

Wallburg Elementary Parent/Student Handbook 2025-2026



Principal: John DiBonaventura
Assistant Principal: Meredith Morales

School Mission Statement:

Wallburg Elementary is a nurturing and collaborative community that uses data-driven instruction and high standards to prepare students to become life-long learners in a global society.

School Vision Statement:

Showing Quality In All We Do

School Motto:

Wallburg Lions Show R.O.A.R.S. Behavior!

Rise to the Challenge Own Your Actions Always Work Together Respect Self and Others Safety First

Wallburg Elementary School

205 Motsinger Road

Winston-Salem, NC 27107

Phone: (336) 769-2921

Fax: (336) 769-0967

Website: wal.davidson.k12.nc.us

Follow us on Facebook!

Daily Schedule:

Doors open at 7:20am

School begins at 8:00am

School dismisses at 2:35pm

Front Office closes at 4:00pm

ARRIVAL AND DISMISSAL

Safety is always a primary concern at Wallburg Elementary School. It is especially important during arrival and dismissal. For the safety of all, please adhere to the following:

Arrival Procedures

1. Students arriving in the car line should arrive between 7:20 am and 8:00am. Breakfast is served between 7:30 and 8:00am. **No students should arrive at school before 7:20 a.m.** due to lack of supervision before this time.
2. All cars bringing students **must use the circle drive** to unload students in front of the main entrance. **No cars will be allowed to park in the circle at the front of the school, and students may not be walked in at the front office.** All students must be dropped off in the car rider line.
3. Cars should remain in the right lane while picking up or dropping off children. The circle is not to be used as a two-lane drive or pick-up. Never block the drive.
4. Students should get out of their cars on the passenger side so they can step onto the sidewalk without crossing traffic. If your vehicle has a booster seat, make sure it is located so the student can exit from the passenger side. Students should be ready to exit their vehicles when they reach the sidewalk area, allowing multiple cars to unload at one time.
5. No horizontal parking directly beside the building in the circle drive is allowed due to the Fire Lane.
6. **Please note that all students should begin to exit their vehicle as soon as you stop beside the school. We will have multiple adults working the car rider line, but our staff may not be available to open every single car door. Please teach your students to exit the vehicle on their own and use the sidewalk to enter the building.**

Dismissal Procedures

1. As cars arrive in the afternoon they should drive past the school on Motsinger and enter the Wallburg Athletic Complex on the left to get in line. Maps are available in the office for your convenience.
2. At 2:30 p.m., cars may begin pulling into the circle to prepare for dismissal.
3. As the 2:35 p.m. dismissal bell rings, car riders will report to the sidewalk. Parents in their cars will wait at the covered sidewalk in the circle drive until school personnel brings their student(s) to the car.
4. **Each parent must display the school-issued green car rider sign in order to pick up their student. Cars who do not have the green sign must pull to the front of the circle for an ID check. This is very important for student safety purposes. Thank you in advance for your cooperation with this process.**

Tardies and Early Dismissal Policy

It is extremely important for students to attend school regularly and to be at school the **full** school day. When they are on time in the morning, they are able to get settled in and organized to get a good start on the day with the rest of the class. The last 20 minutes of the day are important to make sure they have their assignments, to review what they have learned that day, and to talk about the next day's plans. Teachers lose valuable time when making up lessons and assignments for students who are excessively tardy, leave early, or are absent. Parents can be helpful by scheduling their child's appointments after school when possible, or on days when school is not in session.

A student who arrives **after 8:00 a.m.** is tardy and must come by the office before going to the classroom to pick-up a tardy pass. **Parents must park and walk your student to the office after 8:00am to sign them in. Each tardy will be documented.** Please be aware that according to School Board Policy 6.4, students who are excessively tardy to school may be suspended for up to 2 days for such offenses.

If you wish to pick your child up from school early, please make certain the reason is important and not just for convenience. **Each early dismissal will be documented.**

IF YOU MUST PICK UP YOUR CHILD EARLY, PLEASE FOLLOW THESE GUIDELINES: Students leaving early must be picked up by 2:00 PM. No early dismissals will occur after this time. It is our top priority to make sure each student arrives at their destination in the afternoon safely. Dismissals after 2:00 PM create confusion for students and staff. If you must pick your child up early, please arrive in the office no later than 2:00 PM.

1. Report to the office – NOT the classroom.
2. Your child(ren) will be released only to the person whose name is specified in the note sent to the teacher.
3. Someone from the office will send for your child(ren) after your arrival.
4. Sign the student(s) out of school and give a reason for the early dismissal on the Ident-A-Kid system in the office. This is for the safety and protection of your child(ren) should they need to be located at a later time.
5. Be prepared to show photo ID. This procedure will help ensure that the child(ren) leaves with properly designated persons.

ATTENDANCE REQUIREMENTS

In order to attend Wallburg Elementary School, a student must legally reside within the school district. Two proofs of residency will be required. All students entering for the first time will need documented immunization records and certified birth certificates.

School Board Policy 6.4 for Attendance is as follows:

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: "Every parent, guardian, or other person in this state having charge or control of a child between the ages of seven (7) and sixteen (16) years (or) under age seven (7) who is enrolled in a public school in grades K-2... shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." (Public Schools Laws of N.C.: G.S. 115-C- 378)

1. Attendance Records:

School officials will keep accurate records of attendance, including accurate attendance records in each class under procedures developed and enforced by the State Board of Education and published annually in the Student Attendance and Student Accounting manual. A child shall be present at least one-half (1/2) of the school day in order to be recorded as present for that day. **1/2 of the school day is 11:15am.**

2. School-Related Activities:

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the Board of Education that classes missed are kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school;
2. Job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. School-initiated and scheduled activities;
4. Athletic events requiring early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. In-school suspension.

Students will complete assignments missed for these reasons. The teacher will determine when work is to be made up. The student is responsible for finding out which assignments were missed and completing them within the specified time period.

3. Excused Absences:

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. An absence may be excused for any of the following reasons:

1. Personal illness or injury occurs that makes the student physically unable to attend school;
2. When a quarantine is ordered by the local health officer or the State Board of Health to isolate a student from the general population;
3. When there is a death in the immediate family (including but not limited to the grandparents, parents, brothers, and sisters) of the student;
4. When the absence is due to a medical or dental appointment, appropriate documentation is required. Appropriate medical documentation if presented by the student would include:
 - Dated doctor's statement on letterhead
 - Diagnosis by physician - clarifying whether an illness is a prolonged illness contributing to, or which could contribute to, a pattern of absences requiring a student to be out of school and further clarifying when the student should be able to return to school.
 - Dated parent's note stating clearly the reasoning for the student's absence and/or referencing a previously written diagnosis rendered by a medical professional and submitted to the principal;
5. When the student is a part of a court proceeding or administrative tribunal if the student is a party to the action or under a subpoena as a witness (documentation verifying the student's participation or required presence at such court proceeding or tribunal is required);
6. When the student participates in a religious observance. Each student shall be entitled to two (2) absences each academic year for religious observances required by the faith of the student or the student's parents. The student's parents must give the principal written notice of the request for an excused absence at least three (3) days prior to the scheduled religious observance. The student shall be given the opportunity to make up any tests or other work missed due to such an absence for a religious observance;
7. When the student is involved in a valid educational opportunity, such as travel or service as a legislative or Governor's page. The absence and activity must have prior approval from the principal/designee;
8. Pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

Absences due to extended illnesses generally require a statement from a physician. In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

4. Pattern of Absences: Referral and Waivers

When a pattern of absences exists (i.e., once a student reaches six (6) daily absences within a semester relating to illnesses), school officials should be alerted to the possibility of a disability and referral is made to the Student Assistance Team to gather multiple sources of data for the purpose of determining possible eligibility under Section 504 and/or IDEA. The Student Assistance Team would then share this data with the Principal, or his/her designee, for consideration should a waiver for such absence be requested. The student shall submit appropriate documentation as to the reason for the absence(s) within three (3) days of returning to school (see above for examples of required documentation). Failure to submit appropriate documentation will result in the absence being coded as unlawful.

5. Make-up Work for Lawful Absences:

Students are permitted to make up all work missed during an absence. All work must be made up within five (5) days following the student's return to school unless the principal/designee determines that extenuating circumstances might support an extension of this time restriction. (See Section 6, this policy.)

6. Maximum Number of Absences:

There will be a maximum of sixteen (16) absences allowed for students participating in year-long programs (all elementary and middle schools) and eight (8) absences allowed for students participating in semester-length programs (all high schools). Students who exceed these absence limits for any reason shall not receive grade/course credit or be promoted (if applicable) to the next grade level unless they:

- A. Are granted a waiver from the attendance policy by the principal for an absence(s) which falls outside the previously stated guidelines (See Section 7, this policy.)-or-
- B. Attend and successfully complete an extended day program to make-up time missed during the school term in which the excessive absences occurred (semester for high schools and the year for elementary and middle schools). This time can only be made up within the available make-up program limitations.
- C. Make up time for elementary school students shall be at a rate of three hours for each day missed and the rate for middle school students shall be four hours for each day missed. The rate for high school students shall be one hour for each ninety-minute high school class missed.

7. Excessive Absences:

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses. Students with excused absences due to documented chronic health problems are exempt from this policy.

8. Waiver Procedures:

A student (parent/guardian) may apply to the principal for a waiver for lawful absences due to extenuating circumstances, examples of which may include a chronic medical condition for which previous documentation has been submitted, attendance in a court proceeding, etc. This request shall be submitted in writing (i.e.: a written letter). The principal/designee will review waiver requests and the end of the school year and will

provide written notification to the parent of the decision. Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal/designee will make the final determination as to the appropriateness of the waiver request. The principal, or his/her designee, would document the rationale for his /her decision as to waiving any such absences. Parent and student will be informed in writing of the final decision and rationale for waivers that are denied. Parent and student may appeal any such final decision pursuant to Section 1.6 of Davidson County Board of Education policy. The superintendent will provide the Board with an annual report on the number of attendance waivers approved by the school principals. The local school publishes a student handbook with detailed guidelines for handling attendance, make-up work and waiver appeals procedures. Questions concerning the attendance policy should be addressed to the appropriate administrative staff member at the student's school.

ABSENCE EXCUSES

Please send in a note after each absence. *The note should be sent in within 3 days and should state the date(s) of the absence(s) and give a reason for the absence(s).* When the absence is due to a medical or dental appointment, appropriate documentation is required.

ABSENCES -- Key Points to Remember

- During the school year, when a student reaches twelve (12) total absences from school, a doctor's note will be required for each absence for the remainder of the year. The principal or his/her designee will handle the codes for all absences that are non-medical notes. It is imperative that good communication regarding reasons for absences be sent to school each time the child is absent from school. It is highly recommended that if the child is absent due to illness and visits the doctor any time during the school year that a note from the doctor be obtained and sent to school for documentation.
- If no communication has been received within three (3) days, the absence will automatically be coded as unlawful. The school social worker will be asked to visit the home at least by the sixth unlawful day. Absentee work to be made up (lawful or unlawful) can be turned in within the ratio limit of two days grace for every day of absence. If it occurs near the end of a grading period, an incomplete may be recorded until the next grading period.
- To be counted present for a day, a child must be in attendance in the classroom for a minimum of one half of the school day (11:15 a.m.). When school is dismissed early, we half the time attended and establish a point that will constitute being counted present for the day.

A lawful absence is sickness of the child, a doctor or dental appointment for the child, or a death in the immediate family. **Most any other absence is unlawful.** Failure to bring an excuse **within three (3) days** is also considered an unlawful absence. If you have a question about whether an absence will be considered lawful or unlawful, please notify the principal.

In order for a family trip to be considered a lawful absence, **the principal must approve it prior to the trip.** Parents must complete a Pre-Approved Trip Form in the front office prior to the trip. Only five days per year will be approved. Failure to obtain approval will result in unlawful absences. Any missed assignments must be completed. Parents should remember that a day of school can never be completely made up, and should limit absences due to trips or other recreational occurrences.

Makeup work for unlawful absences/suspension type absence: Students who are absent for unlawful purposes, or whose absences are due to suspensions from school, will be provided the opportunity to take any quarterly, semester or grading period examinations missed during these types of absences. They will not, however, be allowed to make up the time for attendance policy purposes.

There will be a **maximum of sixteen (16) absences** allowed for students at the elementary level. Students who exceed this absence limit **for any reason** shall not receive grade/course credit or be promoted to the next level unless they are granted a waiver from the attendance policy by the principal for any absence which falls outside the guidelines.

BUS RIDERSHIP + SAFETY

In an effort to ensure student safety and to provide continuous improvement and efficiency in our bus transportation, the county utilizes a ridership request program. Parents/guardians **must** complete a ridership form to request school bus transportation for their children in advance before students may ride the bus. If a student's name is not listed on the bus route, he/she may **not** ride a bus until the Transportation Department has added his/her name to the bus route. This could take up to 10 days.

Safe school transportation is considered an integral part of the total educational program within the Davidson County Schools. Buses will not be in operation when a tornado warning is in effect for our area. When the warning is lifted, buses will be allowed to run their regular routes. Riding a school bus is a privilege not mandated by North Carolina State Law. We recognize that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff.

PK-3rd grade students MUST have an adult visible at the bus stop in order to be let off the bus. If no one is at the stop, your child will be brought back to the school and will need to be picked up. If this happens more than twice in a school year, your child may be suspended from riding the bus.

Riding the school bus is a privilege extended to students that can be taken away at any time for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus drivers and must obey their directions. I, as principal, and our bus coordinator have given our full support to each bus driver, and we will work together with him or her to provide the proper atmosphere on the bus. **It is important for parents and children to understand that according to North Carolina State Law, the principal may suspend passengers from riding on a school bus for inappropriate or unacceptable behavior.** Safety will be the top priority. Our school policy for handling such behaviors is included for your information.

North Carolina Board of Education Policy Manual states: "Unless safety factors require otherwise, superintendents may not plan bus stops closer together than 0.2 miles. Each student must be at the designated stop at the time of the bus arrival." (Davidson County Schools asks that students be at the designated stop 10 minutes before the scheduled arrival time of the bus.) North Carolina Board of Education Policy Manual states: "A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3 or special education pupils." Bus drivers are prohibited from blowing the horn to alert children that the bus has arrived. Note: The horn is a safety feature and a warning device. It is not to be used as an indicator for the child to start toward the bus.

Eating, drinking and smoking are strictly prohibited on the buses. To help make school bus transportation as safe as possible, the following will be utilized at Wallburg Elementary in regards to school bus misconduct:

First Offense – If a bus driver refers a student to the administration, a student conference will be held to discuss the inappropriate behavior and parents will be sent a written notification.

Second Offense - Parents will be notified and suspension of riding privileges may occur depending on the offense committed.

Third Offense - Will automatically result in bus suspension, with a number of days to be determined based on offense committed. ***Bus suspension may occur at any time if student behavior warrants it.****

CLASS PARTIES

To preserve instructional time during the school day, School Board Policy states that each classroom is allowed only two (2) parties per year. Teachers and the administration will establish these dates. Any time refreshments are served; guidelines from the Davidson County School Health Council will be followed. **Foods must be commercially prepared, rather than home-prepared.** This would include prepackaged foods and foods which are purchased at a bakery and brought to school. All foods should be portioned, distributed, and in every way handled by the teacher or teacher assistant, unless that food is individually wrapped.

No birthday parties are allowed at school. Birthday party invitations can be sent home only when they are provided for all students and given to the teacher to be passed out to children as they leave at dismissal time. Birthday snacks may be sent in for classes to enjoy as long as they are commercially prepared (no home-made snacks allowed). Snacks must be left in the office and will be delivered down to the classroom for you.

COMMUNICATION

We value input and communication with our parents and school community. Teachers will communicate with parents through weekly newsletters and daily Dojo. Please check your child's folder and Class Dojo to keep up with important school information. Administrators will communicate important school events through a weekly phone message, Class Dojo, and website. You can also visit our Facebook page to view exciting events at Wallburg!

Anytime you have a concern about something at school, we ask that you please contact us. Our top priority each day is the safety, well-being, and education of each child. We can either talk with you by phone or make arrangements for a conference. Teachers may be reached at school between 2:30 p.m. and 3:00 p.m. The principal can be reached between 8:15 a.m. and 4:00 p.m. Our number is 336-769-2921.

DISCIPLINE + STUDENT CODE OF CONDUCT

Wallburg Elementary School is committed to providing an environment where staff and students positively interact for maximum learning to occur. Our school is a Positive Behavior Intervention and Support (PBIS) school. Our motto is: Wallburg Lions Show R.O.A.R.S. Behavior!

Rise to the Challenge Own Your Actions Always Work Together Respect Self and Others Safety First
Teachers will focus on sharing our motto and our school-wide expectations with students during the first several weeks of school. Our matrix of expected behavior is posted throughout the school.

Serious Student Misconduct

1. The student shall not continuously and intentionally make noise or act in any manner so as to interfere seriously with the teacher's ability to conduct class.
2. A student shall not intentionally do bodily injury to any person on the school grounds during or immediately before or after school hours.
3. A student shall not repeatedly fail to comply with directions of teachers, teacher assistants, substitute teachers, assistant principal, or other authorized school personnel.

The principal may discipline the student by assigning the student to a Time-Out Setting/In-School Suspension, by applying punishment of up to ten days out of school suspension, and/or conferring personally with the superintendent to secure her approval for more severe action. A complete copy of the DCS policy (6.11) may be obtained at the school office. **There will be zero tolerance of verbal or physically aggressive behavior towards students or staff members.**

Personal Belongings

The school is not responsible for any loss of personal property. All personal belongings should be clearly marked with the student's name. Unclaimed items from the lost and found will be given to charity at the end of the school year.

MP3's, CD players, games and toys should be brought to school **only** when directed by the teacher. Students should not bring valuables. Parents may be requested to personally pick up items brought to school that are not a part of the curriculum or requested by the teacher.

Students are permitted to possess wireless communication devices (cell phone, tablet, etc.) on school property as long as such devices are not "in use" (turned on, beeping, sounding, etc.), displayed, or visible during the instructional day (DCS Board Policy 6.46). Students are personally and solely responsible for the security of

their cell phone and wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cell phone or any other wireless communication device.

Weapons

It shall be a violation of policy for a person to carry or possess on educational property any gun, rifle, pistol or other firearm, dynamite, cartridge, bomb, grenade, mine, powerful explosive, BB gun, air rifle, air pistol, bowie knife, dirk dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, and other sharp-pointed or edged instrument except instruction supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on education property. The above list is not exclusive and any object which can reasonably be considered a weapon may be included. **ALL pocket knives are considered weapons.** Students who possess, handle, or transmit firearms, including any type of gun, rifle or pistol on school premises, will be suspended.

In accordance with G.S. 115C-288, if a principal has a reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate law enforcement agency.

School Counseling

At Wallburg, we have two full-time school counselors on staff. During the school year, our counselors provide individual and small group counseling for all students on an as needed basis.

DRESS CODE + STUDENT APPEARANCE

I. Student Dress and Appearance (School Board Policy 6.37)

The Davidson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements and expectations of a school-learning environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate actions to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it clearly disrupts class or learning activities, or presents a safety issue, the student may be required to change his or her dress or appearance. The principal or principal's designee shall handle student violations of this policy. The first violation of this policy will result in a warning and parent contact. The second violation during the same school year may result in a short-term suspension from the school for up to ten days. A third or subsequent violation during the school year may result in a long-term suspension for the remainder of the school year. Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students. Reasonable accommodation will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would involve, but not be limited to: athletics, vocational classes and projects, special events, or other activities that would allow for nonconforming dress on a school campus.

Inappropriate Dress or Appearance for Elementary Students (Grades K-5)

The following attire is considered inappropriate for elementary students:

- A. Clothing or attachments that are disruptive to the teaching or learning process and are revealing, indecent, vulgar, or obscene. (Examples include tank tops, short shorts, low-cut or overly tight clothing that shows the midriff, and clothing that has thin straps.)
- B. Clothing that promotes alcoholic beverages or the use of controlled substances by words or

- symbols, or is of a disruptive nature.
- C. Clothing that contains profanity, contains nudity, depicts violence, or is sexual in nature by words or symbols.
 - D. Hats, sweatbands, bandannas, or sunglasses inside school buildings.
 - E. Clothing that is sheer or mesh. Undergarments that are visible.
 - F. Sagging pants which cause undergarments to be visible.
 - G. Footwear that may present a hazard to health and safety. (Examples include flip-flops, sandals, or other footwear that prevents a child from being able to run and climb on playground equipment safely. Students are required to wear tennis shoes for physical education.)

Legal References(s): G.S. 115C36,47,288,308,391(a)

EMERGENCY CONTACT INFORMATION

Each student will bring home a yellow emergency information card for parents to fill out. Please take time to fill in each blank carefully and completely. It is extremely important for this information to be up-to-date.

Please notify your child's teacher if any information regarding your child needs to be changed so that our information is always correct. Teachers and administrators will use emergency contacts frequently when children become sick or injured at school and parents must be contacted.

Your child's teacher will send home an additional emergency contact information sheet as well to be kept on file in the classroom. Please complete both the card and the form with the same information.

Students cannot be called to the telephone except in the event of an emergency. Emergency messages will be forwarded to students as necessary when calls are received. In addition, students will not be allowed to make telephone calls during the school day unless it is an emergency.

FIELD TRIPS

Field trips are an extension of the curriculum and part of the regular school day. Each grade level may choose to attend up to two (2) educational field trips each year. Due to safety and liability concerns, employees of Wallburg Elementary School and/or the Davidson County School System will act as chaperones on field trips and will be responsible for handling any discipline issue or emergency situation that may arise. **Please note that field trips are a privilege and may be taken away from students due to behavior/safety concerns and/or attendance concerns. This is principal discretion.**

Parents are invited to attend field trips when deemed appropriate by the grade level; however, they must provide their own transportation. ***Any parent or family member planning to attend a field trip must have a current background check on file at the school.*** When attending a class field trip we ask that you and your child stay with the teacher and the class so that your child will get the full benefit of the curriculum objectives being met through the field trip experience. To preserve the educational effectiveness of trips, siblings are not invited to attend. Students are expected to ride to and from all field trips with their class on the Davidson County Schools activity bus. We appreciate your involvement and interest in the education of your child. **Permission forms must be returned for all field trips or your child will not be permitted to attend.**

HEALTH SCREENINGS

Each year as a part of the N.C. School Health Program, students in selected grades receive health screening by the Davidson County Health Department at their school. Screenings include height, weight, dental, vision, and hearing. Parents are notified if a follow-up screening by a physician is recommended. If a parent does not want their child to receive the screening, they should inform the school office in writing at the beginning of the school year by September 1st. High school students enrolled in Allied Health Science programs may be assisting school nurses and will be under the direct supervision of their Allied Health Science Instructor. All information about your student is confidential.

HOMEWORK

Because the curriculum established by the North Carolina State Department of Education is rigorous, and students are expected to perform at proficiency levels in order to be promoted to the next grade, it is necessary to reinforce daily classwork with homework. We realize that students may be involved in extracurricular activities and also need time with family. The following guidelines for homework are aligned to the expectations set forth from Davidson County Schools:

- Kindergarten- 10 minutes
- First grade- 10 minutes
- Second grade- 20 minutes
- Third Grade- 30 minutes
- Fourth Grade- 40 minutes
- Fifth Grade- 50 minutes

ILLNESS + INJURY

In order for us to ensure a healthy learning environment, we ask that you keep your child at home when sick. Students should be without a fever for 24 hours before returning to school. If your child becomes ill while at school, you will be contacted and asked to pick up your child. The Davidson County Health Department recommends that if a child has a temperature of 100 degrees or greater, they should be picked up from school. In the event you are contacted, please pick your child up within the half-hour.

If your child is injured at school, we will contact you for advice unless the injury is serious enough that emergency treatment is needed at once. In that case, you will be contacted to meet us at the medical treatment center. For minor injuries, students will be treated in the office and will return to class. Wallburg Elementary has trained first aid responders, diabetic care managers, and CPR certified staff members. This includes all bus drivers, cafeteria staff, teachers assistants, and office staff members. If your child has a chronic illness, such as asthma, diabetes, heart problems, or life threatening allergies, please inform your child's teacher immediately.

INCLEMENT WEATHER

A decision to delay or close school is made by Davidson County Central Office staff and will usually be announced by 6:00am. Listen to your local television and radio announcements for news on school delays and closings. NO ANNOUNCEMENT means that school is running on a normal schedule. Schools can be delayed 1, 2 or 3 hours depending on conditions.

LICE POLICY

Any student identified with head lice will be sent home at the time live bugs are found for treatment of the lice and removal of nits (eggs) from the hair. A packet containing lice and nit removal instructions will be sent home for the parents. It should be counted as an excused absence if a student is sent home prior to having been at school long enough to get counted present for the day. Students should return to school no later than the following day. Returning students should be accompanied by an adult and report to the school office to be screened again by the school designee for any remaining live lice. If live lice are found after being checked, the student should return home for an oil treatment or other alternative non-chemical treatment. It will be treated as the same occurrence. A student will be excused no more than two (2) back-to-back days for three (3) occurrences due to the presence of live lice. The family will be referred to the school nurse and/or student services (social worker or school counselor) for assistance as needed to review treatment and removal efforts, give suggestions to remedy the problem, and assist the family with a plan. All unexcused absences are subject to the consequences as set forth in the Davidson County Schools' attendance policy. Every effort should be made to keep the child in attendance to remain on track academically.

If your child is found to have live lice, they will be sent home. You must bring the child to the office for a lice check before the child will be allowed to return to class the following day. When a child is being sent home for lice, any sibling(s) will be checked as well. It is important to remember that head lice can affect anyone. This requires that we work together to monitor and control the problem to prevent it from spreading.

MEDICATIONS

It is recognized that students may need to take medications during school hours. School personnel may administer medications prescribed by a doctor upon the written request of the parent(s)/legal guardian. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever possible. School personnel should not agree to administer any medication that could be taken at home. Students may self-medicate and possess medications as prescribed by their physician only in situations that include asthma (inhalers), diabetes (insulin and glucometer), and severe allergic reactions (epinephrine auto injection). All other prescription drugs must be registered and stored in a designated area supervised by the principal, along with the required medical forms and be administered by school personnel. The following criteria must be met for self-medication of asthma, diabetic or emergency drugs and/or for school personnel to administer medications.

1. The appropriate DCS medication form, available in the school's office and on the DCS web-site, must be signed by a parent(s) legal guardian and licensed health-care provider.

Required information:

- * Written authorization for the student's parent or guardian for the student possess self-administered asthma, diabetic and emergency medication
 - * A written statement from the student's health-care provider verifying that the student has asthma, diabetes, or severe allergies
 - * For school personnel to administer over-the-counter medication, a physician must certify that administration of the drug is necessary during the school day
 - * In container dispensed by a pharmacist with the student's name, name of medication and date the prescription was filled and clearly marked directions
 - * Student's name and birthdate
 - * Names of medication/equipment
 - * Dosage to be taken at school
 - * Relationship to meals
 - * Time medication should be taken
 - * Side effects
 - * Any reasons not to take medication
 - * Date medication should be stopped
2. Student may ask for health counseling by the school nurse, including:
 - * Review of health condition medications, triggers, precautions
 - * Role play of procedure to be used when necessary
 - * Review of medication policy and disciplinary actions for sharing medication
 - * Self-medication contract requested by parent and signed by student

Students who are at risk for medical emergencies, such as those with asthma, diabetes and severe allergies should have an emergency health-care plan developed for them by their doctor and parent(s)/legal guardian to address emergency administration of medicine.

Non Prescription Medicine: Students may possess only the recommended dosage sufficient for a single school day of over-the-counter medication, and it must be kept in the original product container.

Students may not distribute, purchase, or sell any medication prescription or non-prescription.

MONEY + SCHOOL FEES

Breakfast and Lunch Information

Students will no longer receive free breakfast and lunch this school year. If you need assistance with lunch payment, please complete a Free and Reduced Lunch Form at the start of the school year. Forms for free or reduced breakfasts/lunches are available online. You may also apply online via our school website. Supplemental items are available for purchase at lunch. If you do not wish for your child to be able to purchase “extras,” please send this information in a letter to your teacher or call our cafeteria manager. We will make every effort to honor your request.

In the event your child forgets his/her lunch money, the cafeteria will charge the lunch for the day and send you a notice to this effect. Please make sure you send money for charged lunches the next school day. This will help keep records straight and cause fewer problems for all concerned. Funds for charging are limited and need to be repaid promptly in order to take care of all students when an emergency arises.

No bottled, canned or carbonated drinks are allowed in the cafeteria. **Please do NOT bring restaurant or fast food items to your child at lunch. He/she will not be able to eat it at school.** Please be considerate of all the students. This policy is in place for all elementary schools in the school system.

School Cash Online

School Cash Online is a fast, convenient, and safe way to make payments online. It only takes 5 minutes to register at dcs.schoolcashonline.com. Information is available in our front office with step-by-step directions for how to enroll and make payments. This will prevent you from having to write a check to the school or send cash with your student for any field trips, school fees, agendas, t-shirt money, etc.

Student Fees

A system-wide instructional fee of \$7.00 is required of all students in kindergarten through fifth grade. This should be paid at the beginning of the school year. Please make every effort to attempt to pay this fee for your child(ren). This fee helps with the cost of instructional materials, resource books, physical education equipment, and first aid supplies. Additionally, a technology fee of \$35 is required annually.

Worthless Check Program

Worthless checks received by Davidson County Schools will be turned over to the District Attorney's Office. The criminal process will be issued, if needed, in order to collect restitution for the amount of the check. Penalty fees will be applied.

PROMOTION STANDARDS

One of the most important responsibilities that we have as educators is monitoring student performance and behavior. It is equally important to inform parents regarding the progress their children are making in the classroom. Each teacher has developed a plan for contacting parents regarding student progress. Samples of student work, graded papers, grade sheets, homework, and folders including classwork are examples of the material that will be sent home to you. In many cases, the teacher will ask you to return a signed form stating that you have reviewed your child's work. Your cooperation and assistance with this procedure will allow parents and teachers to maintain contact, improve communication, schedule conferences, and effectively improve student performance.

The principal has ultimate authority in promotion decisions based on G.S. 115C-288(a) and state and local standards. To be promoted in grades K-2, students must meet teacher standards in reading, language arts, and mathematics, as well as requirements stated in the system's Attendance Policy. To be promoted in grades 3-5, students must meet teacher standards and attendance requirements, and achieve at or above Level III on North Carolina's End-of-Grade Tests in reading and mathematics. State law also required that students be retained in

third grade if the student fails to demonstrate reading proficiency appropriate for a third-grade student as demonstrated on a State-approved standardized test of reading comprehension administered to third-grade students.

Opportunities for students Not Meeting Test Standard(s)

Teachers shall confer with the parent(s)/guardian(s) of the students not meeting test standards. Parental contact shall be within two working days of the teacher's receipt of test results, when possible. The teacher shall discuss with the parent(s)/guardian(s) possible remedial options for grades 3-5.

No fee shall be charged to students recommended for remediation programs required by the Accountability Policy. Each school shall develop and annually evaluate/modify a prevention/remediation "safety net" program for students.

Reference: Title 16, North Carolina Administrative Code Graduation Requirements. Davidson County Board of Education policy 6.5 (Student Accountability for Academic Achievement) is available in all schools. The information above is only a summary of the policy.

TITLE IX + STUDENT GRIEVANCES

The Davidson County Board of Education believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment, as part of safe, order and inviting learning, working environments. The Board is committed to nondiscrimination in all educational and employment activities and expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age or disability. The Board prohibits retaliation against a student or employee exercising rights made available through state or federal law, and also prohibits retaliation for report such violations. Policy violation is serious; appropriate action will be taken, up to and including suspension (for students) and termination (for employees).

Title IX coordinator: Lydia Hedtick, Executive Director of Human Resources Section 504/ADA Coordinator: Tamara Holcomb
Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8182

TOBACCO + VAPE FREE SCHOOL POLICY

The Davidson County Board of Education recognizes that the use of tobacco is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or a school-related or school-sponsored event is detrimental to the health and safety of students, staff, and visitors. The Board acknowledges that adult employees and visitors serve as role models for the students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the student, employees, and visitors on the school campus. Finally, the Board recognizes that it has the legal authority and obligation pursuant to G.S. 115C-407 Policy Prohibiting Tobacco Use in School Buildings as well as the federal Pro-Children's Act Title X of Public Law 103-227 and the No Child Left Behind Act.

1. Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- A. In any building, facility, or vehicle owned, leased, rented or chartered by DCS
- B. On any school grounds and property - including athletic fields and parking lots – owned, leased, rented or chartered by the Davidson County Board of Education or
- C. At any school-sponsored or school-related event on-campus or off-campus. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds or property or at any school-sponsored or

school-related event or at any other time that students are under the authority of school personnel. Tobacco products may be included in instruction or research activities in public school buildings if the activity is conducted or supervised by the facility member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

2. Definition of Tobacco Products and Tobacco Use

For the purpose of this policy, “tobacco product” includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco product.

“Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco product.

3. Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100% tobacco-free school policy.

4. Compliance for Students

Compliance for students engaging in the prohibited behavior will be provided in accordance with the provisions incorporated in Davidson County Board of Education Policy 6.11, Standards of Expected Student Behavior, Rule 9.

5. Compliance for Staff and Visitors

Consequences for employees who violated the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

6. Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

7. Prevention Education

The administration will consult with appropriate health organization to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. Per G.S. 115-81a3.11, the administration will ensure that the North Carolina Healthful Living Education Standard Course of Study for grades K-9 be taught using sequential, age-appropriate, current, accurate, evidence-based on curricula and skills-based approach (involving students in active “hands-on” learning experiences).

8. Procedures of Implementation

The administration will develop a plan for communicating the policy to staff, students, parents, and the public. A compliance protocol, which identifies procedures for reminding adults of the policy and outlines consequences for students, staff, and visitors who repeatedly violate the policy, will be created and communicated to all students, staff, parents, and the public. Adopted: January 8, 2007.

TRANSPORTATION CHANGES

Every student’s routine for leaving school is recorded on information forms in their classrooms and on the yellow information cards kept in the office. **The routine for leaving school must be followed each day, unless a note written by the parent or guardian is sent to the office and teacher specifying different arrangements.** Students will not be allowed to get off their school bus at a different stop, nor will they be allowed to ride a different bus than the one to which they are assigned. The teacher then submits this written note to the office. ***All transportation changes MUST be in writing AND received in the office NO LATER THAN 1:30 PM.*** Transportation changes after 1:30 create confusion for students and staff. Our top priority is for students to arrive safely at the correct destination in the afternoons. Therefore, we will not accept transportation

changes after 1:30. We also will not take any bus or car changes over the telephone. This is a safety concern and we need a parent signature on any changes.

VISITORS + VOLUNTEERS

Parents are encouraged to maintain contact with their child's teacher. If you plan to visit a class, please inform the teacher in advance. Remember that time-on-task for a student is crucial to maximize the learning process. This cannot be a conference time. It is strongly encouraged that parent-teacher conferences be scheduled throughout the year as needed; however, conferences **must be** scheduled when teachers are not responsible for students. Having a scheduled conference date and time will allow teachers to have work samples and other information available to share with you at the scheduled time.

All visitors/parents to the school are required to stop by the office upon entering the school to sign in. A visitor's sticker will then be printed that is to be worn during the visit. All staff members are required to survey visitors for a badge and to request that they return to the office to obtain one if they have not done so. For safety purposes, no one will be allowed to enter our buildings without a badge.

****We have a new school policy regarding lunch visitors.**** Parents and visitors may start coming to have lunch with students after the first 2 weeks of school. At the end of the school year, the last day parents may come and visit for lunch will be 2 weeks before the end of the school year. This will allow us to get into a routine at the beginning of the year before allowing visitors, as well as to wrap up the year in May/June and work around testing schedules. If you will notify the teacher in advance that you plan to have lunch with your child, the cafeteria staff will be better able to prepare sufficient food for the student body and visitors. This is especially important for Award Days, Field Days, and other days when parents are invited to be here for a special activity. **Lunch visits should end in the cafeteria. Visitors are not expected to return from lunch to the classroom, as this tends to disrupt the normal routine. According to Davidson County policy 7.11, students should purchase lunch in the cafeteria or bring lunch from home. Food prepared at restaurants is prohibited. This policy is in adherence to federal guidelines.**

VOLUNTEER POLICY: Any volunteers who wish to work in our school and within our classrooms must complete both the DCS Volunteer Contract and the Wallburg Volunteer Contract, as well as have a current background check on file with the office. **Background Checks must be completed and can take up to 30 days to process.** Parents and community volunteers are NOT to be in classrooms until the office verifies that we have each of these documents on file. We will give teachers all approved forms and they will contact you to set up a volunteer work schedule. We must always know who is in our school building and why; this is a safety precaution.

Davidson County Schools Board Policy Manual

Our Parent/Student Handbook serves to present policies and procedures that are most pertinent to Wallburg Elementary. It is not an all-inclusive document. For detailed information pertaining to Davidson County Schools' Board Policies, please visit: www.davidson.k12.nc.us Under the Administration tab, click on School Board and then School Board Policy Manual.

ANY CHANGES TO THIS HANDBOOK WILL BE SENT HOME AS AN ADDENDUM THROUGHOUT THE YEAR. THE WALLBURG STAFF IS DEDICATED TO MAKING YOUR CHILD'S ELEMENTARY EXPERIENCE A GREAT ONE! THANK YOU FOR YOUR SUPPORT AND ADHERENCE TO THESE POLICIES.