



DANIELS LEARNING CENTER

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Student-Parent Handbook

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Mrs. Samantha Charles-Dixon, Principal

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Ms. Kimberly Utley, Secretary/Bookkeeper/Data Manager Principal's Welcome Letter

Greetings Eagle Families,

On behalf of the Milton M. Daniels Learning Center Staff, I welcome you to what will certainly be a phenomenal 2023-2024 school year! The purpose of this student/parent handbook is to outline the policies and procedures followed at Milton M. Daniels Learning Center. This handbook **DOES NOT** replace any board policies and/or procedures that are found on the Wilson County Schools website at [WCS Board Policy](#).

Our staff is dedicated to providing a personalized educational experience that meets the needs of all our students. To do so our staff will encompass a growth mindset and utilize instructional strategies to create a positive learning environment.

Daniels family it is imperative you know and understand the rules and expectations that are stated in this handbook. Students are also responsible for understanding the guidelines in the teachers' classroom rules. Additionally, students are reminded to “**F**ocus, **L**ead, and **Y**earn to Learn”

We all have a role to play in ensuring the success of our students this school year. I encourage you to communicate with the school regularly regarding any concerns or updates. At Daniels we will, “Grow and Fly” and we look forward to working with you all the 2023-24 school year.

Samantha Charles-Dixon
Principal
Daniels Learning Center

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Introduction

The policies and procedures that follow are a result of a concerted effort on the part of the faculty and administration of Daniels Learning Center (DLC). These policies are in direct alignment with Wilson County Board policies, and they are presented to help you adjust to your school. Please read this student handbook carefully. The rules and regulations of DLC must be followed. The administration will assume that all students and parents understand the material in this handbook. It will be the responsibility of each student to review this handbook and refer to it when questions arise. Parents are encouraged to read this handbook and discuss its contents with their child(ren).

Vision

Students that enter Milton M. Daniels Learning Center will engage with teachers and staff members that will provide individualized and nurturing instruction designed for optimal success. Students will exit Daniels prepared to return to their base schools, prepared to graduate from high school, and prepared to use socially acceptable behavior to become globally competitive for work and post secondary education.

Mission Statement

The mission of Milton M. Daniels is to provide a safe educational environment which creates success for ALL through students, parents, staff and community working together.

Core Values

- **We believe these ideas about people:** All people have worth. All people can learn and succeed in different ways at different times. All people grow and learn best in a caring, inviting, respectful, and disciplined environment that ensures success.
- **We believe these ideas about human behavior:** Diversity within our community enriches and strengthens our society and requires interaction and collaboration among all people. Change is inevitable and requires courage and innovation for personal growth and progress. Ethical conduct is a necessary foundation for all human relationships. Individuals are ultimately responsible for their actions.
- **We believe these ideas about quality:** Learning is a lifelong process that enhances the quality of life. Powerful relationships exist between the expectations and levels of performance. Striving for the best is always worth the effort. Effective communication is vital to a person's and organization's productivity. Success breeds success.
- **We believe these ideas about partnerships:** Shared vision coupled with teamwork strengthens an organization's purpose and effectiveness. Education is a shared responsibility and a vital function of the entire community. All people are responsible for contributing to the community. The family is the primary influence in the development of every individual.

**Learning is the most important responsibility of students.
We believe that EVERY learner can be successful.**

WCS Traditional School Calendar

2023-2024 Testing Calendar

Secondary Schools

Progress Reports & Report Card Schedule

2023-2024

1st Nine Weeks

Progress Report 1: September 18, 2023

Progress Report 2: October 10, 2023

Grading Period Ends: October 20, 2023

Grades Due: October 25, 2023

Report Cards Go Home: October 30, 2023

2nd Nine Weeks

Progress Report 1: November 13, 2023

Progress Report 2: December 6, 2023

Grading Period Ends: December 21, 2023

Grades Due: January 3, 2024

Report Cards Go Home: January 8, 2024

3rd Nine Weeks

Progress Report 1: January 29, 2024

Progress Report 2: February 16, 2024

Grading Period Ends: March 15, 2024

Grades Due: March 18, 2024

Report Cards Go Home: March 21, 2024

4th Nine Weeks

Progress Report 1: April 15, 2024

Progress Report 2: May 6, 2024

Grading Period Ends: June 5, 2024

Grades Due: June 7, 2024

Report Cards Go Home: June 17, 2024

Arrival

Daniels opens at 7:20 am. Our first priority is your child's safety. Please do not drop your child off before 7:20 am. There will not be an adult outside to monitor. Students will report to their homeroom to eat breakfast. **Instruction begins promptly at 7:30 am. We need you here on time every day! If you arrive after 7:30 am, you will be considered tardy. You will report to the office to sign in and receive a pass to class. Frequent tardies will result in parent contact and possible disciplinary action.**

Car Riders

Car riders can be dropped off and picked up at the bus circle. Please be aware of students crossing. Until all buses have arrived on campus and dropped students off, cars should use the left side of the bus circle when dropping off students in the morning. There are signs posted to indicate this.

Bike Riders

A bike rack is provided at the front of the building. Bikes should be locked on the rack. The school cannot be responsible for damaged or stolen bikes. Bike riders will enter through the door at the bus circle.

Walkers

Walkers will enter the school through the door at the bus circle. Walkers should not walk in the middle of the road or the bus circle for safety reasons.

Bus Riders

Riding a school bus is a **privilege**, not a right. We expect proper behavior on the bus to ensure safety. Students are expected to conduct themselves properly on the bus at all times. **Inappropriate behavior will result in removal from the bus.** All buses will unload/load at the bus circle.

School Bus Conduct Policy

1. Only students assigned to a bus by Wilson County Schools are allowed to ride the bus unless specifically approved by the administration.
2. The school bus driver is authorized by the Superintendent, Board of Education, and Principal to supervise the students who ride the bus to and from school.
3. Students must ride the bus in which they are assigned and get on and off at their designated stops. Students must leave the school bus immediately upon arrival at their designated stop. *School bus drivers are authorized to assign seats.*
4. Students are not allowed to return to the buses until school is dismissed unless approved by the administration.
5. Students must use the handrail when entering and exiting the bus.
6. Students must be seated as quickly as possible and remain seated.
7. General conduct rules:
 - a. Cooperate with the driver. Distractions may cause accidents.
 - b. Students must stay seated at all times. No standing up on the bus.
 - c. Avoid loud talking and noise. Profanity, excessive noise, and other disruptive conduct will not be tolerated.
 - d. Be courteous and respect those around you.
 - e. Keep the bus clean and pick up your trash. **No eating or drinking on the bus.**
 - f. Keep your head, hands, and arms inside the bus. Do not throw objects.
 - g. No smoking, alcoholic beverages, or illegal drugs are allowed.

Consequences for failing to follow school bus conduct policies:

- 1st Offense: **Warning**/Parent contact OR **3 day** bus suspension
- 2nd Offense: **3 day** bus suspension
- 3rd Offense: **5 day** bus suspension
- 4th Offense: **10 day** bus suspension

Additional referrals could result in a permanent removal from the bus. If a student is suspended off the bus, they will have to find transportation to and from school until the suspension days are served.

Departure

If a student's method of transportation home is expected to change, Daniels must have consent from the parent/guardian to make the change. We want to ensure all Eagles arrive home to their parents safely. Please call with changes, or send a note with your student.

- 2:25 pm: Dismissal of bus riders
- 2:30 pm: Dismissal of car riders and walkers.

All students are expected to leave campus immediately upon dismissal.

Assemblies

Assemblies will be held on announced dates. Please enter and leave the assembly area in an orderly manner with your class. Teachers will teach and review assembly expectations prior to each event. Follow your teacher's instructions. Promptly take your seat, give the program your attention, and be sincere with your applause. Inappropriate conduct will not be tolerated and any student being disruptive will be removed and receive consequences.

Pre-Arranged Absences

Teachers should be given notice from a parent/guardian in writing in advance as possible for absences involving religious reasons, medical or dental appointments or family trips.

School Tardy Policy

All students must be in homerooms, seated, and ready to learn each day by **7:30 am**. Any student who is not in his/her homeroom by **7:30 am** will be recorded as tardy. Early checkouts will be recorded as tardy. The data manager will print a tardy list daily. Every 3 unexcused tardies will count as an absence, and excessive tardies will result in consequences:

1. 3 tardies = parent conference
2. 6 tardies = parent conference
3. 10+ tardies = parent conference + referral to school social worker

Check-Out Procedures

A student may leave school before the end of the day by:

1. Parents or guardian's sign out their child from the main office.
2. Persons other than the parent or guardian whose name is on file in writing and approved by the parent or guardian signing out the child from the main office. **Please avoid signing out students after 2:00 pm unless there is an emergency.**

Sickness

1. **Illness:** If a student becomes ill at school, he/she should notify the teacher and report to the main office where it will be decided what should be done. Students must not leave the building due to illness without parent authorization. If a student is not able to stay in class, a parent will be notified and the student will be sent home.
2. **Medicine:** Medicine cannot be given without a completed Medicine Dispense form signed by the parent and approved by the administration. This includes over-the-counter medications. Please complete and return the Dispensing Medicine form to the receptionist. You can find this form on the school website or in the front office.

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3. Accidents: Any accident in the school building, on the school grounds, at practice sessions or at school-sponsored events must be reported immediately to the person in charge and to the school office. An accident report must be completed and filed in the office. Parents will be notified of the accident.
4. Telephone Use: If a student is sick, the students should report to the office with permission from their teacher. The student must have a pass. The use of personal cell phones for this reason are prohibited.

Make-up Work

After returning from an absence, the teacher will set-up a makeup date. Students will receive at least the same amount of time as the absence to complete the work (i.e., if a student misses 3 days, he/she will have at least 3 days for make-up assignments)

Change of Personal Information

Any change of phone number, address, or personal information should be reported to the data manager, Kimberly Utley. This will allow you access to any mailings, emergency communications or weather-related notifications from the school.

Dress Code

Students will adhere to the WCS dress code. Particular points of attention should include:

- Shredded jeans or jeans with excessive holes MUST have fabric underneath
- No spaghetti straps or crop tops
- No shorts or skirts more than 3 inches above the knee
- No sagging pants or clothing that endorses gang affiliation
- No hats or headwear of any kind
- No pajamas or bedroom shoes

Electronic Equipment

At Daniels, cell phones are prohibited from student access. These devices will be collected upon arrival, stored in the front office, and returned at dismissal. Refusal to submit a cell phone or students found to be in possession of their cell phone will result in a consequence.

Emergency Information

Each student should supply the school with information pertinent to emergencies. This includes unusual health problems, preferred doctor or clinic, and a third party to call if parents cannot be contacted. Updated home, cellular and work phone numbers are very helpful!

Fire/Tornado/Lockdown Drills

Fire/Tornado/Lockdown drills are required by law and are held periodically so that orderly evacuation of the campus may be accomplished. Each teacher will have evacuation instructions posted in each classroom. After the alarm, students are to follow the teacher's instructions and walk quickly (no running) and silently (no noise) to their designated area. Students should remain together in their class line. Teachers should have their red safety backpacks. The teacher will check rosters to ensure ALL students are safe. The teacher will escort students back to class in the same orderly fashion.

Grading Policy

Grades in all areas will be determined by the student's performance on tests/quizzes, completion of homework, participation in class, and attendance at school.

The grading system used is as follows:

Numerical Grade Range	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D
Below 59	F

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Wilson County Schools' assignment and assessment weights are in the table below:

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

Hall Courtesy

1. Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Walk through the building **quietly**. Be considerate of others in the halls and classrooms.
3. No electronics in the halls. This includes personal and school-issued devices.
4. When traveling with school-issued devices in the hall, they must be closed and secured.
5. Discard trash and gum in the containers provided. Keep the school clean by picking up paper from the floors even if you didn't drop it.
6. Ensure that you have a pass from a teacher when in the halls.
7. Avoid marking/writing on the walls.

Internet Use

All students must have a completed Internet User Agreement, AUP, on file yearly before Internet use is allowed. This agreement covers appropriate use of the Internet in the regular classroom and computer labs. Any inappropriate use of the Internet will be addressed according to the Wilson County Schools Student Conduct and Discipline policy.

Lost and Found

Students finding lost items should inform their teacher. If you lose an item, report it to your current teacher. Each student is encouraged to keep up with his or her belongings. While the school will do all that we can to find lost or stolen items, it is not the school's responsibility. Lost and found is located in the main office.

Students are discouraged from bringing valuable personal items to school. Lost and found will be cleaned out at the end of each week.

Progress reports

Progress reports will be sent home twice per quarter. Please contact your child's teacher if you do not receive a progress report. Progress report dates have been included in this handbook, but communication throughout the year will also be shared by administration to remind parents of when to expect progress reports to come home.

Parent Portal

Parent Portal houses your child's grades and attendance for the current school year. See Mrs. Harris or Mrs. Utley for a letter containing your secure pass code. This information cannot be sent home with the child as it is confidential. If you have a cell phone, laptop, or any device with wi-fi you will be able to access your child's information (grades, number of absences, schedules, etc.).

Parent Conferences

Appointments for parent conferences with teachers, the counselor, or the administration can be arranged by leaving a message on their voicemail or by email. You can email directly by using the following format: firstname.lastname@wilsonschoolsnc.net. Every effort is made to allow teachers to maximize classroom instruction without interruptions; please make an appointment to meet with teachers during their planning periods or after school.

Physical Education

Students are required to take physical education (PE). Each student will need permission from a physician to be excused from taking physical education. All students are required to dress out for P.E.

School Solicitations

Solicitations during the school day for money, clothing, dues, campaign drives, associations, or

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church groups are generally not allowed and must be approved by the administration.

lunch boxes and snacks will be put away during the school day.

School Closing and Emergencies

In the event that the school is to be closed for reasons other than scheduled, Central Office Administration will notify the radio and television stations that broadcast such announcements. The Blackboard Connect phone system will be utilized and updates will be posted on the Daniels Facebook page.

Visitors

All visitors must enter through the front door, by pressing the doorbell. Guests and visitors must register in the office and receive a pass. No student visitors are allowed without prior administrative permission.

Cafeteria

Students are asked to:

- Know their choices and lunch number when they enter.
- Move through the line without breaking in line, crowding or pushing.
- Go through the line only once.
- Remain seated once you have been seated.
- Clean your area's tables, chairs, and floor before leaving.
- Deposit waste food, paper trays, and dishes in the proper place upon dismissal of your class.
- Refrain from using electronic devices in the cafeteria.
- **All students at Daniels receive free lunch, no lunch form is necessary!**

Food and Drink

Beverages, including water bottles, and food of all types must be consumed only in the cafeteria. **Food and drink are not allowed anywhere other than the cafeteria, except with the stated permission of the administration and/or a note from your doctor.** All shared food should be sealed upon arrival. This is for your child's safety. Student

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District Promotion Requirements:

3420 Student Promotion and Accountability

In order to be promoted to the next grade level, every middle school student must:

- Attend school 90% of the school year. A student may have no more than 18 absences;
- Have a passing final grade in the subjects of Language Arts, Math, Science and Social Studies;
- Scoring at least a Level 3 on State Required End of Grade/Year Testing.

North Carolina General Statute 115C-288 states, “the principal shall have authority to grade and classify pupils”. The school will use the above-mentioned standards including other assessments when considering retention or promotion.

Daniels Promotion and Booster Requirements:

To be boosted to the next grade level at the end of the first semester the sixth and seventh grade students must:

- Pass ELA, Math, Science and Social Studies with an 60% or higher.
- Have an 80% completion rate in all required core area subjects in the Edgenuity Online Platform
- Have no more than 9 unexcused absences during the 1st semester.

For students to take high school courses second semester students must:

- Pass the 8th grade core courses with an 60% or higher
- Have an 80% completion rate in required core area subjects in Edgenuity with a grade of 60% or higher
- Have no more than 9 unexcused absences during the semester

To earn high credit students must:

- Have an 70% completion rate
 - Courses students may obtain high school credits are : English 1, World History, Strategies for Academic Success, and Earth and Environmental Science
- Have a grade of 60% or higher



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 Community Eligibility Provision (CEP) school will receive breakfast and lunch at no cost!

FAQ:

Why are students at 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 at a CEP school?

No. An advantage of the CEP program is that applications are not necessary 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 WAAT and/or WECA. Do I still need to complete a meal application for the student at the non-CEP school?

No. Wilson Academy of Applied Technology (WAAT) and Wilson Early College Academy (WECA) are not CEP schools but will be participating in Universal Free meals. This allows students at these schools to eat at no cost. Families are encouraged to complete a meal application but are not required.

What if my student transfers to a Universal Free school?

If your student transfers to Wilson Academy of Applied Technology (WAAT) and Wilson Early College Academy (WECA), these schools will be participating in Universal Free meals. This allows students at these schools to eat at no cost.

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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. Students must have funds on their account or cash to purchase these items. 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, 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 or an additional fruit, 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 www.wilsonschoolsnc.net or www.wcsschoolnutrition.com.

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



DANIELS PBIS BEHAVIOR MATRIX

Daniels Eagles "FLY":	CLASSROOM	HALLWAY/ STAIRWELL	RESTROOM	GYM	CAFETERIA	COMPUTER LAB/LIBRARY	DISMISSAL
F FOCUS	<ul style="list-style-type: none"> - Actively participate. - Complete assigned work - Use your Chromebook appropriately 	<ul style="list-style-type: none"> - Walk facing forward and in an orderly line. - Walk on the right side of the hall - Hands should be by your side. 	<ul style="list-style-type: none"> - Always wash your hands with soap and water; do not use excessive paper towels - Do your business and leave! 	<ul style="list-style-type: none"> - Use equipment appropriately and safely. - Remain in designated areas. - Listen to the teachers' instructions 	<ul style="list-style-type: none"> - Bring snack money with you. - Line up, one behind the other. - One time through the line; get everything you need before sitting. 	<ul style="list-style-type: none"> - Use computers appropriately. - If you are testing, sit up and try your best 	<ul style="list-style-type: none"> - Listen carefully and follow all directions given by adults. - Follow hallway expectations. - Go directly to your bus/car
L LEAD	<ul style="list-style-type: none"> - Follow classroom expectations. - Use appropriate volume level and raise your hand - Come to class prepared with your materials 	<ul style="list-style-type: none"> - Use appropriate volume - Be respectful of others' personal space. - Go where adults direct. 	<ul style="list-style-type: none"> - Respect the privacy of others. - Use the restroom quickly and quietly. - Use good restroom manners and throw away your trash 	<ul style="list-style-type: none"> - Be a team player - Use appropriate volume level during activities - Maintain a positive attitude 	<ul style="list-style-type: none"> - Exhibit good manners - Keep food in the cafeteria. - CLEAN UP behind yourself. 	<ul style="list-style-type: none"> - Respect quiet areas. - If you borrow a book, treat it with care. - Treat computers with care. 	<ul style="list-style-type: none"> - Use appropriate volume level and language - Follow all directions. - Stay seated while bus is in motion.
Y YEARN TO LEARN	<ul style="list-style-type: none"> - Be a positive learner - Ask questions and take notes - Collaborate 	<ul style="list-style-type: none"> - Go directly to your destination. - Use a quiet voice to avoid disrupting class or office. 	<ul style="list-style-type: none"> - Return to class quickly. - Report any problems to an adult. 	<ul style="list-style-type: none"> - Understand the rules of the game. - Learn how to work with others. 	<ul style="list-style-type: none"> - Be prompt - Have trays ready to throw away. 	<ul style="list-style-type: none"> - Read about and research topics that interest you. - Learn new computer skills. 	<ul style="list-style-type: none"> - Listen carefully. - Stay focused. - Pay attention to your location. - Wait your turn to be dismissed

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Board Policies

All students should adhere to the following Wilson County School Board Policy guidelines. All [WCS Board Policies](#) can be found on the WCS website, but here are some that may be most referred to during the year.

Use the following steps in order to refer to the County Board Policies:

1. Click on the **blue text** and then click on the link that pops up.
2. Click on the policy code of interest that is located to the left of the page.
3. From the drop down list, click on the relevant subject.

Under each policy there is a brief explanation about the policy. Where it is applicable under each general policy code a list of specific code policies is provided to help with your search.

- Student Behavior Policies ([Policy 4300](#); [Regulation 4300-R](#))
- Student Dress Code ([Policy 4316](#))
- Use of Wireless Communication Devices ([Policy 4318](#))
- Homework ([Policy 3135](#))
- Evaluation of Student Progress ([Policy 3400](#); [Regulation 3400-R](#))
- Student Promotion and Accountability ([Policy 3420](#); [Regulations 3420A-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](#))