

STUDENT/PARENT HANDBOOK

NEW HOPE ELEMENTARY SCHOOL

2024 – 2025



NEW HOPE KNIGHTS...
ARMORED FOR SUCCESS!

4826 Packhouse Road
Wilson, NC 27896

Phone: (252) 399-7950
Fax (252) 399-7899

Debra Simons, Principal
Brittany Lavinier, Assistant Principal

Valorie Woodard, Secretary
Kaitlyn Robbins, Data Mgr.

Dear Parents, Guardians, and Caregivers,

Welcome to the 2024 – 2025 school year at New Hope Elementary! We are looking forward to an exciting and productive year with our students and families. The New Hope staff is committed to providing your child with a safe, nurturing, and exemplary learning experience. Our goal is the total success of each and every child!

One of the best qualities of New Hope is our awesome parent and family support! Your support is a crucial factor in ensuring the academic success of your child. Please set aside a time daily for study and homework. Make sure your child has a quiet location, free from distractions, so the time is uninterrupted. Read with, or to, your child every day. Get acquainted with your child's teacher and maintain regular communication with him/her. The more you know about the school day, the better you can support your child.

This handbook has been prepared as a guide to familiarize you with our school. While not all-inclusive, this handbook does serve as an outline of policies and procedures in place to ensure a school atmosphere that promotes excellence in teaching and learning. This handbook is shared electronically so that changes/edits may be made during the year as appropriate.

Guidelines, regulations, and directives from the district take precedence over any items in this handbook.

At New Hope, we are committed to serving the needs of our students and making the necessary investments to help them achieve at high levels. Thank you, in advance, for the important role you will play this school year in helping our students be successful. We thank you for allowing us the opportunity to serve you and your child, and look forward to a successful partnership.

Together, we will achieve more!

Sincerely,

Debra Simons, Principal

Brittany Laviner, Assistant Principal

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New Hope Elementary School
4826 Packhouse Road
Wilson, NC 27896



Handbook Signature Page

Dear Parent/Guardian,

The New Hope Elementary School handbook has been created to help you and your child gain the greatest benefit possible from your New Hope Elementary experience. This handbook serves as an outline of policies and procedures established to ensure a safe school atmosphere that supports excellence in teaching and learning.

This handbook is shared electronically so that changes/edits may be made during the year as appropriate. Please access the most recent version of our handbook by using the link on the New Hope Elementary School website.

Please read this handbook with your child and discuss its contents. Afterwards, we ask that you and your child sign below, indicating that you have read and understand the contents of this handbook. Thank you for your cooperation and support. We look forward to a wonderful year with your child and family.

Student and Parent: Please sign, date, and return this form to the student's homeroom teacher.

Student Signature

Date

Parent Signature

Date

Grade: _____

Homeroom Teacher: _____

New Hope Elementary School - Our Mission, Vision, Beliefs, Goal

Our Mission...

“At New Hope Elementary, all students will achieve their full potential in a safe environment that establishes rigor, motivates, and provides opportunities for students to be college- and career-ready!”



Our Vision...

New Hope Elementary School will promote and support student accountability and nurture collaboration of staff, parents, students, and community to develop our students' future.

Our Beliefs...

1. Every student can succeed.
2. Commitment to a clear and focused vision will guide us to high performance.
3. Effective teaching is essential for student achievement.
4. School and classroom environment impacts achievement
5. Parent and community involvement is essential.

Our Goal...

100% of all New Hope students will meet or exceed the proficiency standards as defined by state and local standards.

Academic Expectations for Students/Student Promotion and Accountability

Kindergarten, First and Second Grade: Students are expected to meet the standards of the end-of-the-year K-2 Reading and Mathematics Assessments, receive favorable teacher grades, and attend school regularly. Please see additional standards noted in the chart below.

Third, Fourth, and Fifth Grade: 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 attend school regularly. Please see additional standards noted in the chart below.

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

Promotion Requirement Standards

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

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

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

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

Issued by the Superintendent

[Attendance Expectations](#)

Regular and consistent student attendance is critical for success at all grade levels. Attendance will be recorded daily.

Grades	Attendance Expectations
K-5	85 percent of days enrolled

Awards & Recognition of Student Accomplishments

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

Awards may include:

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

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

PBIS Recognition

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

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

Bus Safety and Discipline

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

- Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus.
- Tampering with or doing damage to a bus.
- Leaving the bus when in route from home to school (or vice versa), unless authorized to do so by the principal or his/her designee
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the Wilson County Board of Education.

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

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

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

On the bus, passengers should:

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

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

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

[Calendar Info and Important Dates to Remember 2024-2025](#)

Click [HERE](#) to view the WCS Student Calendar, Testing/Assessment Calendar, and other available WCS Calendars. These calendars are subject to change, so please visit often.



District Progress Report and Report Card Schedule 2024-2025 (Subject to change. Please see the WCS calendar for updates.)	
Event	Date
1st 9 Week Grading Period	
Progress Reports	September 23, 2024
Grading Period Ends	October 17, 2024
Report Cards Go Home	October 28, 2024
2nd 9 Week Grading Period	
Progress Reports	November 19, 2024
Grading Period Ends	December 20, 2024
Report Cards Go Home	January 13, 2025
3rd 9 Week Grading Period	
Progress Reports	February 6, 2025
Grading Period Ends	March 13, 2025
Report Cards Go Home	March 20, 2025
4th 9 Week Grading Period	
Progress Reports	April 29, 2025
Grading Period Ends	June 4, 2025
Report Cards go home	June 16, 2025

Other important dates will be shared during the year. Please be on the lookout for information regarding the following events:

Aug 22nd: Open House/Meet the Teacher (4:00-6:00 pm)
 August 22-September 18th: Fall Fundraiser
 August 26th: First Day for students
 September 3rd-23rd: Beginning of Year mClass Assessment (K-3rd)
 September 10th: Beginning of Grade (BOG) Reading assessment 3rd Grade

September 16th-20th: STAR Math Assessment (1st-5th)
 September 24th: Picture Day for K-2
 September 25th- Picture Day for 3rd-5th
 September 26th- PTO meeting (5:45-6:15 pm)
 September 26th: Curriculum Night (6:15-7:30 pm)
 October 7th-17th: Fall Panorama SEL Survey Administration
 October 16th: Read to Achieve Assessment
 October 18th: Teacher Workday
 October 21st: 2nd-5th Math Benchmark
 October 22nd: 3rd-5th Reading Benchmark
 October 23rd: 5th Science Benchmark
 October 28th: Report Card Pick Up
 November 27-29th: Fall Break
 December 2nd-6th: K-5 STAR Math Assessment
 December 2nd-9th: Book Fair
 December 5th: STEM night (6:00-7:30 pm)
 December 16-19th: K-1 Math Assessment
 December 17th: 2nd Grade Math Benchmark
 December 20th: Early Release (1pm dismissal)
 December 23rd-January 3rd: Winter Break
 January 13- 31st: Middle of Year mClass Assessment (K-3rd)
 January 13th: 5th Grade Science Benchmark
 January 14th: 3rd-5th Reading Benchmark
 January 15th: 3rd-5th Math Benchmark
 January 20th: Holiday, no school
 January 22nd: Parent/Teacher Conference (3:30-5:30 pm)
 January 29th: PTO meeting (6pm)
 February 24- March 7th: Panorama SEL Survey
 March 14th: Teacher Workday
 March 25-28th: K-5 STAR Math Assessment
 April 9: 3rd-5th Reading Benchmark
 April 10th: 3rd-5th Math Benchmark
 April 11th: 5th Science Benchmark
 April 11th: Spring Fling
 April 15th: Spring Pictures K-2
 April 15th- Spring Pictures 3rd-5th
 April 18-25: Spring Break
 April 30-May 16th: End of Year mClass Assessment
 May 21st: 3rd-5th Reading EOG
 May 22nd: 3rd-5th Math EOG
 May 23rd: 5th Science EOG
 May 26th: Holiday, no school

May 29th: Read to Achieve Assessment
June 4th: Last Day of School, Early Release

Child Nutrition & Cafeteria Procedures

All students continue to be eligible for breakfast at no cost. Breakfast will continue to be served “grab & go” style and will be consumed in the classroom. At New Hope all students are covered under the CEP grant; therefore, lunch is provided free of charge to all students. Additional snacks, desserts, and drink items are available for purchase.

Please see the following expectations regarding food and drinks at New Hope:

- 1) All food and drink items must be consumed at lunch and disposed of at the conclusion of the lunch period.
- 2) Open containers of liquid are not permitted; a thermos or sealable bottle is ok, but not cans, as they can spill and cause a mess.
- 3) Students may not sell or barter food items.
- 4) Students may not use microwave ovens at school. Staff will not heat food for students in the microwave.
- 5) At lunch, parents are invited to sit with their child only at the visitors’ table. Due to space limitations and safety concerns, please do not ask another student to sit with you and your child.

COVID-19 and Other Protocols

New Hope Elementary School will follow all directives from district-level leadership regarding protocols for COVID-19 and/or other circumstances. Guidelines, regulations, and directives from the district, if different from those in this handbook, take precedence over items in this handbook.

Custody and Legal Guardianship of Students

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

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

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

Dismissal

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

2:30 Rule: Students shall not be checked out after 2:30 pm. At the end of the day, an elementary school becomes a very busy place. Cars are lining up, buses are preparing to leave, and teachers are finishing the

instructional day with students. We respectfully ask if you need to pick your child up early from school that you do so before 2:30 pm.

Emergency Contact Information

Please ensure that you have current contact information listed with our school's Data Manager AND your child's teacher. We need no less than three emergency contact numbers (your personal and workplace numbers, a relative and/or friend [at least 2] who are authorized by you to pick up your child). Additionally, if you have an email contact, please list this with us as well. During an emergency situation (i.e., early release due to inclement weather, etc.), we would need to be able to contact you regarding the event. Additionally, please ensure that you always update your contact list information so that it remains valid/current in our records.

FERPA - The Family Educational Rights and Privacy Act Opt-Out

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

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

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

Field Trips

When appropriate, grade levels may utilize field trips to enrich our classroom instruction. Please consider volunteering as a chaperone for these events. Chaperones must be approved on the WCS Volunteer Tracker system. Sign up by visiting www.wilsonschoolsnc.net and enter *volunteer* in the search bar! Approved chaperones will be assigned a small group to supervise during the trip. School field trips are considered an extension of the school day; therefore, applicable policies, rules, and procedures apply to field trips just as they do during the regular school day. Please see [3320-R School Trips](#) and [3320 School Trips](#) for more information.

In order to ensure the safety of all, we adhere to the following guidelines:

- All chaperones must be approved via the WCS Volunteer Tracker to attend field trips. Pending applications and expired approvals will not be honored.
- Because field trips are school/classroom events, and not designed to be individual parent/student/family events, we ask that all parents who wish to attend/participate sign up with your child's teacher to serve as a chaperone for this event. You will be assigned a small group of students to supervise. Parents who are not utilized as chaperones for this trip should not expect to "join in" with the class at the venue and will not be able to participate with the school or class group.
- Older or younger children/siblings/cousins, etc. who are not a member of the class are not permitted to attend field trips.

- Due to state and/or district policies, parent volunteers cannot ride our buses, so therefore must meet us at the venue. Feel free to follow our buses to the event if you prefer!
- Chaperones who wish to do so may check out their own personal child(ren) at the conclusion of the trip. Please note that this early checkout will be coded as a “tardy” for the day. See your child’s teacher for the sign-out sheet. All other students will return to school at the end of the trip via school bus.
- When paying for field trips, please send cash only in the correct amount, as teachers are unable to provide change for students
- If tickets must be pre-purchased for a trip, NHES will purchase only for those adults attending as chaperones.
- Please understand that these guidelines are enacted for the safety of all students. If you have any questions regarding this trip, please contact your child’s teacher.

Grading System

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

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

Homework

Because students complete assignments at varying paces, it is difficult to determine the actual length of time a student will need to complete a homework assignment. For this reason, it is expected that teachers will use sound judgment in determining the amount of homework assigned each night. The table below provides general guidelines for the amount of time a student should spend on homework nightly.

Grade Span	Suggested Maximum Length of Nightly Homework
Grades K – 2	30 Minutes
Grades 3-5	45 Minutes

Inclement Weather Procedures

All weather-related school closings, early releases, or late-starts will be shared by Wilson County Schools’ central office via phone and email, as well as posted on the district’s website at:

<http://www.wilsonschoolsnc.net/?DivisionID=20293>.

WCS *may* elect to utilize a remote learning format in emergency situations, such as inclement weather, power outages, or other events. Students should be prepared to participate in remote learning at any time, and should take their laptops home daily unless one is available for use at home. Teachers will incorporate electronic platforms (Seesaw for grades K,1,2; Google Classroom for grades 3,4,5) into their regular instruction, so students should be well versed in the event of remote instruction. Your child's teacher will share a remote instruction schedule with you as needed.

Late Arrivals and Early Checkouts

- Students may enter the building beginning at 7:30 AM. Breakfast is served in the classroom beginning at 7:30AM.
- Students who arrive after 8:00 AM and/or leave before 3:00PM are counted tardy. **These students must be checked in at the front office by a parent/guardian via our Ident-A-Kid system.**
- Help us maintain student safety! Please do not drop your child off in the morning before adults are outside on supervision duty or after staff have left the carpool area. **Our doors lock promptly at 8:00 AM! Please do not place your child at risk by dropping him/her off unattended.** Parents who are unable to bring their children to school or pick them up on time should utilize other means of transportation. Many area daycares provide transportation for their enrolled students to our school. WCS also provides morning and afternoon daycare, as available, for interested parents. For more information regarding the WCS Before-School or After-School Care programs, contact Amy Deans at amy.deans@wilsonschoolsnc.net or 399-7714.
- **Breakfast:** In order to increase the opportunity for students to begin their day with a healthy breakfast, Wilson County Schools has implemented BIC (Breakfast in the Classroom). This voluntary program allows students to eat breakfast in their classrooms taking no more than 15 minutes to eat. This program will allow teachers more instructional time with students than the traditional breakfast format and will also ensure all students get a chance to eat. Breakfast will begin at 7:30 and ends at 8:00 each morning. If your child arrives late they will be unable to get breakfast.
- **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.

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

Morning Meeting

At New Hope Elementary we will participate in a morning meeting. These meetings will take place each morning from 8:00 am to 8:15 am and will be an integral part of our daily schedule.

The purpose of these meetings is to:

- Foster a sense of community and belonging among students
- Set a positive tone for the day
- Discuss important announcements and upcoming events

- Encourage social and emotional learning through structured activities

We believe that these morning meetings will help create a more cohesive and supportive school environment, ultimately benefiting your child's educational experience.

Multi Purpose Room

The New Hope Multi-Purpose room has a capacity of 320 persons. To maintain a safe atmosphere and to remain in compliance with fire codes and other safety regulations, New Hope will strictly adhere to this limit. For events that traditionally draw a large crowd (including, but not limited to grade level choral performances and Awards Assemblies), a ticket system will be utilized. Tickets will be distributed in an equitable manner to parents; these tickets must be presented/surrendered to gain entry to the event. Only one person, regardless of age or size, will be admitted per ticket, and tickets must be presented for entrance. Babies/infants in strollers or being held by an adult will still need a ticket. A system will be in place for parents to request additional tickets, if available. Please help us adhere to local fire code requirements and other safety regulations by adhering to this procedure.

Parent Engagement Policy

The Wilson County Board of Education and New Hope Elementary School believe that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children. We believe that the involvement of parents increases the effectiveness of the program and contributes significantly to the success of the children. The New Hope School staff will strive to involve parents in activities throughout the school year.

We invite parents to give input into the development of their children's instruction programs. Input is solicited through surveys, ConnectEd phone calls, and other means. Parents are invited to confer with teachers and administrators. Parents are asked to be active members of various committees at the school level. Parents are also encouraged to serve as volunteers in school activities.

Additional ways to promote parental involvement includes:

- Parent/student agendas provided by the school
- Notes/letters sent to parents
- Notification of student progress each nine weeks
- Phone communication through the ConnectEd system
- Written, electronic and/or phone messages soliciting volunteers and committee members
- Parent-Teacher conferences
- Teacher websites and web pages
- District-level initiatives
- Special Events
- Report Card Conferences

Parent Visits to Classrooms

We encourage parents/guardians to be involved in and support the educational program of our school. Active parental participation increases student learning and enhances your child's elementary school experience. Sometimes, it is necessary or desirable for parents to visit their child's classroom. Parents are welcome to

observe and learn about the educational program at school subject to reasonable rules developed by school administrators (WCS Policy Code: 5020 Visitors to the Schools). Therefore:

Initial Requirement to Observe/Visit the Classroom: All parents/guardians who wish to observe or visit in classrooms must be approved on the WCS Volunteer Tracker system. Please visit the WCS website for more information. Pending applications and expired approvals will not be accepted.

Who May Visit the Instructional Setting: The privilege of observing a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to non-custodial grandparents, other interested close relatives, or caregivers.

Who May Be Observed: The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

Scheduling: Visits must be scheduled in advance through the Principal or designee for a time and date convenient to the parent, teacher, and Principal/designee. No visits will be allowed while students are participating in assessments. Some other activities may be exempt from observation, as well. Same-day requests for classroom visits will not be honored unless initiated by the teacher and approved by the Principal or designee. In order to protect the learning environment for all, the Principal or designee may be present during the parent observation. Parents should plan to conference with the Principal or designee immediately following the observation.

Duration: To minimize potential interruptions and distractions during instructional time, the principal or designee reserves the right to limit the duration of classroom observations.

Conduct During Classroom Visitation: Parent visits to classrooms will be scheduled to begin and end in a manner that will not interrupt the instructional activities in progress. While visiting the classroom, the teacher will designate an area for parents to sit, generally in the back of the classroom. Parents are asked NOT to sit with or interact with their student or the teacher during the observation, unless specifically requested by the teacher to do so. Unnecessary noise or movement creates a disruption to the learning environment and must be avoided. Parents may NOT discipline their student during the classroom visit or while in the presence of other students. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct interferes with the orderly operation of the classroom.

Parents wishing to discuss their student's behavior or academic progress after observing him/her during class should schedule a parent conference with the teacher. Any other concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

No Audio or Video Taping of Classroom: To protect the privacy rights of all students, video and or/audio recording of classroom visits by the parent or guarding is prohibited. Electronic devices that could be used to

video or audio record, including but not limited to cell phones, should not be visible or operational during the visit. Violation of this guideline can result in dismissal from the classroom visit and/or the school site.

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.

In which courses will my child receive a report card grade?

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)

Parent Portal

Parent Portal is a statewide student information system that gives parents and students access to real-time information including attendance, grades, and assignments. With Parent Portal, powered by Pearson's PowerSchool application, everyone stays connected: Students stay on top of assignments, parents are able to participate in their child's progress, and teachers can instantly share information from their gradebook with parents and students. Families with multiple students can also set up their accounts to view all of their students at one time, with one login. *Parent portal is available for students in grades 3-5; please make sure to pick up your personalized access letter from the front office.* For additional information, please visit the [WCS website](#).

Parties

To protect instructional time and maintain a safe and secured campus, visitors will not be permitted to visit classrooms during the instructional day without being approved on the Volunteer Tracker and having a prior arrangement with the teacher and/or principal to participate in a classroom event or assist teacher with assigned tasks. If a parent would like to observe the classroom, prior approval must be given in advance and same day visit requests will not be approved.

Parents may bring cupcakes or a small treat for their child's birthday if they wish, but it is not a time for a birthday party to occur and is not an approved class event. Snacks will need to be dropped off at the front office and the office personnel will deliver the snacks to the child's classroom. Cupcakes/treats are to be given after

our cafeteria's operating hours (generally after 2:00 PM). All treats must be commercially prepared; due to state laws and regulations, no homemade goodies are allowed!

Please do not send (or arrange delivery of) gifts to students at school. Items including, but not limited to, flowers, balloons, and gift baskets create distractions and will not be shared with students at school or at school events. Items delivered to school for students by florists and/or other vendors will not be accepted. Many local vendors are aware of this policy and will not accept orders to be delivered to school.

Parents who wish to visit classrooms and/or assist with parties and celebrations must be approved via the WCS Volunteer Tracker platform. Please visit the WCS website for more information. Pending applications and expired approvals will not be accepted.

In the event that our school or district reverts to a COVID-19 attendance plan, we will adhere to all guidelines and directives from WCS and other appropriate entities.

Positive Behavior Interventions & Support (PBIS)

New Hope Elementary School

We Are Armored for Success!

Settings	All Settings	Hallway	Cafeteria	Bathroom	Playground	Carpool Waiting area	Bus
Expectations							
We are Respectful	Respect self, others, and others' property. Use kind words.	Respect quiet zones. Keep hands, feet, and objects to yourself. Hands off the walls.	Ask for permission to leave your seat. Raise your hand for help. Use good manners.	Respect others' privacy. Flush toilet.	Keep hands and feet to yourself. Use kind words. Take care of equipment.	Keep hands, feet, and objects to yourself. Sit silently.	Keep your hands, feet and objects to yourself and inside the bus. Talk quietly if allowed.

We are Responsible	Make good choices. Accept responsibility for your actions.	Move quickly and quietly, in a single file line, as instructed. Stay on the right.	Get all items the first time through the line. Clean up after yourself. Put trash in trash cans.	Keep the restroom clean. Wash hands with soap and water before leaving the restroom. Keep water in the sink.	Enter and exit the building quietly.	Pay attention, look for your car and listen for your name.	Keep food off the bus. Report problems to the bus driver.
We are Ready to Learn	Do your job. Have all your supplies ready.	Follow all directions and procedures for movement in the hallways.	Enter and exit according to procedure.	Follow restroom procedures Listen to adults' directions.	Be a problem solver.	Walk directly to the staff member who called your name.	Know your stop, bus number and assigned seat. Follow the bus driver's directions.

At New Hope, all students are expected to behave in a manner conducive to learning. High standards have been established for students to conduct themselves in a way that is respectful and that builds a climate essential for learning. Students can expect school staff to reinforce and model positive behaviors. Our PBIS Matrix gives examples of appropriate behaviors and expectations. At NHES, we promote positive behavior strategies and support to maintain a healthy culture for our students to learn and grow. Our teachers will use intervention strategies and approaches in their classroom to maintain order and an appropriate learning environment. However, in the event that a student is continuously disruptive or behaves in a manner that is not supportive of learning, teachers and/or school administrators must intervene with the student in an appropriate manner to ensure that learning can occur.

New Hope staff takes discipline very seriously. We will maintain an orderly school so that all students can learn in a safe environment. No one student has the right to take away learning opportunities from another. Students who misbehave will be redirected and taught proper behavior. Teachers and administration will follow WCS policies and procedures when applying disciplinary consequences for misbehavior.

PTO

The New Hope staff encourages all parents to join our PTO. While a separate entity from the school, we do depend on our PTO as a **major** source of financial and human assistance. Our PTO is very supportive of our school and throughout the years has provided us with computers, SmartBoard screens and projectors, furniture, grounds beautification, field trip and special event funding, tutoring, and other essential resources. Please be on the lookout for information about joining New Hope's PTO.

Reassignment

Students who do not live in the New Hope School district must apply for reassignment in order to remain for the school year. Reassignment must be completed every school year. In order to be approved for reassignment,

students must be in good standing academically, behaviorally, and through attendance. If a child does not meet the criteria it will be recommended to the board of education that the student return to their homebase school. Transportation is not provided for students who attend on reassignment.

Student Use of Wireless Communication Devices

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

- Wireless communication devices include, but are not limited to, cellular telephones, electronic devices with internet capability, paging devices, two-way radios, or any similar device.
- Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel.
- The school principal may develop and make available a plan for specific times and locations when students may access their wireless communication devices without consequences.
- The use of cellular phones and other wireless communication devices is prohibited on school buses.
- Students who participate in after-school programs are prohibited from using wireless communications devices during such programs.
- If students chose to bring a personal device for school use, rather than a school issued device, they need to complete a **BYOD Form** and return it to the media specialist.
- NHES/WCS is not responsible for personal devices at any time nor will we investigate any incidents of loss, theft, or damage.
- Please see the WCS Board of Education Policy # 3225/4312/7320 for more information.

Technology - Student Devices

Personal Devices

Students are free to use their own personal devices. They will connect to the WCS Guest Network daily. WCS is not responsible for personal devices at any time nor will investigate any incidents of loss, damage, or theft.

If students chose to bring a personal device for school use, rather than a school issued device, they need to complete a [BYOD Form](#) [BYOD in Spanish](#) and return it to the media specialist. The media specialist will then submit a help desk ticket to receive a personalized password for their account.

Student At Home Agreement

Before students take home a device and charger, they will need to complete the [Chromebook at Home Agreement](#) along with a parent signature. [Chromebook at Home Agreement in Spanish](#)

Acceptable Use Policy

Students will be signing their AUP electronically by using a Classlink account. No paper copies of AUP are necessary.

Threats

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

Transportation: Arrival & Dismissal (Carpool info)

We will follow all safety precautions during arrival and dismissal of students. Please use our front carpool line to drop off your child each morning between **7:30-8:00 AM**. Follow the directions of the adult on duty. **Let students out at the front drop-off area only if there is a staff member stationed outside the front of the school at the carpool area.** Please do not park in the bus parking lot as this lot is for buses, staff and other pre-approved persons only. **Designated parking for K-5 parents is the front parking lot.** Please use this lot to park if you have an early morning appointment with your child's teacher.

Students who arrive late (after 8:00) or are picked up early (before 3:00) are considered tardy.

Our exterior doors automatically lock upon closing. For safety reasons parents should not drop tardy students off at the closed/locked front door area, but instead, should park, then enter the building to sign the child in at the office. If you are unknown to our office staff, an ID will be required for entry into the building. For safety reasons, please do not drop your child off unattended at the front locked door, as you will be leaving your child outside and unsupervised.

If you must pick up your child from school for any reason during the regular school day, please enter through the front door of the school and ask for your child before 2:30pm. The secretary will call for your child when you arrive on campus and you will sign him/her out at the front desk. **There will be no early check outs between 2:30-3:00 pm due to the high volume of traffic in the office and the continuous interruption to classrooms and instructional time.**

In order to make traffic flow smoothly and protect students, parents should remain in their cars and follow the traffic flow into the school grounds each morning and afternoon to drop off and pick up their children. In the AM carpool line, there will be 2 lanes of traffic from the main entrance. In the afternoon, there will be three lanes and students are walked to their cars by a staff member. Parents MAY NOT park in an adjacent lot or across the street and walk over to pick up their child as this creates a hazardous and dangerous situation. If you must park, please do so in the front parking lot only.

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

Transportation: Requests for Changes

Students require a written, signed and dated note from a parent or guardian to change their method of transportation to or from school. We do not accept phone calls for changes in transportation. You may email a request to valorie.woodard@wilsonschoolsnc.net. Please give us a call to let us know that you are sending a request via email. Email requests are not accepted after 1:00 PM. Requests for same-day bus changes are not

guaranteed. Students must ride the bus to which they are assigned and may not ride a different bus to go home with someone for a visit.

Visitors & Volunteers

We welcome and encourage parents to volunteer and visit our school by eating lunch with their child(ren), assisting with class celebrations and participating in special events. In order to maintain a safe environment for all, it is necessary to establish and adhere to protocols for visitors on campus. Therefore:

- **All** visitors should enter through the front office, sign in on our Ident-A-Kid system, and receive a **pass/badge** for scheduled appointments and to eat lunch. Photo ID is required for entry.
- At lunch, parents may sit with their child only at the visitors' table. Due to space limitations and safety concerns, please do not ask another student to sit with you and your child.
- Mornings are a very busy time for teachers and we ask that you schedule an appointment to speak to the teacher before school. Students will walk to class independently each morning. Parents may walk students into the office/lobby area; however, students should walk independently to class.
- Do not enter or exit through side doors. Use the front main entrance only.
- Remember adults are role models and need to dress and behave appropriately.
- No cell phone use inside the building.
- Please schedule appointments with teachers by note, e-mail, or phone call. All teachers have voicemail where you can leave messages. **Please do not leave time-sensitive voicemails for teachers, as they are not required to check voicemails until after students have left campus for the day. As a reminder, requests for transportation changes must be made in writing.**
- Classroom observations require approval from the principal and should not interfere with instruction. No other children may accompany adults during a classroom observation. Observers must be approved via the WCS Volunteer Tracker system.
- The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.
- All visitors to classrooms must be approved via the WCS Volunteer Tracker. Parents who wish to observe and/or volunteer at New Hope must register and gain approval via the Volunteer Tracker system, which can be found at: <https://appgarden6.app-garden.com/VolTrackNC980.nsf>

School administrators are expected to develop and implement plans and procedures for utilizing school volunteers. New Hope teachers shall seek administrative approval prior to the use of volunteers in the classroom/instructional setting and must share the nature of work, duration, frequency, etc for which the volunteer will be used. **Volunteers shall not be allowed to grade, file, or view student work** (excluding that which is posted for general view), **as this violates the students' right to privacy.** All school volunteers are expected to be professional and dependable in their volunteer activities and are bound by the same standards of conduct and ethics that govern school employees. The principal reserves the right to assign volunteers to roles/locations in the school. The continuation of the services of a volunteer shall be at the principal's discretion. See WCS Board Policy # [5015: School Volunteers](#) for more information.

WCS Assessment/Testing Calendar

New Hope Elementary School participates in all required local and state assessments including End-of-Grade (EOG) Testing for Grades 3, 4, and 5. The End-of-Grade testing window begins on May 21s; it is imperative that your student is present to take their assessments as this is one criteria that is considered for promotion.

Please view the WCS Testing Calendar by clicking [HERE](#).

Board Policies

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

- [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 \(Policies 1720/4015/7225\)](#)