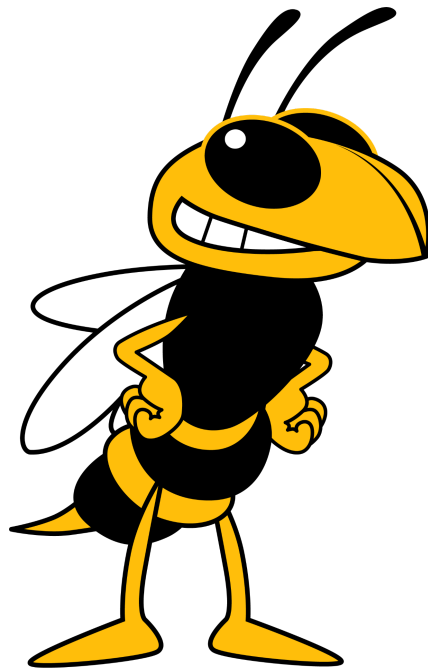


# Fremont Elementary School



## Parent/Student Handbook *"Hornets Rise Above"*

Sheila Wolfe, Principal  
Sharon Britt, Assistant Principal



# Fremont Elementary School

647 US 222W  
Fremont, NC 27830  
Phone: (919) 242-3410

Dear Hornet Families,

It is my pleasure to continue to serve as the Principal of Fremont Elementary School and to welcome back our returning and our new Fremont families. At Fremont Elementary, our students will be challenged socially and academically in a loving, caring, and nurturing family environment.

The Hornet motto is..."Hornets Rise Above," therefore the goal of each staff member will be to ensure the success of each learner as we begin the new school year. As parents, family members, and community leaders, you serve a vital role in encouraging and supporting the daily, weekly, and yearly progress of every student. We encourage you to be a part of your child's school life by volunteering, participating in school activities, and visiting our campus.

Please utilize this handbook to familiarize yourself with important information about your school. This book contains rules and policies of Wayne County Public Schools regarding the expectations of student behavior, school operations, and procedural protocols. Please feel free to call or visit with me if you have a question or concern.

Sincerely,

***Sheila Wolfe***

Sheila Wolfe, Principal  
email: [sheilawolfe@wcps.org](mailto:sheilawolfe@wcps.org)  
Class DOJO: Sheila Wolfe  
Phone: 919-242-3410 ext. 2602



**FRE Motto:**

Fremont Elementary School....

***“Hornets Rise Above... One Team, One Family, One Sting”***

**FRE Mission Statement:**

Fremont Elementary is committed to building confident, capable, interactive learners.

**FRE Vision Statement:**

The Fremont community will produce life-long learners through dedication and a positive environment.

**Students are expected to ...**

1. Conduct themselves in such a way as to reflect only credit to themselves, their parents, and to Fremont Elementary School.
2. Put forth their best efforts to make each learning experience meaningful and lasting.
3. Abide by policies/rules set forth by Fremont Elementary and Wayne County Schools.
4. Walk independently to the classroom each morning. Students in grades K-5 may go to the cafeteria to receive breakfast if needed or otherwise will report directly to their classroom.
5. Show respect/care for all property belonging to themselves, to others, and to the school.
6. Be attentive and courteous during school events.
7. Bring a parent/guardian note or a Talking Points message if there is a change in your transportation routine. **Changes will not be accepted by phone, as we are unable to verify identification of the caller.**
8. Obey the rules for safety on the school grounds and buses.
9. Students are not permitted to bring any toys, games, laser pointers, weapons or other items considered disruptive or unlawful to school.
10. Attend school regularly and be on time. **Attendance is strictly enforced.** Students who arrive after the tardy time must report to the office to be signed in by a guardian (**no exceptions**). Excessive tardies and/or early checkouts will be forwarded to the social worker.
11. Complete makeup work for absences and turn in homework and class work as assigned.
12. Report any accidents that may occur during the school day to their homeroom teacher.
13. Take care of all books assigned and checked out to them and pay for lost/damaged books.
14. Pay fees due to the school each year in order to receive the final report card and class assignments for the upcoming school year.
15. No chewing gum at school.
16. Cell phones are NOT to be visible and MUST be turned OFF (this includes SMARTwatches) during the school day and also during transportation on the school bus.



## **Fremont Elementary Discipline Plan**

### **Discipline/Student Behavior**

The staff of Fremont Elementary is committed to establishing an atmosphere throughout the school in which children will feel safe, happy, and successful with the opportunities provided to them for learning.

### **School Wide Rules: Stop, Look and Listen.**

Following this rule means a student will: **Stop** what he/she is doing, **Look** at the person speaking to them, and **Listen** to what is being said in an effort to correct the inappropriate behavior that took place.

### **K-5 Classroom Behavioral Expectations:**

1. Follow directions.
2. Raise your hand to speak.
3. Keep your hands, feet, and objects to yourself.
4. Complete all work assigned in a timely manner.
4. Work in a manner that does not disrupt others.

### **Possible reasons a student may be sent to the principal's office:**

1. Chronic disruptive behavior and/or disregard for safety rules.
2. Instigating or participating in a fight.
3. Harassing others, name calling, unacceptable language and/or disrespectful behavior toward a student or an adult.
5. Damage, destruction, or theft of school or private property.
6. Possession of unacceptable items such as lighters, pocket knives, weapons, etc.
7. Dishonesty

Listed below are disciplinary options for students that are not compliant with the rules, regulations and expected behavior of Fremont Elementary School and Wayne County Public Schools:

### **Classroom options may include:**

Time out, isolation in another classroom, silent lunch, loss of privileges, conflict resolution, referral to counselor and/or parental contact.

### **Office options may include:**

Time out, student conference, conflict resolution, referral to counselor, parent contact, parent conference, or suspension (in-school, out of school, or reverse). Students who experience an out-of-school suspension within 10 days of a scheduled field trip will be unable to attend and will be provided an alternate educational opportunity for the planned field trip day.



**The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence as follows:**

**Level I** - Level I rule violations should generally result in in-school interventions in lieu of out of school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level One rule, or where there are other aggravating circumstances the principal may impose a short-term suspension that shall not exceed three school days (two school days for truancy or tardiness). A Level One rule violation shall not result in a long-term suspension; however, principals may increase the short-term suspension up to ten day school days based upon a consideration of the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other aggravating factors regarding the severity of the violation and/or safety concerns which may warrant up to a ten-day suspension.

**Level II** - Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not generally exceed five school days. Principals may increase the short-term suspension up to ten school days and/or may recommend a long-term suspension based upon a consideration of the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendation of long-term suspension.

**Level III** - Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (10 days or less) based on mitigating factors.

**Level IV** - Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes.

**Level V** - Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under Article 27A of Chapter 14 of the North Carolina General Statutes may be expelled.

## **RULES OF CONDUCT**

### **Level I Behavior Violations**

- Consequences for violations include in-school interventions, restorative interventions, or short-term suspension.
- Repeated or severe incidents of Level 1 violations may be considered Level 2 violations or higher.
- Administrators have the responsibility to consider each incident individually and may assign different consequences consistent with Board policy. Aggravating or mitigating factors may affect the assignment of consequences.



**I-1 Noncompliance** - Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions.

**I-2 Disrespect** - Students shall exhibit appropriate respect towards school personnel and volunteers.

**I-3 School/Class Attendance** - Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited. Out of school suspension should be used as a last resort as a consequence for violation of this rule and shall not exceed two days.

**I-4 Inappropriate Language** - Cursing or use of vulgar, profane, or obscene language is prohibited.

**I-5 Inappropriate Dress** - Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. All students must follow Policy 4305, Standard Dress Code. In addition, students attending schools that have adopted a higher standard dress code as permitted under Policy 4305 will be expected to follow the standards adopted by the school the student attends. All students will refrain from wearing or displaying any clothing or items prohibited by Policy 4328, Gang-Related Activity. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates the applicable dress code, the principal or principal's designee may require the student to change his or her dress or appearance. Before receiving disciplinary consequences, a student who is not in compliance with this policy will be given a reasonable period of time to make adjustments so that he or she will be in compliance.

**I-6 Electronic Devices** - No student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, except as permitted and in compliance with Policy 4318, Use of Wireless Communication Devices. Consequences for violation shall include those set forth in the Policy 4318.

**I-7 Trespassing** - No student shall be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at school after the close of the school day or come onto school ground when school is not in session without permission, unless attending a school sponsored or permitted event, will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school-sponsored activity during the suspension period without the express permission of the principal. **I-8 Tobacco** - No student shall possess or use any tobacco product as set forth in Policy 4320, Tobacco Products.

**I-9 Gambling** - Students shall not participate in any unauthorized games of chance in which money or items of value may be won or lost.

**I-10 Misconduct on School Vehicle** - School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall



observe the directives of the school bus driver. The following conduct or violation of any other rule of the Code of Student Conduct while on the school bus or other school vehicle is specifically prohibited: 1. Delaying the bus schedule, 2. Getting off at an unauthorized stop, 3. Failing to observe established safety rules and regulations, and 4. Willfully trespassing upon a school bus.

## Level II Behavior Violations

- Consequences for violations may range from restorative interventions to short-term suspension that generally should not exceed five school days.
- Repeated or severe incidents of Level 2 violations may be considered Level 3 violations or higher.
- Administrators have the responsibility of considering each incident individually and may assign different consequences consistent with Board policy. Aggravating or mitigating factors may affect the assignment of consequences.

**II-1 Integrity** – All students must comply with Policy 4310, Integrity and Civility and Policy 3225, Technology Responsible Use. Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action.

**II-2 Inappropriate Literature, Illustrations and Images** - The possession of literature, illustrations, or other writings or images which significantly disrupt the educational process, or which are obscene, is prohibited.

**II-3 Violation of Computer Access**- No student shall engage in conduct prohibited by Policy 3225, Technology Responsible Use.

**II-4 Class/Activity Disturbance** - Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or the orderly conduct of class/school activities is prohibited.

**II-5 School Disturbance** - No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

**II-6 School Transportation Disturbance** - Any physical or verbal disturbance which occurs on a school transportation vehicle and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited.

**II-7 Disruptive Protest** - No student on school property or on property adjacent thereto shall engage in any protest, march, picket, sit-in, boycott, walkout, or other activity which has as its purpose the disruption of any lawful function, mission, or process of the school, or in fact creates such a disruption.

**II-8 False Fire Alarm** - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system, or emergency escape system.

**II-9 Fire Setting/Incendiary Material** - The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) or the use of any material reasonably likely to result in a fire on school property is prohibited.



**II-10 Property Damage** - No student shall intentionally damage or attempt to damage or deface school property, or personal property (See, Policy 4330, Theft, Trespass and Damage to Property).

**II-11 Theft** - No student shall steal, attempt to steal, or knowingly be in possession of stolen property (See, Policy 4330, Theft, Trespass and Damage to Property).

**II-12 Extortion** - No student shall attempt to extort money, personal property, or personal services.

**II-13 Indecent Exposure/Sexual Behavior** - No student shall engage in behavior which is indecent, overly affectionate, or of a sexual nature.

**II-14 Harassment/Bullying** - No student shall engage in conduct prohibited by Policies 1710, Prohibition Against Discrimination, Harassment and Bullying and 4331, Assaults, Threats and Harassment.

**II-15 Sexual Harassment** - No student shall engage in conduct prohibited by Policy 1710, Prohibition Against Discrimination, Harassment and Bullying. **II-16**

**Threat/False Threat** - No student shall make any threat through written or verbal language, sign, or conduct which conveys a serious expression of intent to cause harm or violence as provided in Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

**II-17 Physical Aggression/Fighting** - Physical aggression or fighting toward students and other people is prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight. No student shall engage in fighting or physical aggression towards others, including but not limited to: a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner. b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

**II-18 Failure to Report Firearm** - Any student who has knowledge that another student possesses or intends to bring a firearm on any school campus or to any school activity shall report this information to school or law enforcement authorities immediately. Failure to do so is a Level II violation.

**II-19 Hazing** – No students shall engage in hazing, or bet any other student in the commission of this offense. As provided by N.C. Gen. Stat. § 14-35, hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.

**II-20 Search and Seizure** - A student's refusal to permit searches and seizures as provided in Policy 4342, Student Searches, is prohibited.

**II-21 Aiding and Abetting** - No student shall aid or abet another student in violating any rule in the Code of Student Conduct or any other school policy, rule, regulation, statute or law.





### Level III Behavior Violations

- Consequences for violations: short-term suspension, assignment to an alternative learning program, and long-term suspension.
- Administrators have the responsibility of considering each incident individually and may assign different consequences consistent with Board policy.
- Aggravating or mitigating factors may affect the assignment of consequences.

**III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia** – No student shall possess, use, sell, deliver, manufacture, or be under the influence of any substance prohibited by Policy 4325, Drugs and Alcohol.

**III-2 Gang and Gang-Related Activity** - The Wayne County Board of Education believes that gangs and gang- related activities pose a serious safety threat to students and staff members of the Wayne County Public School System and can significantly disrupt the educational environment. Students are prohibited from participating in any gang or gang-related activity as set forth in Policy 4328, Gang-Related Activity. When a student's first infraction involves only the wearing of gang-related attire, the student shall receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.

**III-3 Weapons/Dangerous Instruments/Substances** – Pursuant to Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, no student shall possess, handle, use or transmit, whether concealed or open, any weapon or any other instrument or substance that reasonably looks like a weapon or could be used as a weapon. This does not apply to any student who finds a weapon or dangerous instrument /substances on school property or receives it from another person on school property and who immediately reports the weapon or 14 dangerous instrument/substances to school or law enforcement authorities. Weapons include, but are not limited to, those instruments defined in Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety. For weapons that are "firearms" or "destructive device," Level IV applies.

**III-4 Assault on a Student** – No student shall cause or attempt to cause serious physical injury to another student. For the purposes of this policy "serious physical injury" shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures (See, Policy 4331, Assaults, Threats and Harassment).

**III-5 Assault on School Personnel or Other Adult** - No student shall cause or attempt to cause physical injury to any school employee or other adult (See, Policy 4331, Assaults, Threats and Harassment). Note: If a teacher is assaulted or injured by a student and as a result the student is reassigned to alternative education services, long-term suspended, or expelled, the student shall not be returned to that teacher's classroom unless the teacher consents.



**III-6 Assault Involving Weapon/Dangerous Instrument/Substances** - No student shall assault another using a weapon, dangerous instrument, or dangerous substances (See, Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety). Note: For violations involving “firearms” or “destructive devices,” Level IV applies.

**III-7 Bomb Threat** –Students must comply with Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

**III-8 Bomb Threat: Aiding/Abetting** - Students must comply with Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

**III-9 Acts of Terror** - Students are prohibited from making a terrorist threat or perpetrating a terrorist hoax and may not knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetuate a hoax as set forth in Policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

#### **Level IV Behavior Violations**

- **Mandatory 365-day suspension in accordance with the N.C. General Statutes IV-1 Firearm/Destructive Device K-12 -**
  - Any student in grades K-12 shall be suspended for 365 calendar days for bringing a firearm or destructive device as provided by Policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

#### **Level V Behavior Violations**

- **Consequence for Level 5 violation is expulsion (applies only to students age 14 or older).**
  - A student may be expelled if it is determined that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program.
  - Any student who is a registered sex offender under N.C. Gen. Stat. § 14-208.18 may be expelled. A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the Board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under Article 27A of the North Carolina General Statutes may be expelled.

#### **Other information:**

Corrective action for repeated offenses that result in office referrals will increase in severity. Any physical confrontation incident or verbal/physical bullying will be subject to suspension. Usage of threatening language such as “kill”, “shoot”, “stab”, and “knife” is deemed inappropriate and can result in an automatic (10) day suspension. Communicating threats towards others, whether verbal, written, or implied is strictly prohibited. Likewise,



any gang related activity including but not limited to the use of gestures, symbols, and the display/wearing of clothing associated with gang activity is banned.

## **Fremont Elementary General Information**

### **Absence**

Whenever a child is absent, **a signed written notice, a Talking Points message and/or a doctor's note, must be presented to the teacher when the child returns to school.** All notes (doctor and parent notes) must be submitted within 10 school days after the absence in order for attendance to be documented. NO EXCEPTIONS!! All notes should include the child's full name, teacher name and date/s of absence. All absences will be recorded as unexcused until proper documentation is received. **A total of (9) parent notes will be allowed each year with all additional parent notes being documented as UNEXCUSED absences (example: If a child is out for 3 days due to sickness and the parent writes one note with the 3 days noted, this will count as 3 notes, as each day is an absence).** Excused absences are limited to those criteria established by Board policy which include: **illness or injury, quarantine, death in immediate family, medical/dental appointments, court or administrative proceedings, religious observance and educational opportunity.** The school social worker will be contacted when absences accumulate and notification will be sent to parents accordingly. ***Twenty absences or more may result in a retention for your child.*** Learning can only take place when your child is in attendance. Students who leave before 11:20 a.m. will be counted absent for the day. Students will be celebrated monthly for being on time daily and remaining in school for a full day of instruction.

[NC Compulsory Attendance Law](#)

### **Academic Recognition:**

Recognition assemblies are held during the fourth nine weeks.

***Principal's List*** – A student must have all A's in all courses.

***"A/B" Honor Roll*** – A student must have all A's and B's

### **Buses:**

Buses will unload between 7:00 a.m. - 7:30 a.m. Students should report directly to the cafeteria for breakfast, if needed. Bus riders will be dismissed at 2:45 p.m. daily.

### **Cafeteria:**

Breakfast will be served from **7:00 – 7:30** a.m. each morning. The goal of FRE is to provide a nutritious breakfast and lunch to our students daily. Due to Child Nutrition compliances, we are unable to allow visitors to bring in food from outside restaurants, etc. to our students. To help our students have an enjoyable cafeteria experience, the following rules have been established: (1) use a quiet voice, (2) walk at all times, (3) leave the table and the area around your chair clean, (4) keep hands, feet, and objects to yourself. Failure to abide



by these rules may result in “silent lunch” or eating in isolation. **FRE receives the Community Provisional Grant which provides FREE breakfast and lunch to ALL students.**

### **Car Riders:**

Student arrival begins at 7:00 A.M. with tardy time being 7:30 A.M. Students should be picked up promptly at the end of the day (2:45 P.M.). Be reminded that upon entry to our campus in the afternoons, car rider vehicles should remain in the right lane ONLY to allow our PreK parents to access their child’s pickup areas. **To minimize traffic on the roads leading into our school, we request that you DO NOT arrive at our campus until 6:55 in the mornings and 2:30 in the afternoons. Cars waiting on Hwy 222 create traffic congestion and safety concerns for our community. Law enforcement will intervene if necessary to keep all stakeholders safe.** Once protocols are learned by our families, our car rider line typically moves very quickly, therefore we request your patience at the beginning of school year.

### **Classroom Parties**

Student birthdays are recognized on the intercom daily and a gift from school administration is provided. To protect instructional time, birthday celebrations will not be allowed during the school day. Cupcakes and/or individually wrapped snacks may be brought to the front office to be shared with your child’s classmates during lunch. Be reminded that if you wish for the teacher to distribute invitations to a party for your child that EVERY student in the class must be invited. Otherwise, the parent will need to privately contact the parents to make invites. This protocol is in place to eliminate the teacher from the responsibility as to who was invited. Floral and balloon deliveries will not be accepted at the school for students. These items cause disruptions in the classrooms and create safety problems on school buses.

### **Conferences:**

Home-school communication is vital! Please contact your child’s teacher to request a conference when needed.

### **Dismissal:**

If it is necessary for a student to be picked up during the school day, the parent/authorized person **must** come to the office and sign the student out. Early checkouts will need to be completed before 2:00 P.M. to maintain safety and order during dismissal transitions. The individual will be required to show proper identification for verification and authorization of student transport. When a student is tardy (late arrival and/or early departure) the staff will request and document the reason. **We ask that students remain at school for a full day of instruction (7:30 a.m. – 2:45 p.m.). Our school will be recognizing and celebrating those students who have no late arrivals and/or early departures.**



### **Dress Code:**

Students are expected to follow WCPS Board Policy Code #4305 *Student Dress Code and Appearance*. Disciplinary action will be taken for any violation of the dress code in accordance with Policy 4300.

1. Shorts, skirts, dresses, or other clothing must be finger-tip length (reaching the mid-thigh).
2. Shirts, tops, and dresses must cover the top of the shoulder with at least a 2-inch width strap, and fit closely under the armpits. (Principal discretion may be used taking into consideration the age of the student).
3. Shirts and tops should be long enough to cover the midriff when sitting or standing; and shirts, tops and dresses must be buttoned high enough to cover the chest and the back of the body cannot be exposed.
4. No sagging pants allowed and pants cannot be worn with the waistband below hip bone.
5. Underwear, or the body typically covered by underwear, cannot be visible at any time, including under sheer, see-through, or mesh fabric.
6. Any form of attire which is indicative of gang affiliation is prohibited, including bandannas.
7. No (hats, caps, hoods, curlers) can be worn inside the school building.
8. Clothing will not be allowed that promotes alcoholic beverages, tobacco use, smoking or vaping, the use of controlled substances, depicts violence, is of a sexual nature, or is of a disruptive nature.
9. Shoes must be worn at all times and in accordance with special requirements such as P.E. classes, ROTC, science labs, etc. Shoes that have laces must be laced and tied.

### **Field Trips:**

Field trips are an exciting aspect of the educational experience. To participate in a field trip, we are required to have your permission and insurance information. Prior to the event, teachers will send home event information and permission forms. These forms must be completed in its entirety and include the authorized signature of a parent or legal guardian. In an effort to receive funds and prepare necessary payments and provide head counts to the businesses that are hosting our field trips, **all payments, forms, etc. must be submitted NO LATER THAN 8:00 AM on the deadline date. NO EXCEPTIONS will be made to this protocol.** **Reminder:** Students who have received a suspension within 10 days of a scheduled field trip will have their opportunity to attend revoked. An alternate assignment will be given on the scheduled field trip day in lieu of the lesson being missed by not attending the field trip



### **Grading:**

The basic criteria deal with: class participation, special assignments, formative and summative assessments, written projects, hands-on projects, and portfolios.

The grading scale for Kindergarten thru Second Grade is:

Level 4 (above grade level)

Level 3 (on grade level)

Level 2 (below grade level)

Level 1 (well below grade level)

The grading scale for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade is: **A** (100-90), **B** (90-80), **C** (80-70), **D** (70-60), and **F** (below 60).

### **School Day:**

The school day is from 7:30 a.m. until 2:45 p.m. **Children should not arrive at school before 7:00 a.m.** as supervision will not be available. Students should be in their seats in their homeroom when the tardy bell rings. **Students who report tardy must be accompanied by a parent/guardian to be signed in. There will be NO exceptions.**

### **Visitors:**

We invite you to visit our school. All visitors are required to report to the office, enter their information into the Ident-A-Kid computer, and obtain a visitor's pass before they are allowed to visit a classroom. When checking-out a student, a valid driver's license is required for security purposes.

### **Volunteers:**

Volunteers are welcome! All volunteers must complete the online application at [www.waynecountyschools.org](http://www.waynecountyschools.org) (which includes a background check) and receive district level approval prior to volunteering at our school. Once approved, our volunteer coordinator will work with you to schedule time/days and assignments.