-R](#))
- School Safety ([Policy 1510/4200/7270](#))
- Interscholastic Athletic Eligibility ([Policy 3621](#))
- Discrimination, Harassment and Bullying Complaint Procedure ([Policies 1720/4015/7225](#))



# School Nutrition

**Eat fresh. Eat well. Eat with Wilson County School Nutrition**

School Nutrition Services is continuing our commitment to making sure that all students are fully prepared and nourished for academic success.

**For the 2022-2023 School Year, students enrolled in a CEP school will receive breakfast and lunch at no cost!**

## **FAQ: CEP Schools**

**Why are students at Community Eligibility Provision (CEP) schools receiving meals at no cost?**

The Community Eligibility Provision often referred to as CEP, is a non-pricing meal service option offered through the USDA Healthy Hunger-Free Kids Act of 2010. The school must meet certain requirements to qualify for CEP, which allows all enrolled students to receive breakfast and lunch at no cost.

**Do I still need to complete a meal application form at a CEP school?**

No. An advantage of the CEP program is that applications are unnecessary and will not be utilized under CEP.

**I have a student that is participating in a CEP school and receiving meals at no cost. I also have a student at a non-CEP school. Do I still need to complete a Meal Application for the student at the non-CEP school?**

Yes. If a student at a CEP school has a sibling(s) at a non-CEP school, the parent/guardian will need to complete a Meal Application for the student at the non-CEP school. The parent/guardian must include all individuals living in the household, including the student(s) attending the CEP school. *\*\*Please note: once a meal application is processed, your student at the CEP school will continue to receive meals at “no cost,” while the student at the non-CEP school may qualify for meals at the free, reduced, or paid status.\*\**

**What if my student transfers to a non-CEP school?**

Within 10 days of a transfer to a non-CEP school, the student’s meal status may automatically change to a reduced or denied status. It is important for the parent/guardian to submit a Meal Application as soon as possible after the student transfers. If you have any concerns, please contact Sechevea Shaw, Meal Application Specialist, at 252-399-7849.

**Will “extra” items be offered for purchase in the cafeteria?**

Yes. Extra servings of any part of the day’s meal, along with a variety of snack and beverage choices, will be offered for purchase on a daily basis. These items include ice cream, chips, fresh baked cookies, etc. Please note that all of our snack offerings are approved through USDA Smart Snack guidelines.

**How can I prepay for extra item purchases for my student?**



You can deposit money on your student's account in several ways. We continue to accept checks or cash in the cafeteria (checks must include the student's name and lunch number). You can also easily utilize the MySchoolBucks website, [www.myschoolbucks.com](http://www.myschoolbucks.com), to deposit money on your student's account, check account balances, and review a transaction history. MySchoolBucks can also be accessed through the MySchoolBucks Connect App on a Smartphone. To create an account, you will need your student's Student ID number which can be obtained from the school's office.

**What is included in a school lunch?**

The School Nutrition department follows all guidelines and regulations set forth by the USDA Food and Nutrition Services. All meal patterns include a balanced meal that fits the Dietary Guidelines for Americans. Each lunch meal will contain an entrée, 2 vegetables, 1-2 fruits, and a milk. A variety of vegetable subgroups will be served throughout the week.

**Is my student required to take everything that is offered with lunch?**

No, The School Nutrition department follows a provision called Offer vs. Serve (OVS) allowed by USDA. This allows a student, in addition to their entrée choice, to decline 3-4 items offered. A student is only required to take 3 of the 6-7 items offered; however, one item must be a fruit or vegetable.

**What is included in a school breakfast?**

Each school breakfast consists of an entrée, a fruit, a 100% fruit juice, and a milk.

**Is my student required to take everything that is offered with breakfast?**

No. Under the Offer vs. Serve (OVS) provision, a student is allowed, in addition to their entrée choice, to decline 1 item offered. A student is only required to take 3 of the 4 items offered; however, one item must be a fruit or juice.

For more information, please visit our School Nutrition webpage on the WCS district website

We thank you for your continued support of the School Nutrition program and our mission to nourish your student's mind for their continued academic success.

If I can be of any assistance, please feel free to contact me at 252-399-7845

Jamie Narron  
Executive Director of School Nutrition Services

**Wilson County CEP Schools:**

- |                     |                   |                         |                         |
|---------------------|-------------------|-------------------------|-------------------------|
| Barnes Elementary   | Beddingfield High | Daniels Learning Center | Darden Middle           |
| Elm City Middle     | Fike High         | Forrest Hills Middle    | Frederick Douglass Elem |
| Gardners Elementary | Hearne Elementary | Jones Elementary        | Lee Woodard Elementary  |
| Speight Middle      | Stantonsburg Elem | Vick Elementary         | Vinson-Bynum Elementary |
| Wells Elementary    |                   |                         |                         |