

# **John Wesley Jones Elementary School**



**2023-2024**

**Parent/Student Handbook**

*Four Walls with the Future Inside*

*Dear Jaguar Families,*

*Welcome to John Wesley Jones 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 Jones. We invite you to join us for our Parent Engagement Nights, report card pick ups, parent conferences, lunch, awards ceremonies, and other family activities. We also encourage you to connect with your child's teacher through Class DoJo and stay connected through our Jones Elementary website and Facebook page.*

*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, social and emotional successes 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 school wide rules, as well as their teacher's classroom rules.*

*At Jones 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 Jones our children are our future!*

*Educationally yours,*

*Sharon P. Huneycutt, Principal*

*Lauren Hayes, Assistant Principal*

# Table of Contents

Jones Elementary Information, Vision, Mission, Core Values	4
Academic Expectations/Promotion/Accountability	5
Attendance Expectations	6
Arrivals/Dismissals/Early Check Outs	6
Awards and Recognition	8
Academic Awards/PBIS Recognition	8
Calendar Information/Important Dates	9
Child Nutrition/Cafeteria Procedures	10
Complaints/Concerns	11
Custody/Legal Guardianship	11
Discrimination/Harassment/Bullying Procedures	11
Emergency Contact Information/Address Change	11
Field Trips	11
First Year of School-Kindergarten	12
Grading System	12-13
Standards Based Grading	14-15
Homework	16
Inclement Weather Procedures	16
Medication	16
Parent Involvement	17
Family Engagement Policy	18-20
School Family Compact	21
Parent Portal	22
Positive Behavior Support	22
School Pledge	23
Progress Report/Report Card Schedule	24
Parent Teacher Organization	25
Staff Contact Information	25
Student Dress Code	25
Transportation/ Bus Procedures	26-27
Technology/Wireless Communication	28
Visitors/Volunteers	29
Wilson County Schools Testing Calendar	29
Board Policies 4700 R- Opt Out	30-32
Board Policies	34
NC Pre-K Family Engagement Plan	35
NC Pre-K Transition to Classroom	36
NC Pre-K Dual Language Learners	37
NC Pre-K Prevention of Suspension	38
NC Pre-K Transition to Kindergarten Plan	40
NC Pre-K FAQ	41
Parent Handbook Signature Page	42

# John Wesley Jones Elementary School

**Principal:** Sharon Huneycutt

**Assistant Principal:** Lauren Hayes

**School mascot:** Jaguar

**School Colors:** Blue, Green, and Yellow

**School Population:** 600+

**School Motto:** Four Walls with the Future Inside

## **Mission**

Jones Elementary students and staff will become independent, lifelong learners through rigorous and engaging learning experiences.

## **Vision**

Jones Elementary School aspires to be a safe and nurturing learning environment, dedicated to preparing and engaging all students for success.

## **Core Values**

- Our students deserve a safe and nurturing environment.
- Our students deserve a meaningful education, which includes collaborative learning experiences.
- Our staff will nourish the diversity of our students to prepare them for their future.
- Our parents deserve to be partners in their child's education.
- Our community will take a meaningful role in the education of students.

## **School Community:**

We are a feeder school to Springfield Middle and Elm City Middle with the majority of the students attending Forest Hills Middle.



## Academic Expectations for Students/Student Promotion and Accountability

### [Board Policy 3420](#)    [Board Policy Regulation 3420R](#)

#### Kindergarten, First and Second Grades

Students are expected to meet the standards of the end-of-the-year K-2 Reading and Mathematics Assessments, receive favorable teacher grades and adhere to District [Attendance \(Policy 4400\)](#).

#### Kindergarten, First and Second Grade Expectations

Grade	K-2 Reading Assessment	Math Proficiency	Teacher Grades
Kindergarten	Level 420	80 Percent	Satisfactory
First Grade	Level 441	80 Percent	Satisfactory
Second Grade	Level 439	80 Percent	Satisfactory

#### Third, Fourth and Fifth Grades

Students are expected to meet the standards of the end-of-the-year Reading and Mathematics Assessments, receive favorable teacher grades on report cards and adhere to District [Attendance \(Policy 4400\)](#).

#### Third Grade Expectations

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

#### Fourth and Fifth Grade Expectations

Grade	EOG Math	EOG Reading	EOG Science	Teacher Grades
Fourth	Level III	Level III		60 or above in Reading and Math
Fifth	Level III	Level III	Level III	60 or above in Reading, Math and Science

#### Attendance Expectations

## School Board Attendance Policy 4400

When a child is absent from school, the absence is initially recorded in our computer system as an unexcused absence. Upon returning to school, the parent or child has **two days** to present a note explaining the absence. If the absence meets criteria, then it is changed to an excused absence. Criteria for excused absences are: illness/injury where the student cannot come to school, isolation ordered by the State Board of Health, death in the immediate family, medical appointments, court appearances, religious observances approved by the principal, and participation in a valid educational opportunity with prior approval by the principal. A student must also be present for more than half of the school day to be considered present. Signing a student out of school before 11:30 will count the student as absent. Arriving at school after 11:30 will also count as an absence.

When a child accumulates three unexcused absences and six unexcused absences, the computer system generates a form letter that is mailed to the home. (This letter is generated at the state level and is not composed by Jones or WCS). In the event that a child accumulates ten (10) unexcused absences, the WCS Social Worker is contacted, and that person follows up with the home to determine the cause of the absences.

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

### **Arrivals/Dismissals/Early Check Outs**

Students may be dropped off beginning at 7:30 a.m. All students who are arriving by car should be dropped off using the car line. Please do not stop by the flagpole to drop off your child.

Students are expected to be in their seats and ready for instruction by 7:50 a.m. each morning.

Buses are expected to arrive no later than 7:50 a.m. each morning.

Students are dismissed from buses to class at 7:30 a.m. Instructional time is very valuable. Every child is expected to reach proficiency standards and arriving at school on time and remaining throughout the day plays an important role in students receiving adequate instruction to be successful. The bell rings at 8:00 a.m. Students entering the classroom after 8:00 a.m. are considered tardy.

Parents are not allowed to walk to their child's classroom in the morning. Exceptions are as follows: NC Pre-K parents, EC Pre-K parents, and EC separate setting parents who are walking their child to one of these classrooms in the morning. These parents must check-in with staff prior to entering the building with their child. All hallways should be free of visitors/parents by 7:50 a.m.

**Late Arrivals:** Students arriving at school after the 8:00 a.m. bell should be accompanied into the building by an adult and report to the office to receive a tardy admission pass. Frequent tardiness has a negative impact upon student performance and shall be addressed by the classroom teacher, principal, or school social worker.

**No Unannounced 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.

**Dismissal:** All hallways and patio areas must be completely clear of visitors (parents/adults) before students will be dismissed from class.

**Change of Transportation:** All changes in transportation must be provided **24 hours in advance** through a written note to the homeroom teacher, which will be approved by the administration. If an emergency occurs, please contact an administrator directly to make the change. Emergency changes will be handled on a case-by-case basis.

**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 begin to line up, buses are preparing to leave, and teachers are finishing the instructional day with students. We, respectfully, ask that if you need to pick up your child early from school that you do so before 2:30 pm. (Emergencies do occur from time to time. We will accommodate a parent with a true emergency.)

**Car Line:** Please remain in your vehicle during car pick-up. Please keep the car line down to one line until 2:45 pm; then, you may form two lines.

Cars should enter campus using the entrance at the front of the school on Highway 42. They should exit on the drive that opens to Airport Boulevard. Upon entering campus, cars should immediately turn right at the office sign. This drive will bring you around to the pick-up area at the front entrance. We will run two pick-up lines. Please be patient.

Students riding in cars will be dismissed to the multipurpose room at the end of the day. From there, they will be called by radio to report to the front of the school. They will be called once their car has been identified. There will be several teachers and assistants who will load children into their cars. Children will NOT be allowed to get into their cars except by escort. Students will not be dismissed to any adult unless they are using the carpool line. At the beginning of the year, we will ask students to identify the adult driving the car before loading. Within just a few weeks we will be able to match drivers with children. In the event that someone different is coming to pick up your child, it is important that you send a note or email your child's teacher with specific details of the individual. If we have any questions about the person picking up your child, we will bring your child to the office until we can get in touch with a parent. We appreciate your patience especially during the first few weeks of school. Loading children will become much faster after the first few days.

**Early Check Out:** From time to time, it is necessary for a child to leave school for an appointment. On these days, we ask that you send a note in the morning or an email to your child's teacher detailing the time that you plan to pick up your child and the individual responsible for picking up your child. It is important that you also sign and give us a contact number in case the teacher needs to verify this change. Once you arrive to pick your child up, please have your identification ready. We will not release students to any adult unless they have been verified with their ID. Once verified, please use the computer on the counter to sign your child out.

## Awards & Recognitions

We are proud of our students' accomplishments and will recognize students for their achievements at end of-the-year events and at other times during the school year. Recognition events may include awards for citizenship, academics and achievement. Additional awards may be presented as appropriate based on teacher discretion.

Perfect Attendance awards will be presented for students who have been in attendance every day with no tardies. Late arrivals and early check outs are both coded as tardies.

### Academic Awards

Honor Roll
Principal's List (Grades 3,4,5) All A's across all subject areas
K-2 Honor Roll (Grades K, 1,2) 80% M's and S's each grading period
3-5 Honor Roll (Grades 3,4,5) All A's and B's across all subject areas

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

### PBIS Recognition

PBIS Recognitions
Student of the Month
Classroom recognition for students who contribute to positive classroom norms.
Recognition for students with exemplary behavior (no office behavioral referrals, including bus, and no more than 6 tardies/absences per grading period)



## Calendar Information and Important Dates to Remember 2023-2024

### Wilson County Schools Calendar

August 16-25	Teacher Workdays
August 24	Open House
August 28	First Day for Students
September 4	Labor Day Holiday
September 10	Grandparents Day
September 21	Title I/Open House Night
September 25	Progress Report
October 19	Shop with a Lion - Family Math Night
October 20	End of 1 <sup>st</sup> Grading Period
October 23	Teacher Workday
October 30	Report Cards
November 10	Veterans Day Holiday
November 22	Annual Leave - No School
November 23 & 24	Fall Break
November 27	Progress Reports
December 21	Early Release, End of 2 <sup>nd</sup> Grading Period
December 22-January 2	Winter Break and New Year's Holiday
January 3-5	Teacher Workdays
January 8	First Day of New Semester; Report Cards
January 15	Martin Luther King Jr. Holiday
February 8	Progress Reports
February 15	One School, One Book Event
February 19	Teacher Workday
March 5	Teacher Workday
March 15	End of 3 <sup>rd</sup> Grading Period
March 21	Report Card Pick Up and Conference Event
March 29	Holiday
April 1-5	Spring Break
April 30	Progress Report
May 3	Teacher Workday
May 27	Memorial Day Holiday
June 5	Last of School/Early Release
June 6-11	Teacher Workdays
June 17	Report Cards

## Child Nutrition & Cafeteria Procedures

**Breakfast:** In order to increase the opportunity for students to receive a healthy breakfast and begin their day off on the right foot, Wilson County Schools has implemented BIC (Breakfast in the Classrooms). This voluntary program allows students to eat breakfast in their rooms, taking no more than 15 minutes to eat. This program will allow teachers more instructional time with students than with the traditional breakfast format and will also ensure that all students get a chance to eat. Breakfast will begin at 7:30 and end at 8:00 each morning.

**Lunch:** Parents are always welcome to eat lunch with your child at the designated Parent Lunch Table. If your student brings their lunch to school, but forgets their lunch, parents may bring lunch to school. Commercially prepared meals are discouraged. Federal School Lunch Policy prohibits this, and violations of this rule may affect our cafeteria inspection score. If outside food from a restaurant is brought in, we will ask you to take it out of its original wrapping before taking it into the cafeteria. We thank you in advance for your cooperation.

**Special Snacks and Parties:** Policy requires that we not compete with school lunch. Therefore, any special snacks or “party” related goodies can only be served after the school lunch periods have ended for the day. Teachers are aware of this rule and should not schedule any special snacks that involve food until after 1:00 pm. Classrooms will have 2 parties per year (Winter break and End of the year). Students may not have birthday parties at school. A special working snack ie. a cupcake and juice/water, a cookie and juice/water, etc. may be given for birthdays and other special occasions. Students may not have birthday parties at school. In addition, any food brought to a classroom event must be commercially prepared (not homemade) and must be in an appropriate container or individually wrapped.

**Leaving Campus for Lunch:** Parents are discouraged from checking their students out of school to eat lunch and returning them later. There is little chance that you will be able to complete this process in the thirty minutes allotted for lunch. Instructional time will be missed and that would not be in the best interest of the child.

**Every Student Will Receive Food:** WCS Board Policy requires that every student has the opportunity to eat. A student may NOT use the statements, “I’m not hungry” or “I don’t wish to eat” as an excuse to skip lunch. The teacher will require the child to make a selection of a balanced meal. Once food is obtained, a child may refuse to eat. This policy ensures that every child is given food and the option to eat their lunch.

**Bag Lunches:** Students are allowed to bring lunch from home. Please take time to plan well what you send in the bag or lunch box. It is important that children receive a lunch that provides protein from meat, dairy products, and/or beans. Also fruits, vegetables, and grains from whole wheat breads and cereals provide much needed vitamins and complex carbohydrates. Low fat milk from our school cafeteria is always available to accompany bag lunches. The **Pick 3 for Free** option is also available, allowing your child to choose milk, a vegetable and a fruit to accompany a bag lunch from home.

**Child Nutrition Resources & FAQs:** Please click [here](#) for child nutrition information.

## **Concerns**

If you feel that something was unfairly decided in reference to your child, you have a right to express that concern. Please follow the following procedure:

1. Please contact the teacher to set up a conference.
2. During the conference, please express your concern. Remember, it is important for us to know all of the facts.
3. Upon completing the conference, if you feel that the situation warrants further attention, then contact the principal or assistant principal. The principal or assistant principal will have a discussion with the parent, student, and teacher.

## **Custody and Legal Guardianship**

In the event that parents are separated or divorced, and there are no court documents signed by a judge, nor is there any documentation from Social Services, both the father and the mother of a student have equal rights and privileges in the school setting. The school cannot deny one parent any information concerning a student, nor can we deny access to a student based only on the word of the opposing parent. A copy of legal documentation related to custody should be immediately brought to the principal, assistant principal, or counselor and will be added to a child's cumulative record upon review by the principal, assistant principal, counselor, and teacher. We, strongly, encourage parents with court orders to meet with the teacher and principal to discuss and review.

## **Discrimination, Harassment and Bullying Complaint Procedures** **[Policy 1720/4015/7225](#)**

It is the policy of the Wilson County Board of Education not to discriminate on the basis of race, national origin, sex, marital status, religion, and handicapping conditions in its educational program and activities.

## **Emergency Contact Information/Address Changes**

In order to have current information to contact you in case of emergency, please provide an updated phone number. The Blackboard Connect phone system is used to share important announcements with the home. Inaccurate data, concerning phone numbers, will keep you from receiving important information.

In the event that your address changes, you must inform the school. We can then make a determination of your school district. If the address has changed to a different school, you can make a request to remain at Jones for the remainder of the year, with the understanding that you will be required to provide transportation to and from school.

## Field Trips

### [Policy 3320](#)   [Regulation 3320R](#)

Educational experiences outside of the classroom are an important part of instruction. These expectations help students gain knowledge in a way that books and classrooms cannot. The fees for each trip will vary, depending on the destination of each trip. Admission will be included, as well as mileage and driver fees. Payment may be cash or check made out to Jones Elementary. Once paid, these monies are non-refundable. If you would like to attend a field trip with your child, you will need to provide your own transportation and have filled out the volunteer management program application, mentioned above the “Volunteer” section. Field trip attendance requires a level 3 clearance. If you are not approved through Volunteer Tracker, prior to the field trip, you will not be able to attend with the group. Older or younger children/siblings are not permitted to go on the trip. If tickets must be pre-purchased for a trip, we will purchase only for those adults attending as chaperones. Please refer to the School board policy

## First Year of School- Kindergarten

Wilson County Schools practices staggered entrance for Kindergarten students. Staggered entrance means that half of the Kindergarten students will report on the first day of school. The next half will report on the second day of school. On the third day, all students report to school. Kindergarten is an exciting time for students! This new step in life is often accompanied by some separation anxiety for students and parents. From our experience, the sooner we build independence in our Kindergarten students, the more quickly they will develop self-confidence and adapt to their daily routine. Many times, parents wish to follow students into class, help them unpack, and get that final hug or kiss. This is okay, at the beginning of school (first two weeks). However, by the third week of school, our kindergarten students walk independently to class, unpack their own supplies, and prepare for class. Trust the teachers and your student(s). You will be surprised at how well our youngest students can adapt to their morning routine.

## Grading System

### [Policy 3420 Promotion and Accountability](#) [Regulation 3400R: Evaluation of Student Progress](#)

Students in grades K-2 do not have weights assigned to their grades, as their report cards are Standards Based. When determining the final grade for a grading period for students in grades 3-5, teachers shall weigh assignments and assessments as indicated in the tables below. Currently, Wilson County Schools operates on a 10 point grading scale for grades 3-12.

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

10 Point Grading Scale
A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 and below





## **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)

# Homework

## Policy 3135: Homework

Homework is an important part of the instructional success of each student. It allows parents to be involved in the learning of their child, as well as staying up to date with the learning taking place in the classroom. Wilson County Schools recommend that Kindergarten through Second Grade students have around 30 minutes of homework and Third through Fifth Grades students have around 45 minutes of homework, nightly. Since all students do not work at the same pace, teachers use sound judgment in the amount of homework each student receives. For students in third through fifth grades, homework will count as 5% of their overall grade for each nine weeks.

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 [wilsonschoolsnc.net](http://wilsonschoolsnc.net) or the WCS Facebook, Twitter and Instagram pages and the Inclement Weather Hotline - (252) 265-4037.

The following stations will be notified of school closing or delays. You may also call (252) 399-7700 to listen to a recorded message, regarding school closings and delays.

**TV Stations:** WRAL – Channel 5, WITN – Channel 7, WNCT – Channel 9, WTVD – Channel 11, WNCN – Channel 17

**Radio Stations:** WKTC- 95.5 FM Katie Country, WRAL – 101.5 FM, FOXY 107.1/104.3 FM, WNCT -107.9 FM Oldies 107

## Medication

### Policy Code 6125: Administering Medicines to Students Regulation Code 6125R: Administering Medications to Students

School personnel may not administer medication, apply medication of any type beyond first aid, without written instructions from a physician and a signed Parent Request for Medication Administration form. For non-typical medication administration, the teacher must also be trained by the school nurse. Parents should send a signed note to the teacher if the child is to take non-prescription medication such as aspirin or cold medication. Prescription medications must be brought to school in a pharmacy labeled bottle that



contains instructions on how and when the medication is to be given. Over-the-counter medications must be in the original container. Medicine will be administered according to the physician's, or the parent's, written instruction after the **Parent Request for Medication Administration form** has been received.

## **Parent Involvement**

### **Policy Code 1320/3560: Title 1 Parent and Family Engagement**

Parent involvement in education is crucial. When parents are involved at school, the performance of all the children at school, not just their own, tends to improve. Research shows the more comprehensive and well planned the partnership between school and home, the higher the student achievement. Jones Elementary School values our partnership and relationship with our parents. We believe parents and teachers have a common goal: to facilitate the best educational experience possible for students. We know when parents are involved, students get better grades, score higher on standardized tests, have better attendance, have higher aspirations, and have a more positive attitude towards school.

Additional ways to promote parental involvement include:

- The parent/student handbook provided by the school
- Notes/letters sent to parents
- Notification of student progress each nine weeks
- Phone communication through Blackboard Connect system
- Written, electronic and/or phone messages
- Parent-Teacher conferences
- Teacher websites and web pages
- District-level initiatives
- Special Events
- Report Card Conferences

# Jones Elementary School

“Four Walls with the Future Inside”

---

## Family Engagement Policy

### I. Statement

The members of the faculty of Jones Elementary School believe in facilitating a holistic approach to educating our students. Our goal is to provide for the educational, social and emotional development of each student. In order to accomplish this goal, we believe it is essential that we develop a strong and supportive relationship with parents and the community that surrounds us. We endeavor to communicate regularly with all stakeholders as we move forward providing all a rigorous and relevant education.

### II. Building Capacity for Involvement

- A. Jones Elementary invites parents to take an active role in the process of providing educational services to their children. Parents are informed of assistance received through Title 1 funds and are given the opportunity to review the budget and make suggestions and/or recommendations.
- B. Jones Elementary parents are informed of the Leadership Team meetings and are invited to serve as a member or attend at their convenience. The Leadership Team, which also serves as the School Improvement Team, meets monthly. Minutes are made available to parents through posting on the website.
- C. Jones Elementary practices a reasonable “open door” policy. Administrators and staff welcome visits from parents and community stakeholders. In addition, stakeholders are invited and encouraged to share with the students and staff during presentations of special curriculum aligned programs.
- D. Jones Elementary hosts and facilitates Parent, Community and Stakeholders meetings regularly as part of our parent involvement initiative. The group plans activities for parents and students and assists with volunteer recruitment.

### III. Shared Responsibility

- A. During the school year, Jones Elementary staff works to empower parents by presenting them with information on the academic progress of their children. Suggestion and ideas are presented on how they can work with and assist their children at home. Continuous effort is made to develop and strengthen the relationship between home and school. Parents receive information weekly through agenda correspondence and / or the take home folder. Parents are also contacted by the use of community outreach through ConnectEd when appropriate. Parents at Jones Elementary have access to Parental Portal. Parents may also monitor their children's progress by arranged visits with the teacher.

- B. Each school year, parents, students, teachers and administrators are asked to sign a Student Compact Agreement. This agreement represents an opportunity for all to affirm their specific responsibilities. By signing the agreement, all commit to work together to provide every opportunity for the child to succeed. This agreement serves as the focus of plans, efforts and strategies that will be used at school and at home to ensure that all children are provided an opportunity to reach their potential.
- C. Copies of the Parent Involvement Policy are sent home by the students to all parents. In addition, parents may view this policy by visiting the Jones Elementary website.

## **Escuela Primaria Jones**

“Cuatro paredes con el futuro dentro”

---

### **Póliza de Participación Familiar**

#### **I. Declaración**

Los miembros de la facultad de la Escuela Primaria Jones creen en facilitar un enfoque holístico para educar a nuestros estudiantes. Nuestro objetivo es proporcionar el desarrollo educativo, social y emocional de cada estudiante. Para lograr este objetivo, creemos que es esencial que desarrollemos una relación sólida y de apoyo con los padres y la comunidad que nos rodea. Nos esforzamos por comunicarnos regularmente con todas las partes interesadas a medida que avanzamos brindando una educación rigurosa y relevante.

#### **II. Desarrollando una Capacidad en Participación**

- A. La Primaria Jones invita a los padres a tomar un papel activo en el proceso de brindar servicios educativos a sus hijos. Se informa a los padres de la ayuda recibida a través de los fondos del Título 1 y se les da la oportunidad de revisar el presupuesto y hacer sugerencias y / o recomendaciones.
- B. Los padres de la Primaria Jones están informados de las reuniones del Equipo de Liderazgo y están invitados a servir como miembros o asistir cuando les convenga. El Equipo de Liderazgo, que también sirve como

Equipo de Mejoramiento Escolar, se reúne mensualmente. Las actas están disponibles para los padres mediante su publicación en el sitio web.

- C. La Primaria Jones práctica una política razonable de “puertas abiertas”. Los administradores y el personal agradecen las visitas de los padres y las partes interesadas de la comunidad. Además, se invita y anima a las partes interesadas a compartir con los estudiantes y el personal durante las presentaciones de programas especiales alineados con el plan de estudios.
- D. La Primaria Jones organiza y facilita reuniones de padres, comunidad y partes interesadas regularmente como parte de nuestra iniciativa de Participación de padres. El grupo planea actividades para padres y estudiantes y ayuda con el reclutamiento de voluntarios.

## **I. Responsabilidad compartida**

- A. Durante el año escolar, el personal de la primaria Jones trabaja para empoderar a los padres presentándoles información sobre el progreso académico de sus hijos. Se presentan sugerencias e ideas sobre cómo pueden trabajar y ayudar a sus hijos en casa. Se hace un esfuerzo continuo para desarrollar y fortalecer la relación entre el hogar y la escuela. Los padres reciben información semanalmente a través de correspondencia y / o un folder para llevar a casa. Los padres también son contactados a través del alcance comunitario a través de ConnectEd cuando es apropiado. Los padres de la primaria Jones tienen acceso al Portal para padres. Los padres también pueden monitorear el progreso de sus hijos mediante visitas concertadas con el maestro.
- B. Cada año escolar, se solicita a los padres, estudiantes, maestros y administradores que firmen un Pacto entre la escuela y la familia. Este acuerdo representa una oportunidad para que todos afirmen sus responsabilidades específicas. Al firmar el acuerdo, todos se comprometen a trabajar juntos para brindar todas las oportunidades para que el niño tenga éxito. Este acuerdo sirve como enfoque de planes, esfuerzos y estrategias que se utilizarán en la escuela y en el hogar para garantizar que todos los niños tengan la oportunidad de alcanzar su potencial.
- C. Las copias de la Póliza de Participación Familiar se envían a casa con los estudiantes a todos los padres. Además, los padres pueden ver esta póliza visitando el sitio web de la Primaria Jones.



**JONES ELEMENTARY SCHOOL**  
**Student – Guardian - Teacher - Administrator**  
**2023-2024 School Family Compact**  
**“Four Walls with the Future Inside”**



Jones Elementary School is dedicated to the academic, behavior and social/emotional success of our students. We believe that true student, parent/guardian, teacher and administrator partnerships are essential to the success of our students. This agreement is our promise to work together to ensure the success of each student in all three areas, which is our common goal.

**AS A STUDENT, I PROMISE TO:**

- Come to school every day and on time.
- Complete all classroom and homework assignments.
- Read for 20 minutes every night at home.
- Follow our four PBIS rules:
  - o Respect
  - o Order and safety
  - o Awesome attitude
  - o Responsibility

**AS A PARENT/GUARDIAN, I PROMISE TO:**

- Make sure my child comes to school every day and on time.
- Provide a home environment that encourages my child to complete their assignments and read every night.
- Actively participate in the parent meeting and parent education programs.
- Work closely with and communicate with all staff to ensure my child is successful at school.
- Agree to follow all health and safety guidelines.
- Encourage my child to follow the four PBIS rules:
  - o Respect
  - o Order and safety
  - o Awesome attitude
  - o Responsibility

**AS A TEACHER, I PROMISE TO:**

- Arrive to school on time and come to class well planned and prepared.
- Provide a learning environment that includes enjoyable, engaging, rigorous and relevant activities for every student.
- Use data to plan activities that lead to student academic growth and success.
- Maintain clear, consistent communication between school and home through student progress reports, report cards, Class DoJo, parent conferences, Parent Portal, etc.
- Follow and encourage students to follow the four PBIS rules:
  - o Respect
  - o Order and safety
  - o Awesome attitude
  - o Responsibility

**AS AN ADMINISTRATOR I PROMISE TO:**

- Maintain a safe and nurturing environment for students, teachers and staff.
- Maintain clear and consistent communication throughout the school and school community.
- Lead instruction by supporting and monitoring the learning process, as well as, school and district expectations.
- Follow and encourage our school community to follow the four PBIS rules:
  - o Respect
  - o Order and safety
  - o Awesome attitude
  - o Responsibility

Signatures:      Student: \_\_\_\_\_      Parent: \_\_\_\_\_  
    Teacher: \_\_\_\_\_      Principal: *Sharon P. Huneycutt*

## Parent Portal

Communication between teacher and parent is key to helping our students become successful learners. Parent Portal is a way for parents with students in grades 3-5 to gain access to the grading and attendance for each of their students. Within this program, parents can check current assignments and see current grades that are given to students as they are received during the year. Historical grades can also be accessed in previous grading periods. This program allows for yet another format for parents to communicate with their child's teacher. Please be sure that you stop by the main office and pick up your Parent Portal Letter.

## Positive Behavior Support (PBIS)

### Jones Elementary School PBIS Matrix

<b>Expectations</b>	<b>R Respect</b>	<b>O Order &amp; Safety</b>	<b>A Attitude</b>	<b>R Responsibility</b>
<b>Classroom</b>	I will treat others the way I want to be treated	I will keep myself and my objects in my personal space	I will display a positive attitude	I will be prepared for learning
<b>Cafeteria</b>	I will use my best manners	I will walk calmly and stay in my personal space	I will be polite to others	I will take care of all my needs and keep my area clean
<b>Restroom</b>	I will give others privacy	I will walk calmly and stay in my area	I will patiently wait my turn	I will remain quiet and place all trash in its proper place
<b>Outside Area</b>	I will treat others the way I want to be treated	I will keep myself and my objects in my personal space	I will be kind and courteous to others	I will report problems to adults immediately
<b>Hallway</b>	I will walk silently	I stand 3-2-1 Jaguar style 3 <sup>rd</sup> block from wall 2 feet in 1 square	I will be kind and courteous to others	I will return to class promptly and report any problems
<b>Assemblies</b>	I will listen to the speaker	I will stay seated in my personal space	I will display a positive attitude	I will be prepared for learning
<b>Arrival and Dismissal</b>	I follow directions given by adults and safety patrol	I enter and exit the building quietly and orderly	I will be polite to others	I will be prepared
<b>Buses</b>	I will treat others the way I want to be treated	I will stay seated and keep myself/objects in my personal space	I will be polite to others	I will remain quiet and keep track of my belongings.

## **Jones Jaguar Pledge**

I pledge as a Jones Jaguar to:  
Respect myself and others  
Move in an orderly and safe way  
Always have an Awesome Attitude  
And be Responsible at all times  
I am glad to do my part to make  
Jones Elementary School a place where  
Everybody is somebody SPECIAL

**Jones Jaguars ROAR!**





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



## **Parent Teacher Organization (PTO)**

The Jones Elementary staff encourages all parents to join our PTO. Our goals are to encourage interaction between family and school, serve as a source of support, and work with teachers, staff, and the community at large to improve our children's educational experience. The PTO works closely with the school administration to meet this goal. Please look out for additional information concerning our PTO and how you can get involved.

## **Staff Contact Information**

Every employee of our school has access to email through our school system. To email a staff member at our school, you should follow the instructions below.

FirstName.LastName@wilsonschooolsnc.net For Example: [sharon.huneycutt@wilsonschooolsnc.net](mailto:sharon.huneycutt@wilsonschooolsnc.net)

In the event that you are unable to contact one of our staff, feel free to call the school (252) 265-4020 and we will put a message in that person's mailbox to return your call. Communication with parents is extremely important to us; however, teachers may not be available to accept calls, return calls or conference with parents during instruction. Please note that once contacted, all staff are expected to return calls or emails within a 24 hour period.

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

### **We dress for success at Jones Elementary School.**

The dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board holds these expectations of all students:

1. Clothing and appearance must be age appropriate, not disruptive to the teaching-learning process and cannot be provocative, indecent, vulgar or obscene.
2. Hats, sweatbands, bandannas, or sunglasses will not be worn inside the school buildings.
3. Shorts must be of adequate length to reach the ends of one's fingertips when the student is standing and the arms are by one's sides.
4. Skirts and dresses must be no higher than three (3) inches above the top of the knee.

5. Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature, or is of a disruptive nature.
6. Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment.
7. Footwear is required. Bedroom shoes are not allowed. Students in laboratory or shop environments must wear closed-toe shoes. Students in physical education classes must wear athletic shoes. Shoes that have laces must be laced and tied.
8. Clothing is not to be sheer or mesh and cannot have excessive holes.
9. Undergarments are not to be visible.
10. Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline, etc.).
11. Clothing will not be allowed that is intentionally shredded or torn.
12. Tight clothing, such as knit pants, spandex bicycle/biker pants, or overly tight pants, is not allowed.
13. Students shall not wear clothing articles with the intent to convey membership or affiliation in a gang.

**Transportation: Bus Policies and Procedures**  
**[Policy Code 6300: Goals of Student Transportation Services](#)**  
**[Policy Code 6305: Safety and Student Transportation Services](#)**  
**[Student Assignment to Buses](#)**

### **School Bus Policies & Rules**

There are certain rules that are designated for the safety of school passengers. It is the responsibility of the driver, parent, and the principal to see that each student knows these rules. By setting a good personal example, the driver, with the aid of the principal, should insist that these rules are followed.

In meeting the school bus, the passenger should:

1. Be on time.
2. Stand on the side of the highway and in no way interfere with traffic.
3. Wait for the “Stop Arm” to be in place before crossing the road.
4. Wait for the driver to give the appropriate sign before crossing the street.
5. Wait for their turn while getting on the bus.

On the bus, passengers must observe regular classroom conduct.

The following rules should be observed:

1. Take the assigned seat.
2. Do not talk to or otherwise disturb the driver.
3. Do not extend your hands or arms out of the window.
4. Remain seated while the bus is moving.
5. Keep the bus clean and sanitary.
6. Do not use profane or indecent language.

## **Bus Discipline Policy**

The following steps will be followed in dealing with discipline referrals from the bus driver.

1<sup>st</sup> Offense: Parental notification and conference with student; may receive up to 3 days off the bus.

2<sup>nd</sup> Offense: May receive up to 5 days off the bus.

3<sup>rd</sup> Offense: May receive up to 10 days off the bus.

4<sup>th</sup> Offense: May receive up to 10 days off the bus OR may be suspended from the bus for the remainder of the school year.

**Bus privileges may be suspended indefinitely** if these initial measures do not bring the student's bus behavior to an acceptable level.

In the case of fighting or other severe bus behavior violations, the Principal or Assistant Principal has the authority to issue an Out-Of-School Suspension which will be counted as one of the Five Steps.

Misbehavior on Exceptional Children's (EC) Buses will be handled as deemed appropriate by the Principal or Assistant Principal. This may include referral to the Wilson County Schools Director of Transportation.

For a severe infraction, the Principal or Assistant Principal reserves the authority to remove a student from bus riding privileges as early as the first offense.

**Please note that for severe infractions of school rules, the Principal or Assistant Principal reserves the right to issue suspension at any point in the discipline process, by-passing other steps.**

### **Enrolling Students on the Bus**

There will be **at least** a 48 hour turnaround time when enrolling students to ride on a Wilson County School Bus. To maintain the safety of all students, we will adhere to this guideline to ensure that all students, parents, teachers, and drivers have the appropriate communication before

transporting children. You will receive a written confirmation of your child's bus information from the teacher.

## **Technology/Wireless Communication**

### **Policy 3200: Technology In Education Program**

### **Regulation 3200: Technology In Education Program**

### **Policy 3226/4205: Technology Responsible Use**

### **Policy 3226/405: Internet Safety**

Our school is networked to provide Internet access in every room and in the computer labs. All students and their parents/guardians are required to sign an Internet Use Agreement. Once signed, the agreement is in effect until a written request to revoke permission is received. Internet use is designed to enhance the curriculum and is strictly supervised. Students are only to visit websites authorized by the teacher.

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 with the following provision: The school principal may develop and make available a plan for specific times and locations when students may access their wireless communication devices without consequences.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communications devices during such programs.

Students are personally responsible for the security of their wireless communication devices. The school system will not be responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device

A student possessing a wireless communication device in violation of this policy will be assigned disciplinary consequences pursuant to policy [4300](#), Student Behavior Policies.

In accordance with Policy [4342](#), Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, Board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

## **Visitors**

We kindly ask that everyone who visits our school sign in at the front office and pick up a visitor's badge. Safety is extremely important to us. Please remember to enter and exit through the main lobby.

## **Volunteers**

Volunteers are an important part of the educational process at Jones Elementary School. They provide important assistance in many aspects of the school environment such as tutoring, Field Day, serving on committees, etc. To help us maintain a safe learning environment, volunteers must register for our volunteer management program called Volunteer Tracker and sign in and sign out in the Office. You may access Volunteer Tracker through [www.wilsonschoolsnc.net](http://www.wilsonschoolsnc.net). Click "About Us" and "Volunteer". This program will assign each volunteer a level clearance. This clearance will reference which activities you are able to volunteer to enjoy. Without registering for Volunteer Tracker, you will not be able to help us help students.

At Jones Elementary School, instruction begins promptly at 8:00 a.m. We are asking that volunteers be in their work location at that time. Volunteers/visitors must not interrupt teachers after 8:00 a.m.

WCS Board Policy 8700 states that the administration shall be responsible for the restricted use of the following school services which are intended for school use only, such as computers, school telephones, copying equipment, supplies, etc.

To help us protect the instructional integrity of the school day for our students, all preschool children should not go beyond the office area between 8:00 a.m. and 3:00 p.m. (exception: lunch time visits.) Parents who are volunteering at school should not bring preschool age children when assisting teachers or doing volunteer work.

We appreciate all the hours and extra effort provided by each volunteer. You are an important part of what makes Jones Elementary School a great school!

## **Wilson County Schools Testing Calendar**

Information concerning the Wilson County Schools Testing Calendar may be found on the Wilson County Schools home page, or by clicking [here](#).

# **Board Policy 4700 R**

## **Notice and Opportunity to Opt Out**

**Permission from a parent, guardian, or eligible student is not required for the release of directory information, provided the parent, guardian, or eligible student has been given proper notice and an opportunity to opt out.**

### **Annual Notice**

- 1. At the beginning of each school year, the principal or designee shall provide parents and eligible students with notice regarding policy 4700, Student Records, and the release of directory information. Such notice will be provided in accordance with Section C.1 of policy 1310/4002, Parental Involvement, and this regulation.**
- 2. The notice must identify the types of student record information designated as directory information and the purposes for which it may be released.**
- 3. The notice also must describe the process through which parents and eligible students may exercise the right to opt out of the release of directory information.**

### **B. Opportunity to Opt Out**

**In order to opt out of any release of any directory information, parents and eligible students must notify the principal or designee in writing within 30 days after the start of the school year. For students transferring into the school system after the start of the school year, parents and eligible students must notify the principal or designee in writing within 30 days after the transfer. No student's directory information will be released during these time periods without appropriate prior written consent. Written requests to opt out after the 30<sup>th</sup> day of a student's enrollment will prevent future releases of directory information.**

## **III. Request and Approval for Release of Directory Information**

**A. All requests for the release of directory information must be submitted to and approved by the Superintendent or designee. The request must be submitted in writing and include the following information:**

- 1. The name, address, phone number, e-mail address, and other contact information, as applicable, of the individual, organization, or other entity making the request;**

2. The type(s) of directory information requested; and
3. The purpose and intended use of the directory information requested.

**B. The Superintendent or designee will consider all requests for directory information in accordance with the following guidelines.**

**1. Requests for Legitimate Educational Purposes**

**A request for the release of directory information for any legitimate educational or administrative purpose as determined by the Superintendent or designee will be approved. Legitimate educational purposes include, but are not limited to, supporting a school's or the school system's educational program and goals, and recognizing and supporting student academic achievement. Such purposes also include those fulfilled through educational programs, services, and activities provided by organizations sponsored by or affiliated with a school or the school system, and other non-profit organizations approved by the school or school system, including but not limited to Communities in Schools and The Council on Adolescent Health.**

**2. Requests for Commercial Purposes**

**a. A request for the release of directory information for a commercial purpose related to products, services, or activities offered by or through a school or the school system will be approved. Such products, services, or activities include, but are not limited to, student health insurance, technology and software programs, yearbooks, high school class rings, and alumni and class reunion services.**

**b. A request for the release of directory information for any other commercial purpose will not be approved without appropriate prior written consent for each student.**

**3. Requests for Any Other Purposes**

**A request for the release of directory information for any other purpose will be considered by the Superintendent or designee on a case-by-case basis. Such requests may be approved at the discretion of the Superintendent or designee consistent with Board policy and this regulation; however, the Superintendent or designee shall provide equal disclosure to individuals, organizations, and other entities that are similar in purpose.**

#### **4. Requests by Military Recruiters and Institutions of Higher Learning**

**Notwithstanding the provisions above, a request by a military recruiter or an institution of higher learning for the names, addresses, and telephone numbers of high school students for the purpose of informing students about education and employment opportunities will be approved.**

#### **5. Requests by the Media**

**Notwithstanding the provisions above, a request by any news media outlet, including radio, newspaper, or television, for any directory information for the purposes of recognizing and publishing the academic and athletic achievements of students will be approved.**

### **C. Request for Review**

**1. If the Superintendent's designee denies a request for the release of directory information, the individual, organization, or other entity may submit a written request for the Superintendent to review the decision made by the Superintendent's designee within 5 working days. The Superintendent will review the request and make a decision within 10 working days of receiving the request for review.**

**2. Any request for the release of directory information denied by the Superintendent may be appealed to the Board, in writing, within 5 working days. Unless otherwise required by law, the Board, in its sole discretion, may decide whether or not to review the Superintendent's decision. If the Board chooses not to review, the Superintendent's decision is final.**

### **D. Release of Directory Information to Third Parties**

**Directory information released in accordance with policy [4700](#), Student Records, and this regulation is released only on the express conditions that the individual, organization, or other entity to whom the information has been released will not sell, share, or otherwise disclose the information to any third party and that the information released will be used only for the stated purpose for which it was requested.**

## **IV. Special Provisions Regarding Photographs, Videos, and Digital Images**

**A. Photographs, videos, and digital images of students at school or participating in school-sponsored activities, organizations, or athletics**



shall be considered directory information if used for informational or news-related purposes by a school, the school system, or the media. Such photographs, videos, and digital images will be released only in accordance with Section III, above.

**B. Photographs and digital images of individual students and groups of students shall be considered directory information for purposes of publication in a yearbook, school newspaper or newsletter, or athletics or other school-sponsored event program (such as a concert or theater production) and will be released only in accordance with Section III, above.**

**C. Any photograph, video, or digital image from a school, school bus, or other security or surveillance system shall not be considered directory information and will not be released as such.**

**D. Except as provided in subsections A and B, above, photographs, videos, or digital images of any student or group of students will not be released for any commercial or other purpose (such as advertising or fundraising) without appropriate prior written consent for each student.**

#### **V. Record of Release of Directory Information**

The Superintendent or designee shall maintain a record of each approved request for the release of directory information. For each request, the record shall include: (1) the name of the individual, organization, or other entity requesting the directory information; (2) the stated purpose and intended use of the directory information requested; (3) the type(s) of directory information approved for release; and (4) the date of the release.

### **School Board Policies:**

- [Student Behavior Policies \(Policy 4300\)](#)

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



## 2023-2024 Family Engagement Plan

**The purpose of the NC Pre-K Program is to implement strategies designed to develop partnerships with families and build reciprocal relationships that promote shared decision making. To build and enhance these relationships with Parents of the NC Pre-K Program. We will:**

1. Pre-K program teachers will make **two home visits per year**. The **first visit** is to meet with the child and family to share information about the child's new classroom and to gather information from the family about their hopes and aspirations for their child.
2. The **second home visit** is to discuss the child's progress and current developmental status. Families may request a neutral setting for the home visits (if applicable).
3. **Staggered enrollment** opportunities are available to each child to allow for smooth transitions into the NC Pre-K Program. NC Pre-K program provides opportunities such as parent orientation, open house and individualized attention for child and family.
4. **Parent conferences** will be held **twice a year**. During the conference, teachers will share their observations of the child's strengths and opportunities for growth. NC Pre-K Programs will encourage families to share in the planning and assessment of their child. Copies of the child's progress report will be given to the parent/guardian at the end of the conference once the teacher and parent have signed off on the conference form.
5. **Welcome and invite families to volunteer** in their child's classroom. Parents may read books, decorate bulletin boards, interact during play, interact with special activities such as science, social studies, and math projects, sing old folk songs etc. Parents may also accompany their child's class on field trips and other special activities.
6. **NC Pre-K programs are required to enroll all NC Pre-K families in the ReadyRosie solution** and must incorporate ReadyRosie resources into their existing family engagement plans.
7. **Teachers will maintain on-going communication** between the schools and families through the following:
  - i. Monthly newsletter

- ii. Home visits
- iii. Phone calls
- iv. Conferences

## **NC Pre-K Transition to Classroom Plan**

On the first home visit staff will share information regarding hours of operation, daily class schedule, transportation, field trips, and general information about the site. Staff will introduce themselves to the parents/guardians and the children. At the second home visit, the teacher will up-date parents/guardians on their child's progress and answer any questions they may have.

An orientation meeting will be held during the month of August to provide an opportunity for families to visit the site and classroom to become better acquainted with the staff and spend time in the classroom. The site policies and program objectives will be discussed during this meeting.

The children will begin the program on a staggered enrollment schedule, with half of the children attending the first day of school and the other half attending the second day. All children will attend on the third day. This will create a smooth transition for both the students and the teachers.

Interpreters and or Bilingual Staff will be available at each site to assist children and families who do not speak English or have limited English proficiency. Materials and furniture in classrooms will be labeled in English and Spanish.

NC Pre-K classrooms' staff will offer and encourage meaningful opportunities for families to engage in their child's education.

Children in the NC Pre-K Program will be assessed a minimum of three times a year, but more if needed to determine strengths, weaknesses, and areas that need more attention.

## NC Pre-K Plan for Communicating with Children and Families Who are Dual Language Learners

**In order to support children and families, this site will utilize the following strategies and resources to engage, inform and communicate with Dual Language Learners.**

	Encourage families to use their language every day. Help families understand the value of home language as a foundation for a second language and the importance of continuing to speak their home language at home.
	Create welcome letters for families in home language.
	At home visit or open house, invite families to teach staff how to write and pronounce key words that help children feel comfortable and secure
	Encourage staff to learn phrases and vocabulary from families
	Create caring consistent routines, using pictures and signs to help children feel comfortable and secure
	Include at least one book written in each child's home language.
	Invite families to tell stories, sing songs, share culture!
	Ask families to suggest books, music and other resources to supplement the classroom.
	Label items in classrooms using children's home language
	Encourage all children to learn new words in at least two languages.
	When talking with children who are dual language learners, give ample time and opportunity for their response.
	Use expressive, verbal and non-verbal communication.
	Encourage families to bring along family member or friend to help with translation
	Seek resources to help translate printed materials - such as classroom newsletters.
	Seek resources to maintain consistent communication with families (family meetings, conferences, letters)
	Other (please list) _____

## **NC Pre-K Prevention of Suspension/Expulsion Plan for Children with Unique Needs**

Children with Unique Needs/Challenging Behaviors Challenging behavior shall mean any repeated pattern of behavior, or perception of behavior, that interferes with, or is at risk of interfering with, optimal learning or engagement in pro-social interactions with peers and adults. It is behavior that interferes with children's learning, development, success at play or is harmful to the child, other children or adults, that puts a child at high risk for later social problems or school failure.

When a child demonstrates challenging behaviors that prevent his or her progress in any developmental domain, as referenced in the North Carolina Foundations for Early Learning and Development, that impede the child's access to and participation in the assigned NC Pre-K classroom learning activities, the following shall apply:

1. The Site Administrator shall notify the NC Pre-K Contract Administrator and the local school system's Preschool Exceptional Children Program for assistance if a child's cognitive, language and communication, emotional, social, health and physical needs exceed the program's capacity to address as indicated by one or more of the following:

- Developmental needs assessments;
- Home visits;
- Consultations with the family members;
- Daily recorded classroom teacher observations; and/or

Modified instructional plans and differentiated lessons based on the child's individual goals.

2. The NC Pre-K Contract Administrator, Site Administrator, teacher and family members in consultation with the school system's Preschool Exceptional Children Program and other available community and state resources, such as Birth-through-Kindergarten licensed mentors and evaluators, Healthy Social Behavioral specialists, child care health consultants, mental health specialists, social workers and other local child developmental experts, shall develop a coordinated support plan to support the NC Pre-K child's placement and participation in the NC Pre-K Program.

3. The Division of Child Development and Early Education shall be notified when support plans recommended by the local school system's Exceptional Children Program require an alternative placement and support services for a child.

4. A site administrator shall not suspend or expel a child from a NC Pre-K Program until the site administrator has completed the requirements of Subparagraphs (1), (2), and (3) of this Paragraph, and should contact the NC Pre-K Contract Administrator before doing so.

5. Unless the operator determines the child poses a risk of harm to himself or herself or others and has completed the requirements of Subparagraphs (1), (2), and (3) of this Paragraph, no child shall receive less than the 6.5-hour NC Pre-K day. Risk of harm to oneself or others includes:

- Physical aggression such as hitting, kicking, punching, spitting, throwing objects, pinching, pushing and biting;
- Destroying property;
- Tantrum behaviors that might include behaviors such as kicking, screaming, pushing an object or person, stomping feet or head banging;
- Verbal aggression including yelling, threats and screaming;
- Persistent or prolonged crying that is loud or disruptive or crying that interferes with the child's engagement in activities; and/or
- Touching other children's private areas and removing clothing from themselves or others.

## NC Pre-K Transition to Kindergarten Plan

<b>Into NC Pre-K</b>	
	Initial Mail Contact
	Initial Phone Contact
	Initial Home Visit
	Initial Program Visit for Family and Child
	Family Meeting/Orientation
	Staggered Entry
	Family Conferences
	Other (please list)
<b>Into Kindergarten</b>	
	Family Meeting - info about Public Schools and registration
	Family Conferences
	Kindergarten, Here I come (English and Spanish)
	Kindergarten Books
	Pre-K teachers visit Kindergarten
	Kindergarten teachers visit Pre-K
	Tour School Bus – Invite School Bus Driver
	Set up Cafeteria in Classroom
	Visit Lunch Room
	Shorten Nap
	Class visits Kindergarten Classroom
	Kindergarten teacher visits Pre-K Class
	“All About Me” Document Prepared and Shared
	Summer transition activities are shared
	Summer materials (scissors, crayons, book etc.)
	Other (please list)



## **Frequently Asked Questions**

### **What are the hours for NC Pre-K & EC Pre-K?**

Students in NC Pre-K attend school from 8:00 AM to 2:30 PM. EC Pre-K students attend from 8:00 AM to 3:00 PM. Regular school attendance is a key component to a child's academic success. Children who do not attend on a regular basis, routinely arrive late or routinely leave early do not receive the full benefits of a Pre-K education. All Pre-K classes follow the Wilson County Schools district calendar.

### **Do I have to sign my child in and out each day?**

Children are signed in and out by parents each day. If someone else will be picking up your child, please let us know prior to dismissal. Photo ID will be required by the person picking up your child. Children will not be released to unauthorized individuals.

### **Do I have to provide lunch for my child?**

Wilson County Schools provide a complete nutritional meal and healthy snack for all children each day. Wilson County Schools participate in the Community Eligibility Program. All meals are free. Identified allergies or special food requirements should be communicated to the teacher.

### **How can I become involved in my child's education?**

Whenever possible, families should actively participate in the NC Pre-K program and maintain open communication with the staff. Research shows that active family participation in children's learning experiences contributes to success in school. Contact your child's teacher to find out about opportunities to volunteer your time, talents, and experiences in your child's classroom. All volunteers must be approved via the Wilson County Schools Volunteer Tracker found on the district web page.

### **Will my child be allowed to ride the school bus?**

Transportation via a Wilson County school bus is not available for NC Pre-K children. Parents are responsible for the arrival and departure of all NC Pre-K children.

# JOHN WESLEY JONES ELEMENTARY SCHOOL

SHARON HONEYCUTT  
*Principal*  
LAUREN HAYES  
*Assistant Principal*

WENDY BRYANT  
*Secretary*  
DEANNA PEOPLES  
*Receptionist*

CHRISTINA SKINNER  
*Teacher of the Year*



"FOUR WALLS WITH THE FUTURE INSIDE"

---

## John W. Jones Student Handbook

Dear Parents/Guardians and Students:

The John W. Jones Parent/Student Handbook has been written to help your child have the best school experience possible. The Jones faculty and staff are in need of your help and cooperation. It is important that every student and parent understands the handbook, as everyone is expected to follow the rules/guidelines set forth in the handbook. Please read and discuss this handbook with your child. Afterwards, you and your child will sign this form and return the form to school. Thank you for your cooperation and support.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

