

Rosewood Elementary School



Student Handbook 2023-2024

126 Charlie Braswell Road
Goldsboro, NC 27530
Phone: 919-705-6040
Fax: 919-

https://www.waynecountyschools.org/rosewoodelementary_home.aspx

Holly T. Ball, Principal
Melissa Wise, Assistant Principal

August 23, 2023

Dear RWE Family:

Welcome to the 2023-2024 school year at Rosewood Elementary School! I am so excited to hear from our students about their summer adventures. For those returning families at RWE, I look forward to continuing to serve you, your child, and the community. For our new RWE families, I am excited to meet you and your child, and just know that we are here to support you as your child transitions to our wonderful school!

I would like to thank you for allowing your child to attend our school and I look forward to working with you and your child this year. Inside this handbook are the necessary guidelines and procedures to ensure that we all have an efficient and effective school year. Please make sure to take the time to read and reflect on the policies set forth to help your child be the best that he or she can be. Students will need to read this handbook so they are aware of what is expected of them as a student at Rosewood Elementary School. Only through communication can we fully understand the role everyone plays in the education of a child.

My door is always open to listen to questions or concerns. Please feel free to contact the school at (919) 705-6040 with any questions that may come up during the course of the school year. I look forward to working with all of you!

Educationally Yours,



Holly T. Ball, Principal

Rosewood Elementary School

Vision

To empower the Rosewood Elementary learning community to achieve their full potential.

Mission

To empower the Rosewood Elementary learning community by building relationships, celebrating successes, and engaging ALL learners.

Slogan

Empower Leaders Every Day!

Rosewood Elementary School Staff Directory

Administration

Holly T. Ball, Principal
Melissa Wise, Asst. Principal

Student Support

Shatrice Baker, Social Worker
Vacant, Counselor

Media

Lori Jones, Media Coord.
Dana Gurley, Media Asst.

Kindergarten

Brenda Grady
Germaine Knighton
Jessica Person
Sadie Simmons
Amanda Skelton
Wendy Howell, IA
Karilyn Lane, IA
Lezly Maldonaldo, IA
Jennifer Matthews, IA
Karie Mozingo, IA

2nd Grade

Tracy Anderson
Danielle Barnes
Heidi Grady
Emily Mosley
Kelly Mott
Chelsea Smith
Kathryn Sutton

4th Grade

Logan Bill
Kimberly Mitchell

Office Staff

Michele Crane - Bookkeeper
Robin Kuhnau - Data Manager

Nurse

Amanda Ramsey

Pre-K

Lisa Herring, NC Pre-K
Yuriria Hernandez, NC Pre-K IA

1st Grade

Jennifer Baynes
Katherine Grimes
Jasmine Harvey
Elisa Hatem
Amanda Minshew (K/1)
Deborah Parrott
Lisa Barnes, IA
Teresa Melvin, IA
Hope Porter, IA (K/1)
Amelia Rhodes, IA

3rd Grade

Anne Adams
Katherine Browde
James Coston
Alexis Grady
Maddie Honn
Mary Ann Leon
Nicole Shaffer

5th Grade

Karen Crumpler
Debra Elder

Genevieve McAuley
Erin McGowen

Specials

Meghan Cunningham, PE
Bryson Haste, Music
Amy Kennedy, Art
Brad Matthews, PE

Title I Instructional Coach

Hillary Smith

Cafeteria

Loretta Pittman, Manager
Lisa Anderson
Kristy Corbitt
Clara Faison
Juvy Kilmer
Tammy Wiggins

Anna King
Tammy Walker

Exceptional Children

Angela Ayers
Sylvia Pacer
Kathryn Smith
Michelle Kornegay, Speech
Christine Shafer, IA
Danielle Williams, IA

ESL

Jerraye Harrell

Custodial Staff

Larry Baker
Christopher Tucker

General Information

Rosewood Elementary School
126 Charlie Braswell Road
Goldsboro, NC 27530
919-705-6040 (P)
(F)

Principal
Holly T. Ball

Assistant Principal
Melissa Wise

Bookkeeper
Michelle Crane

Data Manager
Robin Kuhnau

School's Website Address:

https://www.waynecountyschools.org/rosewoodelementary_home.aspx

District Website Address:

<https://www.waynecountyschools.org/>

Office Hours:

7:00 – 4:00

Students may not be dropped off before 7:10 am

Daily Schedule:

7:10 – PK-5 students arrive and go to classroom for breakfast

7:30 - Instruction begins for K-5 students

2:45 – Dismissal begins

Rosewood Elementary School

Parent Engagement & Involvement Policy

GENERAL EXPECTATIONS

The Rosewood Elementary School Staff believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children. In keeping with these beliefs, we have established the following procedures relative to our Title 1 Program.

1. A Parent Advisory Council will be established on an annual basis. This committee will be organized by the parent facilitator. The Parent Advisory Council will do the following:
 - Meet at least three times a year.
 - Provide input in the development and implementation of the school program.
 - Help create awareness of the activities occurring within the school.
 - Suggest approaches for stimulating participation of volunteers from the community.
 - Work with the Title 1 teacher to give input concerning topics for workshops.
2. An annual parent meeting will be held in September to help inform parents of Title 1 and their rights to be involved.
3. Parents and other concerned citizens will be kept informed about the Title 1 Program through the following:
 - School-Parent Learning Compact to indicate the shared responsibilities of the student, parent, teacher, and school in the academic education.
 - Quarterly newsletters prepared and distributed by the Title 1 teacher
 - Teachers will provide weekly newsletters and/or update parents through the student's agenda books to maintain communication.
 - Parent/teacher conferences will be scheduled as needed throughout the school year.
4. Parent workshops will be scheduled to provide opportunities for the parents to learn ways to enhance their children's education with topics such as reading, math, and technology. According to the results of the parent surveys workshops will be offered at flexible times in mornings, afternoons, or evenings to meet the needs of parents and students.
5. The school personnel will understand the value and importance of the contributions of the parents, how to reach out to, communicate with, and work with parents as equal partners in order to build ties between parents, community, and school.
6. The ESL teacher will assist as needed to provide assistance to parents of limited English and migratory children.

7. Parent activities will be provided to integrate preschool and other programs.

We believe that the involvement of parents increases the effectiveness of educational programs and contributes significantly to the success of the students. The RWE staff will strive to involve parents in activities through the school year.

WCPS Policy Code: 4300 Code of Student Conduct

All students shall comply with the Code of Student Conduct of the Wayne County Public School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

A. STUDENT EXPECTATION

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment and are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

B. RANGE OF INTERVENTIONS, SUPPORT, AND DISCIPLINARY ACTIONS

Violation of Board policies, the Code of Student Conduct, regulations issued by the individual school, or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to utilize a variety of behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Code of Conduct and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent. For out of school suspensions the administration will provide notice to parents as required in Board Policy.

Most behavioral interventions and disciplinary consequences can occur with the student remaining in school. Examples of in-school interventions include but are not limited to: behavior contract, peer mediation, in-school suspension, conflict resolution, detention, restitution, loss of privileges, and school or community service. If the principal deems it appropriate to require a student to stay after school for detention for a disciplinary reason, the principal may authorize such detention provided the parent or guardian has received at least one day's notice and has agreed to assume responsibility for transportation home.

When, after considering potential mitigating and aggravating factors, the school principal determines a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension (10 days or less) or, for more serious violations of the Code of Conduct, may recommend a long-term suspension (greater than 10 days), a 365-day suspension or expulsion, to the extent permitted by law and this policy. The Superintendent must approve any suspensions of greater than 10 days. The Board of Education must approve any expulsion from school based on a recommendation of both the principal and the

Superintendent. Under state law, if a student in grades K-12 brings a firearm on to school property, the student shall be subject to a 365-day suspension from school.

Policies may be modified on a case-by-case basis to conform to the "Policies Governing Services for Student with Disabilities".

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.

C. 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.
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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-Students.

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.
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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 provide 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

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- 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.
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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 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

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- Mandatory 365-day suspension in accordance with the N.C. General Statutes
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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

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- 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.
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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.

Legal References: [Article 27A of Chapter 14 of the N.C. Gen. Stat.](#); [N.C. Gen. Stat. 115C-390.1](#), [-390.2](#)

Adopted: August 1, 2011; Revised: December 16, 2019; Revised: October 5, 2020

Policy Code: 4318 Use of Wireless Communication Devices

The Board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

A. Authorized Use

Students are allowed to be in possession of wireless communication devices, but the use of the aforementioned is restricted based on the following guidelines.

1. Administrators may authorize individual students to use wireless communication devices if deemed necessary. Teachers and administrators may authorize individual students to use the devices for instructional purposes in association with AR 3220 (Bring Your Own Device Initiative) provided that they supervise the students during such use.
2. For school bus riders to and from school, the use of wireless communication devices is restricted at any time the student is on the school bus.
3. For car riders and student drivers the use of wireless communication devices is restricted from the time of drop off or arrival at school until the time the student is dismissed from school.
4. For any extra-curricular or after-school events possession and use of wireless communication devices will be allowed on the bus with permission of supervising school staff.
5. Parents who need to reach their child during the school day due to an emergency or other valid reason should call the school's main office rather than attempting to contact their child on his/her cellular phone or other communication device.

B. CONSEQUENCES FOR UNAUTHORIZED USE

School employees may confiscate any wireless communication devices that is visibly turned on, used, displayed or visible in violation of this policy. In the absence of compelling and unusual circumstances confiscated wireless communication devices may be returned to the student's parent or guardian, or to the student after a documented parent conference or contact. It is the student's responsibility to ensure that his/her cell phone or other wireless

communication device is turned off completely and kept out of sight unless use has been authorized by appropriate school staff as described in the guidelines in Section A of this policy.

Violations of this policy will result in consequences consistent with Board Policy 4300, Code of Student Conduct.

C. ADDITIONAL CONSEQUENCES

Aggravating factors: Violations may immediately subject a student to more stringent disciplinary consequences than those listed above, up to and including suspension, in accordance with Wayne County Public Schools Board of Education Policy 4300-Code of Student Conduct. Such aggravating factors include, but are not limited to, using wireless communication devices: (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to take photos or videos of fights, disruptions, bullying, staff members etc. and/or uploading these images to any social networking site, YouTube or any other public internet site; (4) to send illicit text messages; and, (5) to take and/or send illicit photographs.

D. SEARCH OF WIRELESS COMMUNICATION DEVICES

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, policy 4300, Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction. In the event of reasonable suspicion of unlawful content, including photos and texts, the cell phone or wireless device may be relinquished to law enforcement officials.

E. Liability

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

Legal References: [G.S. 115C-36](#), [390.2](#)

Adopted: July 13, 2009; Revised: July 6, 2010; Revised: April 4, 2011; Revised: August 1, 2011; Revised: May 1, 2017

Policy Code: 4325 Drugs and Alcohol

Philosophy:

The Wayne County Board of Education recognizes that it has a responsibility to promote a drug and alcohol-free learning environment and to provide drug and alcohol education for grades K-12 through the use of a comprehensive curriculum based on the goals and objectives of the current statewide instructional standards. In addition, the Wayne County Public Schools is committed to maintaining safe, drug-free schools in order to ensure a positive learning environment for all students and personnel.

The program will focus on: (1) prevention, through awareness and education about the harmful effects of alcohol/drugs and (2) intervention for students experiencing drug related problems by the formation of Student Assistant Programs.

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated.

The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where the conduct is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

A. Prohibited Behavior

1. Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any of the following substances:

- a. Narcotic Drugs;
- b. Hallucinogenic drugs;
- c. Amphetamines;
- d. Barbiturates;
- e. Marijuana;
- f. Synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts") and synthetic cannabinoids (e.g., "Spice," "K2");

- g. Any other controlled substances;
- h. Any alcoholic beverage; malt beverage; fortified or unfortified wine, or other intoxicating liquor;
- i. Any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior; or
- j. Any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under state or federal law.

2. Students also are prohibited from possessing, using, selling, delivering, or manufacturing counterfeit (fake) drugs.

3. Students are prohibited from possessing, using, selling, delivering, or manufacturing drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, vaping devices, vape liquid containers, pipes, syringes, and other delivery devices for prohibited substances.

4. Students are prohibited from possessing, using, selling, delivering, or sharing prescription or over-the-counter drugs, except in accordance with policy 6125, Administering Medicines to Students. A student who possesses or uses a prescription or over-the-counter drug in accordance with policy 6125 does not violate this policy.

5. A student is not in violation of this policy for being under the influence of a prohibited substance following its proper use as a medication lawfully prescribed for the student by a licensed health care practitioner.

6. Students may not participate in any way in the selling or delivering of prohibited substances, regardless of whether the sale or delivery ultimately occurs on school property.

7. The principal may authorize lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

B. Consequences

As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substance in violation of law while on school property.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4303, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Legal References: [G. S. 18B-301](#); [20-11\(n1\)](#); [ch. 90 art. 5](#); [115C-47](#), [-276](#), [-288](#), [-307](#), [390.2](#)

Adopted: August 30, 1999; Revised: August 1, 2011; Revised: August 7, 2017;
Revised: June 29, 2020

Policy Code: 4331 Assaults, Threats and Harassment

The Board will not tolerate assaults, threats or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to ensure a safe and orderly environment for learning.

A. PROHIBITED BEHAVIOR

1. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

2. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption.

Bomb and terrorist threats are also addressed in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

3. Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyberbullying of students, employees or other individuals on school grounds or at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Harassment and bullying are further defined in policy 1710, Prohibition Against Discrimination, Harassment and Bullying. Complaints of harassment will be investigated pursuant to policy 1720, Discrimination, Harassment and Bullying complaint Procedure. For incidents of misbehavior that do not rise to the level of harassment, see policy 4310, Integrity and Civility, which establishes the expectation that students will demonstrate civility and integrity in their interactions with others.

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4303, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of the policy.

A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent.

A student who is convicted under [G.S. 14-458.2](#) of cyberbullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyberbullying. The superintendent may modify the required transfer of an individual student on a case-by-case basis and shall provide a written statement of this modification in the student's record.

Legal References: [G.S. 14-33](#), [-34 through -34.2](#); [-458.2](#); [115C-47](#), [-276\(r\)](#), [-288](#), [-307](#), [-366.4](#), [-390.2](#), [-390.7](#)

Adopted: February 7, 2000; Revised: August 9, 2010; Revised: August 1, 2011;
Revised: December 3, 2012

Policy Code: 4333 Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety

The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

A. Prohibited Behavior

1. Weapons and Weapons-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to, the following:

- a. loaded and unloaded firearms, including guns, pistols and rifles;
- b. destructive devices, as described in subsection B. 2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines;
- c. nuclear, biological, or chemical weapons of mass destruction as defined in [G.S. 14-288.21\(c\)](#);
- d. knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- e. slingshots and slungshots;
- f. leaded canes;
- g. blackjacks;
- h. metal knuckles;
- i. BB guns;
- j. air rifles and air pistols;
- k. stun guns and other electric shock weapons, such as tasers;
- l. icepicks;

- m. razors and razor blades (except those designed and used solely for personal shaving);
- n. fireworks;
- o. gun powder, ammunition, or bullets; and
- p. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns, mace, pepper spray, and other personal defense sprays. The mere possession of a personal defense spray is not a violation of the policy unless the (1) the device is used for a purpose other than self-defense, as defined under state law or (2) the principal or designee determines that the student intended to use it to harm, threaten harm, or create a disturbance.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or becomes aware that another student or other person intends to possess, handle or use such items, must notify a teacher or the principal immediately. Middle and high school students may also utilize the anonymous safety tip line for reporting risks to the school population.

This section does not apply to Board-approved and authorized activities for which the Board has adopted appropriate safeguards to protect student safety.

2. Bomb Threats

Students are prohibited;

- a. Making, a bomb threat, regardless of whether the student intends to or has the means to carry out the threat;
- b. Perpetrating a bomb hoax against school system property by making a report, knowing or having reason to know the report is false, that a bomb or other device designed to cause damage or destruction by explosion, blasting, or burning is located on school system property or at a school system event;

- c. Perpetrating a bomb hoax by concealing, placing, or displaying any device on school system property or at a school system event, so as to cause any person reasonably to believe the same to be a bomb or similar device intended to cause injury to persons or property, and
- d. Knowingly or willfully causing, encouraging, or aiding, another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. Terrorist Threats

Students are prohibited from making a terrorist threat or perpetrating a terrorist hoax by:

- a. Threatening to commit an act of mass violence on school property or at a school system event, regardless of whether the student intends to or has the means to carry out the threat;
- b. Making a report, knowing or having reason to know the report is false, that an act of mass violence is going to occur on school property or at a school system event: or
- c. Making a report, knowing or having reason to know the report is false, that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school system property or at a school system event; or
- d. Concealing, placing, disseminating, or displaying on school system property or at a school system event any device, substance, or material, so as to cause a reasonable person to believe the same to be a weapon of mass destruction or to be intended to cause harmful or life-threatening illness or injury to another person.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. Clear Threats to Students and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a. Theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b. The intentional and malicious burning of any structure or personal property, including any vehicle;
- c. An attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d. An attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e. An attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f. Any intentional, highly reckless or negligent act that results in the death of another person;
- g. Confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- h. The possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- i. Taking or attempting to take anything of value from the care, custody, or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- j. Any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;

k. The possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of [Chapter 90 of the North Carolina General Statutes](#);

l. Any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and

m. Any other behavior that demonstrates a clear threat to the safety of others in the school environment.

B. Consequences

1. General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4303, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

2. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the Superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Superintendent shall not impose a 365-day suspension if the Superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle, or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

Legal Reference: Gun-Free Schools, [20 U.S.C. 7961](#); [G.S. 14-17](#), [-18](#), [-27.2 through -27.5A](#), [-32](#), [-33](#), [-34 through-34.2](#), [-41](#), [-60](#), [-69.1](#), [-69.2](#), [-87](#), [-87.1](#), [-132](#), [-132.2](#), [-202.2](#), [208.18](#), [-269.2](#); [-269.2](#), [-277.5](#), [-277.6](#), [ch. 90, art. 5](#); [115C-47](#), [-105.51](#); [-207](#), [-276\(r\)](#), [-288](#), [-307](#), [-390.1](#), [-391.2](#), [-390.10](#)

Adopted: February 7, 2000; Revised: March 2, 2009; Revised: August 1, 2011; Revised: June 2, 2014; Revised: February 6, 2017; Revised: March 25, 2019; Revised: March 23, 2020; Reviewed: March 1, 2021

Policy Code: 4400 Attendance

Attendance in school and participation in class are integral parts 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. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 years attend school. Parents/guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents/guardians and work with students and their families to overcome barriers.

A. Attendance Records

School officials will keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity. To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. Late Arrivals and Early Departures

Students are expected to be at school on time and to remain at school until dismissed. During each school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse signed by a parent/guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section C.

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two-days.

C. Excused Absences

When a student must miss school, a written excuse signed by a parent/guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the local health officer or the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval by the principal; and
7. Pregnancy and related conditions or parenting, when medically necessary.

Additionally, the school principal is required to authorize:

1. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent/guardian. The student will have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance; and
2. A minimum of two days each academic year for visitation with student's parent/guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's, parent/guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families, 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.

D. School-Related Activities

While recognizing the importance of classroom learning, the Board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. 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 that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal.

In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

E. Makeup Work

In the case of excused absences, and short-term out-of-school suspensions, and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment from within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4302, Short-Term Suspension). 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.

F. Unexcused Absences

The principal shall notify parents/guardians and take all other steps required by [G.S. 115C-378](#) for unexcused absences. Students may be suspended for up to two days for truancy. (see AR 4400).

Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The Superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall give the student additional time to complete the missed work before a determination of the appropriate grade is made. If a student who is given additional time to complete the missed work fails to do so, the principal or the committee established by the

principal may reduce the student's grade or deny the student credit for the class or course for which the student failed to complete the missed work.

G. Chronic Absenteeism

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents/guardians, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

H. Special Circumstances

1. Students with Chronic Health Problems

No penalties will be imposed for absences due to documented chronic health problems.

2. Students Experiencing Homelessness

For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents/guardians of the applicable attendance standards for the various type of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#), *et seq.*; [G.S. 115C-47](#), [-84.2](#), [-288\(a\)](#), [-375.5](#), [-378 to -383](#); [-390.2\(d\)](#), [-390.2\(1\)](#), [-390.5](#), [407.5](#); [130A-440](#); [16 N.C.A.C. 6E.0102](#), [-0103](#), [-0106](#); State Board of Education Policies [ATND-000](#), [-003](#).

Adopted: December 4, 2007; Revised June 02, 2008; Revised: March 2, 2009; Revised: August 9, 2010; Revised: August 1, 2011; Revised: August 3, 2015; Revised: March 7,

2016; Revised: June 21, 2017; Revised: May 29, 2018; Revised: December 16, 2019;
November 1, 2021; Revised: April 4, 2022

ATTENDANCE

Daily attendance is very important for all students. The academic program builds from one day to the next and excessive absences and tardies create a hardship for any student. We encourage you to see that your child is in school each day. A student needs to be present at least one-half of the instructional day (11:00am) in order to be recorded present for that day. Tardies are discouraged and parents will be contacted regarding consistent tardies. Students arriving AFTER 7:45am will be considered tardy and the parent/guardian *MUST* check in the student at the office.

Following an absence from school, students *MUST* present a written excuse within 3 days after the absence occurs. Each note should include: (1) the current date, (2) the reason for absence, (3) the date of the absence, and (4) parent/guardian signature. Lawful absence includes personal illness or injury, death of an immediate family member, medical or dental appointments, quarantine, court proceedings, religious observances, and educational opportunities, which will require prior approval by the principal. After ten parent notes for absences, additional documentation will be required in order to excuse an absence. *Please see the WCPS Attendance Policy #4400*

Please keep in mind that tardies and early check-outs prevent students from receiving valuable instruction. These interruptions disrupt the educational opportunities for your child, as well as

all students in the classroom. Absences and tardies will be addressed through individual interventions with progressive consequences. These consequences may include required doctor's notes and other outside referrals. **ALL INDIVIDUALS MUST PRESENT A VALID PICTURE ID TO CHECK A STUDENT OUT OF SCHOOL.**

ATTENDANCE PROCEDURES FOR EXCESSIVE ABSENCES AND TARDIES

1. At the end of the first 2 weeks, the school social worker will pull the *Attendance Report* from PowerSchool for all students who have accumulated three (3) unexcused absences. This *Attendance Report will be pulled weekly thereafter.*
2. If accumulated days are determined to be unexcused, a 3-Day Attendance Letter will be sent via U.S. Mail to the parent or legal guardian.
3. When a student reaches six (6) unexcused absences, the school social worker will send a violation notice by Certified Mail. Parent contact will be arranged by the school social worker to discuss the absences and request any proper documentation for absences accumulated to meet good faith effort. Parents will be given a 6-Day Attendance Letter that is generated in PowerSchool.
4. When a student reaches ten (10) accumulated unexcused absences, the school social worker will set up a parent conference. A letter will be sent

to the parent/guardian via Certified Mail.

5. The principal or the principal's designee will review any report or investigation prepared and confer with the student and the student's parent, legal guardian or custodian to determine whether the parent or legal guardian has received notification pursuant to North Carolina and Wayne County Public Schools Attendance Policy and made a good faith effort to comply with the law/policy. If the principal or designee has determined a good faith effort has not been met, the following will apply.

- a. Principal or designee contacts the Wayne County Magistrate's Office and reports the attendance violation. The school social worker provides a copy of the student's most current attendance record and parent/legal guardian's contact information.
- b. The Wayne County Magistrate's Office will report attendance violations to the Wayne County Juvenile Justice Court Counselor that the student is habitually absent from school without a valid excuse. The Court Counselor is provided a copy of the student's most current attendance report and parent/legal guardian's mailing/physical address

and telephone number. The Court Counselor will set up a meeting with the student, the parent, legal guardian or custodian to discuss the attendance violation.

DROP OFF OR PICK UP

Carpool drop off and pick up will use the carpool line that is located at the front of the school building. Our children's safety is our primary concern.

Please follow our traffic procedures closely so that students can arrive and be dismissed safely and efficiently. Remember to: (1) park in visitor parking spaces if you come into the building. (2) Parking in the fire lane at the front of the school is prohibited. (3) Cars should **NOT** be left unattended in the student-loading zone. (4) Follow the direction of the staff members out front. They know the traffic pattern and how it should flow. (5) Students will wait inside the building, until ready to load.

BEHAVIOR

All students have the right to learn in a safe and orderly environment that is free of disruptive behavior. Each staff member has the responsibility of maintaining discipline. All students are expected to model our PBIS behavior expectations and to adhere to Wayne County Public Schools Code of Students Conduct. These documents will be discussed with students during the first 10 days of school.

RWE will be implementing Positive Behavior Intervention Support (PBIS) to assist with their own personal growth. A clear set of positive expectations and behaviors are established school-wide and taught consistently. A behavior matrix showing all the best behaviors is posted in each classroom. Everyone knows what behavior is expected of them. Your child's teacher will share a copy of school and classroom rules, as well as, the school plan for the management of student behavior. Students are taught the expected behaviors and will be held accountable. Students are expected to...

- Be courteous, cooperative, and respectful of the rights of all persons in the school
- Observe basic school safety regulations. This includes travel to and from school, on buses, at bus stops, and within the school building.
- Be responsible for his/her own behavior and be accountable to the RWE PBIS Plan and the Wayne County Public Schools Code of Students Conduct.
- Arrive at school on time and be prepared each day.

BIRTHDAYS

RWE recognizes that birthdays are very special days to your child. If you wish to bring birthday treats for your child's class, we ask that it be prearranged with the classroom teacher. The treats will be given out either during lunch or recess so that instructional time is not lost during the school day. We recommend serving healthy nutritional

foods and foods that are prepackaged in their original containers.

BUS TRANSPORTATION

Riding the school bus is a privilege. For the safety of other students on the bus, the bus driver, and drivers on the road, portraying good conduct while on the bus is vital. Students who abuse the bus rules may be removed from the school bus.

Any conduct or activities that threaten the health, safety or welfare of the bus driver, other student, or any other riders in any manner could result in indefinitely terminating all bus riding privileges. Therefore it is essential that the home and school work together to make our buses safe for children. When necessary, the bus driver will counsel children who do not follow the bus behavior expectations. If a student continues to choose not to follow the bus safety expectations, consequences will be given according to the Wayne County Student Code of Conduct Policy #4300.

Students are assigned buses at the beginning of the school year. If your child needs to be picked up or dropped off at a different address than the one we have on file, parents/guardians must fill out a Change of Transportation form and two forms of proof of residence.

If there is a concern, please call WCPS bus transportation at 919-705-6080 to see if there has been a delay. When calling please be prepared to tell school personnel: (1) your name, (2) your child's name, (3) the name of your child's

teacher, (4) your child's bus number, and (5) the stop where he/she is getting on or off. This will help us find out information quickly for you.

CAFETERIA

Nutritious meals are served in our school cafeteria. Breakfast and lunch served daily at no charge to students. Students should **NOT** bring glass containers, or carbonated beverages to school. Doctor's notes are required for special dietary needs and must be kept on file in the cafeteria.

Staff will walk their students to the cafeteria. There are staff members that stay in the cafeteria to monitor students. To ensure an appropriate mealtime environment, it is essential that children are well behaved and mannerly. Children should eat first and then talk quietly to the children seated closest to them and follow the instructions of the cafeteria expectations.

We are always happy to see a parent, grandparent, or sibling come to eat with a student. It is your presence, more than anything that makes the occasion special for your child.

CALENDAR OF EVENTS

Rosewood Elementary School will notify parents of events via Facebook, school messenger, and the school webpage about important school events throughout the year. Please make note of these important dates for the district and school. The calendars are subject to change as inclement weather and other events arise. Rosewood

Elementary School will attempt to make sufficient notice when an event's details have to be altered.

CELL PHONES

Students are discouraged from bringing cellphones to school. If a student brings a cell phone to school, it must remain in their book bag during instructional time. The following are the cell phone consequences for students who have their cell phone during instructional time:

- 1st Offense: Phone is confiscated and returned to the parent at the end of the day
- 2nd Offense: Phone is confiscated, returned to the parent, and student loses 1 day of Specials
- 3rd Offense: Phone is confiscated, returned to the parent, and student receives 1 day of ISS
- 4th Offense: Failure to comply to a lawful directive. 2 days of ISS
- 5th Offense: Failure to comply to a lawful directive. 1 day of OSS
- 6th Offense: Failure to comply to a lawful directive. 2 days of OSS

CHANGE OF ADDRESS & TELEPHONE

Please notify the office or your child's homeroom teacher of any change in address or telephone number. Accurate records are necessary for timely notification in an emergency. Please notify the school of any changes in phone numbers immediately by sending a note to your child's teacher or phoning the office at 919-705-6040.

CONFERENCES

Conferences are an important part of our communicating information to parents. The request for a conference may come from the parent/guardian, teacher or principal. Early morning is a busy time for our teachers and students as they settle in for their daily routine and begin the instructional day.

To decrease classroom interruptions, parent and teacher conferences will be set up on an appointment only basis. Opportunities will be provided on a regular basis for parents and teachers to meet to discuss a child's progress.

COUNSELING

Our guidance program includes the following: classroom guidance activities, individual and group sessions, consultations, and crisis intervention. Students or parents may request the services of the school counselor.

DELAYED OPENINGS/EARLY DISMISSAL

When Wayne County schools have a delayed opening or early dismissal due to inclement weather, the public will be notified at the earliest possible time through the following television and radio stations:

- WCTI-TV
- WITN- TV
- WNCT-TV
- or via the school system website at www.waynecountyschools.org

Please be aware that on days with delays there will not be staff to

supervise students at normal operation times.

We also utilize an electronic communication tool to share information about closings and delays. Please make sure to keep your telephone number updated with the office to ensure that you receive these important messages.

DISCIPLINE

One of life's most important lessons is responsibility, respect for self and others. It is the shared responsibility of the home and school to accomplish this goal. Good discipline is maintained by recognizing and praising positive behavior while taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules of expected behavior are fully explained to the children. Please refer to the WCPS Student Code of Conduct Policy #4300.

DRESS CODE

The Wayne County Public Schools Board of Education respects a student's right to choose his or her style of dress or appearance. However, the Board of Education will require that students adhere to standards of dress that are compatible with the requirement of a good school environment. All students are expected to be groomed and dressed appropriately for school and school activities. In the opinion of the

principal or his/her designee, if a student's dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or (4) is lacking in cleanliness, the principal or the principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. 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.

The principal shall have the authority to implement the school dress code and appearance policy in a manner that is age appropriate, and reasonable consideration will be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request must be in writing from the parent or guardian and must be approved by the principal or his/her designee. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, P.E. classes, special events, or other activities that would allow for non-conforming dress on a school campus or during a school sponsored event.

Disciplinary action will be taken for any violation of the dress code in accordance with Policy 4300 Code of

Student Conduct). Students who do not comply with the school dress code and appearance policy may be excluded from participating in certain school programs, including graduation ceremonies. (*Fowler vs. Williamson*, 39 N.C. App. 715, 251 S.E.2d 889 [1979].) Copies of the Student Dress Code and Appearance Policy will be made available to students and parents annually.

All students must observe the following guidelines:

1. Shorts, Skirts, dresses, or other clothing must be finger-tip length or reaching the mid-thigh, including when leggings or tights are worn. Clothing must not have holes exposing skin above finger-tip length or mid-thigh.
2. Shirts, tops, and dresses must cover the top of the shoulder with at least a two-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 the hipbone.
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 bandanas.

7. No (hats, caps, hoods, curlers) can be worn inside school buildings.

8. Clothing will not be allowed that promotes alcoholic beverages, tobacco use, smoking, 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.

This policy was adopted June 4, 2001 and revised on November 1, 2021 by the Wayne County Board of Education. WCPS Board Policy #4305.

EARLY CHECKOUTS

Early checkouts are detrimental to a student's success in school. Please make sure that your child starts the day on time and stays the entire day. If you must come get your child early, please check them out no later than 2:15 pm. The parent/guardian **MUST** come into the office with a photo ID to **SIGN OUT** the student. Children will not be called to the office until the parent/guardian has arrived in the office to pick them up. This is to maximize your child's learning time. If someone other than a parent/guardian or an emergency contact listed in their records is to pick up a student, a note is necessary to verify the person has parental permission.

FIELD TRIPS

Field trips are taken to reinforce lessons learned in the classroom. Field trips are considered an important part of the school curriculum. Teachers need parental support and assistance on field trips. Each child who participates in a field trip must have a signed permission form. In cases of delayed openings, field trips are automatically canceled. Parents or children other than students assigned to the particular grade level participating in the field trip may not ride a field trip bus.

FIRE, TORNADO, AND OTHER SAFETY DRILLS

During the school year, fire drills are held within the first 10 days of school and monthly thereafter. During a fire drill, all persons are to evacuate the building immediately. There will also be tornado and lockdown drills. If you visit the school during a safety drill, you will have to wait until the end of the drill to enter or exit the building. By practicing these drills, we better equip our staff and students to be prepared in the event of an emergency.

HEALTH OF STUDENTS

Please do not send children to school if they are sick. It is difficult for them to concentrate and perform tasks when they are not feeling well, and it also puts other children and adults at risk. Please do not send your child to school with a temperature of 100 degrees or more. Following an illness, **STUDENTS SHOULD BE FREE OF FEVER OR VOMITING FOR AT LEAST 24 HOURS**

WITHOUT THE SUPPORT OF MEDICINE BEFORE RETURNING TO SCHOOL. Let the school know if your child contracts a contagious disease so that we can observe the rest of the children in that class.

If your child becomes sick or has an injury, you will be contacted according to guidelines. If your child needs to go home, he or she must be picked up as soon as possible. It is very important that the names of local emergency contact persons be listed on your child's Student Information Sheet. They will be contacted to pick up your child if you cannot be reached.

FIRST AID

School personnel will administer emergency first aid for minor injuries. In the event of severe injuries, the school nurse or other appropriate staff will administer emergency first aid until the student can receive attention from a medical professional.

HEAD LICE

Occasionally, schools may have cases of head lice throughout the school year. It is important to know that anyone, adult or child, can get head lice. It has nothing to do with the cleanliness of a person and does not reflect poorly on parenting or the home environment. When a student has been found to have live head lice, WCPS procedure is that the child must be treated with an over-the-counter head lice product before they are allowed to come to school. After the parents have treated the scalp, the parent must bring the

student to the school (can not ride the bus), the empty treatment box, and school staff will check the student's scalp before the student will be allowed to stay at school.

HEALTH ASSESSMENT

All students entering Kindergarten must be in compliance with North Carolina Health Assessment requirements (G.S. 130-440; every child in this state entering Kindergarten in the public schools shall receive a health assessment. The health assessment shall be made no more than twelve months prior to the date of school entry). Any student not in compliance will be suspended until proof of compliance is received in the school, as per state guidelines.

HOME/SCHOOL COMMUNICATION

School Messenger will be sent to parents to advise them of special events and happenings taking place at Rosewood Elementary School. We will also be utilizing FaceBook and ClassDojo to keep parents up-to-date with important information.

Online Information

Rosewood Elementary School's web page is accessible at the following link:

https://www.waynecountyschools.org/rosewoodelementary_home.aspx.

This site has general information about the school. Wayne County Public Schools' website can be accessed at:

<https://www.waynecountyschools.org>. This website has information

about the school system,
administrative offices, programs etc.

Each staff member has an email account. Classroom teachers send home their email addresses with their students. All staff email addresses follow a pattern: firstnamelastname@wcps.org

Please note teachers cannot monitor emails on a regular basis during the instructional day as they are expected to instruct students and to attend team/school meetings.

Teacher Messages/Voicemail

Each classroom teacher has a voicemail account. As a general procedure, teachers do not receive phone calls during the school day unless it is an emergency or the teacher has contacted the parent/guardian and has notified the school office staff that he/she is expecting a call.

Parents will have an opportunity to leave non-emergency messages in the teacher's voicemail.

The teacher will try to return phone calls the same day unless professional meetings or duties prevent him/her from doing so. In that case, all calls will generally be returned within 24 hours.

IMMUNIZATIONS

All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within 30 days after enrollment in school. Any student not in compliance after 30 days will be

suspended until proof of immunizations is received in the school.

INSTRUCTIONAL TIME

Every effort is made to protect instructional time from outside interruptions. Reviewing after school plans with your child PRIOR to them coming to school will help to safeguard your child's learning time. The teacher has a responsibility to all children in the classroom from the time his/her arrival to the end of the day and cannot stop instruction to talk with parents or visitors.

LEGAL NOTICES

If you at any time have any court ordered documents or court declared paperwork, please immediately notify the school AND provide us with a copy for the protection of your child. In cases of child custody, without a copy of the custody order, we cannot withhold a child from a parent.

MEDICATIONS

According to Wayne County Board of Education Policy, no medication can be given at school without a Wayne County Request for Medication Form. The Form *MUST* be signed by the Physician and the Parent/Guardian of the student. All medications should be in its original container and be delivered to the school by the Parent or Guardian. We will not dispense any medicines unless these guidelines are followed.

LOST AND FOUND

Please label all belongings. All items that are found in the school are placed in the Lost and Found bins. Students should ask to check there first if they have misplaced something. Parents are welcome to come and check as well. Many items still go unclaimed each year and are periodically donated to local charities, when left unclaimed.

PARENT-TEACHER ORGANIZATION

All Parents/Guardians are urged to participate in the Rosewood Elementary School Parent Teacher Organization. This group provides valuable educational opportunities for our students.

PHOTO/MEDIA

Throughout the school year we will be highlighting school activities and student achievements in newsletters, newspapers, web pages, television, etc. Wayne County Public Schools reserves the right to use and/or reproduce photographs, likeness or the voice of your child(ren) in any legal manner for the internal and external promotional and informational activities of our school district.

REPORT CARDS

Report cards are sent home at the end of each nine weeks for grades Pre-kindergarten through fifth grade. Progress reports are sent home in the middle of each quarter for each student. These reports are to keep you informed of your child's progress.

SCHOOL HOURS

Regular school hours are from 7:30 am – 2:45 pm each day. Students should not arrive earlier than 7:10 am. **SUPERVISION IS NOT PROVIDED FOR STUDENTS PRIOR TO 7:10 am.**

SCHOOL IMPROVEMENT TEAM

The School Improvement Team meets monthly. There will be two parents on the School Improvement Team (SIT). This team analyzes data throughout the school, develops plans for continuous growth, and monitors plans already in place.

Input from parents is an integral part of our commitment to parents as partners in the education of their children. Suggestions for school improvement can be given to the parent representatives, teachers on the SIT, or the Principal. Minutes of each meeting will also be posted. This is an open meeting and non-members are welcomed to attend.

STUDENT PROGRESS

Assessment is an ongoing process, it may be informal, formal, or standardized. Informal techniques include student demonstrations, projects, portfolios, and paper and pencil test. The state requires End-Of-Grade testing in reading and mathematics in grades three through fifth and Science in grade 5. Level III proficiency on the End-Of-Grade test meets the on-grade level proficiency standard and, Levels IV & V proficiency meets the college-and-career readiness standard.

Students may also participate in field tests or pilot tests in varied subjects, as directed by the state. Parents will be notified when testing is going to occur.

We are committed to keeping you informed about your child's progress and how you can help him/her. In addition, we welcome your assistance and input into their learning.

student educational opportunities on the basis of sex, race, religion, age, national origin, marital status, or disability.

Escuelas del Condado de Wayne, no discrimina en el empleo, la titularidad, o la promoción de los trabajadores, o en las oportunidades educativas de estudiantes por motivos de sexo, raza, religión, edad, origen nacional, estado civil, o desactiva.

STUDENT SAFETY

Student safety is one of our top priorities at RWE. In order to ensure our campus is safe, parents or guardians will not be allowed to walk their child to class each morning. There will be staff members in various points in the hallways to ensure that your child makes it to class safely.

TITLE I

RWE is a School-wide Title I School. This program provides financial assistance through State educational agencies (SEAs) to local educational agencies (LEAs) and public schools with high numbers or percentages of economically disadvantaged children to help ensure that all children meet challenging State academic content and student academic achievement standards. Please see the Title I Parent Involvement Policy accompanying this handbook.

TITLE IX/504 STATEMENT

Wayne County Schools does not discriminate in the employment, tenure, or promotion of employees, or in

