

Durant Road Elementary Parent & Student Handbook 2024-2025



Where Eagles SOAR!

Updated as of 7/28/24 Please be advised that this handbook will be updated as necessary when new information needs to be added.

WCPSS Mission:

The Wake County Public School System will significantly increase achievement for all students by providing a world-class education that equips students with the knowledge and expertise to become successful, productive citizens.

WCPSS Core Beliefs:

- All children, regardless of socio-economic circumstances, can be high achieving students.
- Academic achievement gaps can and will be eliminated.
- Challenging all students by providing academic rigor is essential to student success.
- Highly effective principals and teachers are key to improving growth in student achievement.
- The Board of Education and Central Services promote an environment of continuous improvement and innovation that results in a high performing organization and is 100% focused on student achievement.
- Supportive and passionate parents, families, student mentors, and other members of the multi-cultural Wake County community are active participants in the education of our students.

Durant Road Elementary School Vision:

At Durant Road Elementary School, our vision is to cultivate a community where every child achieves academic excellence and social emotional growth in a safe, supportive, and equitable environment.

Durant Road Elementary School Values:

At Durant Road Elementary we value diversity, creativity, and equity. In fostering strong, trusting relationships, we cultivate empathy and family partnerships to create a nurturing and supportive environment where every child grows – academically, socially, and emotionally.

Office Information

Office Hours: 8am-4pm

Principal: Tracie Sanchez, tsanchez@wcpss.net Assistant Principal: Lisa Nelson, lnelson1@wcpss.net

Assistant Principal:: Keri Behr, kbehr@wcpss.net Data Manager: Silvia Antonio, santonio@wcpss.net

Lead Secretary: Tasia Cayenne, tcayenne@wcpss.net, Receptionist: Bonnie Trost, bqtrost@wcpss.net

Social Worker: Jarneisha Pearson, jspearson@wcpss.net Nurse: Karin Tooke, ktooke@wcpss.net

School Counselors: Jill Hartley (Grades K, 2, 4), jhartley@wcpss.net, Tiffany Evans (Grades 1, 3, 5), tevans6@wcpss.net

School Psychologist: Brittany Jones, bjones16@wcpss.net

Office Phone Number: 919-870-4220

ATTENDANCE

Attendance is central to educational achievement and school success. State law requires school attendance for all enrolled children. Parents must ensure that all children attend school daily.

A written excuse for each absence is required from the parent/guardian and should be kept on file by the teacher until the end of the school year. Tardy slips should also be kept on file. Students should bring in a note within 3 days of the absence. If a student comes in late, **after the 8:30 school bell**, he/she must be signed in by a parent or guardian using the QR Code and receive an admission slip. If a student checks out early, he/she must be signed out in the office by a parent or guardian, using the QR Code. A child is marked present when they are in school from 8:30 am – 11:45 am or is checked in by 11:45 am and stays until the end of the day.

Whenever a student is going to be absent, parents should email or send a Dojo message to the teacher.

When the child returns to school following an absence, **A NOTE MUST BE SENT BY THE PARENT TO THE CHILD'S TEACHER THAT GIVES THE REASON FOR THE ABSENCE WITHIN 3 SCHOOL DAYS.**

According to Wake County School Board Policy and North Carolina State Law, excused absences are granted for (a) illness or injury, (b) isolation ordered by the health department, (c) death in the immediate family, (d) emergency doctor or dentist appointment, (e) subpoena, (f) observance of a religious event with prior principal approval, (g) valid educational opportunities with prior principal approval. **ALL OTHER ABSENCES WILL BE RECORDED AS UNEXCUSED.**

Students who have 3 or more tardies and/or 3 or more early checkouts in a grading period are not eligible to be recognized for perfect attendance.

If your child has a chronic illness or needs to have emergency medication on hand at school, please contact the school nurse or school social worker at 919-870-4220 to assist you in preparing a school action plan to minimize absence.

MOST FAMILY TRIPS ARE CONSIDERED TO BE UNEXCUSED ABSENCES. A family trip may be considered an excused absence **ONLY** if the **PRIMARY** purpose of the trip is educational and the trip is time-specific (example: a space launch) and must be pre-approved by the Principal. An Educational Absence form can be requested at the front desk or through your child's teacher. Please try to schedule vacations during track-out.

Accumulated Absences

Students with a documented chronic health problem will not be subject to the attendance policy if all the absences are excused. Documentation should be from a physician or other appropriate health care professionals. Routine doctor and dental appointments should be scheduled over track out or after regular school hours if possible.

If you have questions, please contact our school Social Worker.

AFTER-SCHOOL PROGRAM

The Banks D. Kerr YMCA operates an after-school program from 3:05 to 6:00 p.m. on the Durant campus. The program will be based in the cafeteria and multipurpose room. Children in the after-school program must be picked up on the side of the building at the gym/ cafeteria entrance. The YMCA is responsible for all situations that occur once the students are in their care.

ARRIVAL PROCEDURES

The school day for students is from 8:30 am – 3:00 pm **DO NOT DROP STUDENTS OFF PRIOR TO 8:00 am.**

Students may not remain unsupervised outside the building or in the office lobby, media lobby, or classroom areas prior to 8:00 a.m. (Breakfast is available from 8:00 – 8:25 am).

We encourage all parents to help their children learn to enter the building independently. Students start their day best when they are in the classroom, ready to learn by 8:15 a.m. **Students arriving after 8:30 am must be checked in at the office by their parents to receive a tardy slip.** Instruction begins promptly at 8:30 am.

BIRTHDAY PARTIES

- If parents would like to send in a birthday snack, please contact the teacher to arrange.
- All snacks must be store bought.
- Birthday snacks will be eaten in the classroom.
- No balloons are permitted to come to school for birthdays.
- If parents choose to send birthday invitations through the school, they need to go to all children in the classroom.
- It is not the school's responsibility to help parents contact other parents for birthday parties.

CARPOOL PROCEDURES – FOR THE SAFETY OF ALL OUR CHILDREN

As teachers and parents, we can be positive role models for our students by consistently modeling these procedures. Our children's safety is ALWAYS our primary concern. Consistent procedures allow the orderly, efficient, and safe entry and dismissal of all students. Thank you for taking the time to read our carpool procedures!

Mornings: **DO NOT DROP CHILDREN OFF PRIOR TO THE 8:00AM BELL** – there is no supervision prior to 8:00 AM.

- Prior to 8:00am, school issued cabs and PreK parents can pull in front of the school until there is no more space. Once carpool begins, all cars must go through the carpool lane regardless of grade level.
- When entering the school lot, stay to the right and go through the carpool lane. Do not park and walk your child into school, unless this is approved by the principal due to extenuating circumstances.
- Have your child prepared to exit the vehicle once it comes to a stop.
- If your child needs help getting out of the car, please put on your 4-way flashers, do not get out of the car, which can be a safety concern for you.
- All children must exit and enter the vehicle on the passenger side, which is a safety concern for them.
- Cars will pull down to the green square and 5 vehicles will unload at the same time.
- All 5 vehicles will pull away at the same time.
- If your child needs additional assistance or time to exit the vehicle, pull to the orange waiting zone at the front of the line.

After 8:30 AM, Parents will need to park and come to the front door of the school building to sign their children in if they are tardy according to our school's bell. We have a QR Code on the door of the main entrance. Scan this code with your phone and fill out the form to sign the child in.

Afternoons: Parents will be assigned a carpool number to use for all children that attend Durant Road Elementary. Please help the children learn the carpool number. Contact the front office to receive a carpool tag, read and sign the rules of Carpool that must be followed daily. School issued carpool tags must be present in the windows of the cars the whole time the car is on campus. Each family will receive their first 2 tags for free. If additional tags are needed, they can be purchased at the school office for \$3.00 per tag. No handwritten tags or non-school issued tags will be accepted, for the safety of all of our children.

- Display your carpool tag at all times while on campus in the afternoons. We need to see it at multiple points in the carpool lane.
- Stay in the right lane to go through the carpool lane.

- The chain will be up to the left and monitored by a staff member. Only school system cabs or people parking will be allowed to enter to the left.
- If you do not have a carpool tag, you will need to park and walk to the front office to sign your child out. Bring your Driver's License. If this happens consistently, you will no longer be allowed to pick up your child this way.
- We will load 5 cars at a time. The first car will pull up and stop at the green square.
- Staff are there to keep students safe and will assist younger students with opening car doors. Staff are not allowed to buckle students in. If you have a student that needs buckled, please put on your flashers and slowly pull down to the orange waiting/cab zone to get out to help buckle your child in. Start working with your child to learn to buckle and unbuckle their carseat, booster seat, or seat belt.
- All students must enter the vehicle from the passenger side, for the safety of the child.
- If your child is not outside when you arrive to the colored spaces, you will be asked to pull up to the orange waiting zone.
- Follow the directions of the staff members that are there to make sure everyone stays safe.
- All students must be picked up by 3:25pm. Staff begin meetings at 3:30pm.
- If parents arrive after 3:30pm, you will need to park and come to the front door of the building to sign the children out of school. Please remember to bring your driver's license.

Due to major traffic backups and safety concerns, we ask that you respect the following guidelines to make carpool safe and efficient for all:

Do not drop students off in the front parking lot/bus parking lot or allow them to cross the carpool lane alone.

Students may not be dropped off or picked up as carpoolers from the path in Hunter's Knoll, the bus parking lot or from the parking lot at Open Door Church.

Do not talk on cell phones, play radios loudly, honk, or allow children to hang out of windows and sunroofs when driving through the carpool lane. Please be mindful of your speed in the carpool lane. Vehicles should always move slowly and watch for students.

Please remain in your vehicle while you are in the carpool lane. If a student needs assistance, we will be more than glad to assist the student in exiting and entering your vehicle.

Please follow the directions of the staff traffic director in the mornings. Do not pull around other cars unless directed to do so by the traffic director.

Families need only 1 carpool number. All children in the same family will use the same number.

CELL PHONES- STUDENTS

Parents may choose to send their child to school with a cell phone, however, the cell phones must be on silent and kept in the child's book bag at all times. The only time students are allowed to use their cell phones on campus would be to contact a parent in an emergency or with staff permission in trying to reach the parent for an important question. Students do not need to have their cell phones out for any reason, other than this, at school. Cell phones should never be used to record others, take pictures, or get on any form of social media at school. We come to school to focus on learning, not to be distracted by phones.

3 Strike Cell Phone Policy- If student has cell phone out without permission.

1. First Time- Warning by staff member and reminder to put it back in their book bag.
2. Second Time- Phone is taken and turned into administrator for parent to pick up.
3. Third Time- Phone is taken, turned into administrator, and given back at the end of the school year.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school of any changes of address, phone number or email address so we have accurate, up-to-date information for all students. **All parents must give a number where they can be reached during the school day in the event of an emergency and provide a backup person in case a parent can't be reached.**

If changing your phone number or email address please inform the teacher and the Data Manager, Mrs. Antonio at santonio@wcpss.net or call at 919-870-4220.

Address changes must be accompanied with proof of residence which needs to be hand delivered. The proof of residence can be one of the following documents.

- Electric Bill
- Gas Bill
- Water Bill
- Purchase agreement (within 45 days of closing)
- Lease agreement
- Child's Birth Certificate

CHECK IN AND CHECK OUT PROCEDURES

No staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct approval and knowledge of the principal or designee. Also, no student shall be permitted to leave school early under any conditions without parent's or guardian's authorization and the principal or designee's permission. DRES will observe the following check-in / check-out procedures. Students who report to school after 8:30 am must check-in through the office. After 8:30 am we will not allow a child in class without a tardy slip (unless there is a late bus). Parents/Guardians will need to sign their child in using the QR Code if after 8:30 am. Tardies will only be excused with a doctor's note. Students, who receive 3 or more tardies and/or early check outs per 9 weeks, may not receive a Perfect Attendance award.

Students leaving during the school day must be checked-out through the front office. Parents will first use their phones to scan the QR Code outside the door and complete the check-out form. Next, parents will need to ring the doorbell and tell the office who they are and who they are there to pick up. Any person picking a child up must be on the child's check out form and will need to show proof of ID.

If a parent has an emergency and needs someone not on the check out list to pick up a student, parents must call from their phone number or send an email from their email on file to indicate who is allowed to pick up their child that day.

Under no circumstances will a student be released from class without following the above check-out procedures.

****To assist classroom teachers with a smooth transition at the end of the day, parents are asked to refrain from checking out their students between 2:30 and 3:00 pm each day. If you need to pick up your child early for an appointment, you will need to be there before 2:30pm. Daily or frequent occurrences of checking students out early should not occur. If students have daily or weekly therapy or appointments, please discuss with the principal.**

CHILD NUTRITION SERVICES

Our cafeteria staff strive to provide healthy and nutritious meals for our students. Breakfast is available each morning from 8:00 – 8:30 am and each class is assigned a 25 minute lunch. Breakfast is free this year for all students regardless of income. Lunch is \$3.50 for full priced meals and \$.40 for reduced price meals. If you'd like to apply for Free or Reduced meals, complete the application here: <https://www.myschoolapps.com>

You can add money to school meal accounts using: <https://www.myschoolbucks.com>

CLASS PREPARATION

In order for students to make instructional progress, it is expected that they come to class prepared with the necessary tools for learning. These necessary materials may vary from class to class but generally include: pencils, paper, workbooks, and completed homework assignments. **Students are expected to furnish their own supplies based on the supply list from their teacher.** If you need financial assistance for school supplies, please contact the school counselors or social worker.

CODE OF CONDUCT FOR THE WAKE COUNTY PUBLIC SCHOOLS

All students are responsible for complying with and are expected to be familiar with the [WCPSS Code of Student Conduct](#) and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student /Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct Policies, the WCPSS Code of Student Conduct policies shall take precedence.

WCPSS discipline policies are included in the handbook published by WCPSS. You have received a copy of the Wake County Public School discipline policies; it is extremely important that you and your child read these together and that you sign the form indicating that your child is aware of the policies.

Durant Road Elementary School administrators and staff must enforce the WCPSS Code of Student Conduct in order to maintain a safe and supportive learning environment.

DRES Bully POLICY – Bullying is taken very seriously by DRES and Wake County Schools. Types of bullying can include verbal, physical, social and cyber bullying. Our Bully 123 Policy is intended to distinguish between bullying and peer conflict. Bullying is defined as behavior meeting the following 3 criteria: 1) repeated, 2) intentional, 3) intimidating. If the behavior meets all three criteria, it should be referred to school administrators. If the behavior does not meet all three criteria, it is considered peer conflict and should be handled by the teacher or referred to a school counselor if necessary.

COMMUNICATION

E- Mail – Staff members are required to check email daily (but not during instructional time). If you do not know a staff members email address this can be located on our school webpage <http://www.wcpss.net/durantroades> or by calling the front office 919-870-4220.

Class Dojo - ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom to the home through photos, videos, and messages. Important information will be shared with families through Class Dojo, which is our primary communication platform for Durant Road Elementary.

School Messenger is the system we use to make school wide contact with parents. Our initial form of contact is through school emails, Class Dojo and text messages. Phone calls will be sent out in emergency situations only. Please keep your email and phone number updated with the school so you will receive messages when needed through School Messenger.

It is imperative that we maintain effective communication channels between parents and school regarding grades, discipline, and other aspects of school. Written notes, email messages and telephone calls can be effective means of communication.

CONFERENCES WITH TEACHER OR PRINCIPAL

Parent-Teacher conferences are required during Quarters 1 & 3. These can be done virtual or in person. If the teacher feels a conference is necessary outside of these required conferences, the school will contact the parent. If for any reason a parent wishes to have a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the administration. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for students. Regular communication between the home and school is critical. Teachers are not available for conferences between 8:00 and 3:30, **because their primary responsibility is to supervise children during those time periods.**

DISMISSAL PROCEDURE

Every year we will continue to follow a “Bell to Bell” attendance policy. We will not dismiss students between 2:30 and 3:00 to ensure that we protect instructional time for the students. This is disruptive to our classroom instruction and impacts student learning. Please try to schedule appointments after the school day or during track outs.

Parents who pick up his/her child after school will need to go through the carpool line. **Do not wait for your child at the front of the building. Be sure you have a carpool number and use the carpool lane.**

Parents who pick up walkers will need to have their parent walker badge and meet their student (with their matching walker badge) in the back of the school. A DRES staff member will verify your identity and have you sign your student out.

DRESS CODE

Students are asked to dress in a manner appropriate to the learning environment. 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 this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

For their safety, students should not wear flip-flops or clogs during P.E. and outdoor play.

Tee shirts with inappropriate language or pictures are not permitted.

WCPSS policy does not permit the wearing of any head covering inside the building including bandanas.

No symbols, styles or attire frequently associated with intimidating violence or violent groups are permitted (gangs, hate group etc.)

[See WCPSS Dress Code here.](#)

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

Drill types include Severe Weather, Fire, and Lockdown.

FIELD TRIPS

Field trips at Durant Road ES are intended to enhance student learning. In order for students to participate, permission slips should be completed and returned promptly. Approved parent volunteers help supervise small groups to ensure student safety. Parents need to take turns so all who volunteer get to participate at one time or another. Contact the teacher or principal if you need financial assistance for field trips. Parents must register and be cleared as a volunteer prior to chaperone a field trip.

HEALTH ROOM

A health room is available in the main office and is monitored by office personnel. A child may remain in the health room until picked up by a parent or until he/she is able to return to the classroom. Parents are expected to pick their child up within a reasonable time of being notified of their child's illness or condition. Our school does not have a full-time nurse.

Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, and vomiting, red and watery eyes with drainage, severe headache, or undiagnosed rash. **CHILDREN SHOULD REMAIN AT HOME UNTIL FEVER FREE FOR 24 HOURS; CHILDREN WITH NAUSEA, VOMITING OR DIARRHEA SHOULD REMAIN HOME UNTIL FREE OF SYMPTOMS FOR 12 HOURS.**

HOMEWORK POLICY

At Durant Elementary, homework is defined as the time a student spends outside the classroom in assigned learning activities that reinforce and support the mastery of learning. When appropriate and possible, homework should be differentiated for students depending on their mastery of the objectives. It serves to develop regular study skills and the ability to complete assignments independently. Homework completion is the responsibility of the student. In kindergarten and first grade, homework completion could/should involve parent involvement. Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students' efforts and providing an appropriate environment for learning.

Reinforcement - for students who need extra work to reinforce the skills being taught

Enrichment – for students who need/want to more thoroughly proceed in a subject

Completion/Continuation – for students who were unable to finish class work

Review/practice – for students who need to prepare for tests or for review of skills to strengthen understanding

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, please contact the teacher.

<u>Grade Level</u>	<u>Suggested Times</u>
K & 1	10-20 minutes daily including reading
2 & 3	15-25 minutes daily including reading
4 & 5	20-30 minutes daily including reading

If a student's homework is lost or misplaced, the student is responsible for getting the assignment from another student.

Homework will not be assigned on weekends, holidays, or over a track out, unless there are incomplete assignments. Students may, however, work on long-range projects and remediation activities during weekends and track outs.

INCLEMENT WEATHER

When weather conditions threaten the safety of the students, it may be necessary to close school for the entire day, delay opening of school, or dismiss students earlier than usual. When a decision is made by the superintendent, local radio and television stations are notified. On days we have inclement weather, listen to local stations often, as they have the information before we do at school. Please do not call the school office because telephone lines must be kept open for emergency information. Please discuss these emergency dismissal plans with your child so he/she will know what to do in the event of early dismissal from school. The YMCA after-school program will not operate in cases of early dismissal due to inclement weather. School make-up days are typically scheduled on Saturdays. Times will be announced at a later date. Breakfast and lunch are not served on Saturdays.

LANGUAGE ASSISTANCE

WCPSS offers interpretations and translation services for parents needing language assistance through qualified district and outside contractors. The district ensures that all interpreters and translators are trained in the ethics of interpreting and translating, and the need to maintain confidentiality. Parents may refer to the WCPSS website for more information.

LOST AND FOUND

All found items will be placed in the lost and found along the wall across from the media center. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc. All remaining items at the end of each quarter will be donated to a local charity.

LUNCH

Lunch is available for purchase daily from the school cafeteria. Students are also allowed to bring lunch from home. Staff members are not allowed to heat up lunch for children. Please pack lunches that can be eaten without being heated. School staff are legally not allowed to heat up your child's lunch.

Parents are allowed to come to have lunch with their child. Parents can either purchase school lunch or bring something in to eat. There are high top tables set up in the hallway outside the Media Center for parents to eat with their child. No other children are allowed to come out to eat with your child.

Each 1st-5th Grade class has a 25 minute lunch period. Kindergarteners have a 30 minute lunch period.

Practice having your child open their own containers to increase their independence in the cafeteria.

MEDICATION

The safety and well-being of your child is our utmost concern. For this reason, policies for the administration of medications have been designed to protect students. Only those medications that are medically necessary and cannot be scheduled outside of the school day will be given at school.

Designated school officials may only administer medication, including over-the-counter medicines to students:

The Parents Request and Physician Order for Medication Form (1702), which is available in the main office and on the WCPSS website, must be completed by the parent and physician. It is the parent's responsibility to obtain these signatures. We will accept faxed copies

A new Form 1702 is required whenever there is a change in the type of medication or the dosage. New forms are required each school year as well.

Medication must be in a pharmacy container with the student's name, name of medication, date filled and directions clearly marked on the label. Please pick up discontinued medication within 2 weeks.

School staff are not allowed to administer any over-the-counter medication to students without a completed Form 1702 on hand.

It is the parent's responsibility to transport the medication to and from school. **DO NOT SEND MEDICINE TO SCHOOL WITH THE STUDENT.** Please contact the office to make other arrangements if necessary.

MONDAY FOLDERS

Each K-5 student will bring home a work folder **every** Monday. This folder will include the work completed by the student during the previous week and other vital communication such as; teacher newsletters (unless sent electronically), field trip information, upcoming events, order forms, and information about class/school projects. Parents should review weekly progress with the child. All folders should be returned to the teacher each Tuesday morning so the teacher is certain that the parent is aware of the child's progress. We encourage parents to make comments weekly and to schedule conferences with the teacher as needed if there are questions or concerns about the child's progress. Weekly folders also contain important newsletters and notices for parents.

OFFICE

The school office is open from 8:00 am to 4:00 pm., Monday through Friday, excluding holidays. Voice mail is available at all other times at 919-870-4220. If you reach voice mail during the operating hours, please leave a message.

PERMISSION FOR STUDENTS TO LEAVE CAMPUS

In order to ensure that our students are released from school with authorized persons, you need to determine a primary method for dismissal and ensure the teacher knows (e. g., bus, day-care van, carpool, etc.) Any time a child is to leave by any other means, please contact the front office and you should contact the teacher through email or Class Dojo. **No students are allowed to ride home on a bus other than their assigned bus. If students are going carpool with another parent, a letter or email needs to be sent from the parent giving permission for their child to go home with someone else for carpool.**

PERSONAL ITEMS

Students shall not bring toys, trading cards, athletic items, electronic equipment, or any non-essential personal items onto school property unless authorized by a staff member. Durant Elementary is not responsible for lost or stolen items. Toys and games should not be brought to school unless the teacher asks for them.

REPORT CARDS & INTERIMS

- Report cards go home 4 times a year.
- Quarters 1-3 will go home the week after tracking back in.
- Quarter 4 report cards will go home on the last day of school.
- Quarterly Interim Reports will go home mid-quarter for all quarters 1-4.
- Specialist grades are semesterly and will be given at the end of Quarters 2 & 4.

STANDARDS BASED GRADING

To provide consistency to the grading process and better inform parents as to their child's progress towards mastery,

WCPSS is using the Standards Based Assessment in grades K-5. A report card has been developed to align with the Standards Based Grading as well as federal laws and WCPSS policies. The report card measures progress against the uniform standards from the North Carolina Standard Course of Study and uses a consistent grading scale; work habits and conduct are separate. Information related to growth and overall strengths and needs is captured in the teacher comment section.

For academics, students are graded on a 1-4 scale defined as follows:

- Level 4 – exemplary
- Level 3 – proficient
- Level 2 – approaching proficiency
- Level 1 – non-proficient

For conduct and work habits, students are graded on a 1-3 scale defined as follows:

- Level 3 – meets expectations
- Level 2 – inconsistently meets expectations
- Level 1 – does not meet expectations

The report card increases a teacher's ability to communicate with the student and parent about the student's success in meeting the state standards for that grade, as well as reporting on the student's classroom behavior and study habits.

SCHOOL BUS SERVICE AND DISCIPLINE

School bus service is available to all students who reside within the Durant transportation pattern. Questions about bus stops, schedules and routes should be directed to the WCPSS Transportation Department at 919-805-3030 or www.wcpss.net/transportation. The school office does not handle these issues.

Due to liability issues, students may only ride their assigned buses: for this reason, students may not invite friends to ride home with them. Riding the bus is a privilege, not a right; therefore, students must follow the guidelines listed below. In order to provide safe transportation, it is critical for students to display orderly behavior on the school bus.

Rider Expectations

District-provided transportation is offered to eligible riders. For the safety of all, students are required to follow certain rules to maintain the opportunity to use this service.

- Keep your hands to yourself
- Sit in your assigned seat
- Use a quiet talking voice
- Remain seated
- Follow driver's instructions
- Arrive at the bus stop 10 minutes prior to the stop time
- Wait at the bus stop in an orderly manner in a safe location
- Follow loading, crossing rules, and procedures
- Do not bring inappropriate items on the bus or cab
- No hitting and no fighting
- Be totally silent at railroad crossings
- Keep the bus or cab clean

Transportation Intervention

The transportation department will follow the steps below to address any infractions of bus rider expectations in an effort to work directly with the student and family to resolve rider issues. Our goal is to keep students eligible for district transportation.

- First infraction - The driver will discuss any "rider expectations" infractions with the student and document the discussion with the student.
- Second infraction - The driver will discuss the infraction with the student and document the discussion with the student. Transportation will send a letter to the parent describing the infraction.
- Third infraction - Transportation will make a referral to the principal for intervention.

Disciplinary Measures

Disciplinary actions for students who are referred to school administrators for unsafe behavior on the

bus will follow along the lines of how discipline is handled in school. The first referral from transportation is sent to school administrators after the bus rider has had two opportunities to correct the bus driver's concerns through communication between the bus driver and student. The exception would be any major infraction, as listed below, that presents serious safety concerns. In these cases, the student will be immediately suspended from the bus pending a review by the school administration.

Major Infractions

- **Fighting (intentionally attempting to hurt another person)**
- **Drugs (including alcohol and smoking devices)**
- **Weapons or any dangerous instruments**
- **Threats or bullying (physical or verbal threats)**
- **Throwing objects in or out of the bus or vehicle**
- **Sexual harassment**
- **Profanity in an aggressive tone or action (verbal or physical)**
- **Exiting the bus through safety exits**
- **Level II rule violations as mentioned in [School Board Policy 4309 Student Behavior](#)**

Reporting

Major infractions will be reported to school administrators immediately via phone and email.

SNACKS

Students may bring a daily snack to school to eat during their designated snack time. Students are encouraged to bring water bottles daily and can refill them at our refill stations. Snacks should be healthy. High sugar snacks are not good for learning.

In June 2004, the Child Nutrition and WIC Reauthorization Act was signed into law, making it mandatory for all education agencies participating in the National School Breakfast and Lunch Program to create a local wellness policy by June 30, 2006. Much of our Wellness Policy (#5125) pertains to our Child Nutrition Services division. Per the federal mandate, there are areas in the policy that directly pertain to our school practices. Fundraising, rewards, and on campus events are attended to in our wellness policy.

Fundraisers involving food may not operate during the school day.

Edible rewards offered to students must be of high nutritional value. Examples of foods lacking nutritional value include: soft drinks, water ices unless they have fruit or fruit juices, chewing gum, hard candies, gummies or jellies, marshmallow candies, cotton candy, candy coated popcorn, and licorice.

Schools are asked to host student reward events that provide food and beverages high in nutritional value.

On-campus events (e.g., concession stands) must offer 2 or more healthy choices for those individuals who would like an item of high nutritional value.

When preparing snacks, we ask you to keep your child's health and safety in mind. You help develop healthy habits and enhance learning when your child snacks on vegetables, fruit, or low-fat, low-sugar foods. Please

send all food and drinks in a plastic container (not glass). Due to food allergies, please send in pre-packaged snacks with the listing of ingredients, not homemade snacks. Per Wake County policy, no homemade items are to be sent in for whole class celebrations, only purchased items from a place of business. For the sake of our carpets, please do not send red or purple drinks. Carbonated sodas are not allowed for lunch or snacks.

TARDIES

If a student comes in late, **HE OR SHE MUST BE SIGNED IN BY A PARENT OR GUARDIAN** and receive an admission slip from the office. Please do not allow students to walk in alone. This is not safe. Parents of students with excessive tardies will be expected to conference with the principal or counselor and may be contacted by the school social worker. If tardies continue, the social worker will be involved.

TESTING CALENDAR

Our goal is to test every student in a manner that best allows him/her to demonstrate academic skills. As a result, Durant Road Elementary provides test modifications to many special education, 504, and ESL students. For this reason, EOG testing is a massive endeavor that often requires staff from all grade levels and special areas to assist. Unless your child is sick, it is very important that he/she be present on test days. Please do not schedule any morning appointments on test dates. EOG testing is always the last 10 days of the school year.

TRANSPORTATION CHANGES

Due to concerns about safety and liability, we will only honor phone call requests from the phone number on file for the parent to change a child's mode of transportation. We are unable to verify who is calling unless the number is displayed by our caller ID. Additional ways to inform the school of transportation changes include: Dojo sent to teacher from parent or Signed note from parent/guardian with transportation change information included. The school principal or designee will have the final decision on the release of a student if there are any questions.

VISITORS

- All visitors must sign in on the Visitor Management System kiosk and come with their identification.
- The system will screen all visitors to ensure they are safe to be in the building.
- All visitors must wear the visitor badge on the front of their shirt at all times.
- Visitors must inform the front office of where they are going and whom they are visiting.
- Visitors are not allowed in classrooms to observe students or teachers.
- Staff will be contacted to approve of the visitor coming to their location before the visitor receives permission to leave the office.
- Be sure to set up a meeting with the teacher or administrator in advance because staff are not often busy teaching and supervising students.
- Visitors must check out at the kiosk before leaving the school.

VOLUNTEERS

- All school volunteers must register each year and be approved before volunteering for field trips and working with students.
- Sign up well in advance of field trips. It can sometimes take a couple months to get approvals back.
- Sign up here: <https://www.wcpss.net/volunteer>
- Call the office to check on your volunteer status.
- Once approved, all volunteers must sign in on the Visitor Management System kiosk and come with identification.
- Volunteers must wear their badge on the front of their shirt at all times.
- Volunteers must inform the front office of where they are going to volunteer.
- Staff waiting on volunteers will be contacted to verify the volunteer need.
- Volunteers must sign out at the kiosk before leaving the school.

WALKERS

To be approved as a DRES walker, you must live in a safe walking distance and zone from the school. After families complete the walker registration, addresses will be verified and families will be contacted to come pick up their Walker Tags, if approved.

In order to ensure the safety of our students, please read over the 24-25 DRES Walker rules and expectations.

- All walkers should walk from their homes to the school.
- Walker tags will only be given to those that are true walkers walking from their house.
- When on campus for arrival and dismissal, the family members must be wearing their walker badges.
- Only 2 approved walker visitors are allowed on campus at a time to pick up or drop off students, and must wear their walker badges.
- Every family will get two family walker badges and 1 child walker badge per child.
- The walker badge for the child must remain on his/her backpack all year.
- All students must check out with the staff member on duty before leaving campus at dismissal.
- All K-3 students must have a registered adult to leave campus within the afternoon. K-3 students will remain inside the Kindergarten hallway until signed out by the adult.
- 4-5th grade students can have parent permission to walk home on their own, however these students must first check in with the adult on duty at the pavillion.
- If additional family walker badges are needed (for a grandparent, relative, or family friend) the cost will be \$3 per tag, however only 2 adults per child may be on campus to pick up or drop off.
- For morning arrival, students must be walked to the front of the building.
- In emergency situations, a walker may need a different adult to come to pick them up. Please call the office to let us know of the name of the person picking the child up. This person will need to show their ID to the adult on duty in order to get the student to walk home.
- Do not park in the church parking lot and walk across the bus parking lot.

WITHDRAW/CHANGE OF ADDRESS (STUDENTS)

Notify the office as soon as you know that you are moving. This notification must be from a parent. If you have a change of address, please notify the front office via email or in person.