

Student/Parent Handbook



#WildcatsRoar #WagramStrong

2024-2025

24081 Main Street
Wagram, NC 28396
910-369-2252

Parent letter:

August 26 , 2024

Dear Students and Parents,

On behalf of the staff Wagram Elementary School staff members, we want to welcome you to the 2024-2025 school year! Welcome to Wildcat Nation, Wagram Elementary School family and home of the Wildcats! Over the past year, Wagram Elementary School has continued to grow. We are committed to building positive relationships with all stakeholders as well as develop our students socially, emotionally and culturally. As we partner together, our Wagram Wildcats will become students that foster a sense of self-worth, school and community pride. We are excited about this school year and all of the exciting things we have planned. Together, we will make sure every student has a successful, happy school year!

Instruction is our top priority at Wagram Elementary School. This handbook covers many important items and expectations to ensure students learn in a safe and nurturing environment. We encourage students and parents to read this handbook together. The first part of the handbook contains information that is specific to Wagram Elementary School. The second part of the handbook contains the Scotland County School Student Code of Conduct as well as county policies and procedures. These rules and guidelines will be the basis for decision making by administration and faculty at WES. If you have any questions, do not hesitate to ask.

Thank you for entrusting Wagram Elementary with your child's education. We are committed to providing the highest quality education for all students. Every decision we make is for the children we are entrusted to serve.

Sincerely,

Mrs. Jennifer Carter
Principal

Mrs. Kristin Oxendine
Assistant Principal

Mission

We at Wagram Elementary School will strive to develop and nurture well-rounded, diverse, lifelong learners that are culturally, socially and emotionally sensitive global citizens.

Vision

It is the mission of Wagram Elementary School to provide academic instruction and support to enable students to be self-motivated and self-confident. We promise to:

- Prepare leaders for tomorrow.
- Guide, motivate and encourage students to be accountable.
- Ensure all needs are met in a safe, nurturing environment.
- Forge partnerships with families and the community

School Day

The school day begins at 8:00 a.m. and ends at 2:30 p.m. We do not receive students before 7:30 a.m. (There will not be adults in place to supervise them prior to 7:30 am). Upon arrival at school, students should go directly to pick up their grab and go breakfast and then proceed to their classrooms. PreK students are to proceed directly to their classrooms as their teacher will go with them to the cafeteria after the 8:00 a.m. bell for breakfast to be served. The first week of school, parents will be allowed to walk their child to the classroom. After the first week, parents will not be allowed to walk the hallways between the hours of 7:30 a.m. and 8:00 a.m. This is for the safety of our students and protection of instructional time. Students who are car riders will be dismissed from the cafeteria or classrooms to the car loop. Walk ups are not allowed. Parents are asked to remain in their vehicles. **Students may not be checked out of school after 2:00 p.m. due to traffic conditions at our school that could potentially pose a safety hazard for our students.** Students arriving late must arrive by 11:00 AM to be counted as present for the school day. Students leaving early must stay until 11:00 AM to be counted as present for the school day. On early release days, the principal will decide if a child is counted present/absent if checked out early or arriving late based on an equivalent percentage as compared to regular school days.

You must show a valid ID to sign out your child from school—no exceptions.

Attendance District

To attend Wagram Elementary, a student must live within the Wagram School district. If you move outside this district, permission must be granted by the Scotland County Board of Education. Students who are approved to attend Wagram Elementary School on special assignments must report to school **on time** each day, be picked up **on time** each afternoon (by 2:30 p.m.), maintain good grades, and **not** have discipline issues. Failure to follow these expectations could result in the special assignment being revoked.

Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. North Carolina's mandatory attendance law requires that attendance letters be sent at numerous intervals throughout the school year. These letters are automatically generated by our computerized student records management system. North Carolina law states that parents may be prosecuted for their children's failure to attend school.

Absences-Please Read Carefully

On the first day back at school following an absence, parents must provide their child's teacher a written note from home. This note must include the following information:

- Student's name
- Teacher name
- Date(s) of absence
- Reason for absence
- Parent or guardian signature

ALL ABSENCES ARE AUTOMATICALLY CODED UNLAWFUL UNTIL A NOTE IS RECEIVED AND APPROVED. Notes must be received within three days of the return to school otherwise the absence will remain marked as unexcused. All parent notes are kept on file at the school.

Students are required to make up work missed during an **excused** absence. Excused absences include:

- Personal illness
- Death in the immediate family
- Medical appointment that is verified in writing by the doctor or their designee
- Miscellaneous reasons of an emergency nature approved by the principal or a medical authority
- Court summons
- Religious holiday

An absence that, in the judgment of the principal, has an educational value as great as that received during an equal time in the classroom. It is permitted **ONLY** if a comparable opportunity will not be available at a time other than during school hours. The

principal will determine if the amount of time missed is of reasonable length. This absence must be approved a minimum of two weeks prior to the absence by the principal. Students must complete all assignments missed during the absence within 5 school days, as well as completing a special project assigned by the teacher.

A student whose parent or legal guardian (a) is an active-duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment in a combat zone or combat support posting may be granted a maximum of five excused, lawful absences with prior approval from the principal. Notification to the principal should be given in writing a minimum of five days prior to the first day of the absence. Verification of the combat deployment activity is required.

Tardies

Students arriving after 8:00 a.m. or after school has started, *must* report to the school office with their parent/guardian to obtain a tardy slip. Students will not be allowed in the classroom without a tardy slip from the school office. Excessive tardies or early leave affects student learning and could be referred to the school level Social Worker. After the bell rings at 8:00 a.m., a parent or guardian must park in the faculty parking lot and walk the student inside the building to sign the student in at the front office. Students are not permitted to sign themselves in. There are no adults outside at car-rider duty after 8:00 AM. There will be no exceptions since a potential safety hazard is posed when students are not directly supervised.

Early Leave

A picture ID is REQUIRED for all pickups. Please make every effort to avoid early pickups unless it is absolutely necessary since your child will be missing valuable instruction when they leave their classroom before the end of the day.

In addition, students may not be checked out of school after 2:00 p.m. due to traffic conditions at the school and the potential safety issues this may pose. Parents are also not permitted to call the school and ask that students wait in the office to be checked out as this negatively impacts instructional time in the classroom.

Discipline

Wagram Elementary School follows Scotland County Board of Education policy regarding student discipline. Management routines, rules, rewards, and consequences are a very important part of any school environment. They provide the basis for a structured environment so that a high level of academic work can occur. We believe that teachers have the right to teach and students have the right to learn in a safe and orderly climate. Please read the following school-wide rules and expectations with your child and assist us in reinforcing these expectations at home. You may also reference Scotland County Board of Education policies (4300: Code of Student Conduct and Policy 4302: School Plan for Management of Student Behavior) which are listed in the policy section of this handbook.

Classroom Expectations

Each class and teacher will discuss and determine its specific rules and consequences. Classroom rules will be based upon expectations set by the Scotland County Board of Education and Wagram Elementary School's Positive Behavior and Intervention System (PBIS) Matrix. Each teacher will post behavioral expectations in the classroom and clearly communicate expectations with students and parents. Class Dojo will be the platform used to communicate daily/weekly expectations and student performance. Each teacher will have an account and will invite parents to connect to their classroom for real time feedback if needed.

Homework Expectations

The following procedure, which is consistent with that of the Scotland County Board of Education, will be followed at Wagram Elementary School:

1. Homework should only be assigned to all students four evenings a week-Monday through Thursday. Homework should not be an expectation over the weekend.
2. Homework should be reasonable in amount and time required to complete. No more than 30 minutes for students in grades K-2 (15 minutes of independent reading and 15 minutes of additional homework) and no more than 45 minutes for grades 3-5 (20 minutes of independent reading and 25 minutes of additional homework).
3. Homework should relate directly to the skills being taught in the classroom.
4. Homework should be done after the student leaves school for the day.

5. Literacy is a School-Wide focus this year and is encouraged every night, Monday-Thursday

Positive Behavior Intervention and Support (PBIS)

Wagram Elementary is proudly a Positive Behavior Intervention and Support (PBIS) school. PBIS refers to a schoolwide approach to behavior. The underlying theme is teaching behavioral expectations in the same manner as the core curriculum. Wagram Elementary focuses on a few behavioral expectations that are positively stated and easy for children to remember. In other words, rather than telling students what not to do, the school will focus on the preferred behaviors. Wildcats are expected to use their PAWS Daily: **Positive Attitudes, Act Responsibly, Work Hard, and Spread Kindness.**

Wagram Elementary School Student Expectations Wagram Wildcats Use their PAWS

Expectations	BUS	Hallway	Bathroom	Classroom	Cafeteria	Assembly	Afterschool
Positive Attitude	Use quiet voices. Follow bus Drivers instructions. Keep hands and feet to yourself.	Remain silent. Keep hands and feet to yourself.	Stand in line quietly while waiting. No walking. out of class without permission from the teacher. Keep hands and feet to yourself.	Use quiet voices. Be respectful. Wait your turn to speak. Keep hands and feet to yourself.	Use quiet voices. Keep hands and feet to yourself. No pushing or skipping in line.	Use quiet voices. Keep hands and feet to yourself.	Use quiet voices. Keep hands and feet to yourself.
Act Responsibly	Arrive on time. Keep belongings together.	Walk in a single file line on the right side of the hallway. No running or jumping down the hallway.	Flush toilet after using. Wash your hands with soap and out water off when done. Do not use the restroom on the floor or put anything on the restroom walls.	Come prepared for class. Follow the classroom rules. No sleeping in class.	Have lunch choice ready. Show good manners. Keep belongings together. Eat only your food.	Follow directions	Follow directions
Work Hard	Following directions. Watch for unsafe conditions.	Follow directions from teachers and staff without being disrespectful.	Put trash in cans and not on the floor. Keep the restroom clean.	Complete assignments. Complete homework.	Clean after yourself. Follow directions	Listen to the speaker. Pay attention.	Listen to teacher and staff directives.
Spread Kindness	Be respectful to the Bus Driver and others on the bus. Clean up after self. Watch for unsafe conditions and report to an adult when something is wrong.	Help others in need. No playing in the hallway. Be respectful. Watch for unsafe conditions and report to an adult when something is wrong.	Be respectful to others. Follow directions. No playing in the restroom. Watch for unsafe conditions and report to an adult when something is wrong.	Listen when others speak. Show kindness to teachers, classmates and staff. Sharing is caring. Watch for unsafe conditions and report to an adult when something is wrong.	Be respectful to everyone. Help others in need. Watch for unsafe conditions and report to an adult when something is wrong.	Be respectful to everyone. Watch for unsafe conditions and report to an adult when something is wrong.	Be respectful to everyone. Watch for unsafe conditions and report to an adult when something is wrong.

Car Rider Expectations

We are SAFE

- Parents stay inside vehicle while in car pick up line
- Walk on the sidewalk with an adult escort until you get to your car
- Keep book bags in lap until directed to go to your car

- Listen for your name
- Use a Level 1 voice inside cafeteria

SCHOOL-WIDE RULES

Minor Offenses

Even minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school and on the bus at all times.

Consequences for Minor Offenses

Minor offenses will be handled by the classroom teacher. Repeated offenses will be referred to support staff to assist with interventions and facilitate a CFST meeting or principal or assistant principal.

Major Offenses and Consequences

The following offenses are considered to be serious. Each offense may result in an in-school consequence or suspension from school or the bus, depending upon the seriousness of the offense. This list is not all-inclusive and therefore the principal and/or assistant principal reserve the right to suspend students for other offenses that may not be listed below. You may also reference Board Policy 4300: Code of Student Conduct and Policy 4302: School Plan for Management of Student Behavior.

1. **Fighting** - Referral to principal or assistant principal. Students involved in fighting and/or hitting back will be subject to suspension and will be readmitted after a parent conference. The length of any out of school suspension will be determined by the principal or assistant principal and will be based on the Scotland County Schools Code of Student Conduct. For obvious reasons, "play fighting" is also prohibited at Wagram Elementary School.
2. **Physical Violence Toward Adults** - Referral to principal or assistant principal. Parents will be notified immediately. Students will receive an out of school suspension. Students will also be referred to the school counselor. Students will be readmitted only after a parent conference. By law, legal charges may be filed.
3. **Disrespect/Verbal Abuse to Adults**-Phone call to parent or guardian. Students who are out of control may be sent home for the remainder of the day. Serious and/or repeated offenses will result in an out of school suspension with re-admittance after a parent conference.
4. **Use of Insulting, Abusive, Profane, Obscene Words, Signs, Gestures, or Other Acts toward Any Student**- Referral to the principal or assistant principal. Parent will be notified of the incident. Any additional offense after the first may result in an out of school suspension.
5. **Bullying**- Referral to the principal or assistant principal. Parents will be notified. Students will be referred to the school counselor. Any additional offense may result in more severe consequences and/or out of school suspension.
6. **Sexual Harassment**- Referral to the principal or assistant principal. Parents will be notified. Students may receive an out of school suspension. Students will be referred to the school counselor.
7. **Sexual Offense or Assault** – Referral to the principal or assistant principal. Parents will be notified. Social Services and law enforcement must be notified. Students will receive an out of school suspension.
8. **Indecent Exposure or any Sexual Activity on School Property, Including Buses**- Referral to the principal or assistant principal. Parents will be notified. Students will be referred to the school counselor. Students may receive an out of school suspension and possible more severe action depending on the nature of the offense. Parent conference required.
9. **Possession of Weapons, Bringing a firearm/weapon, or Using a firearm/weapon or Powerful Explosive on School Campus or at a School Event**-Referral to the principal or assistant principal. The administration must notify law enforcement. Students may receive an out of school suspension. "Toy" weapons are also not permitted and may also result in an out of school suspension.
10. **Possession, Use, Being under the Influence, Sale, or Exchange of Alcohol, Illegal Drugs, or Counterfeit Drugs on School Property or Buses, Or at Any School Function Wherever Held**- Referral to the principal or assistant principal. The administration must notify law enforcement. Students may receive an out of school suspension.
11. **Possession or Use of Tobacco Products on School Property, Including Buses**- Referral to the principal or assistant principal. The items will be confiscated and parents will be notified. Student may receive an out of school suspension.
12. **Destruction of School Property/Theft**-Compensation for the value of property and/or school service. Legal charges may be filed depending on the nature of the damage. Students may also receive an out of school suspension.

13. **Arson or Vandalism-** Notify law enforcement. Parents will be notified. Students may receive an out of school suspension. Student will be required to attend counseling. Students and/or parents or guardians may be required to pay restitution.
14. **Leaving the Classroom/Building/School Grounds without Permission-** Referral to principal or assistant principal. Parents will be contacted immediately. The student may also receive an out of school suspension.
15. **Possession of Nuisance Items-** Referral to the principal or assistant principal. Items will be confiscated and returned **only** to a parent. Students will receive an out of school suspension for additional referrals for possession of nuisance items.
16. **Use of Cell Phones, IPADs, or Apple Watches at inappropriate times** – Referral to principal or assistant principal. Items will be confiscated and returned only to a parent. Repeated offenses will result in more serious consequences. School is not responsible for the loss or damage of any of the items listed above nor will the staff spend valuable teaching time searching for lost or stolen items.
17. **Causing a False Fire Alarm to Occur or Calling in a False Bomb Threat or Threatening Any Act of Terror-** Referral to the principal or assistant principal. Parents will be notified as will law enforcement. *Student will receive an out of school suspension.*
18. **Continuous Disruption to the Learning Process in the Classroom That Has Been Previously Brought to the Parent's Attention** – Referral to the principal or assistant principal. Parents will be notified. After first notification, additional referrals to the principal or assistant principal will result in an out of school suspension.

Wagram Elementary Cafeteria

The Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, well being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Meals, foods and beverages sold or served at schools meet state and federal requirements which are based on the [USDA](#) Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

The Scotland County Schools Child Nutrition Department serves nutritious meals in a clean, safe and friendly environment to students and adults each day. Click here for the link to Scotland County Child Nutrition district page <https://scsmenus.com/>

Food Items

Scotland County School Board Policy prohibits any non-commercially packaged food items to be distributed in the classroom. If you are bringing cupcakes, cakes, or other food items to share with your child's classmates, please make certain they are commercially packaged.

From the School Nurse:

Medication Administration at School

Please make every effort to give your child medication at home. School staff may administer medication, prescription and non-prescription (over the counter), **only** upon receiving the Permission to administer medication form completed and signed by a healthcare provider and the parent/legal guardian. Non-prescription medication should be in the original manufacturer's container and unopened.

Medications for ADHD/ADD that are classified as a controlled substance must be kept, stored, and given to your child only by school personnel trained by the school nurse. The parent/legal guardian is responsible for bringing the medication to school and for picking-up any remaining unused medication.

Individual Health Plans (IHP) / Emergency Action Plan (EAP)

The Individual Health Plan (IHP) / Emergency Action Plan (EAP) is valid for one school year. These plans are available on the SCS webpage under the "Student Services" tab. Plans are available to address concerns such as asthma, diabetes, anaphylaxis, seizures, sickle cell anemia, cardiac, etc. You can also contact your child's school nurse to discuss IHP/EAP for your child. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition or treatments.

Screening

Your child may participate in screenings in an effort to identify suspected barriers to learning. Screenings may include vision, dental, and height/weight as deemed appropriate. Our audiologist, with the assistance of trained staff, conducts hearing screenings for students who are referred and routinely for all students in first grade. If your child is identified to need further evaluation by another medical professional, you will be notified by means of a written referral. Parents/legal guardians are responsible for responding to the referral by seeking care as appropriate from an appropriate health care provider. The school nurse will follow-up on all screening referrals. Please contact the school nurse or social worker if you need assistance in securing care for your child.

Student Health Advocacy

The school nurse is an advocate for your child's health, safety, and well-being in the academic setting. Please contact your child's school nurse for questions, assistance, and resources.

Health Assessment

Within 30 calendar days of the first day of school entry, all kindergarten students and all students entering public schools for the first time, regardless of grade level, must provide to the principal a completed Health Assessment form.

- A student who fails to meet this requirement will not be permitted to attend school until the completed health assessment has been presented.
- The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis.
- The health assessment must be conducted no more than 12 months prior to the date of school entry. The health assessment shall be conducted by a physician licensed to practice medicine, a physician's assistant as defined in G.S. 90-18.1(a), a certified nurse practitioner, or a public health nurse meeting the Department's Standards for Early Periodic Screening, Diagnosis, and Treatment Screening.
- Exceptions to the health assessment requirement will be made only for religious exemption. The NC Health Assessment Transmittal form may be downloaded from HCS website- available in English and Spanish.

Immunizations

North Carolina requires immunizations for every child present in the state (listed below). Every parent, guardian, or person in loco parentis is responsible for ensuring that his or her child receives the required immunizations. Proof (e.g. immunization record) of the immunizations required for entry into pre-K, Kindergarten, and 7th grade must be submitted by the parent/guardian to the school within 30 calendar days of attendance. Students who do not comply with this regulation will not be allowed to attend school until the designated, age-appropriate immunization requirements are met and the immunization record is submitted.

You may contact your child's school nurse or visit: <http://www.immunize.nc.gov/schools/k-12.htm>

Requirements for Initial Entry – Kindergarten

- Within 30 calendar days of his or her first day of school attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines:
- Varicella – 2 doses- *The 2nd dose is now required before entering school for the first time.*
- Polio- 4 doses-*The fourth dose must be administered after the 4th birthday. 3 doses if the third dose was administered after the 4th birthday and at least 6 months after the 2nd dose.*
- Measles, Mumps, Rubella- 2 doses of MMR- *The second dose must have been given after 12 months of age.*
- Diphtheria, Pertussis (whooping cough), Tetanus (Tdap)- 5 doses. *If the 4th dose was given after the 4th birthday, the 5th dose is not required.*
- Hepatitis B – 3 doses - the third dose must not have been given before 24 weeks of age.
- Haemophilus influenza Type b (Hib) 3-4 doses-Not required if 5th birthday has passed.

Certificate of Immunization

- Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).

- Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certificate of proper immunizations within the allotted time. Additional days may be allowed in order to obtain required immunizations if requested in writing from a physician or according to vaccine schedules as defined by CDC..

Parent/Guardian Responsibility

- **Submit proof of immunizations (record) within 30 calendar days of school entry to the principal.**

Parent Visitation and Student Safety

Teachers are not allowed to stop instruction to meet. Meetings will be conducted by appointment only - no interruption of instructional time will be permitted during the school day as this is detrimental to student learning. In order to ensure safety for all of our children, all visitors are REQUIRED TO SIGN in at the main office and receive a Visitor's Pass. Parents are allowed to visit ONLY the area stated upon their arrival during their designated appointment time.

Parent-Teacher Communication

Parents are encouraged to keep in contact with their child's teacher. At the beginning of the school year teachers will establish a class dojo communication system with you. **TEACHERS ARE NOT ALLOWED TO RECEIVE PHONE CALLS DURING THE SCHOOL DAY.** If you would like to speak with your child's teacher, please call the school and leave a message to include your phone number (include the area code) and times you may be reached after school hours. Your child's teacher will return your call in a timely manner (please allow 24 hours unless there is an emergency; in the event of an emergency, please call the front office and alert the secretary of the emergency). **FOR SAFETY REASONS, NO PHONE CALLS WILL BE ACCEPTED TO CHANGE A CHILD'S MODE OF TRANSPORTATION. CHANGES WILL ONLY BE ACCEPTED IN WRITING AND SHOULD BE SENT TO THE OFFICE AND THE CHILD'S TEACHER; THE TEACHER WILL BE NOTIFIED BY OFFICE STAFF MEMBERS ABOUT THE CHANGE.** When submitting requests, please put your child's first and last name, teacher's name, grade level, bus number, and a note about the requested change of transportation on the form, including the length of time for the change and the new bus number, if appropriate.

Parent-Administrator Communication

Parents with classroom concerns are asked to meet with the classroom teacher before meeting with administration unless there is an immediate emergency. We respectfully ask that you set up an appointment to meet with administration if you come during the school day. Administration's top priority from 8:00 AM until 3:00 PM is ensuring students are learning in a safe environment. Please email or call anytime if you have questions/concerns. Please allow administration 24 hours to get back to you.

Discipline/Safety/Academic Concerns ~ Mrs. Jennifer Carter jennifer.carter@scotland.k12.nc.us

Discipline/Transportation/Testing Concerns ~ Mrs. Kristin Oxendine kristin.oxendine@scotland.k12.nc.us

Attendance concerns -Jennifer Byrd jbyrd1@scotland.k12.nc.us

Mental Health concerns ~ Brandi Bostic bbostic@scotland.k12.nc.us

Student Dress and Appearance

Students are encouraged to have pride in good personal appearance at all times. Please stress the importance of good grooming and proper dress with your child. Keep in mind that what may look appropriate on a young child is not always appropriate for an older child. Excessively short skirts, dresses or shorts (use the fingertip rule), cut offs, spaghetti strap tops, low cut clothing around the neck or arms, tank tops with less than two finger straps, drop pants, and see through items are not appropriate attire and will not be permitted at school. No hats/hoodies are permitted to be worn in the building. Flip flops, sandals without a supporting back strap are not permitted. Open-toed shoes are not in your child's best interest due to sand spurs, sticks, rocks, and the possibility of sharp objects on the playground. Remember, your child will participate daily in outside activities and needs to be dressed in a manner to actively participate. For this reason, we encourage students to wear tennis shoes each day. Students that violate the dress code will be sent to the school social worker to call home for appropriate clothing to be brought to school.

Transportation

Students attending Wagram Elementary are transported to and from school by school buses and/or by private vehicles. Regardless of the method, our first concern in transportation is safety. All students and parents should adhere to all rules and regulations applying to transportation in order to ensure safe travel to and from school.

Bus Transportation

Students riding buses will follow the rules and time schedule set forth by their bus driver. Students may only ride their assigned bus. When it becomes necessary for a student to ride a different bus or get off at a different stop, administration **MUST** give permission. This permission will only be given with a written note from the parent of the child making the change and only if seating is available on the bus. The note must have specific information about the change including who, where, when, why, a parent/guardian signature, and a phone number for verification. **Students must remain on the bus in the morning until instructed to unload by the driver. Staff members will also be on bus duty to supervise students.**

All students, regardless of age must have an adult visible at the bus stop in order for the bus driver to drop them off.

School bus rules and regulations are necessary to ensure safety. Rules for the transportation of our students must be strictly adhered to or there will be consequences. In order to deal with bus problems in a fair and consistent manner, the following procedures will be used. **Please understand that these procedures are the minimal disciplinary actions that will be taken. The principal and/or assistant principal reserve the right to interpret the offense and issue punishment accordingly.**

Students should also understand the following offenses can carry suspension on the first offense, depending on the nature of the offense:

1. Fighting and/or hitting another student
2. Abusive and/or insulting acts
3. Profanity on the bus
4. Unauthorized leaving of the bus
5. Failure to obey the instructions of the bus driver
6. Disrespect to school personnel, including the driver or substitute driver
7. Striking matches, igniting a lighter, or smoking on the bus
8. Any and all other matters deemed to present danger to the driver or passengers

The following types of misconduct are unacceptable on the bus and may also result in a bus suspension. The list is **NOT** meant to be all-inclusive, but are examples of conduct that is not permitted.

- Delaying the school bus
- Moving around on the bus while it is in motion
- Defacing or destroying bus property
- Parts of the body hanging out of the window
- Excessively loud talking
- Throwing objects on the bus or out of the window
- Bothering other students
- Making derogatory hand signals or verbal comments at people outside the bus
- Refusing to give other students a place to sit
- Stealing others' belongings

******Any school absences due to being suspended from the bus are unexcused absences. Students suspended from the bus are expected to be at school on time and to be picked up on time (By 2:30pm) on each day of the bus suspension**

Car Riders

Please follow in a single lane to the front walkway and wait for your child. Be patient with fellow parents in picking up and delivering children and do not break in line and/or pull ahead of another car for any reason as this could be potentially dangerous to our children. Parents are not permitted to park and walk to get students in car riders due to high traffic. **Absolutely NO parking will be allowed in the Car Rider or Fire Lanes. If cars must be parked, they should be parked in the visitor parking slots located in the faculty lot.**

There are handicapped parking spaces available at the front of the building as needed. Car riders should be picked up at 2:30 p.m. each day. Parents are asked to have patience and be courteous in dealing with Wagram Elementary traffic in the a.m. and p.m. **Aggressive driving in the car rider line will be reported to law enforcement.**

PARENTS MUST REMAIN IN THEIR VEHICLES (IN THE CAR RIDER LINE) IN ORDER TO PICK UP CAR RIDERS.

Please note that students may not be checked out after 1:45 p.m. each afternoon due to the traffic conditions at Wagram Elementary. Parents who are picking up students in the car rider line should wait in their vehicles rather than in the office, lobby, hallways, sidewalks, grassy, or breezeway areas in order to keep the flow of traffic moving smoothly. Please pull to the front of the line and follow the directions of school personnel. Students should get in and out of cars on the back passenger side of the vehicle only. Please assist us by ensuring that the back passenger side of the vehicle is clear and able to accept students. Arrival and dismissal are critical times that student safety must be ensured so it is important that all adults follow these procedures. Faculty on car rider duty are trained to monitor students and are not required to open car doors. We appreciate your cooperation.

Personal Belongings

Students are not to bring personal/valuable items to school. Examples of items that may not be brought to school include, but are not limited to the following: *lasers, money, toys, dolls, trading cards, ipods, personal ipads, computer games or gaming devices, and any item considered by the school to be disruptive and has no value to the normal classroom instruction.*

THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY THEFT, DAMAGE OR LOSS OF PERSONAL PROPERTY. School personnel will not devote valuable instructional time to investigating or finding items that should not be brought to school. Unauthorized items brought to school are subject to be confiscated. These items will only be returned to a parent or guardian.

Bullying and Harassment

All schools in Scotland County will be free from unlawful harassment and bullying. Students will attend school in a safe, orderly, caring and inviting learning environment.

Teasing, bullying, slurs, innuendos, derogatory remarks, jokes, demeaning comments, mimicking, name calling, graffiti, gestures, physical contact, stalking, displaying or circulating written materials and pictures (including clothing), hostile treatment, violence or other verbal or physical conduct against a student or employee reflecting on his or her race, color, national origin, gender, disability, age, religion or any other designated and protected category **WILL NOT BE TOLERATED.** If you have a bullying concern, **please report it to administration, WES Guidance Counselors or WES Social Worker.**

Violations will result in one or more of the following disciplinary measures as directed by Board of Education Policy:

1. Conference with Guidance Counselor and/or Principal and Parent
2. Alternative Learning Classroom Placement/Positive Behavior Support Plan
3. Long or Short Term Out-of-School Suspension

Withdrawal or Transfer

Parents should notify the school when their child is withdrawing from Wagram Elementary at least one week prior to the scheduled withdrawal. They should provide the school with information including the date of departure as well as the location of the new school. Parents and students are responsible for clearing books, cafeteria debt, fees, and other school items before the transfer can be completed. Withdrawal forms may be obtained in the front office on the last day of attendance at Wagram Elementary. The transferring of school records process will be explained upon withdrawal.

Multi-Tiered System of Support (MTSS)

NC MTSS is a multi-tiered framework which supports school improvement through engaging, research-based academic and behavioral practices. Data-driven problem solving is used for ALL students to maximize growth for all. Tier I includes **all** students and focuses on quality core instruction, school environment and curriculum. The goal at WES is to have 80% of students

in all subgroups meeting behavioral and academic benchmarks with core supports alone. If your child is still struggling behaviorally or academically with differentiated, core support, your child will be moved to Tier II, Supplemental Instruction. Tier II is designed for students who need supplemental support in addition to core instruction. Your child will be designed a supplemental support plan by our Response to Intervention Team. After at least 6- 9 weeks of supplemental, research and evidence based support, your child will be moved to Tier III if progress is minimal or not noted. Tier III is for students who need intensive support to improve academic and behavior performance.

Academically Gifted Identification Process (AIG)

In Grades 3-5, a collaborative Gifted Education Program is an academic service that extends and enriches the basic curriculum according to the individual needs, talents and interests of our gifted students. This model provides services within the regular classroom setting and includes cluster grouping according to grade level configuration. Content modifications encourage challenging, fulfilling, and interesting assignments, activities and discussions. The intent of the collaborative gifted education program is to meet both individual and group needs by enhancing thinking skills, leadership roles, community involvement, and academic achievement across the curriculum. **ALL 2nd grade students are administered the CoGAT cognitive abilities test. Students must meet minimum requirements (88%) on this test** before being admitted into the AIG program. It is also required that students have appropriate achievement test data and teacher/parent observation in order to qualify for academically gifted services. If your child qualified as academically gifted in another state, it is likely your child will have to retest in order to qualify in Scotland County. In Grades 4 and 5, students are cluster grouped together (3 or more AIG students in the same classroom) with an academically gifted trained teacher. Currently at WES, we have one third, fourth, fifth grade classroom with an AIG cluster. If you have questions about the AIG process at WES, please contact Mrs. Penny Killough, AIG facilitator or Mrs. Precious Scott, Exceptional Children Facilitator.

Scotland County Schools Board Policy

The school board policy is available on the Scotland County School webpage and accessible via this link:
https://boardpolicyonline.com/bl/?b=scotland_county.

