



Wilburn Elementary School
Student & Parent Handbook
3707 Marsh Creek Road
Phone: 919-850-8738
Fax: 919-704-2145
2018-2019

Principal's Message

Dear Wilburn, Elementary families,

On behalf of the entire Wilburn Staff, we welcome you to the 2018-19 school year. This will be an exciting year.

This year we are working with a renewed purpose to ensure our students are college and career ready. At Wilburn we provide a safe, caring learning environment where all students are valued and loved. We have high expectations for our staff, families, and most importantly our students.

It is important that we build strong community partnerships with our families to ensure the varying needs of our students are met. We expect you to take an active role in your child's education by reading with them nightly and completing required assignments for practice. We will communicate the basic guidelines and policies that we all must follow to achieve the common goal of ensuring all students are achieving at high levels. You are an active partner with us on this journey.

We welcome you as a volunteer in our school and encourage to register through the WCPSS volunteer system to receive approval and become an active partner in your child's education. We need you.

This handbook is designed to adhere to Wake County Public Schools Board's policies and Wilburn Elementary School Guidelines. Please be aware that Handbook policy adoption or amendment/revision may occur throughout the year. Changes in policy and procedure or this Handbook's provisions will be made available to parents and students online, through newsletters and through communications.

Sincerely,

Lutashia Dove, Principal

Ldove2@wcpss.net

General Information

School Schedule:

Monday - Friday

First Bell Rings: 8:45

9:15 am Classes Begins

3:45 pm Student Dismissal

Early Release Schedule: Students are dismissed at 1:15pm

August 17th

September 28th

October 19th

November 20th

December 21st

January 18th

February 15th

March 8th

Student Track-Out Schedule:

October 1-19th

December 24th – January 25th

April 1st-18th

Student Holidays

September 3rd

November 12th

December 24th – January 1st

January 21st

April 19th

May 27th

Morning Arrival:

The first bell at Wilburn Elementary School rings at 8:45 a.m. each day. The tardy bell rings promptly at 9:15 a.m. each day. Students must be in their classrooms at this time ready for instruction to begin. Students are allowed to go to breakfast from 8:45-9:10. (Exception to this time limit would be late buses only.)

The following are some safety rules that should be followed. If you are in violation of any of the rules below, a letter will be sent home to correct the matter immediately.

1. The bell rings at 8:45 a.m. daily. NO STUDENT can enter the building before this time unless they are part of a morning club. It is against the school policy for a parent to drop off a child early and leave them unsupervised. Walkers should not report to the campus before 8:45.
2. If your child arrives late for school (after 9:15), a parent/guardian must come inside to sign the child -in and get a tardy slip. **DO NOT** send your child to the office alone.

If your child is a car rider, you must use the carpool line located in front of the school. If you want to walk your child into school, please park your car and walk your child into the building. For your child's safety, as well as to keep order on campus dropping your child off at any other location on campus is a

serious violation of school safety.

Car Riders: Carpool is located off Marsh Creek Road in the front drive.

Please make sure child is ready to exit your vehicle when you arrive at school. Students must exit from the passenger side nearest the curb; we need to keep the carpool lane running smoothly and without delay. Students will be given a carpool tag that must be displayed on windshield for afternoon dismissal. If you need additional tags, you can purchase them for \$3.00. Passing other cars is prohibited at all times unless you are by the traffic official. Violators of established procedures and traffic patterns may lose car rider privileges. If you do not have your tag in your car, you must go to the front office and sign your child out of school. Any changes to transportation, must be requested in writing (signed and dated by parents/guardians) and submitted to the teacher at the beginning of the school day. Transportation changes will not be accepted via dojo, text, or email. The classroom teacher will submit this request to the office at the beginning of the day. Students are not allowed to ride alternate buses unless approved by the WCPSS transportation office.

Parents Escorting students to class

Parents may escort students to class the first week of school. After that, parents must sign in at the front office and obtain a visitor's pass.

Dismissal:

The bell rings at 3:45 p.m. each day. All car riders in grades Pre-K through 5th grade will be picked up through the carpool lane. All school buses will be loaded in the rear of the school off Pinehurst Drive. When called designated teachers will walk bus riders to the rear of the school to load the bus in an orderly manner. All vans will load at the back of the school with buses.

Early Pick-up

If you must pick up your child early, please arrive at school prior to 3:00 p.m. We do not dismiss students after 3:00 p.m. to decrease interruptions to critical instructional time. Please make arrangements to pick-up your child before 3:00 p.m. or understand that your child must wait until 3:45 dismissal to be released. We encourage parents to make appointments over track-out. We discourage parents picking up children during instructional time. However, if you do have an emergency and need to pick him/her up please have a **PHOTO ID** available when picking up.

Telephone Calls

Teachers cannot take phone calls during the instructional day. We will take a message and staff will return your call within 24 hours. We care about your concerns and want to address them as soon as possible.

Food Services

Our cafeteria provides nutritional options for all students. All students receive free breakfast at Wilburn Elementary School. Students may purchase lunch and snacks from the cafeteria. Students are allowed to purchase lunch and one snack daily. Lunch money may be paid for at the beginning of each week for the whole week or by the month. County policy does not allow students to charge lunch. If your child

does not have lunch money, they will be given a fruit and vegetable plate with water. You may put money on your child's lunch account online at www.MySchoolBucks.com or call (855) 832-5226 to enroll. You'll need your child's NCWISE ID to complete this process.

Please note the following information:

- **If you bring lunch to your child, you will be required to eat at the back table against the dividing wall. Your child may invite two friends *only* to eat lunch with them.**
- **Students with food allergies should be documented with the school nurse.**
- **Meal Prices for Students 2018-19**
 - **\$2.55 (Full price)**
 - **\$0.40 (Reduced price)**
 - **Lunch Entrée \$1.75**
 - **Adults:** A la carte pricing for each item

Parties

Please plan for special celebrations of birthdays to take place at home. Please do not bring cupcakes or cakes to school for a birthday celebration. The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be prohibited. Delivery of flowers, food, and balloons to the school can be disruptive to the learning environment, therefore please plan for those special deliveries to take place at home. In addition, in keeping with Board Policy 2420, we cannot send home birthday invitations in students' backpacks.

Flowers and Gifts at School

All special deliveries should be sent to the student's home. If a student receives flowers or gifts sent at school, the student will ***not*** be notified during the school day that they received a delivery. At the end of the school day, parent will be notified and asked to come by the office and pick up the item. **No delivery will be sent the classroom or go home on the school bus.**

Bus Rules and Procedures

Riding the school bus is a privilege. Students must follow the directives of the bus driver and rules and regulations of school bus safety as well as the rules of Wake County Public Schools Code of Student Conduct while at the school bus stop, in the school parking lot, or while riding on a school bus or activity bus. Violations of these rules may result in temporary or permanent suspension from the privilege of school transportation services and may also result in suspension from school. To review WCPSS transportation guidelines, please visit <https://www.wcps.net/Page/175>.

School Bus Rules:

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and bookbag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

Bus Discipline

After a student receives a verbal warning from the driver, the following consequences will occur:

1st Offense: Counsel with the student; parent notification

2nd Offense: Maximum 5 days off the bus and meeting with parents

3rd Offense: Maximum 10 days off bus

4th Offense: Minimum of 10 days off the bus and student may be suspended from the bus for the remainder of the school year and meeting with parents.

If a student is suspended off the bus, parents must provide transportation to and from school or the student will have unexcused absences.

North Carolina law prohibits an adult from stepping on the bus without permission of the driver and prohibits an adult for stopping a bus that is moving.



Bus Reminders

- Bus drivers can only stop at designated stops assigned by Wake County Public School Transportation Department.
- Students must be at their stop ready for pick-up 10-15 minutes prior to scheduled time.

Late Buses

When buses are late, we will post this information on our school Twitter account. If you are not on Twitter, please download the app and follow us at @wilburn_es.

Inclement Weather

We will follow Wake County Public Schools for inclement weather, school closings or delays. You can check Twitter, district website, WRAL, or ABC11.



Health Information

Health Information

The school nurse is at Wilburn three days per week. There are times when emergencies arise, and the nurse is not present. During those times all medications and medical situations will be handled by school personnel. In the event of a serious accident or incident, first aid will be administered, and a parent called immediately. If a parent cannot be reached, we will call the emergency contact you have given us. If it is a life-threatening emergency, we will call 911.

Absences and Health Policies

When a student is unable to attend school, please call 850-8738 by 8:45 a.m. Inform us of your child's name, teacher's name, and the reason for the absence to office personnel or voice mail. Written notification will also need to be sent in the next day the student returns to school for documentation purposes.

Absences are excused for the following reasons, however, if possible, please schedule appointments outside the school day, or make appointments later in the day or earlier in the day to give students opportunities to return to school as it is never the same to make up missed work as it is being in school for the lesson.

❖ Illness or injury that makes the student physically unable to attend school ❖ Isolation ordered by the State or County Board of Health ❖ Death in the family ❖ Medical, dental or other appointment with a health care provider ❖ Religious observance, as suggested by the religion of the student or the student's parents, with prior written approval. (Please get a Request for Excused Absence for Religious Reasons from office personnel and give it to your child's teacher or the front office.) ❖ Participation in a valid educational opportunity, such as travel, that is designated for educational purposes with prior approval. (Please get a Request for Excused Absence for Educational Reasons from office personnel and give it to your child's teacher or the front office.)

Medication

Forms are available in the front office for parents to give to their physician when medication (prescription or over-the-counter) must be administered at school. By law, no one can administer medication to your child without written consent on the Wake County form from the parent and the doctor who prescribed the medicine. Do not send in any medication to school with your child. All medicines must be signed in by a parent. All medicines left at the school at the end of the school year will be destroyed.

Illness During School Hours

If a child is sick in the morning, the school expects him/her to stay home for the day. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up.

- If your child has a fever of 100.0 or higher, they must be picked up from school and cannot return until they are fever free without medication for 24 hours.

- If your child has diarrhea or vomiting, they must be picked up from school and cannot return to school until they have been 12 hours without diarrhea or vomiting.

Immunizations

North Carolina law requires all students to have a health assessment and submit immunization records prior to their first day of school. Parents must provide updated records of their child's immunization.



Community Involvement

Parent Involvement

At Wilburn Elementary, we recognize the importance of you being involved in child's education and we value your support and participation in events. Parents have the opportunity to be involved in every step of their child's educational experience. We encourage families to attend all special events, recognition ceremonies, volunteer when able and become an active member of the Wilburn team. We encourage you to communicate with your child's teachers often. Teachers are required to have two conferences per school year (fall and spring). If your child is below grade level in core academic areas, we will be asked to come in for a conference each quarter. Teachers and parents may request additional conferences any time there is a concern. To protect instructional time and value the time of the teacher, conferences formal or informal *will not* be held without an appointment.

Benefits of Getting Involved

Parental Involvement Reaps Big Benefits

The National PTA shares findings about the benefits of involving parents in education.

By [Edutopia](#)

September 30, 2000

- Parent involvement isn't a luxury -- it's an integral component of student achievement and school reform.

When parents are involved:

- students achieve more, regardless of socioeconomic status, ethnic/racial background, or the parents' education level.
- students exhibit more positive attitudes and behavior.
- students have long-lasting gains for students, parent involvement activities must be well planned, inclusive, and comprehensive.
- children from diverse cultural backgrounds tend to do better when parents and professionals collaborate to bridge the gap between the culture at home and the learning institution.
- schools that work well with families have better teacher morale and higher ratings of teachers by parents.
- school programs that involve parents outperform identical programs without parent and family involvement.
- effective programs are led by a team of administrators, educators, and parents and have access to financial resources.
- they are treated as partners and given relevant information by people with whom they are comfortable, parents put into practice the involvement strategies they already know are effective but have been hesitant to contribute.

Collaboration with families is an essential component of a reform strategy, but it is not a substitute for high-quality education programs or comprehensive school improvement.

Community Involvement continued.....

We believe that as you invest your time by visiting, volunteering, and being involved that you have a positive impact on your child's academic and social success. We welcome you at Wilburn Elementary School.

Visitors

Our school has implemented a door lock system on campus. All doors will remain locked. Wilburn welcomes visitors to our school. All visitors **MUST** report directly to the front office. Before entering the building, visitors will be asked:

- Name
- Purpose of the visit
- Show Identification on camera
- Requested to step back from camera to see from waist up
- Once inside the building, we will request to see your identification and ask you to sign-in on our visitor management system

The safety of our children and staff is always a top priority. You will be given a visitor's badge to wear once inside the building and you will need to sign-out when you leave the school.

Volunteers

The following information describes the procedures for reactivation for continuing volunteer, the process for new volunteers to obtain CRC clearance.

Reactivation for Continuing Volunteers

- All continuing volunteers approved for the 2018-2019 school year **MUST** reactivate as a volunteer **no later than 4:00 p.m. on November 15, 2018**. Reactivating volunteers may go to any WCPSS site and register through the WCPSS internet site (www.wcpss.net), and clicking on the Community Tab, and then Volunteer Registration. **Current volunteers, who provide a valid email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate.**
- After November 15, 2018, individuals previously approved may not volunteer without a new criminal record check. To avoid unnecessary costs to the school system, principals and their staff should encourage continuing volunteers to reactivate early in the school year- and no later than November 15, 2018.
- The volunteer system will be open daily for reactivation/registration.

New Volunteers for 2018-2019

- All new volunteer applicants must register and have an approved criminal record check prior to engaging in volunteer works. Volunteer applicants may go to any WCPSS site and register through the WCPSS internet site (www.wcpss.net), and clicking on the Community Tab, and then Volunteer Registration.
- **Applicants will be notified by email once their application has been approved or approved to drive. Applicants who are not approved will receive notice from Employee Relations.**

- The volunteer system will be open daily for registration.

Our school needs you to volunteer. If you are interested in becoming a volunteer, register at www.wcpss.net at any WCPSS site.

Wilburn Elementary PTA

We encourage all Wilburn partners to become official members of PTS. To join, you need to complete a short membership application and pay only \$7 membership fee. When you join PTA, it does not mean that you are automatically signed up to volunteer, it just means that you support our and believe in what are school is doing. All families involved with our school are welcome to the meetings and events. We highly encourage you to become a member, so you can have access to member benefits, discounts, and resources. We want 80% participation from our families this year.

PTA Board

Our PTA Board is comprised of a group of parents that work together to coordinate a variety of events at the school. If you have questions about any events or want to volunteer, please contact any of the Board members or call the school at 919-850-8738.

President, Angela West	anwest@nc.rr.com
Vice President, Daniel Austria	Daustria77@gmail.com
Vice President, Kara Bundy	karambundy@gmail.com
Vice President, Laura Piazza	lauramariepiazza@yahoo.com
Treasurer: Kathryn Willamor	kwillamor@gmail.com
Secretary, Rana Farwig	rana.farwig@gmail.com

Family Events

The PTA sponsors a variety of family events throughout the school year. These events offer a way for you to get involved in our school. You can help by planning and volunteering at these events. Please contact our PTA board for additional information on how to support these events.

School Improvement Plan and Parent Involvement

In addition to PTA, we need parent representatives on our School Improvement Team, Parent Engagement Team and the District 4 Board Advisory Council. If you are interested in being a part on any of these committees, please contact the principal at ldove2@wcpss.net.

Dress Code

To help our students focus on learning without distractions, we expect each student to dress appropriately. If your child is in violation of the dress code policy, you will be called and asked to bring a change of clothing. If you cannot bring clothing, we have a clothes closet supplied with clean clothes for our students.

This year all student will be required to purchase a team t-shirt.

Don't wear:

- exposed undergarment
- sagging pants
- see-through or excessively short, tight or revealing clothes
- bare midriff or strapless shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

Principals may use their discretion in implementing the dress code, including making reasonable accommodations based on your student's religious beliefs or medical conditions.

Student Code of Conduct

WCPSS Code of Student Conduct

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 on the WCPSS website and 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.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

HARASSMENT/BULLYING

The Wake County Board of Education prohibits harassing or bullying behavior as stated in BP 6414. As used in this policy, harassing or bullying behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school function; on a school bus; or as otherwise stated in Board Policy 6400- Student Code of conduct, and that places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property or creates or is certain to create a hostile environment by substantially interfering with or impairing a students' educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

THREATS/HAZING

Threat/False Threat – per Board Policy 6410, no student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Hazing - Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonable to cause fear or a disruption to school activities.

WEAPONS AND DANGEROUS INSTRUMENTS

Occasionally at the elementary level, we have students bring items that are not appropriate for show and tell. Help us by checking your child's book bag to make sure the items are appropriate for school. Below is Wake County Board Policy 6410 listing dangerous instruments or weapons:

“No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument/substances. 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 and Dangerous instruments include: any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal

shaving), boxcutter, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Dangerous Instruments/Substances: Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury. Wake County Policy 6410 also states that laser pointers could or do cause physical harm, the laser pointer may be considered a dangerous instrument. **Facsimile of a Weapon:** any copy of a weapon that could reasonably be perceived to be a real weapon.

Please put your child's name on all personal items (including lunch boxes).

INTERNET / E-MAIL POLICY

Per Board Policy 6446: "The Wake County Public School System believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for communication and collaboration, exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their child should follow when using media and information resources. To that end, the Wake County Board of Education supports and respects each family's right to decide whether or not to deny their child's Internet access. Students are granted access to the Internet automatically. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form."

Lost and Found

The lost and found for clothing and lunch boxes is located in the cafeteria. Money and eyeglasses will be kept in the office. Unclaimed items will be donated to a local charity monthly. Please do not allow students to bring large sums of money, valuable items (ie. cell phones), toys, games, cards etc. to school. For security reasons, valuable items will be held in the office until parents can collect them. The school is not responsible for items that are misplaced, missing, or stolen.

Academics

Literacy Instruction

We have a daily ELA (English Language Arts) block of 180 minutes. During this time students will be engaged in small group reading, large group mini-lessons, read alouds and writing. In small group reading, we target specific reading needs for students. The teacher will integrate other subject areas into the reading instruction by using fiction and non-fiction texts when appropriate. There is a greater focus on phonological awareness and phonics in the lower grades. In the upper grades there is a greater focus on comprehension, fluency, and vocabulary development. We welcome parent to volunteer in the classrooms to assist with literacy instruction and see how to support your child.

Homework

We believe that learning is important and should continue beyond school hours. Daily homework should not be viewed as punishment but rather to encourage, practice, and extend learning. The Homework Plan specifies the school's policies and guidelines regarding homework.

Purpose

- To enrich, practice, reinforce, and extend the curriculum
- To teach responsibility and good study habits

Procedures

- Homework will be given only for skills that have been explained and practiced in class.
- Provisions will be made upon student request for students who do not have necessary materials in the home.
- Homework other than special projects will not normally be given on weekends.
- Specific time ranges, designated in the next section, represent expectations of students with average ability and study habits.

Procedures by Grade Level, in accordance with the WCPSS Homework Policy:

- **Kindergarten:** Homework will be indicated in the weekly folder and should not exceed 20 minutes per night.
- **First Grade:** Homework will require an average of twenty (20) minutes per night.
- **Second Grade:** Homework assignments should be completed in twenty (20) minutes per night.
- **Third Grade:** Homework assignments are posted daily for each subject area and should be completed in fifty (50) minutes.
- **Fourth Grade:** Homework assignments are posted daily for each subject area and should be completed in fifty (50) minutes. Students will use their agendas to record assignments.
- **Fifth Grade:** Homework assignments are posted daily for each subject area and should be completed in fifty (50) minutes. Students will use their agendas to record assignments.
- **Special Programs:** Assignments are based on the class program and individual student's needs. Mainstreamed students will follow the procedures outlined for that class/grade level and in the IEP.

Evaluation

- Homework will not be graded but will be an opportunity for students to practice their skills and knowledge of the objectives. Teachers will give feedback on homework in the form of written and/or verbal comments.

Role of Parents

- Cooperate with the school to make homework effective.
- Provide their child with suitable study conditions (desk or table, lights, books, and supplies.)
 - ✓ Reserve a time for homework and turn off the television.

- ✓ Encourage their child but avoid undue pressure.
- ✓ Show interest in what their child is doing but do not do the work for the child.
- ✓ Understand that the school expects homework to be completed and returned on time. They should consult the teacher with any concerns regarding homework.

Role of Students

- Brings notebook, paper, pen or pencil, and other necessary materials to class.
- Is an active participant in the classroom – listens well and takes part in discussions.
- Asks questions if s/he doesn’t understand the discussion or if s/he has a problem.
- Plans her/his work, schedules time for homework each day, and makes sure s/he understands the assignment before leaving class.
- Uses what s/he learns in each subject and applies that knowledge to the other subjects.
- Strives to do her/his best – not just enough to get by.

K-5 GRADING SYSTEM

In grades K-5 students are evaluated on standards-based grading scale. The student performance levels of 1-4 indicate whether students have met the expectations set by the state in the Standard Course of Study. The student performance levels are defined as follows:

- Level 4 - Exemplary
- Level 3 - Proficient
- Level 2 - Approaching Proficiency
- Level 1 - Non-Proficient

Grades are provided twice a year for weekly special classes as art and music, instead of quarterly. Classroom behaviors are reported separately. In Kindergarten classroom behaviors are separated into two categories, personal/social development and work habits. In grades 1-5 the behaviors are separated into work habits and conduct. Each behavior is rated according to the following scale:

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

Text Reading and Comprehension Grade Level Quarterly Benchmarks

Note: Once a student reaches Level E, the written response questions are added to the reading assessments.

Grade Level	BOY	MOY	EOY
K	B	D	E
1	E	I	L
2	L	M	O
3	O	P	R
4	R	T	U
5	U	V	V

BOY: Beginning of Year, **MOY:** Middle of Year, **EOY:** End of Year

WES Behavior Expectations

At Wilburn Elementary, we will follow a PBIS (Positive Behavior Intervention and Support) and CKH (Capturing Kids' Hearts) model to establish a positive school environment. To ensure a positive school environment where good character can flourish, all adults must practice behaviors that support student independence and responsibility. In demonstrating the following behaviors, adults will serve as effective role models:

1. Demonstrate respect for self, children, parent, and colleagues by treating others as you would like to be treated.
2. Attend to inappropriate behaviors quickly and fairly, using schoolwide questioning strategies (e.g. Capturing Kids' Hearts 4 questions).
3. Be clear consistent, and fair with all students.
4. Encourage success by highlighting the act, academically and socially, thereby promoting a positive school climate.
5. Model, practice, teach, and reinforce appropriate behavior.
6. Involve the student, parents, peers, and/or administration in making discipline decisions.
7. Invite parental involvement and support to enhance the school climate.
8. Share responsibility in effective discipline.
9. De-escalate the situation by decreasing the voice volume and audience.

All teachers will utilize Class Dojo as a classroom management tool. Teacher should follow schoolwide strategies for implementation of this tool, in conjunction with a classroom management plan and Social Contract.

The teacher's responsibilities are to teach character education traits, mediation techniques, and restitution principles; set the climate for encouraging social skills; and model social skills in conflicts that children have with each other and the teacher.

It is imperative that teachers determine and seek assistance when a student requires additional support, including assistance from school counselor, social worker, school psychologist, an administrator or nurse as appropriate.

When responding to discipline matters, teachers should use a tiered system that adjusts in intensity based on the context of the disciplinary issue being addressed. See the following example for reference:

Step 1: Conference and verbal warning. Review Social Contract to recap expectations

Step 2: Class Dojo points, silent lunch, loss of privilege, parent contact

Step 3: Referral to an administrator

Before a referral form, minor or major, is submitted for a student, the student should be informed of the expectation that was not followed and given an opportunity to respond (Capturing Kids' Hearts 4 Questions)

Minor referral forms must be filled out on paper form and retained by the classroom teacher. After 4 minors within 10 days for same behavior complete a major referral form in ECats (See Discipline Flow Chart). Major referral forms should be shared with the Assistant Principal using the "refer" button. Any issues needing immediate attention, such as if classroom safety is jeopardized or there is a severe disruption in instruction, should result in a call to the front office to seek assistance from administration.

Never send a child unattended to the office, as this creates safety concerns. Either call the office for someone to come get the child, walk the child to the office yourself if there is supervision for other children. Class assignments or classwork also need to be sent to the office if a student is going to be out of the classroom for more than a class period.

Positive Behavior Intervention Supports (PBIS): defining, teaching, and supporting appropriate student behaviors in classroom and non-classroom settings. With a focus on desired behaviors, we hope to prevent negative behaviors as much as possible and create ways to help students who may struggle with behavior. Contact person:

Capturing Kids' Hearts (CKH):

Incorporating unique processes to build relationships with students through tapping into the social emotional needs of our students. Teachers and students will develop a Social Contract to govern interactions within the classroom. Teachers will address positive behavior through the use of affirmations. Alternately, teachers and staff will address off task behavior using a systematic approach, referred to the 4 Questions. Teachers will also incorporate Good Things and employ an EXCEL model into their classroom and teaching to build positive rapport with the students.

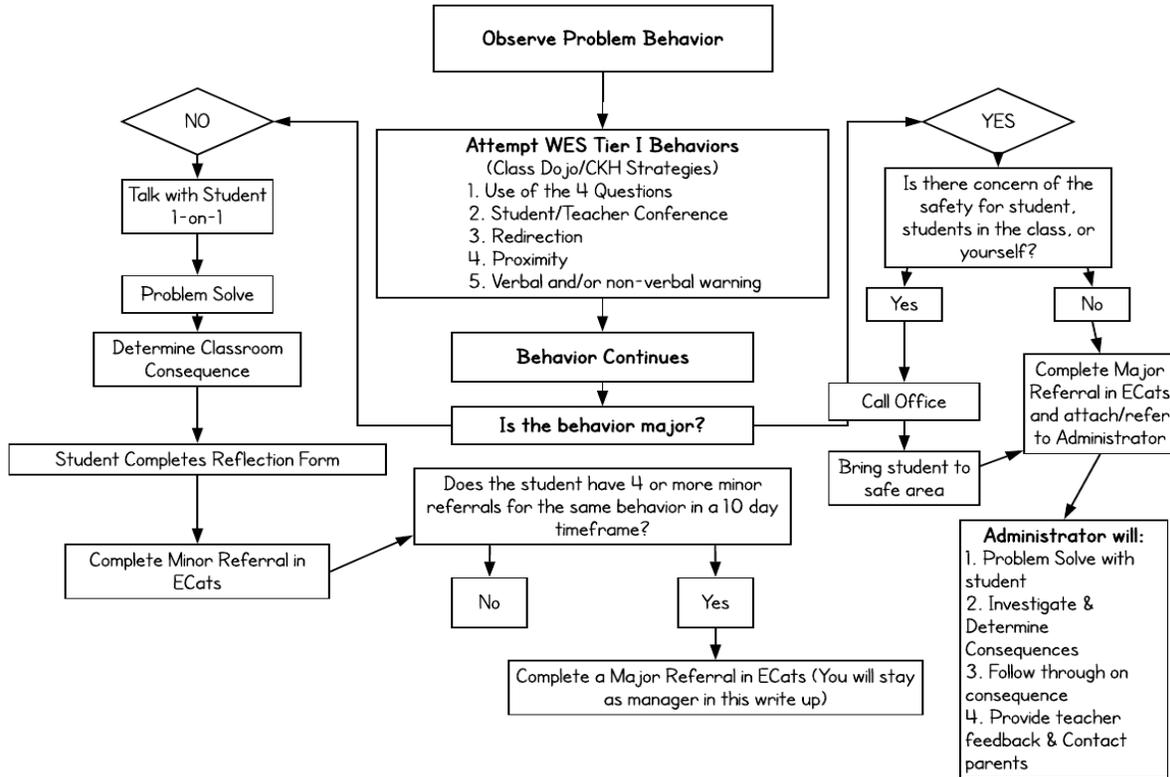
Contact person: Scott Gaitan, Assistant Principal; Tam Hamilton, School Counselor

Multi-Tier System of Supports (MTSS): Tier 3 Team- allows teachers to quickly identify student needs and the best methods to address them. These can be needs of individual students or groups of students, related to academics, behavior or both.

Contact person: Tabatha Barnekow, MTSS Coordinator

Discipline Flow Chart

(Procedures for handling undesired behaviors)



WES Behavior Expectations

In case you have a specific need, please use the numbers below to assist you:

- Main number: (919) 850-8738
- Registering your child or withdrawing them from school: Mrs. Cindy Parry, Data Manager, cparry@wcpss.net
- Spanish Speaking support: Ms. Wanda Rosario, wrosario@wcpss.net
- Transportation: Mr. Scott Gaitan, Assistant Principal, sgaitan@wcpss.net
- Counseling Support: Ms. Tambryme Hamilton, thamilton@wcpss.net
- Medications: Mrs. Nicole Lane, School Nurse, nlane@wcpss.net
- Cafeteria: Ms. Sandra Ruff, Cafeteria Manager, sruff@wcpss.net
- Media Center: Ms. Ivelisse Maldonado, Media Specialist, imaldonado@wcpss.net

If you are unsure of whom to call, contact our main number listed above. Our Receptionist will be glad to help you.