



# Welcome Elementary School

5701 Old Hwy 52  
Lexington, NC 27295  
Telephone: 336-731-3361  
Fax: 336-731-2799  
<http://wes.davidson.k12.nc.us>

## 2018-2019 Student Handbook

Principal

**Cheryl Rich**

Assistant Principal

**Loryn Morrison**

### SCHOOL VISION

*Our students will be responsible, independent innovators who can persevere through challenges and embrace diversity.*

### MISSION STATEMENT

*Our mission is to maximize the educational potential of our students through collaborative, global, and diverse learning within a nurturing environment.*

### SCHOOL MOTTO

*I am a life-long learner.*

### SCHOOL SLOGAN

*We are respectful.*

*We are responsible.*

*We are life-long learners.*

**One Town, One School, One Family: Welcome Pride**

## SCHOOL SCHEDULE FOR 2018-2019

7:30 am	Early Arrival <ul style="list-style-type: none"><li>● K report to Kindergarten Story Time</li><li>● 1<sup>st</sup> and 2<sup>nd</sup> report to the Media Center</li><li>● 3<sup>rd</sup> - 5<sup>th</sup> report to the Multi Purpose Room</li></ul>
7:30 am – 7:55 am	Breakfast in the cafeteria
7:45 am	K, 1 <sup>st</sup> , 2 <sup>nd</sup> grade students are dismissed to report to classrooms
7:50 am	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> grade students are dismissed to report to classrooms
8:00 am – 2:35 pm	Instructional Day
2:40 pm	School Dismissal

### **Communication**

Teachers are available for phone calls between 2:45 - 3:15 pm. Please be aware that teachers will not be able to accept phone calls between 8:00 am and 2:35 pm in an effort to protect the instructional day. Phone messages will be forwarded to the teacher's voicemail so that they may contact you as soon as their schedule allows. Teachers will return phone calls, emails, and notes as soon as their schedule allows, which in some cases may be the next school day.

### **Visitors**

We welcome parents and visitors to our school and are happy to have you with us whenever you can be a part of our school routine. We do require that every parent/visitor report to the office and **not to the classroom**. When you arrive, please report to the front office door, present yourself to the camera and press the entry button. A member from the office staff will provide access to the front door. Please visit the front desk and a member of our office staff will notify the classroom teacher of your presence. **All parents and visitors must sign in at the front desk and wear visitor passes when in our building.** This is for the safety and protection of our children.

After 3:15 pm, students should not enter classrooms when teachers are not present to pick up forgotten items. Any student who wishes to enter a classroom after 3:15 pm must be escorted by a member of the office staff.

## SCHOOL PROCEDURES AND GENERAL INFORMATION

### **AGENDAS FOR ALL 3-5 STUDENTS**

Third grade through fifth grade students are provided an agenda which helps students organize their daily assignments and school activities. It is very important for parents/guardians to review and sign agendas **each night**. This is a valuable communication tool between school and home. Teachers will check agendas each day to answer notes from home and/or include notes to home. In addition, each K-5 student will be given a folder to be used for school-home communication.

## STUDENT FEES

### Kindergarten through Grade 5

**School Fees-----\$7.00**

These fees are for library books, current news publications, instructional materials, supplementary materials, first aid, and physical education supplies.

**Kindergarten through Grade 2 Communication Folder-----\$1.00**

**Grade 3 through Grade 5 Agenda and Communication Folder-----\$5.00**

## ARRIVAL AND DEPARTURE PROCEDURES



### MORNING PROCEDURES

Cars bringing students to school in the mornings should enter the school campus in the back from Center Church Road. Traffic coming in will enter by Pickett Drive and leave on Cranford Street. **Students should exit their vehicle when the line of traffic comes to a complete stop. Do not wait for the car door to be opened by an adult. All students should exit on the right side.** Please limit cell phone use while you are in the car rider line to ensure the best traffic flow and student safety. A traffic flow map will be sent home at the beginning of the year and will also be available in the office for car rider parents.

Visitors needing to enter the building between 7:30 am and 8:00 am should park in the back parking lot and walk to the front entrance. **Students may not be dropped off in the front bus lot.** Students that arrive after 8:00 am should be escorted into the building by an adult and signed in. After 8:00 am, there are no adults on duty outside. The preceding policy of walking students inside should be followed for the safety of our students.

Beginning on **Monday, September 10th, 2018**, all parents will need to stop at the car rider entrance or office lobby and allow students to proceed to class on their own. Developing student responsibility and independence is a part of each child's education, including students learning to go to class by themselves.

### TARDY POLICY

School begins **promptly at 8:00 am** and ends at 2:35 pm. **If your child is tardy to school you must walk him/her in the building and sign them in before they may proceed to their classroom.** Being tardy for school causes inconveniences and establishes poor life habits. It is imperative that children be in school on time to receive the full benefit of the instructional day. It is important that as adults we aid our children in setting life long habits of being on time and ready for their day at school. Being tardy interrupts the instructional time for all the students in the classroom and therefore, we must all take responsibility for maintaining the flow of the school day. If excessive tardies occur, we will involve our school social worker to assist in ensuring all students receive full benefits of their education.

In accordance with the North Carolina Compulsory Attendance Law, G.S.115C-378, A parent/legal guardian of a student under sixteen years of age is held accountable for their child's attendance. The law also specifies attendance must be maintained for the entire school day unless a valid reason for the exception exists. Local school board policy requires excessive tardy notification to be given to parents. If tardies continue, appropriate disciplinary action may be taken. At Welcome Elementary School, students with ten or more tardies will be referred to the school social worker and truancy court coordinator for violation of the compulsory attendance law.

### **EARLY DEPARTURES**

If there is a need to pick up your child from school early, please follow the listed guidelines:

**\*\*To be counted present for the day, students must be in class 3 hours and 15 minutes.\*\***

1. Please send a note to notify the teacher of the early dismissal.
2. Report to the office.
3. Someone from the office will send for your child(ren) upon your arrival. **Students will not be called out of class to wait in the office for parents.**
4. Be prepared to show photo identification.
5. Sign the student out of school and state the reason for the early dismissal on the form provided in the office. This is for the safety and protection of your child(ren) should they need to be located at a later time. This also ensures that children only leave school with designated persons.
6. **Only the persons listed on the student's profile form will be allowed to pick the child up, so please keep this form updated. We will not release students to individuals that are not on the student's profile form.**
7. Transportation changes must be in writing from the parent/guardian. **Transportation changes by phone will only be accepted in emergency situations.**

These regulations are to protect our students, to be certain he/she leaves with those individuals you have given us permission to release them to, and to ensure that we know their location. We are required by law to keep these records for reporting attendance to the State Department of Public Instruction. **NEVER take a student from the bus area or car rider area.**

### **AFTERNOON PROCEDURES**

School dismisses at 2:35 pm. Students cannot check out after 2:15 pm. Please check out prior to 2:15 or wait in the car rider line. Students will load cars and buses in an orderly manner. **WE RESPECTFULLY REQUEST THAT ALL PARENTS REMAIN IN THEIR VEHICLES WHILE WAITING FOR THEIR CHILDREN TO ALLOW FOR A SAFE AND ORDERLY DISMISSAL PROCESS. Parking along the side of the road is prohibited.** We request that Welcome Elementary Families respect the residents' property adjoining our school campus by not parking along their property lines or throwing trash on their lawns. Cars leaving and going right on Center Church Road will exit on Cranford Street and cars turning left on Center Church Road will exit by Pickett Drive.

Car rider students will wait for their name to be called from the attendant on duty and will enter their car with staff assistance. Please have the name tags ready to show the attendant on duty, refrain from cell phone use while moving in the line, and pull closely to the car in front of you.

### **TRANSPORTATION CHANGES**

Car rider transportation changes can be made by writing a note to your child's teacher, by fax (336)731-2799, or email by 1:00 pm to [welcometransportation@davidson.k12.nc.us](mailto:welcometransportation@davidson.k12.nc.us) . Please include **date, first and last name of your child, teacher's name, any changes to be made, and your signature.** **ONLY EMERGENCY CHANGES** can be made by calling our school. Examples of **EMERGENCIES** include: car broken down, at hospital....etc.

### **BUS TRANSPORTATION CHANGES**

It is district policy that students are only allowed to be transported to and from the address listed on Davidson County Schools Transportation Request form. **Students are not allowed to ride the bus home with friends or to another address that is not on the regular assigned bus route.**

**If students need to begin riding the school bus, and are not currently assigned to a route, a change of address, or moves to another school within Davidson County Schools, a Davidson County Schools Transportation Request form must be filled out by the parent/guardian. It will take up to 10 days to be approved by the district office. Parents/Guardians must arrange transportation until the change is approved by the Davidson County Transportation Department.**

If parents/legal guardians wish to request a change of location to a current assigned bus stop, they must come to the office and complete a **Davidson County Schools Bus Stop Investigation Form.** **Parents must allow 1-2 weeks for processing and investigation. Please also note that a request for investigation does not mean there will be a change.**

### **Pre-K through 3rd Bus Stop Guidelines**

Parents and/or legal guardian must be at the designated afternoon (PM) bus stop to receive their Pre-K-3rd grade student(s). If there is no parent at the afternoon stop, the student(s) will be transported to the next school on the bus route. **NOTE:** This could be an Elementary, Middle, or High School.

Consequences: If a parent and/or legal guardian is not at the designated Pre-K-3rd grade bus stop, the following actions will be taken by the Assistant Principal at the elementary school:

- **First Time Offense:** A warning letter will be sent to the parent/legal guardian. This letter will inform you that the next offense will be an automatic 1-day suspension off the afternoon (PM) bus privilege for the student(s) involved.

- **Second Offense:** The parent/legal guardian will be informed that the afternoon (PM) bus privileges will be suspended for 1-day for the student(s) involved. This suspension will be the next school day. Additionally, the parent(s)/guardian will be informed that the next offense will result in a mandatory scheduled conference at the school with a member of the school administration and an automatic 1-day suspension for the student(s) involved.
- **Third Offense:** There will be a mandatory conference scheduled as soon as possible with members of the school administration and the parent(s)/guardian(s) to discuss future bus privileges of the student(s). Beginning with the third offense, school administrators may increase the number of days that afternoon (PM) bus privileges are suspended for the student(s) involved at their discretion.

### **AFTER SCHOOL CARE**

The Lexington YMCA provides after school care at Welcome each afternoon. There are a number of daycares in the area and several provide transportation to and from school. Please contact the daycare directly for further information.

### **ABSENCES**

#### **Maximum Number of Absences:**

The Davidson County Schools Attendance Policy states that there will be a maximum of sixteen (16) absences allowed for students attending an elementary school. The complete Davidson County Attendance Policy (6.4) is available upon request. Students who exceed this limit for any reason shall not be promoted to the next grade level unless they:

- A. are granted a waiver from the by the principal based on DCS School Board Policy. A student may apply to the principal for a waiver for lawful absences due to extenuating circumstances, examples of which may include a chronic medical condition for which previous documentation has been submitted, attendance in a court proceeding, etc. This request shall be submitted in writing on the Davidson County Schools Waiver Form. The principal will review waiver requests and provide written notification to the parent of the decision and rationale for waivers that are denied. Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal/designee will make the final determination as to the appropriateness of the waiver request. If the waiver is denied at the school level, the parent and student may appeal to a district-wide committee assembled by the Assistant Superintendent of Curriculum and Instruction within three (3) days of receiving notification of denial. Parent and student may appeal any such final decision pursuant to Section 1.6 of Davidson County Board of Education policy to the Assistant Superintendent of Curriculum and Instruction.

### **THE COMPULSORY ATTENDANCE LAW**

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

continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." (Public Schools Laws of N.C.: G.S. 115-C- 378)

(NC STATE LAW - HOUSE BILL 558)

Requires the parent to send a written excuse for every absence within 3 school days. Failure to submit appropriate documentation as to the reason for the absence(s) within three (3) days of returning to school will result in the absence being coded as unexcused. An absence may be excused for any of the following reasons with a written excuse from the parent or guardian:

1. Personal illness or injury occurs that makes the student physically unable to attend school
2. Isolation ordered by the State Board of Health
3. When there is a death in the immediate family (including but not limited to the grandparents, parents, brothers and sisters) of the student
4. When the absence is due to a medical or dental appointment, appropriate documentation is required. Appropriate medical documentation if presented by the student can include:
  - a. Dated doctor's statement on letterhead
  - b. Diagnosis by physician - clarifying whether illness is a prolonged illness contributing to, or which could be contributed to, a pattern of absences requiring a student to be out of school and further clarifying when a student should be able to return to school.
  - c. Dated parent's note stating clearly the reasoning for the student's absence and/or referencing a previous diagnosis rendered by a medical professional and submitted to the principal
5. Participation under a subpoena as a witness in a court proceeding
6. A minimum of two days each year for observance of an event required or suggested by the religion of the student or the student's parent(s). The student's parents must give the principal written notice of the request for an excused absence at least three (3) days prior to the scheduled religious observance. The student shall be given the opportunity to make up any tests or other work missed due to such an absence for a religious observance;
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page with prior approval from the principal/designee.
8. Pregnancy and related conditions or parenting, when medically necessary.
9. Visitation with the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy, 6.39.6, 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.

**\*\*Absences due to extended illnesses generally require a statement from a doctor. After 12 absences, a doctor's note will be required for all future absences.\*\***

A child must be in attendance in the classroom for a minimum of one half of the school day to be counted present for a day. This means a child must be in the classroom a total of three hours and fifteen minutes (3 1/4) hours per day. The mid-point in our school day is 11:15 a.m.

Attendance policy. **Updated: August 7, 2017**

**6.36 HEAD/NIT CONTROL (Adopted/Revised 6/29/17)  
(Formerly Head Lice Control)**

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

**CAFETERIA INFORMATION**

**Due to Healthy Active Children Legislation, we no longer serve soft drinks (carbonated beverages) to our students. In addition, visitors eating lunch at Welcome Elementary will no longer be permitted to bring in lunch from restaurants. When you visit for lunch, please sign in at the office, inform the office of who you are eating with, and wait for the student to come by and get you or for the office staff to direct you to the cafeteria. After eating lunch, please do not walk the student back to class. This causes disruptions to instructional time.**

BREAKFAST

Student Full Price.....\$1.50  
Extra Milk .....\$ .50

LUNCH

Student Full Price.....\$2.75

All adults (guests, teachers and staff) are A la carte pricing for both meals.

Breakfast items may be purchased individually without buying a complete breakfast. Supplemental items are available for purchase at lunch as long as your child buys or brings a regular lunch. Students may prepay at any time or pay each day as they go through the line.

In the event your child forgets his/her lunch money, the cafeteria will charge lunch for that day and send you a notice. Please make sure this money is returned the **next** school day. In order for us to maintain sufficient funds for all our children to be able to charge in an emergency situation, these charges must be repaid promptly. Free and reduced lunch forms are available in the school office. If you have questions about your child's lunch account, please call the cafeteria at 731-3721.

Meal and item charges are permitted as follows for ALL Davidson County School students:

- For all elementary and middle school students, including but not limited to reduced meal benefit students, up to three breakfasts and three lunches may be charged (\$11.25).



- When the student's meal charge reaches \$37.50, the account balance charge may then be turned over to a collection agency selected and approved by the Superintendent of the Davidson County Schools and the breakfast and lunch sandwich meal option will continue until the total outstanding charges are reduced below \$11.25.
- NO supplemental sales items, such as milk, cookies, ice cream or potato chips, may be charged at any time.
- NO supplemental items will be allowed for purchase until all outstanding charges are paid in full. Any money given to the cafeteria will be applied towards any outstanding charge balance.
- Child Nutrition Services will call all parents every Wednesday for any meal charge and will call every day for charges over \$11.25.
- If the student's charge balance exceeds \$75.00, at the discretion of the school principal and social worker, Davidson County Social Services (DSS) may be contacted in relation to potential student neglect.
- Our Child Nutrition Department allows parents to prepay for meals and put money on their child's account at **www.lunchprepay.com**. This website also allows parents to get a detailed report of purchases made by their child.

Approved: June 30, 2011

### **FIELD TRIPS**

All chaperones for field trips must complete a background check at least two weeks prior to the trip. Also, all field trip permission slips must include information on Medical insurance or Medicaid in case of emergency.

### **EDUCATIONAL OPPORTUNITIES**

Educational Opportunity forms can be picked up from the office. Forms must be pre-approved prior to the trip and meet educational criteria.

### **CLASSROOM CELEBRATIONS**

There will be 2 classroom celebrations that parents are invited to attend: Christmas and End of the Year. Parents may not send/bring cupcakes, ice cream, or any such refreshments to school unless it is pre-approved or requested by the teacher and less than 200 calories. **The Health Department does not allow any homemade food items; only those from licensed businesses will be allowed.**

### **DRESS CODE**

We feel that most students dress appropriately for school every day. The home and the school need to cooperate in the matter of dress. School is a place of learning. Children who are dressed in appropriate school clothing perform more adequately. Students are required to dress modestly. Their attire shall not be disruptive to the learning environment or opposed to predominant community standards. Students shall dress in a manner that does not endanger the safety of themselves or others.

Inappropriate Dress or Appearance for Elementary Students (Grades K-5):  
The following attire is considered inappropriate for elementary students:

- Clothing or attachments that are disruptive to the teaching learning process or are revealing, indecent, vulgar, or obscene.
- Clothing which promotes alcoholic beverages or the use of controlled substances by words or symbols, or is of a disruptive nature.
- Clothing that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols.
- Hats, sweatbands, bandannas, or sunglasses inside school buildings.
- Clothing that is sheer or mesh. Undergarments that are visible.
- Sagging pants which cause undergarments to be visible.
- Footwear that may present a hazard to health and safety.

**Welcome Elementary Dress Code:**

- Shirts/jerseys with open sides are not permitted.
- Shoes should be appropriate for outdoor and gym play. High heels and flip flops do not promote student safety or play.
- Shorts and skirts should be mid-thigh in length.

When a student's appearance is felt to be detrimental to the school program, the student may be sent home to change or a parent-administrative conference will be arranged. The complete Davidson County Student Dress Code Policy (6.37) is available upon request. **If students are wearing inappropriate apparel, parents will be called by the teacher to bring a change of clothes for the student. If the parent cannot provide appropriate clothing, our school will provide the student with items from our clothing supply room.**

***Adults entering the building or coming to school events should follow the same dress code. It is imperative that we not interrupt the flow to the instructional day.***

**DRESS CODE FOR PHYSICAL EDUCATION (P.E.)**

Students participate in a physical education class on a weekly basis. In order for students to benefit from the activities in these classes, it is important that they are dressed appropriately. On days where students will participate in P.E., they should not wear flip-flops, heels, or boots. Tennis shoes are the only appropriate and safe shoes for the high level of physical activity students will experience.

**CURRICULUM ITEMS**

**GRADING POLICY**

All weekly grading will be entered into PowerSchool within 7 days from the assignment due date. The exception will be lengthy written assignments. Grading scale for grades 3-5 are:

A=100-90                      B=89-80                      C=79-70                      D=69-60                      F=<59

**HOMEWORK POLICY**

Children have five (5) days to make up missed work when they are absent. The five days begin on the day a child returns to school. When a child is absent, he/she may get the list of work on the day he/she returns to school. If you wish for work to be sent home with another child or wish to pick it up, please notify the office by 9:00 a.m. on the day that you desire to pick up

work assignments. This allows the teacher time to prepare the list adequately. Homework can be sent with another child or it may be picked up after student dismissal at 2:30 p.m. We appreciate your concern and your cooperation in this matter.

**At Welcome Elementary School, we believe that the amount of daily homework given should be proportional to the age of the child.**

<b>K-10 minutes</b>	<b>3<sup>rd</sup> grade-30 minutes</b>
<b>1<sup>st</sup> grade-10 minutes</b>	<b>4<sup>th</sup> grade-40 minutes</b>
<b>2<sup>nd</sup> grade-20 minutes</b>	<b>5<sup>th</sup> grade-50 minutes</b>

### **K-3 READ TO ACHIEVE**

The goal of the K-3 North Carolina Read to Achieve Program is to ensure that every student reads at or above grade level by the end of third grade. Throughout the year, all K-5 students participate in mCLASS reading assessment benchmarks, progress monitoring, intensive reading instruction, and intervention (if needed) to track their reading proficiency. Third grade students take a Beginning of Grade (BOG) standardized test to establish a baseline measure of how he or she is reading. At the end of third grade, students must show proficiency on the mCLASS TRC by reading a level Q, the Reading EOG, or the Read to Achieve test to be promoted to 4th grade. Students who do not demonstrate proficiency on these items will be encouraged to attend a Summer Reading Camp, pass a Read to Achieve re-test, or qualify for a Good Cause Exemption to be promoted to 4th grade. At the end of Summer Reading Camp, students not demonstrating proficiency will be placed in a 3/4 transition class.

### **MEDIA CENTER SERVICES**

Books can be checked out during open checkout times each day. The student will need to have his/her teacher's permission before they are allowed to come to open checkout. Children are expected to return books before they are allowed to check out another book. This is less confusing for all involved and helps the student keep up with the books checked out. We do not charge overdue fees, but we do charge for lost or damaged books.

We encourage you, as parents, to promote responsibility in checking out and caring for our Media Center books.

In the Media Center, there is also a **Parent Resource Center** available where there are a variety of resources for families to check out and return on a continual basis. Please stop by and browse these wonderful resources.

### **MEDICATION**

If your child must take prescription medication at school, it should be brought to the office by 8:00 a.m. A Davidson County Schools Medication Form, signed by a Physician, must accompany the prescription before it will be administered to the student. For your convenience, prescription and non-prescription medication forms may be downloaded at Welcome Elementary School's Website. **Any** over-the-counter medications (Tylenol, Advil, cough syrup, cough drops, etc.) must also have a completed medication form giving instructions (time, dosage, length of treatment, etc.) for the medications and signed permission from the parent/guardian. All medications must come to school in the **original labeled**

**bottle** indicating the student's name. **Absolutely no medication should be sent to school on a bus.** Please provide a spoon with liquid medication. Please give a specific time for the medicine to be administered. No student should have any type of medication in his/her possession during the school day.

### **RETURNING TO SCHOOL AFTER AN ILLNESS**

If your child has been out of school with an illness, they must be fever free and no vomiting (without medication) for 24 hours before that student may return to school. This will assist us in preventing the spread of the flu and other illnesses.

### **SCHOOL CLOSING DUE TO WEATHER CONDITIONS**

When making a decision on opening or closing the schools, school officials are primarily concerned with the safety and welfare of **all** students. During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning the closing of schools. When a decision is made in the early morning that schools will close for the day, it must be relayed quickly to all students and parents. In order to accomplish this task efficiently and with maximum coverage, school officials are asking all pupils and parents to cooperate by following the suggestions listed on the information card sent home with each child.

**\*\*Teachers will not be able to call parents in the event of an early dismissal. Please stay tuned to the TV or radio for any early dismissal information,**

### **SCHOOL INSURANCE**

A complete description of coverage is provided in the brochures sent home with each student. Those individuals desiring to enroll will remit all checks directly to the insurance company and will be enrolled directly through the company. The school will **ONLY** be responsible for distributing claim forms and verifying accidents reported on school grounds.

### **POSITIVE BEHAVIOR AND INTERVENTION SUPPORT**

www. Welcome

We are respectful. We are responsible. We are lifelong learners.

We believe that students can behave appropriately at school, and we expect them to do so. Our school-wide behavior system promotes student success by teaching, modeling, and rewarding appropriate behaviors. Students who misbehave will receive appropriate consequences, but our focus is on what students are doing right. We want to send the message that students get more attention for good behavior than for bad behavior. At Welcome Elementary, our behavior system includes three components: school-wide expectations, school-wide recognition, and school-wide consequences. We also provide behavior interventions for students who need more behavior support.

Welcome Elementary PBIS team monitors our school wide behavior system throughout the year, using data and input from staff and parents to address behavior concerns. We believe in recognizing our students for doing good things! Individual students or classes may earn special recognition as a reward for following expectations. Each Friday, Raiders of the Week are chosen. We also reward quarterly for attendance, honor roll, and other honorable recognitions. Please contact the school if you would like more information about PBIS.

## **DISCIPLINE OF STUDENTS BY PRINCIPAL/ASSISTANT PRINCIPAL**

(North Carolina General Statutes gives the principal of a school the authority to grade and classify students and to exercise discipline of the students.)

**Minor inappropriate behaviors are managed by the classroom teacher.** Examples of minor incidents include: attitude/tone, blurting out, cheating, dress code violation, disrespect/talking back, inappropriate comments or gestures, rude language, profanity, leaving class or area without permission, not following school rules, preparedness, put downs/name calling, refusal to work, running inside, tattling, throwing small objects, touching (pushing, pinching), minor disruptions (temper tantrum), toys or electronic devices, and minor vandalism (writing on desk).

For minor incidents, teachers use a classroom consequence and complete a minor incident report. For the first report, the teacher conferences with the student and takes concrete action to correct behavior. For the 2<sup>nd</sup> and 3<sup>rd</sup> minor incident reports, parents are notified with a phone call and corrective actions are taken. Three minor incident reports in one quarter result in an office referral.

**Major inappropriate behaviors are managed by the principal and/or assistant principal.** Examples of major incidents include: weapons, vandalism (significant), drugs, major disruption (room clearing/student removal), inappropriate physical contact, fighting/assault (punching, biting), verbal threats, threatening gestures, smoking, alcohol, theft, major dishonesty (lying in conjunction with office managed behavior), harassment/bullying, and 3 minor incident reports within a quarter. An administrator determines the consequence for major incidents, follows through on the consequence, provides the teacher with feedback and contacts the student's parents on incidents reported on school grounds.

### **WELCOME EXPECTATIONS**

#### **WWW>Welcome**

**W = We respect ourselves and others.**

**W = We are responsible citizens.**

**W = We are lifelong learners.**

<b>Expectations</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Bus</b>	<b>Arrival &amp; Dismissal</b>	<b>Playground</b>
<b>We respect ourselves and others.</b>	Keep hands, feet, and objects to yourself.	Keep hands, feet, and objects to yourself.  Use level 1 voices in line and level 2	Keep hands, feet, and objects to yourself.  Obey your driver.	Walk in a straight line.  Use level 0 voices when exiting.  Use level 1 voices while	Be friendly to all.

		voices at the table.	Use a level 1 voice.	waiting in the gym.	
<b>We are responsible citizens.</b>	Face the front of the line.  Walk on the right side.	Clean up after yourself.	Stay seated.  Keep the aisles clear.  Be accountable for your actions.	Be kind.	Be accountable for your actions.  Use equipment correctly.
<b>We are lifelong learners.</b>	Use level 0 or 1 voices at all times in the hall.	Follow directions.  Use good manners.	Follow bus safety rules.	Arrive at and leave school with homework and personal belongings.	Follow playground safety rules.

**Voice Levels:**

- Level 0 is silence and is used to ensure student safety during safety drills, assemblies, and dismissal when exiting the building.
- Level 1 is a whisper or quiet voice used in the hallways (other than dismissal), lunch line, bus, and gym (morning and dismissal).
- Level 2 is an inside conversation voice used at the lunch table and in the classroom when teachers give permission to talk.

**Personal Property:**

Welcome Elementary is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student name. The lost and found is located near the guidance office. Students are not permitted to bring toys, including fidget spinners, to school. If a student brings a toy to school, it is subject to confiscation by the teacher or other school personnel.

**Students are permitted to possess wireless communication devices on school property as long as such devices are not “in use” (turned on, beeping, sounding, etc.), displayed, or visible during the instructional day (policy 6.46).** Students are personally and solely responsible for the security of their cell phone and wireless communication devices. The school system is not responsible for theft, loss, or damage of a cell phone or any other wireless communication device.

**BUS SAFETY RULES**

1. Once seated – do not change seats.
2. Talk quietly to the person next to you. Do not make loud noises.
3. Stay seated until the bus comes to a complete stop.

4. When you get off the bus, go straight to your house.
5. Do not eat, drink, or chew gum on the bus.
6. Never use bad language.
7. Never throw anything on the bus or out of the windows.
8. Never bring tobacco, drugs, weapons, or alcohol on the bus.
9. Be ready and on time at the bus stop each morning.
10. Always cross the road in front of the bus when loading or unloading.
11. Never stop to pick up anything you drop in front of the bus. Tell the driver.
12. Always obey the bus driver. Never talk back.
13. Always get on and off the bus at your assigned stop.

### **CONSEQUENCES FOR MISBEHAVIOR ON THE BUS**

1. Warning by driver.
  2. Warning by Principal or Assistant Principal and parental contact.
  3. Suspension from the bus.
- Bus drivers are prohibited from blowing the horn to alert children that the bus has arrived. The horn is a safety feature and a warning device. It is not to be used as an indicator that a child is to start toward the bus.
  - An adult must be visible at the bus stop in order for K-3<sup>rd</sup> grade students to be let off the bus. If an adult is not visible, students will be brought back to school and a parent/guardian will be responsible for the student's transportation.
  - Due to unforeseen circumstances, bus times may vary up to as much as 20 minutes. Please be visible at your stop at least 10 minutes before the expected time.

### **PLAYGROUND SAFETY RULES**

1. Walk on the mulch, do not run.
2. Keep hands, feet, and objects to yourself.
3. Sit down while sliding and swinging (1 person at a time).
4. Play safely with others.

### **TOBACCO-FREE SCHOOLS**

Beginning August 1, 2007 all Davidson County Schools became 100% Tobacco-Free. A 100% Tobacco Free School prohibits the use of tobacco products by anyone, including students, staff, and visitors on school grounds or at school events at any time. This tobacco-free zone includes parking lots, car rider lines, and all community/boosters events held on our campus.

### **CONCERNED ABOUT SOMETHING?**

Anytime you have a problem or a concern; we ask you to let us talk with you. Sometimes details are left out of conversations that are vital to understanding what has taken place. Our teachers are concerned about the students. Whenever you feel you need more information,

please call us. We can either talk with you on the telephone or make arrangements for a conference. The Principal or Assistant Principal can be reached at the school during the hours of 7:30 am to 4:00 pm.

The Principal's e-mail address is : crich@davidson.k12.nc.us

The assistant principal's e-mail address is : lmorrison@davidson.k12.nc.us

### **PARENTS COUNT!**

Come to school, meet us, talk to us, join the PTO and volunteer your time and energy. Involvement will show your child(ren) that you value their education. Let's work together! We appreciate the opportunity to serve you, your child(ren), and the people of the Welcome community.

### **COMMUNITIES IN SCHOOLS**

Do you have an hour a week to make a difference in the life of a child? If so, come and be a lunch buddy/mentor to a deserving child that needs you. One person can make a difference. Contact our school for details.

### **Title IX and Student Grievances**

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

Title IX coordinator: Lowell Rogers, Assistant Superintendent of Human Resources

Section 504 Coordinator: Tamera Holcomb

ADA coordinator: Dr. Emily Lipe

Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8182



## **HEALTH SCREENINGS**

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

### **2017-2018 Davidson County Schools Important Information Concerning Family Educational Rights and Privacy Act (FERPA)**

Federal law permits a school unit to identify certain information as "Directory Information," which may be publicly released without permission of the parent, guardian or eligible student. Directory information may be included in annuals, sports programs, school newsletters, school and student Websites, and other publications. Directory information may be utilized and/or released by the school district, individual schools or organizations, after providing proper notice and the opportunity to object to a release of such information to the parent, guardian or eligible student.

The following information is considered by the Board of Education to be directory information:

- Student's name;
- Address;
- Telephone listing;
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic team;
- Dates of attendance;
- Diplomas, certification and awards received;
- Most recent previous school or education at institution attended by the student;
- Pictures or videos taken by school officials or personnel on school grounds, in school buildings and at school activities unless the picture or video may reveal confidential information about a student;
- Intellectual property such as writings, art, creations and productions, including electronic. Parents or guardians of eligible students may object to the release of any or all of this information without consent; if so, they must make written notification to the principal of the school within 15 days of the fall opening of school.

## **7.6 ACCEPTABLE COMPUTER AND INTERNET USE**

The Davidson County School (DCS) system provides access to the Internet throughout the district via its wide area network. The Internet enables students and employees to explore thousands of databases, libraries, and bulletin boards while exchanging information with Internet users throughout the world. Valuable information can be gleaned from the Internet, but families are warned that some material may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The schools use Internet resources to meet educational goals.

The district provides schools with filtering services to create a safer and more productive Internet for students. Teachers attempt to monitor and direct student activity; however, students may find ways to access other materials. Educators in DCS believe that the benefits of the Internet far exceed the disadvantages.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, DCS supports and respects each family's right to decide whether or not to grant permission for access. A permission form for Internet use must be signed by the student and parent or guardian before access is permitted.

Teachers make every attempt to monitor and set guidelines for Internet access, but students are ultimately responsible for appropriate behavior on the school's computer network, just as they are responsible for appropriate behavior on the school campus.

The following actions are specifically not permitted on school system equipment on or off school premises:

- Accessing, producing, posting, sending, or displaying material that is deemed offensive in nature is prohibited. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images. Students and teachers may not bypass the district's filtering system to gain access to restricted sites. This includes running software that accesses proxy servers that allow the filter to be bypassed.
- Engaging in any illegal, inappropriate or offensive activities or accessing material advocating illegal acts or violence is not allowed. This includes material related to pornography, hate literature, illegal gambling, illegal weapons, terrorist activities, or other illegal activities or activities or material that ridicules others on the basis of race, creed, religion, gender, disability, national origin, or sexual orientation.
- Using the Internet/email system to harass, insult, or attack others will not be permitted.
- Tampering with computers, computer systems, software, or computer networks is prohibited. Only district or school level media, technology personnel, or an individual designated by the Superintendent, should access computer network settings to include passwords, data, and IP addresses. Intentional propagation of viruses is prohibited.
- Plagiarizing or infringing copyrights of works found on the Internet is illegal.
- Intentionally wasting limited resources including disk space and printing supplies is not allowed.
- Using computers or the Internet/email system for commercial purposes or in support of "for profit" activities or other outside employment or business activity is prohibited.
- Using the system for political lobbying is prohibited.

- Posting personal or private information about oneself or other people on the Internet, such as name, address, and telephone number is not allowed.
- Attempting to gain unauthorized access to the school file servers and restricted network areas is prohibited.
- Downloading and installing software applications, shareware, and freeware without prior approval from Media and Technology staff is not permitted. Examples could include but are not limited to screensavers, multimedia applications, Yahoo toolbar, and Web Shots.
- Unauthorized use of real-time Internet services such as chat rooms, instant messaging, social networking, and blogging for non-instructional purposes is prohibited. Prior approval can be obtained from the district Media and Instructional Technology staff.
- Down-streaming music and/or video for non-instructional purposes is prohibited during school hours by all users. These activities can degrade the performance of the overall functionality of the wide area network.
- Using computers and/or Internet sites for non-instructional games is prohibited.
- Creating, copying, transmitting, or retransmitting chain letters or other unauthorized mass mailings regardless of subject matter is prohibited.
- Using outside email systems not approved for curriculum purposes is prohibited. Gaggles is the only approved email service for DCS Students. Student email accounts for special projects can be requested through the district Media and Instructional Technology Department.
- The installation of software on a school computer by anyone other than school or district technology or media personnel is prohibited.
- Access to the internet for non-instructional purposes during class time is prohibited.
- Use of personal technology equipment, to include laptops, wireless devices, and workstations within the school system is expressly prohibited without prior written consent of the Davidson County Schools Technology Department
- Use of the Internet is a privilege, not a right. Inappropriate use of the Internet may result in disciplinary or legal action and Davidson County Schools reserves the right to monitor any student or employee's use of the Internet.

Legal Reference: PL 106-554

Adopted/Revised: 1/2/96; 9/2/97; 3/1/99; 4/2/01; 6/24/02; 3/7/05; 10/3/05; 9/6/2006; 12/03/2008; 4/02/2012