

Wells Elementary School



Striving for Excellence!

Critical Thinking, Collaboration, Creativity, Communication

2023-2024 Student/Parent Handbook

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Dear Wells Families,

Welcome to Wells Elementary School! We are looking forward to an exciting and successful year! Our teachers and staff have worked hard to prepare a warm and welcoming classroom with engaging activities to lead to overall student success for all.

Building positive relationships with our students, parents, and throughout our school community is important to us at Wells Elementary School. We invite you to join us for our Parent Involvement Nights, conferences, lunch, PTO events, and other family activities. We also encourage you to connect with your child's teacher through Class DoJo and stay connected through our Wells Elementary website and Facebook pages.

As we begin this year together we encourage you to set aside time every night to ask your child about his/her day, read together, and review any homework assignments together. Parental support is crucial in the overall academic success of your child. If you have questions concerning the classroom, assignments, or your child's performance please contact your child's teacher. They will be more than happy to answer questions and address your concerns.

*This student/parent handbook has been created as a guide to familiarize you with our school. While not all – inclusive, it does serve as an outline of important policies and procedures to ensure the safety of our students which enables us to maintain a positive learning environment for all. **Your child's teacher may have additional classroom rules for your child to follow.** It is expected that your child will follow our school wide rules, as well as their teacher's classroom rules.*

At Wells your child is important to us. We are committed to meeting each child's individual academic and social/emotional needs to the very best of our ability. Thank you for allowing us the opportunity to serve you and your child! At WES we BELIEVE in our students, staff, and families as we strive for excellence! Go Beavers!

Sincerely,

Debra Simons, Principal

Christine Lane, Assistant Principal

Wells Student/Parent Handbook Agreement 2023-2024

Dear Parents/Guardians,

The Wells Elementary School handbook has been created as a resource to help you and your child have a positive experience at school. Inside you will find an outline of policies and procedures established to ensure your child has a safe and successful learning experience at Wells.

Our handbook is shared with you electronically so that changes/edits may be made appropriately throughout the school year. You will find the most recent version of our handbook on the Wells Elementary School website.

Please take the time to read this handbook and discuss the contents with your child. Afterwards, we ask that both you and your child sign below, indicating that you have read and understand the contents of this handbook. Thank you for your cooperation and support as we work together for a successful school experience for you and your child!

Student Signature

Date

Parent Signature

Date

Homeroom Teacher

Grade

The safety and well-being of our students and staff is of utmost importance in the Wilson County Schools District, as well as, at Wells Elementary School. We are committed to academic excellence and to providing our students with rigorous and relevant learning experiences in all learning environments, ie. at school or at home.

Wells Elementary School Information

Wells' Mascot: Beavers

Wells' Colors: Green and White

PBIS Expectations:

Leaders are Respectful, Responsible, Prepared Learners

Beaver Motto:

We are the Beavers
We're the greatest! It's true!
We're respectful, responsible, prepared learners too.
Our work is the best. We can do.
We believe in ourselves! Our pride shines through!

~Borrowed~

Wells' Vision:

Our vision is to enhance student success by developing a well rounded, respectful, responsible, and prepared learner. We are committed to providing a positive, safe, and inclusive environment for students to strive for excellence as they become lifelong learners.

The Wells' Mission:

We strive for excellence by creating a safe and inclusive learning environment with support from the community working together.

Wells' Beliefs:

- ❖ We believe in building ongoing, positive and sustainable relationships with all stakeholders.
- ❖ We believe in teaching 21st century skills and content.
- ❖ We believe in providing a quality instructional program that uses data to drive instruction while incorporating 21st century skills to produce globally prepared citizens.
- ❖ We believe that all students should have opportunities to learn and be successful.
- ❖ We believe that a successful student is one who meets or exceeds their individual growth goals academically, socially and emotionally.
- ❖ We believe an effective classroom is one in which teachers and students are actively engaged and accountable for student success.
- ❖ We believe that all staff should be proactive, honest, acknowledge concerns, and build positive relationships.
- ❖ We believe as an effective school staff we should communicate and collaborate for the benefit of all students.

Academic Expectations for Students/Student Promotion and Accountability

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.

Third, Fourth, and Fifth Grade

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

All staff are required to follow regulations developed by administration and approved by the superintendent. The following has been issued by the superintendent for the implementation of WCS Board Policy [3420, Student Promotion and Accountability](#).

Standards

Grades	Attendance Expectations
K-5	85 percent of days enrolled
6-8	90 percent of days enrolled
9-12	90 percent of days enrolled

Grade	K-2 Reading Assessment	Math Proficiency	Teacher Grades
K	420	80 percent	Satisfactory
1	441	80 percent	Satisfactory
2	439	80 percent	Satisfactory

Grade	EOG Math	EOG Reading	Reading Assessment	Lexile	Teacher Grades
3	Level III	Level III	445	725	60 or Above in Reading and Math

Grade	EOG Math	EOG Reading	EOG Science	Teacher Grades
4	Level III	Level III		60 or Above in Reading and Math
5	Level III	Level III	Level III	60 or Above in Reading, Math, and Science

Awards and Recognitions

It is important that we recognize the accomplishments of our students throughout the year. 5th grade students will receive awards during our EOY Award Celebrations in the gym. K-4th grade teachers will have an EOY Awards Celebration in their classroom. Teachers may also choose to give additional awards, as appropriate, throughout the year.

Awards may include:

- **Principal's List:** Students in grades 3-5 who make all A's on their report card will receive a certificate each nine weeks.
- **Grades 3-5 Honor Roll:** Students in grades 3-5 who make all A's and B's on their report card will receive a certificate each nine weeks.
- **K-2 Honor Roll:** Students in grades K-2 who receive 80% M's and S's on their report card will receive a certificate each nine weeks.
- **Perfect Attendance:** Students who have not been tardy (including early check outs) and who do not have any absences (including excused and unexcused).

WES will recognize students for meeting or exceeding PBIS expectations while at school. Please see more regarding PBIS recognition located in the PBIS section of this handbook.

PBIS Recognition

Wells Elementary School participates in the Positive Behavioral Interventions and Supports (PBIS) system to support and guide students toward improved social and behavioral outcomes. WES will recognize students for meeting or exceeding PBIS expectations while on campus and in the school building. PBIS recognitions may include:

- Ongoing classroom recognition for students who contribute to positive classroom norms
- Recognition for students with exemplary behavior (no office behavioral referrals, including bus) and 6 or less tardies/absences per nine weeks.

Bus Safety and Discipline

All students assigned to a bus for transportation are informed and cautioned through class instruction, supervision and otherwise, of the responsibility of the individual passenger for conduct and safety. Parents should be notified when disciplinary action is needed. All school bus passengers are required to observe good conduct. When the bus driver or others report instances of misconduct on a school bus by a passenger, the school administration shall exercise the authority designated to him/her for an investigation and appropriate disciplinary procedure for any passenger. (G.S. 115-186(b) and Board of Education Policy # 5415.) A school administrator may suspend, at his/her discretion, passengers from riding on a school bus for:

- Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus.
- Tampering with or doing damage to a bus.
- Refusing to meet the bus on time and/or at the designated stops.

- Leaving the bus when in route from home to school (or vice versa), unless authorized to do so by the principal or his/her designee
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the Wilson County Board of Education.

In order to change a student's bus stop, or add a student to a bus, the parent must request through Wilson County Schools utilizing the [Scribbles platform](#). This can be found under [Enrollment](#) on the Wilson County Schools website. An updated proof of address is also required to be uploaded on the platform. This form must be approved by the school administrator prior to the student being allowed to ride the bus. This approval is dependent upon the student riding the bus on a regular basis. Notes asking for students to be dropped off at a friend's house or other unauthorized stops are not accepted.

Riding to and from school is a privilege. Each rider must be a responsible passenger. In meeting the school bus, passengers should:

- Be on time.
- Stand on the side of the street or highway and in no way interfere with traffic
- Cross the road under the protection of the bus stop arm and hand signal from the driver.
- Wait for your turn in getting on the bus.

On the bus, passengers should:

- Quietly take your assigned seat and remain seated while the bus is moving.
- Keep the bus clean (no drinking, eating or gum).
- Keep the aisle clear and hands/arms inside the bus - not out the windows.
- Talk softly
- Sit facing forward with both feet on the floor, hands to yourself, and personal items in your book bag.
- Noise levels should be low so the driver can hear.
- (AM riders) When leaving the bus, stay on the sidewalk until you quietly enter the school.
- (PM riders) When waiting on the bus, quietly remain seated.

When appropriate, the following steps will be taken in dealing with bus offenses as reported by school bus drivers:

- 1st Offense: Parental notification and counsel with student; may receive up to 3 days off the bus.
- 2nd Offense: May receive up to 5 days off the bus.
- 3rd Offense: May receive up to 10 days off the bus.
- 4th Offense: May receive up to 10 days off the bus or may be suspended from the bus for the remainder of the school year.

Calendar Info and Important Dates to Remember 2023-2024

Click [HERE](#) to view all available WCS Calendars. These calendars are subject to change, so please visit often.

Some important dates are as follows. These dates are subject to change if/as district calendars change.

August 16-25, 2023: Teacher Workdays

August 24, 2022: Open House (4:00-6:00)

August 28, 2023: First Day of School for Students

September 4, 2023: Labor Day Holiday

September 5-25, 2023: BOY mClass K-3rd

September 6, 2023: 3rd Grade Beginning of Grade Assessment (BOG)

September 11-15, 2023: Grades 1-5 STAR Math

September 18, 2023: School Picture Day

September 25, 2023: First Nine Weeks Progress Reports

September 21, 2023: Title I Annual Meeting RTA Night (5:30 pm)

October 2, 2023: PTO Meeting (5:30 pm)

October 9-20, 2023: SEL Panorama Survey Administered

October 19, 2023: Read to Achieve Assessment

October 20, 2023: First Nine Weeks Ends

October 23, 2023: Teacher Workday

October 30, 2023: First Nine Weeks Report Cards Go Home

October 24-27, 2023: 2nd-5th Benchmarks

November 6-9, 2023: Narrative Writing Assessment

November 10, 2023: Veterans Day Holiday

November 22-24, 2023: Fall Break

November 27, 2023: Second Nine Weeks Progress Report

December 4th-8th: Book Fair

December 4th-13th: K-5 STAR Math Assessment

December 7, 2023: STEM Night and Evening Book Fair Night

December 14-20, 2023: K-1 Math Assessment

December 21, 2023: Early Release Day/End of Second Nine Weeks Grading Period

December 22 2023-January 7, 2024: Winter Break

January 8, 2024: First Day of 2nd Semester, Report Cards go home

January 10, 2024: Parent/Teacher Conferences (3:30 - 5:30)

January 11, 2024: Lexile Assessment

January 15, 2024: Martin Luther King, Jr. Holiday

January 16-19,2024: 2nd-5th Middle of Year Benchmark Assessments

January 16-February 5, 2024: Middle of Year mClass Assessments

February 1-March 8, 2024: ACCESS Testing

February 6-29, 2024: K-5 Writing Assessment/ Informative

February 8, 2024: Third Nine Weeks Progress Report

February 19, 2024: Teacher Workday

February 27-March 10, 2024: SEL Panorama Survey Administered

February 29, 2024: One School, One Book Night (5:30 pm)

March 5, 2024: Teacher Workday

March 11, 2024: PTO Meeting (5:30 pm)

March 15, 2024: End of Third Nine Weeks Grading Period

March 19-28, 2024: STAR Math Assessment

March 21, 2024: 3rd Nine Weeks Report Cards Go Home

March 28, 2024: Field Day

March 29 - April 5, 2024: Spring Break

April 10-16, 2024: End of Year Benchmark Assessments

April 25, 2024: 3rd Grade Transition Night (5:30 - 6:30)

April 22-26, 2024: K-5 Writing Assessment/Opinion

April 30, 2024: Fourth Nine Weeks Progress Report

May 2, 2024: Kindergarten Transition Night (5:30 - 6:30)

May 3, 2024: Teacher Workday

May 1-21, 2024: End of Year mClass Assessment

May 13-20, 2024: End of Year K-1 Math Assessment

May 16, 2024: 2nd Grade End of Year Math Assessment

May 22-23, 2024: 3rd-5th Math/Reading EOG

May 27, 2024: Memorial Day/No School

May 28, 2024: 5th Science EOG

May 30, 2024: 3rd Grade Read to Achieve Assessment

June 5, 2024: End of Grading Period, Early Release, and Last Day of School for Students

June 5, 2024: Summer Scholars EOG Remediation

June 6-11, 2024: Summer Scholars EOG Retest

June 17, 2024: Fourth Nine Weeks Report Card Go Home

[Checkouts Morning Procedures and Early Leavers](#)

Opening: Students may be dropped off beginning at 7:30 am. All students who are arriving by car should be dropped off using the car line.

Arrival: Students are expected to be in their seats and ready for instruction no later than 8:00 each morning. We prefer students to arrive at school between 7:30 and 7:55 each day.

Bus Arrival: Buses are expected to arrive no later than 7:45 am.

Hallways: The tardy bell rings at 8:00. Parents and guardians are allowed to walk their child to class on the first day of school. Kindergarten parents and guardians are allowed to walk their child to class during the first week of school. After this time all students are expected to walk themselves to class independently.

Breakfast: In order to increase the opportunity for students to begin their day with a healthy breakfast, Wilson County Schools has implemented BIC (Breakfast in the Classroom). This voluntary program allows students to eat breakfast in their classrooms taking no more than 15 minutes to eat. This program will allow teachers more instructional time with students than the traditional breakfast format and will also ensure all students get a chance to eat. Breakfast will begin at 7:30 and ends at 8:00 each morning. If your child arrives late they will be unable to get breakfast.

Late Arrivals: Students arriving at school after the 8:00 am bell should be accompanied into the building by an adult and report to the office in order to check in. Frequent tardiness has a negative impact upon student performance and shall be addressed by the classroom teacher, principal, or school social worker. Tardies count against a student receiving Perfect Attendance certificate, PBIS, and other rewards.

Conferences: There are several things we must do in order to be ready when students arrive. Because of this we are unable to conduct impromptu conferences in the morning. We respectfully ask that parents schedule a time to meet with the teachers via email or telephone.

Early Checkouts: Students who check out early from school (before 3:00) are considered tardy. **Parents are asked to not check students out after 2:30** due to the business of the office and teachers completing instruction to prepare students for dismissal. Tardies count against Perfect Attendance certificates, PBIS and other awards. Adults should have a photo ID with them when checking out students. Students will only be released to those adults on their approved checkout list.

[Child Nutrition & Cafeteria Procedures](#)

Please see the following expectations regarding food and drinks at Wells:

- ★ All food and drink items must be consumed at lunch and disposed of at the conclusion of the lunch period.
- ★ Open containers of liquid are not permitted; a thermos or sealable bottle is ok, but not cans, as they can spill and cause a mess.
- ★ Students may not sell or barter food items.

- ★ At lunch, parents are invited to sit with their child only at the visitors' table. Due to space limitations and safety concerns, please do not ask another student to sit with you and your child.



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 2023-2024 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 a breakfast and lunch at no cost.

Do I still need to complete a meal application form? No. An advantage of the CEP program is that no applications are not necessary and cannot be utilized under CEP.

I have a student in a school that is participating in CEP school and receiving meals at no cost. I also have a student at a non-CEP school. Do I need to complete a Meal Application? Yes. If a student at a CEP school has a sibling(s) at a non-CEP school, the parent/guardian will have to complete a Meal Application and include all individuals living in the household, including the student(s) attending the CEP school, on the application. ***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 once 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? Absolutely! A variety of snack and beverage choices will be offered for purchase as well as any extra servings of any part of the day's meal.

These could include ice cream, chips, fresh baked cookies, etc. All of the snack offerings are approved through USDA Smart Snack guidelines.

How can I prepay for extra item purchases for my student? You can put 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, to place money on your student's account, check the balance, and see a transaction history. This can also be accessed through the MySchoolBucks Connect App on a Smartphone. In order 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, this includes meal patterns that 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 and one of them *must* be a fruit or vegetable.

What is included in a school breakfast? Each 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 and one of them *must* be a fruit or juice.

Visit our School Nutrition webpage on the district website for more information.

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

[Custody and Legal Guardianship of Students](#)

If a parent is in possession of a valid court order that limits or removes the rights of one parent regarding custody or other school-related matters, a copy of that order must be on file in the school office. New court orders should be shared with the school as soon as possible. Existing court orders should be provided at the beginning of each new school year, and also at any time changes are made to the order. **If no valid court order is provided, it is assumed that both parents have equal rights.** The school cannot "take the word" or verbal direction of one parent over another. We must have a valid order in our possession to

proceed accordingly.

If applicable, parents must provide schools with specific parenting time schedules in order for our school to comply.

We strongly encourage parents with court orders to meet with the teacher and principal to discuss and review.

[Dismissal](#)

Change of Transportation: All changes in transportation must be provided in writing. A note should be sent to the homeroom teacher no later than the morning of the change in transportation.

2:30 Rule: Students shall not be checked out after 2:30 pm. At the end of the day, an elementary school becomes a very busy place. Cars are lining up, buses are preparing to leave, and teachers are finishing the instructional day with students. We respectfully ask if you need to pick your child up early from school that you do so before 2:30 pm.

[Emergency Contact Information/Student Information Sheets](#)

It is very important that we maintain the correct emergency contacts for your child at all times. This information will be used to contact you or another person of your choice in case of any emergency situation (i.e. illness, early release due to inclement weather, etc.) We need no less than three emergency contact numbers (your personal and workplace numbers, and at least 2 relatives/and or family friends who are authorized by you to pick up your child). Additionally, if you have an email address we would like to have that on file as well to ensure we can reach you at all times. Additionally, please ensure that you always update your contact information so that it remains valid/current in our records.

[FERPA - The Family Educational Rights and Privacy Act Opt-Out](#)

Wilson County Schools' [Policy 4700](#) and [Administrative Regulation 4700-R](#) outline the right for parents and guardians to opt-out of sharing directory information. More information about your FERPA rights may be viewed [HERE](#).

Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you. A school may disclose directory information to third parties for non-commercial use only.

Schools will never sell information to third parties for commercial purposes. Directory information will only be used for official purposes and to colleges and universities if you so

[Field Trips](#)

Throughout the year grade level teams will plan field trips for our students which are tied to classroom instruction. These trips are for our students in the class. Teachers will sometimes ask parents to assist as

chaperones on these trips. Chaperones must maintain current approval status with our district’s Volunteer Tracker system. Younger, or older children, whether they are school age or preschool age are NOT permitted to go on these trips. All volunteers are required to check in at the front office for the safety and security of our school.

[Grading System](#)

Grading System

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%

[Homework](#)

Homework

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.

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

[Inclement Weather Procedures](#)

Parents should make sure the school has their current contact information so they receive all automated phone calls or email messages related to inclement weather. WCS has a 24-hour weather line that gives the status of the school day - the number is 252-265-4037. In the event of inclement weather, parents can also find the status of the school day at <http://wilsonschoolsnc.net>, the WCS Facebook, Twitter and Instagram pages and on WRAL-Channel 5.

[Late Arrivals and Early Checkouts](#)

- Students may enter the building beginning at 7:30 AM. Breakfast is served beginning at 7:30AM.

- Students who arrive after 8:00 AM and/or leave before 3:00 PM are counted tardy. **These students must be checked in at the front office by an adult using our Ident-A-Kid system.**
- Please do not drop your child off in the morning before adults are outside on supervision duty or after the tardy sign has been placed at the carpool area.

7:30 AM	Carpool begins; students may be dropped off when supervising staff is present.
8:00 AM	Tardy; Official Start of School Day
3:00 PM	Dismissal Begins

[Title I Parent Engagement Policy](#)

Wells Elementary School is dedicated to the academic, behavior, and social/emotional success of our students. We believe that true parent/guardian, teacher, and staff partnerships are essential to the success of our students. This partnership is reliant on parent and guardian involvement within and throughout the school community. The Wells Elementary administration will work in collaboration with teachers, staff, parents and guardians to actively support the teachers/staff, the Wells PTO, and all parents/guardians to enhance parent involvement as follows:

- Respecting all parents/guardians as true partners in the education of their child(ren) and honoring them as the first and life-long teachers of their child(ren).
- Fostering a warm, welcoming, and responsive environment for all parents/guardians.
- Providing excellent customer service for all parents/guardians and students.
- Providing opportunities for parent involvement in site-based leadership and decision making.
- Establishing and promoting clear communication between school and home to foster trust and understanding.
- Expecting high student achievement for all students.

At Wells Elementary School we expect our parents/guardians to be supportive and involved by:

- Volunteering in the classroom, on field trips and/or through our PTO.
- Respecting the teachers and staff as true partners in the education of their child(ren).
- Taking initiative in learning about and seeking the best educational opportunities for their child(ren).
- Participating in parent night activities, attending parent conferences, and other meetings concerning their child(ren).
- Participating in site-based leadership and decision-making opportunities.
- Engaging in two-way communication between school and home concerning the instruction, achievement, and conduct of their child(ren).

Opportunities for Parent Engagement

The Wells Elementary administration and staff encourage parent involvement by providing a variety of opportunities for parents and guardians to be informed, communicate with staff, and be active partners in the education of their child(ren).

The Wells Elementary Administration and Staff provide the following opportunities for clear two-way communication of events, activities and/or student academic progress.

- Student Handbooks
- School/Parent/Student Compacts
- Parent/Teacher Conferences
- ClassDojo
- Wells Elementary Website
- Wells Elementary Facebook Page
- Emails
- Weekly Connect Ed Messages
- School Marquee
- Parent Portal
- Weekly Folders – Sent home every Wednesday

The Wells Administration and Staff provide the following opportunities for active parent/guardian involvement during special events and daily school activities:

- Open House Night
- Parent Academy Nights
- Book Fairs
- PTO Programs/Events
- Parent/Teacher Conferences
- Grade Level Celebrations
- Classroom Visits (Prior approval needed)
- Eat lunch with your child per policy
- Volunteering per policy
- Field Trips
- Field Day
- Family Engagement Events

Parent/Guardian input is important to us at Wells Elementary School. Parents and Guardians can be part of the decision-making process through the following opportunities:

- School Improvement
- Title I Parent Engagement Survey
- District Parent Advisory Council
- District Surveys
- PTO
- Surveys at Parent Events

[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, which involves measuring 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, which may not provide an accurate picture of what a student has or has not learned.

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?

In a traditional grading system, a student's performance for an entire quarter is averaged together. 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 a 'N' or 'U' on a progress report/report card can be a sign that a student is in need of 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.

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)

Parties/Celebrations

In order to protect instructional time, classroom parties are held only during specially designated times (Winter and EOY). *With prior teacher approval* parents may bring cupcakes or a small treat for their child's birthday to be eaten during a working snack. Cafeteria policy states party treats must be served after lunch hours (1:00 pm). All treats must be commercially prepared; due to state laws and regulations, no homemade goodies are allowed. Birthday parties are not allowed at school in order to protect the instructional day.

Positive Behavior Support

We take behavior and discipline very seriously at Wells. All students are expected to behave in a manner conducive to learning. High standards have been established for students to conduct themselves in a way that is respectful and lends to a climate that is essential for learning. Our teachers and staff will reinforce and model positive behaviors at Wells. Our PBIS Matrix gives examples of appropriate behavior expectations which will be taught during the first two weeks of school and reinforced throughout the school year.

Our teachers will reinforce positive behaviors by awarding students in the classroom.

When a child misbehaves the teacher or staff member will use interventions strategies and approaches in their classrooms to maintain order and an appropriate learning environment. However, in the event a student is continuously disruptive or behaves in a manner that is not supportive of the learning environment, teachers and/or school administrators must deal with the students in an appropriate manner to

ensure that learning can occur. Students who misbehave will be redirected and taught proper behavior. Teachers and administration will follow WCS policies and procedures when applying disciplinary consequences for behaviors.

[PBIS Matrix](#)




Wells PBIS Matrix

Settings Expectations	Classrooms	Hallways	Cafeteria	Bathrooms	Outside/ Playground Areas	Assemblies	Bus	Dismissal	Community
Leaders are...									
Respectful	Listen to the teacher and your classmates. Show kindness to others. Keep hands, feet, and objects to yourself.	Walk in single file on the right side of the hall in the third block. Walk in your personal space. Keep hands, feet, and objects to yourself.	Eat first and then talk. Say "Please" and "Thank you." Keep hands, feet, and objects to yourself.	Throw paper towels into the trash can. Keep water in the sink.	Enter and exit the building calmly. Keep hands, feet, and objects to yourself.	Listen to the speaker. Applaud appropriately.	Listen to your bus driver. Report problems to the bus driver.	Listen to your teachers.	Be kind.
Responsible	Follow classroom rules and directions. Take care of equipment and materials in the classroom. Make good choices.	Quiet in the hallways. Make good choices.	Throw all trash in the trash can. Use inside voices.	Wash hands with soap and water. Turn off water when finished. Use one paper towel.	Take care of playground equipment. Return equipment to its proper place. Make good choices.	Remain seated.	Remain seated. Keep hands and feet out of the aisle. Use your inside voice.	Remain with your assigned adult.	Stay with your assigned adult.
Prepared	Bring agendas, books, materials, supplies, and completed assignments to class.	Be in class on time.	Bring your lunchbox.	Know your teacher's expectations.	Watch for the teacher's signal.	Know your teacher's expectations.	Sit in assigned seat. Face forward. Know your bus stop.	Bring your backpack and personal items with you.	Ask appropriate questions.
Learners	Actively participate. Complete your work.	Pay attention to student work displays. Be a role model.	Follow your teacher's directions. Use your manners.	Follow your teacher's directions.	Be a team player. Be kind.	Actively Participate.	Follow the bus driver's directions.	Follow your area rules.	Actively participate.

[Reassignment](#)

Students who do not live in the Wells School district must apply for reassignment in order to remain for the school year. Reassignment must be completed every school year. In order to be approved for reassignment, students must be in good standing academically, behaviorally, and through attendance. If a child does not

meet the criteria it will be recommended to the board of education that the student return to their homebase school. Transportation is not provided for students who attend on reassignment.

[Student Use of Wireless Communication Devices](#)

The possession of wireless communication devices is a matter of convenience and safety for students and parents, but the use of these devices can also be a disruption of the instructional process. The following rules apply at Wells regarding student use of communication devices:

- Wireless communication devices include, but are not limited to, cellular telephones, electronic devices with internet capability, paging devices, two-way radios, or any similar device.
- Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel.
- The use of cellular phones and other wireless communication devices is prohibited on school buses.
- Students who participate in after-school programs are prohibited from using wireless communications devices during such programs.

Please see the WCS Board of Education Policy [3225/4312/7320: Technology Responsible Use](#) for more information.

[Threats](#)

All threats made at Wells are taken seriously. If a student creates a direct and immediate threat to the safety of other students or staff a minimum of three days of out of school suspension will be assigned. Depending on severity of the threat additional protocols may be administered such as notifying law enforcement. In all cases an at risk protocol will be followed to determine the severity of the threat.

[Transportation: Arrival & Dismissal](#)

Please drop your child off in the car line each morning beginning at 7:30 AM. Follow the directions of the adult on duty. Please do not park in the bus lane.

During the first week of school (August 29th - September 2nd) kindergarten parents, who so desire, may escort their kindergarten child to their child's classroom. All other parents may escort their child on the first day of school only. For safety reasons, parents should not proceed beyond the lobby area during the busy AM drop-off times. A staff member is on duty in the front hallway area to assist your child if needed.

If you have to pick up your child from school for any reason, you should enter through the front door of the school and ask for your child before 2:30pm. The secretary will call for your child when you arrive on campus and you will sign him/her out at the front desk. Adults who are checking out students, should have a picture ID available at the time of checkout. There will be no early check outs between 2:30-3:00 pm due to the high volume of traffic in the office and the continuous interruption to classrooms and instructional

time. Students who arrive late (after 8:00) or are picked up early (before 3:00) are considered tardy and are not eligible for perfect attendance awards.

In order to make traffic flow smoothly and protect students, parents should remain in their cars and follow the traffic flow into the school grounds each morning and afternoon to drop off and pick up their children. There should be 2 lanes of traffic from the main entrance. In the afternoon, a staff member will call your child's name and your child will walk to your car. Parents are asked to stay in their original traffic lane when dropping off or picking up their child. Changing lanes causes safety concerns for students exiting and entering their cars, as well as, staff on duty.

Parents MAY NOT park on the street and walk over to pick up their child as this creates a hazardous and dangerous situation.

It is important that parents pick up children on time at the end of each school day. Students should not remain on campus after carpool unless participating in a school-sponsored activity. Persistent tardiness in picking up your child at carpool will necessitate a meeting with the principal and/or social worker, with appropriate follow-up actions. Parents who are consistently unable to pick their child up in a timely manner should consider another form of transportation.

Transportation: Requests for Changes

Students require a written, signed, and dated note from a parent to change their method of transportation to or from school. We do not accept phone calls for changes in transportation. Requests for same-day bus changes are not guaranteed. Bus requests should be made to the assistant principal.

Visitors

Visitors are welcome at Wells! We encourage parents and grandparents to enjoy lunch with their child(ren), assist with class celebrations and to participate in special events. In order to maintain a safe environment for all, it is necessary to establish and adhere to protocols for visitors on campus.

- All visitors should enter through the front office, sign in, and receive a pass for scheduled appointments and to eat lunch. Photo ID is required for entry.
- At lunch, parents may sit with their child only at the visitors' table. Due to space limitations and safety concerns, please do not ask another child to sit with you and your child.
- Mornings are a very busy time for teachers and we ask that you schedule an appointment to speak to the teacher before school. Students will walk to class independently each morning. Parents may walk students into the office/lobby area; however, students should walk independently to class.
- Do not enter or exit through side doors. Use the front main entrance only.

- Remember adults are role models and need to dress and behave appropriately.
- No cell phone use inside the building.
- Please schedule appointments with teachers by note, e-mail, Class DoJo or phone call. All teachers have voicemail where you can leave messages. Please do not leave time-sensitive voicemails for teachers, as they are not required to check voicemails until after students have left campus for the day. As a reminder, requests for transportation changes must be made in writing.
- Classroom observations require approval from the principal and should not interfere with instruction. No other children may accompany adults during a classroom observation.
- The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

[Volunteering at Wells](#)

Wells loves volunteers! If you are interested in volunteering at WES, please register using the district's Volunteer Tracker program. All volunteers, including chaperones, must be approved via [Volunteer Tracker](#).

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. Thank you for volunteering in Wilson County Schools! Your contributions are invaluable!

See WCS Board Policy # [5015: School Volunteers](#) for more information.

[Board Policies](#)

Several [WCS Board Policies](#) may be of interest to parents throughout the school year. Several policies of note are linked below:

[1510/4200/7270: School Safety](#)

[1720/4015/7225: Discrimination, Harassment, and Bullying Complaint Procedure](#)

[3135: Homework Policy](#)

[3220: Technology in the Educational Program](#)

[3220-R Technology in the Educational Program](#)
[3225/4312/7320: Technology Responsible Use](#)
[3226/4205: Internet Safety](#)
[3226/4205-R Internet Safety](#)
[3320: School Trips](#)
[3400: Evaluation of Student Progress](#)
[3400-R Evaluation of Student Progress](#)
[3420: Student Promotion and Accountability](#)
[3420A-R: Student Promotion & Accountability \(Standards\)](#)
[3460: Graduation Requirements](#)
[3621: Interscholastic Athletic Eligibility](#)
[4151: Residence and Address Verification](#)
[4210: Release of Students from School](#)
[4300: Student Behavior Policies](#)
[4300-R Student Behavior Policies](#)
[4316: Student Dress Code](#)
[4400: Attendance](#)
[4750: Student Records](#)
[4750-R: Student Records](#)
[6125: Administering Medicines to Students](#)
[6125-R: Administration of Medication](#)