

2023-2024
Vinson-Bynum Elementary School
Student/Family Handbook



Brittany Dublin, Principal
Carla Baker, Assistant Principal
Beatriz Chavez, Secretary/Bookkeeper
Carolyn Kent, Data Manager

Dear Parents, Guardians, and Caregivers,

We welcome you to the 2023-2024 school year at Vinson-Bynum! While there have been changes in administration since your student(s) last attended VBS, we assure that a quality education and communication with all stakeholders continues to drive our focus! We are excited for a new school year and a new beginning for us all!

Our Vinson-Bynum staff has a continued commitment to providing a safe and nurturing environment that challenges our students to be the very best they can be. We also recognize that a strong partnership between school and home is a crucial factor in the academic success of our students. There will be opportunities for you to be active in your student's educational experience through volunteering, joining PTO, and attending school events. In addition, getting acquainted with and maintaining regular communication with your student's teacher is imperative.

This handbook has been prepared as a guide to familiarize you with our school. While not all-inclusive, this handbook does serve as an outline of policies and procedures in place to ensure a school atmosphere that promotes excellence in teaching and learning. This handbook is shared electronically so that changes/edits may be made during the year as appropriate.

Guidelines, regulations, and directives from the district take precedence over any items in this handbook.

Thank you, in advance, for the important role you will play this school year in helping our students be successful. We thank you for allowing us the opportunity to serve you and your student, and look forward to a school year that is **Nothing Less Than the Best!**

Sincerely,

Brittany Dublin, Principal

Carla Baker, Assistant Principal

TABLE OF CONTENTS

Handbook Signature Page	3
Vinson-Bynum Elementary School - Our Mission, Vision, and Beliefs	4
Vinson-Bynum Elementary School Parent-Student-Teacher Compact	5
Academic Expectations for Students/Student Promotion and Accountability	6
Attendance Expectations	7
Awards & Recognition of Student Accomplishments	7
PBIS Recognition	8
Calendar Info and Important Dates to Remember 2023-2024	8
Child Nutrition & Cafeteria Procedures	11
COVID-19 and Other Protocols	11
Custody and Legal Guardianship of Students	11
Emergency Contact Information	12
FERPA - The Family Educational Rights and Privacy Act Opt-Out	12
Field Trips	12
Grading System	13
Homework	13
Inclement Weather Procedures	14
Late Arrivals and Early Checkouts	14
Medication	15
Parent Visits to Classrooms	15
Parent's Guide to K-2 Standards-Based Grading & Elementary Report Cards	16
Parent Portal	18
Parties	18
Positive Behavior Interventions & Support (PBIS)	19
PTO	20
Student Use of Wireless Communication Devices	21
Technology/Chromebooks	21
Transportation: Bus Safety and Discipline	21
Transportation: Arrival & Dismissal (includes Carpool info)	23
Transportation: Requests for Changes	24
Vinson-Bynum Title 1 Engagement Policy	24
Visitors & Volunteers	25
WCS Assessment/Testing Calendar	26



Vinson-Bynum Elementary Handbook Signature Page

Dear Parent/Guardian,

The Vinson-Bynum Elementary School handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. In order for school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at <http://www.wilsonschoolsnc.net/>.

This handbook is shared electronically so that changes/edits may be made during the year as appropriate. Please access the most recent version of our handbook by using the link on the Vinson-Bynum Elementary School website. Guidelines, regulations, and directives from the district take precedence over any items in this handbook.

Please read this handbook with your child and discuss its contents. Afterwards, we ask that you and your child sign below, indicating that you have read and understand the contents of this handbook. Thank you for your cooperation and support. We look forward to a wonderful year with your child and family.

Student and Parent: Please sign, date, and return this form to the student's homeroom teacher.

Student Signature

Date

Parent Signature

Date

Grade: _____

Homeroom Teacher: _____

Vinson-Bynum Elementary School- Our Mission, Vision, & Beliefs

Vinson-Bynum Elementary School Mission Statement

Our mission is to safely prepare students for success in the 21st century by providing a quality education and working closely with all stakeholders to grow and improve with high expectations and accountability for all.

Vinson-Bynum Elementary School Vision Statement

Our vision is to be nothing less than the best both academically and in life!

Vinson-Bynum Elementary School Motto

Nothing Less Than the Best at VBS!



[Back to Table of Contents](#)

Vinson-Bynum Elementary School
Parent-Student-Teacher Compact

<u>Student</u>	<u>Parent</u>	<u>Teacher</u>
As a STUDENT, I will be responsible for:	As a PARENT, I will be responsible for:	As a TEACHER, I will be responsible for:
<input type="checkbox"/> Attending school regularly. <input type="checkbox"/> Coming to class prepared and on time. <input type="checkbox"/> Actively participating in all aspects of my education. <input type="checkbox"/> Respecting the rights of others to learn without distraction and disruption. <input type="checkbox"/> Showing respect and cooperating with all adults in the school. <input type="checkbox"/> Completing all assignments to the best of my ability. <input type="checkbox"/> Spending time at home daily studying or reading.	<input type="checkbox"/> Ensuring that my child attends school regularly and on time. <input type="checkbox"/> Providing a home environment that encourages my child to learn. <input type="checkbox"/> Actively participating in the parent meetings and parent education programs. <input type="checkbox"/> Working closely with classroom teachers to help children be successful. <input type="checkbox"/> Providing regular time at home for working with my child on school-related activities. <input type="checkbox"/> Helping my child to meet his or her responsibilities.	<input type="checkbox"/> Coming to class prepared to teach. <input type="checkbox"/> Helping each student reach his/her full potential. <input type="checkbox"/> Providing an environment conducive to learning. <input type="checkbox"/> Allowing students to be successful through the use of many enjoyable instructional experiences. <input type="checkbox"/> Maintaining communication on an ongoing basis through student progress reports, classroom/school newsletters/Class Dojo and parent meetings. <input type="checkbox"/> Supplying clear evaluations of student progress and achievement to both students and parents.
Student's Signature:		Teacher's Signature:

_____ Date: _____	Parent's Signature: _____ Date: _____	_____ Date: _____
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[Back to Table of Contents](#)

Academic Expectations for Students/Student Promotion and Accountability

Kindergarten, First and Second Grade: Students are expected to meet the standards of the end-of-the-year K-2 Reading and Mathematics Assessments, receive favorable teacher grades, and attend school regularly. Please see additional standards noted in the chart below.

Third, Fourth, and Fifth Grade: Students are expected to meet the standards of the end-of-the-year Reading and Mathematics Assessments, receive favorable teacher grades on report cards, and attend school regularly. Please see additional standards noted in the chart below.

All staff are required to follow regulations developed by administration and approved by the superintendent. The following has been issued by the superintendent for the implementation of Board Policy 3420, *Student Promotion and Accountability*.

Promotion Requirement Standards

Grades	Attendance Expectations
K-5	85 percent of days enrolled
6-8	90 percent of days enrolled
9-12	90 percent of days enrolled

Grade	K-2 Reading Assessment	Math Proficiency	Teacher Grades
K	420	80 percent	Satisfactory
1	441	80 percent	Satisfactory
2	439	80 percent	Satisfactory

Grade	EOG Math	EOG Reading	Reading Assessment	Lexile	Teacher Grades
3	Level III	Level III	445	725	60 or Above in Reading and Math

Grade	EOG Math	EOG Reading	EOG Science	Teacher Grades
4	Level III	Level III		60 or Above in Reading and Math
5	Level III	Level III	Level III	60 or Above in Reading, Math, and Science

[Back to Table of Contents](#)

Grade	EOG Math	EOG Reading	EOG Science	Teacher Grades
6	Level III	Level III		60 or Above in Reading, Math, Science, and Social Studies
7	Level III	Level III		60 or Above in Reading, Math, Science, and Social Studies
8	Level III	Level III	Level III	60 or Above in Reading, Math, Science, and Social Studies

Issued by the Superintendent

Attendance Expectations

Regular and consistent student attendance is critical for success at all grade levels. Attendance will be recorded daily.

Grades	Attendance Expectations
K-5	85 percent of days enrolled
6-8	90 percent of days enrolled
9-12	90 percent of days enrolled

Students should bring a note within 2 days following an absence according to WCS [Board Policy 4400](#). Absences will be coded either Excused or Unexcused depending on the nature of the absence. Qualifications for excused absences are also outlined in the policy. All other absences will be considered unexcused as explained in the policy.

Awards & Recognition of Student Accomplishments

We are proud of our students' accomplishments and will recognize students for their achievements at end-of-the-year events and at other times during the school year. Recognition events may include awards for citizenship, academics, and achievement. Additional awards may be presented, as appropriate, based on teacher discretion.

Perfect Attendance awards will be presented for students who have been in attendance every day with no tardies. Excellent Attendance awards will be given for students who have been in attendance every day, but have one or more tardies. Late arrivals and early check outs are both coded as tardies.

[Back to Table of Contents](#)

Academic Awards may include Principal's List and Honor Roll based on report card grades as follows:

- Principal's List (Grades 3, 4, 5): Student earned all A's across all subject areas
- Honor Roll (Grades 3, 4, 5): Student earned all A's and B's across all subject areas
- Honor Roll (Grades K, 1, 2): Student earned at least 80% M's and S's

VBS will recognize students for meeting or exceeding PBIS expectations while at school. Please see more regarding PBIS recognition located in the PBIS section of this handbook.

PBIS Recognition

Vinson-Bynum participates in the Positive Behavioral Interventions and Supports (PBIS) system to support and guide students toward improved social and behavioral outcomes. VBS will recognize students for meeting or exceeding PBIS expectations while on campus and in the school building.

PBIS recognitions may include:

- Weekly and monthly student recognition
- Ongoing classroom recognition for students who contribute to positive classroom norms
- Recognition for students with exemplary behavior (no office behavioral referrals, including bus

PBIS Celebration Criteria

- No more than six absences and/or tardies combined per grading period
- No behavior referrals for the grading period (bus or office)

Calendar Info and Important Dates to Remember 2023-2024

[2023-24 WCS Traditional Calendar](#)

[2023-24 WCS Testing Calendar](#)

Click [HERE](#) to view all available WCS Calendars. These calendars are subject to change, so please visit often.

[Back to Table of Contents](#)

District Progress Report and Report Card Schedule 2023-2024 (Subject to change. Please see the WCS calendar for updates.)	
Event	Date
1st 9 Week Grading Period	
Progress Reports	September 25, 2023
Grading Period Ends	October 20, 2023
Grades Due	October 25, 2023
Report Cards Go Home	October 30, 2023
2nd 9 Week Grading Period	
Progress Reports	November 27, 2023
Grading Period Ends	December 21, 2023
Grades Due	January 3, 2024
Report Cards Go Home	January 8, 2024
3rd 9 Week Grading Period	
Progress Reports	February 8, 2024
Grading Period Ends	March 15, 2024
Grades Due	March 18, 2024
Report Cards Go Home	March 21, 2024
4th 9 Week Grading Period	

Progress Reports	April 30, 2024
Grading Period Ends	June 5, 2024
Grades Due	June 7, 2024
Report Cards go home	June 17, 2024

[Back to Table of Contents](#)

2023-2024 Important Events & Activities		
Date	Event	Time
8/17/23	Kindergarten Signing Night	4:00-5:00 pm & 5:30-6:30 pm
8/24/23	Open House	4:00-6:00 pm
8/28/23	First Day of School	8 am
8/28/23- 8/29/23	Kindergarten Staggered Enrollment	8 am
9/5/23	Independence Day (Students walk in to school without parents)	8 am
9/11/23	Fall Fundraiser Kickoff (will run through 9/25/23)	8 am
9/22/23	Back-to-School Dance *	3:30-5:30 pm
9/28/23	Curriculum Night/Title 1 Night	4:00-6:00 pm
10/20/23	Fall Pictures	All Day
10/30/23	Report Card Pick Up	3:30-6:00 pm
11/15/23	Fall Make-Up Pictures	All Day
11/21/23	Fall/Thanksgiving Dance *	3:30-5:30 pm
1/8/24	Report Card Pick Up	3:30-6:00 pm
1/18/24	Read to Achieve Night:	6:00-7:00 pm

	Information session for parents of 3rd graders	
2/9/23	Valentine's Dance *	3:30-5:30 pm
3/7/23	One Book, One School Main Event	6:00-7:00 pm
3/11/23	Spring Pictures	All Day
3/21/24	Report Card Pickup/STEM Night	3:30-6:00 pm
4/18/23	Math Night @ Food Lion	6:00-7:00 pm
5/3/24	Spring/EOG Dance *	3:30-5:30 pm
5/16/23	Transition Night (2nd to 3rd Grade) EOG Night (3rd, 4th, and 5th Grades)	5:30-6:00 pm 6:00-7:00 pm

PBIS Celebration Criteria will be followed for dances

[Back to Table of Contents](#)

Child Nutrition & Cafeteria Procedures

All students continue to be eligible for breakfast at no cost. Breakfast will continue to be served “grab & go” style and will be consumed in the classroom. Beginning in the 2023-2024 school year, Vinson-Bynum students are covered under the CEP grant; therefore, lunch is provided free of charge to all students. Additional snacks, desserts, and drink items are available for purchase. Parents may send cash, checks or online payments through [“MySchoolBucks”](#).

Please see the following expectations regarding food and drinks at Vinson-Bynum:

- 1) All food and drink items must be consumed at lunch and disposed of at the conclusion of the lunch period.
- 2) Open containers of liquid are not permitted; a thermos or sealable bottle is ok, but not cans, as they can spill and cause a mess.
- 3) Students may not sell or barter food items.
- 4) Students may not use microwave ovens at school. Staff will not heat food for students in the microwave.
- 5) At lunch, parents are invited to sit with their child only at the visitors' table. Due to safety concerns, please do not ask another student to sit with you and your child.

COVID-19 and Other Protocols

Vinson-Bynum Elementary School will follow all directives from the district-level leadership regarding protocols for COVID-19 and/or other circumstances. If your student receives a positive COVID-19 test result, please contact Mrs. Dublin. A confirmed positive case must be quarantined for 5 days and then upon return to school, a mask must be worn for 5 days.

Custody and Legal Guardianship of Students

If a parent is in possession of a valid court order that limits or removes the rights of one parent regarding custody or other school-related matters, a copy of that order must be on file in the school office. New court orders should be shared with the school as soon as possible. Existing court orders should be provided at the beginning of each new school year, and also at any time changes are made to the order. **If no valid court order is provided, it is assumed that both parents have equal rights.** The school cannot “take the word” or verbal direction of one parent over another. We must have a valid order in our possession to proceed accordingly.

If applicable, parents must provide schools with specific parenting time schedules in order for our school to comply.

We strongly encourage parents with court orders to meet with the teacher and principal to discuss and review.

[Back to Table of Contents](#)

Emergency Contact Information

Please ensure that you have current contact information listed with our school’s Data Manager AND your child’s teacher. We need no less than three emergency contact numbers (your personal and workplace numbers, a relative and/or friend [at least 2] who are authorized by you to pick up your child). Additionally, if you have an email contact, please list this with us as well. During an emergency situation (i.e., early release due to inclement weather, etc.), we would need to be able to contact you regarding the event. **Additionally, please ensure that you always update your contact list information so that it remains valid/current in our records.**

FERPA - The Family Educational Rights and Privacy Act Opt-Out

Wilson County Schools’ [Policy 4700](#) and [Administrative Regulation 4700-R](#) outline the right for parents and guardians to opt-out of sharing directory information. More information about your FERPA rights may be viewed [HERE](#).

Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you. A school may disclose directory information to third parties for non-commercial use only.

Schools will never sell information to third parties for commercial purposes. Directory information will only be used for official purposes and to colleges and universities if you so choose.

Field Trips

When appropriate, grade levels may utilize field trips to enrich our classroom instruction. Please consider volunteering as a chaperone for these events. Chaperones must be approved on the WCS Volunteer Tracker system. Sign up by visiting www.wilsonschoolsnc.net and enter *volunteer* in the search bar! Approved chaperones will be assigned a small group to supervise during the trip. School field trips are considered an extension of the school day; therefore, applicable policies, rules, and procedures apply to field trips just as they do during the regular school day. Please see [3320-R School Trips](#) and [3320 School Trips](#) for more information.

In order to ensure the safety of all, we adhere to the following guidelines:

- All chaperones must be approved via the WCS Volunteer Tracker to attend field trips. Pending applications and expired approvals will not be honored.
- Because field trips are school/classroom events, and not designed to be individual parent/student/family events, we ask that all parents who wish to attend/participate sign up with your child's teacher to serve as a chaperone for this event. You will be assigned a small group of students to supervise. Parents who are not utilized as chaperones for this trip should not expect to "join in" with the class at the venue and will not be able to participate with the school or class group.
- Older or younger children/siblings/cousins, etc. who are not a member of the class are not permitted to attend field trips.

[Back to Table of Contents](#)

- Due to state and/or district policies, parent volunteers cannot ride our buses, so therefore must meet us at the venue. Feel free to follow our buses to the event if you prefer!
- Chaperones who wish to do so may check out their own personal child(ren) at the conclusion of the trip. Please note that this early checkout will be coded as a "tardy" for the day. See your child's teacher for the sign-out sheet. All other students will return to school at the end of the trip via school bus.
- When paying for field trips, please send cash only in the correct amount, as teachers are unable to provide change for students.
- If tickets must be pre-purchased for a trip, VBS will purchase only for those adults attending as chaperones.
- Please understand that these guidelines are enacted for the safety of all students. If you have any questions regarding this trip, please contact your child's teacher.

Grading System

When determining the final grade for a grading period, teachers shall weigh assignments and assessments as indicated in the tables below.

Type of Assignment / Assessment	Grades K-8	Grades 9-12
Tests / Projects	50%	60%

Quizzes / Classwork	45%	35%
Homework	5%	5%

Homework

Because students complete assignments at varying paces, it is difficult to determine the actual length of time a student will need to complete a homework assignment. For this reason, it is expected that teachers will use sound judgment in determining the amount of homework assigned each night. The table below provides general guidelines for the amount of time a student should spend on homework nightly.

Grade Span	Suggested Maximum Length of Nightly Homework
Grades K – 2	30 Minutes
Grades 3-5	45 Minutes
Grades 6-8	60 Minutes
Grades 9-12	60 - 120 Minutes

[Back to Table of Contents](#)

Inclement Weather Procedures

All weather-related school closings, early releases, or late-starts will be shared by Wilson County Schools' central office via phone and email, as well as posted on the district's website at: <http://www.wilsonschoolsnc.net/?DivisionID=20293>.

WCS may elect to utilize a remote learning format in emergency situations, such as inclement weather, power outages, or other events. Students should be prepared to participate in remote learning at any time, and should take their laptops home daily unless one is available for use at home. Teachers will incorporate electronic platforms (Seesaw for grades K,1,2; Google Classroom for grades 3,4,5) into their regular instruction, so students should be well versed in the event of remote instruction. Your child's teacher will share a remote instruction schedule with you as needed.

Late Arrivals and Early Checkouts

- Students may enter the building beginning at 7:30 AM. Breakfast is served in the classroom beginning at 7:30AM.
- Students who arrive after 8:00 AM and/or leave before 3:00PM are counted tardy. **These students must be checked in at the front office by a parent via our Ident-A-Kid system.**

- Help us maintain student safety! Please do not drop your child off in the morning before adults are outside on supervision duty or after staff have left the carpool area. **Our doors lock promptly at 8:00 AM! Please do not place your child at risk by dropping him/her off unattended.** Parents who are unable to bring their children to school or pick them up on time should utilize other means of transportation. Many area daycares provide transportation for their enrolled students to our school. WCS also provides morning and afternoon daycare, as available, for interested parents. For more information regarding the WCS Before-School or After-School Care programs, contact Amy Deans at amy.deans@wilsonschoolsnc.net or 399-7714.

7:30 AM	Carpool begins; students may be dropped off when supervising staff member is present
8:00 AM	Tardy; Official Start of School Day
3:00 PM	Dismissal Begins

[Back to Table of Contents](#)

Medication

[WCS Board Policy 6125](#) and [WCS Board Regulation 6125-R](#)

School personnel may not administer medication without the written instructions and a completed medication form signed by the doctor prescribing the medication and the parent/guardian.

School personnel may not apply any treatment beyond first aid. Prescription medications must be brought to the school by the student’s parent/guardian in a pharmacy labeled bottle that contains instructions on how to administer, how often, and in what dosage. Most pharmacists are aware of this and if asked will split the prescription into two bottles so that one can be brought to school and be properly administered. Bottles containing any type of medicine should be given to the teacher. Over the counter medications must be in the original container and will be administered according to the physician’s and parent’s written instruction. Students should not bring medication to school.

Parent Visits to Classrooms

We encourage parents/guardians to be involved in and support the educational program of our school. Active parental participation increases student learning and enhances your child’s elementary school

experience. Sometimes, it is necessary or desirable for parents to visit their child's classroom. Parents are welcome to observe and learn about the educational program at school subject to reasonable rules developed by school administrators (WCS Policy Code: 5020 Visitors to the Schools). Therefore:

Initial Requirement to Observe/Visit the Classroom: All parents/guardians who wish to observe or visit in classrooms must be approved on the WCS Volunteer Tracker system. Please visit the WCS website for more information. Pending applications and expired approvals will not be accepted.

Who May Visit the Instructional Setting: The privilege of observing a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to non-custodial grandparents, other interested close relatives, or caregivers.

Who May Be Observed: The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

Scheduling: Visits must be scheduled in advance through the Principal or designee for a time and date convenient to the parent, teacher, and Principal/designee. No visits will be allowed while students are participating in assessments. Some other activities may be exempt from observation, as well. Same-day requests for classroom visits will not be honored unless initiated by the teacher and approved by the Principal or designee. In order to protect the learning environment for all, the Principal or designee may be present during the parent observation. Parents should plan to conference with the Principal or designee immediately following the observation.

[Back to Table of Contents](#)

Duration: To minimize potential interruptions and distractions during instructional time, the principal or designee reserves the right to limit the duration of classroom observations.

Conduct During Classroom Visitation: Parent visits to classrooms will be scheduled to begin and end in a manner that will not interrupt the instructional activities in progress. While visiting the classroom, the teacher will designate an area for parents to sit, generally in the back of the classroom. Parents are asked NOT to sit with or interact with their student or the teacher during the observation, unless specifically requested by the teacher to do so. Unnecessary noise or movement creates a disruption to the learning environment and must be avoided. Parents may NOT discipline their student during the classroom visit or while in the presence of other students. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct interferes with the orderly operation of the classroom.

Parents wishing to discuss their student's behavior or academic progress after observing him/her during class should schedule a parent conference with the teacher. Any other concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

No Audio or Video Taping of Classroom: To protect the privacy rights of all students, video and or/audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices that could be used

to video or audio record, including but not limited to cell phones, should not be visible or operational during the visit. Violation of this guideline can result in dismissal from the classroom visit and/or the school site.

Parent's Guide to K-2 Standards-Based Grading & Elementary Report Cards

In Wilson County Schools, we envision a student-friendly report card with clearly identified learning targets aligned to the North Carolina Standard Course of Study, while providing high quality instruction and assessments. Our Standards-based report card provides meaningful feedback so both students and parents can track student progress toward mastery of key academic concepts/standards and reflect upon strengths and areas for improvement.

What is standards-based grading?

Standards-based grading is a grading system, which involves measuring students' mastery of a set of clearly defined standards. Its purpose is to identify what a student knows or is able to do based on these pre-established standards, rather than averaging grades/scores, which may not provide an accurate picture of what a student has or has not learned.

What is a standards-based report card?

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level.

How does standards-based grading differ from traditional grading?

In a traditional grading system, a student's performance for an entire quarter is averaged together.

[Back to Table of Contents](#)

A standards-based grading system measures a student's mastery of standards by prioritizing the most recent, consistent level of performance, allowing a student who struggled early to demonstrate mastery by the end of the grading period. Variables such as effort, participation, timeliness, cooperation, attitude and attendance are reported separately, not as an indicator of a student's academic performance.

How are my child's grades determined?

A student's performance on summative assessments will be used to determine a student's overall grade. Formative assessments, which occur throughout the grading period, are used to identify areas of strength and weakness of students in order to guide the teacher in providing targeted instruction.

Will my child still receive teacher comments on the report card?

Yes. Individualized feedback is an essential component of standards-based grading. Effective feedback is a more useful source of information than simply assigning a numeric value or letter grade to student work.

What will the grading scale represent?

M- Indicates that a student has mastered a standard

S - Indicates that a student has exhibited satisfactory progress towards a standard

N - Indicates that a student needs additional support and practice with a standard

U - Indicates that a student has exhibited unsatisfactory progress towards a standard

How will I know if my child needs help?

Receiving a 'N' or 'U' on a progress report/report card can be a sign that a student is in need of extra support in the areas where he or she is receiving low grades. This is another benefit of a standards-based report card – areas in need of support are clearly evident.

In which courses will my child receive a report card grade?

Each student will receive a grade in at least one standard for the following subjects per grading period:

- ELA (English Language Arts)
- Math
- Science
- Social Studies
- Physical Education
- Music
- Visual Arts
- Homeroom (The Homeroom grade will be based upon a student's conduct/ behavior)

[Back to Table of Contents](#)

Grading periods will be marked as:

- Q1 (First Quarter/Nine Weeks)
- Q2 (Second Quarter/Nine Weeks)
- Q3 (Third Quarter/Nine Weeks)
- Q4 (Fourth Quarter/Nine Weeks)

Parent Portal

Parent Portal is a statewide student information system that gives parents and students access to real-time information including attendance, grades, and assignments. With Parent Portal, powered by Pearson's PowerSchool application, everyone stays connected: Students stay on top of assignments, parents are able to participate in their child's progress, and teachers can instantly share information from their gradebook with parents and students. Families with multiple students can also set up their accounts to view all of their students at one time, with one login.

Parties are available for students in grades 3-5; please make sure to pick up your child from the front office. For additional information, please visit the [Website](#).

Parties

In order to protect instructional time, classroom parties are held only during specially designated times. With prior teacher approval, parents may bring cupcakes or a small treat for their child’s birthday if they wish. Cupcakes/treats are to be given after our cafeteria’s operating hours (generally after 1:00 PM). All treats must be commercially prepared; due to state laws and regulations, no homemade goodies are allowed!

Please do not send (or arrange delivery of) gifts to students at school. Items including, but not limited to, flowers, balloons, and gift baskets create distractions and will not be shared with students at school or at school events. Items delivered to school for students by florists and/or other vendors will not be accepted. Many local vendors are aware of this policy and will not accept orders to be delivered to school.

Parents who wish to visit classrooms and/or assist with parties and celebrations must be approved via the WCS Volunteer Tracker platform. Please visit the WCS website for more information. Pending applications and expired approvals will not be accepted.

In the event that our school or district reverts to a COVID-19 attendance plan, we will adhere to all guidelines and directives from WCS and other appropriate entities.

[Back to Table of Contents](#)

Positive Behavior Support and Interventions (PBIS)

VINSON-BYNUM’S PBIS MATRIX

Setting Expectations	Playground	Cafeteria	Restrooms	Hallways	Buses	Classrooms	Assemblies
Be Respectful I will...	<ul style="list-style-type: none"> *Take Turns *Play Fair *Use Kind Words *Keep Hands, 	<ul style="list-style-type: none"> *Stay in Line Order *Use Good Table Manners 	<ul style="list-style-type: none"> *Allow Privacy for Each Other 	<ul style="list-style-type: none"> *Stay in my Own Space *Keep Hands, Feet, and Objects off of walls and Others 	<ul style="list-style-type: none"> *Listen to the Driver’s Instructions *Keep Hands, Feet, and Objects to Myself 	<ul style="list-style-type: none"> *Treat Others the Way I Want to Be Treated *Treat the Materials and Property How 	<ul style="list-style-type: none"> *Listen and Be Attentive to the Speaker *Stay in my Space

	Feet, and Objects to Myself					They Should Be Used	
Be Responsible I will...	*Stay in Assigned Area *Have Good Sportsmanship *Put Trash in the Trash Cans	*Clean Up After Yourself *Eat First, Then Talk Quietly *Get All Items When in the Line	*Clean Up After Myself *Wash Hands	*Walk and Stand Quietly	*Stay in My Seat *Use Quiet Voice	*Come to Class Prepared with Supplies *Do My Best	*Follow the Directions of the Speaker *Ask Appropriate Questions
Be Ready to Learn I will...	*Follow Directions and Rules *Resolve Conflicts with Teacher Support	*Monitor Noise Level *Enter and Leave Quietly *Stay in My Seat	*Use Time Wisely *Enter and Exit Quickly	*Walk Forward on the Right Side *Keep a Steady, Safe Pace	*Follow Bus Procedures	*Stay on Task *Complete My Assignments *Listen to the Speaker	*Interact, Learn, and Enjoy!

[Back to Table of Contents](#)

At Vinson-Bynum, all students are expected to behave in a manner conducive to learning. High standards have been established for students to conduct themselves in a way that is respectful and that builds a climate essential for learning. Students can expect school staff to reinforce and model positive behaviors. Our PBIS Matrix gives examples of appropriate behaviors and expectations. At VBS, we promote positive behavior strategies and support to maintain a healthy culture for our students to learn and grow. Our teachers will use intervention strategies and approaches in their classroom to maintain order and an appropriate learning environment.

However, in the event that a student is continuously disruptive or behaves in a manner that is not supportive of learning, teachers and/or school administrators must intervene with the student in an appropriate manner to ensure that learning can occur.

Vinson-Bynum staff takes discipline very seriously. We will maintain an orderly school so that all students can learn in a safe environment. No one student has the right to take away learning

opportunities from another. Students who misbehave will be redirected and proper behavior will be reinforced. Teachers and administration will follow WCS policies and procedures when applying disciplinary consequences for misbehavior.

Any item not needed for school/class or approved by the teacher should be left at home (i.e. cards, toys, electronic devices, iPods, balls, fidget spinners, etc.). **ITEMS SUCH AS MATCHES, SHARP OBJECTS, LIGHTERS, FIREWORKS, FIREARMS (or ANY LIKENESS OF A FIREARM, INCLUDING WATER PISTOLS), tobacco products, alcohol and illegal drugs are ALL BANNED FROM THE SCHOOL'S CAMPUS AND VIOLATE STATE AND LOCAL LAWS.** Possession of any of these may result in an automatic suspension with the possibility of long-term suspension.

PBIS Celebration Criteria

- No more than six absences and/or tardies combined per grading period
- No behavior referrals for the grading period (bus or office)

PTO

The Vinson-Bynum staff encourages all parents to join our PTO. While a separate entity from the school, we do depend on our PTO as a **major** source of financial and human assistance. Our PTO is very supportive of our school and throughout the years has provided us with computers, furniture, grounds beautification, field trip and special event funding, tutoring, and other essential resources. Please be on the lookout for information about joining Vinson-Bynum's PTO.

[Back to Table of Contents](#)

Student Use of Wireless Communication Devices

The possession of wireless communication devices is a matter of convenience and safety for students and parents, but the use of these devices can also be a disruption of the instructional process. The following rules apply at Vinson-Bynum regarding student use of communication devices:

- Wireless communication devices include, but are not limited to, cellular telephones, electronic devices with internet capability, paging devices, two-way radios, or any similar device.
- Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel.
- The school principal may develop and make available a plan for specific times and locations when students may access their wireless communication devices without consequences.
- The use of cellular phones and other wireless communication devices is prohibited on school buses.

- Students who participate in after-school programs are prohibited from using wireless communications devices during such programs.
- Please see the WCS Board of Education Policy # 3225/4312/7320 for more information.

Technology/Chromebooks

Students are free to use their own personal devices. They will connect to the WCS Guest Network daily. WCS is not responsible for personal devices at any time nor will they investigate any incidents of loss or theft. If students chose to bring a personal device for school use, rather than a school issued device, they need to complete a BYOD Form and return it to the media specialist.

All students will have access to a Chromebook through the school. There is a \$30 usage fee for all students. Parents/guardians may complete the [WCS Needs Based Assistance Application](#) (for traditional schools only) to determine if their technology fee may be waived. This fee is collected in accordance with WCS Board Policy 6525.

Transportation: Bus Safety and Discipline

All students assigned to a bus for transportation are informed and cautioned through class instruction and driver supervision of the responsibility of the individual passenger for conduct and safety. Parents should be notified when disciplinary action is needed.

All school bus passengers are required to model good conduct. When the bus driver or others report instances of misconduct on a school bus by a passenger, the school administration shall exercise the authority designated to him/her for an investigation and appropriate disciplinary procedure for any passenger. (Board of Education Policy # 4300.)

A school administrator may suspend, at his/her discretion, passengers from riding on a school bus for:

- Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus.
- Tampering with or doing damage to a bus.
- Refusing to meet the bus on time and/or at the designated stops.

[Back to Table of Contents](#)

- Leaving the bus when en route from home to school (or vice versa), unless authorized to do so by the principal or his/her designee.
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the Wilson County Board of Education.

In order to change a student's bus stop, or add a student to a bus, the parent must request a Wilson County Schools Special School Bus Assignment Form. This form must be approved by the school administrator prior to the student being allowed to ride the bus. This approval is dependent upon the student riding the bus on a regular basis. Special School Bus Assignments are only made on a regularly scheduled basis. **Notes asking for students to be dropped off at a friend's house or other unauthorized stops are not accepted.**

Riding a bus to and from school is a privilege. Each rider must be a responsible passenger. **Parents are asked to accompany their child to the bus stop and remain there until your child boards the bus.**

In meeting the school bus, passengers should:

- Be on time. The bus driver will not stop if you are not at the designated pick up location.
- Stand on the side of the street or highway, clear from traffic, and in no way interfere with traffic. Cross the road under the protection of the bus stop arm and hand signal from the driver.
- Wait for your turn in getting on the bus.

On the bus, passengers should:

- Quietly take your assigned seat and remain seated while the bus is moving.
- Keep the bus clean (no drinking, eating or gum).
- Keep the aisle clear and hands/arms inside the bus - not out the windows.
- Talk softly
- Sit facing forward with both feet on the floor, hands to yourself, and personal items in your book bag.
- Noise levels should be low so the driver can hear.
- (AM riders) When leaving the bus, stay on the sidewalk until you quietly enter the school.
- (PM riders) When leaving the school building, walk quietly on the sidewalk that leads to the bus lot. Walk, do not run, to your assigned bus. You may board the bus once the driver invites you to do so.

When appropriate, the following steps will be taken in dealing with bus offenses as reported by school bus drivers:

- 1st Offense: Parental notification and counsel with student; may receive up to 3 days off the bus.
- 2nd Offense: May receive up to 5 days off the bus.
- 3rd Offense: May receive up to 10 days off the bus.
- 4th Offense: May receive up to 10 days off the bus or may be suspended from the bus for the remainder of the school year.

[Back to Table of Contents](#)

Note: In the case of fighting, severe behavior violation, and/or other misbehaviors that create an unsafe bus environment, the principal and assistant principal have the authority to immediately suspend the student from riding the school bus rather than following the sequence of steps outlined above. In addition, depending on the severity of the infraction, a school-based consequence, including suspension from school, may be warranted.

In the event that our school or district reverts to a COVID-19 attendance plan, we will adhere to all transportation-related guidelines and directives from WCS and other appropriate entities.

Transportation: Arrival & Dismissal (includes Carpool info)

Students may be dropped off beginning at 7:30. Staff members will assist with loading and unloading students. Car riders should be dropped off at the main entrance no earlier than 7:30 and picked up at the main entrance of the building no later than 3:20. Drivers should drive slowly and use caution when moving through the parking lot. Please do not drive through traffic cones. Follow the traffic patterns. Please pay attention to our carpool staff!

- There are 2 drop off lanes. Students may exit vehicles in both lanes. Please have your child wait for a staff member to motion them to get out of the car and proceed to the front entrance. Students are not to cross the car line without an adult.
- Parents are asked to send a note by their child when a change of transportation is required. ***We do not accept phone calls for routine changes in transportation.***
- Parents are to remain in their cars during arrival and dismissal.
- [Car Line Logistics and Procedures](#) to help with a smooth pickup.
- [Car rider pickup diagram](#)

If your child is a car rider, please don't park and walk up to pick up your child, but wait in the car line. This is to ensure the safety of all students during this very busy time at school. Students will come to the car when they are called. If your child is a car rider, you must come through the car line. No walk ups from the school parking lot and car line will be allowed. No pickups can be made by walking up to the school from the street. Every car rider will load in front of the school.

It is also important to make sure that the person who is picking up your child is listed on their contact information located in the office as well as on the teacher's contact list. If someone different needs to pick up your child, a note must be sent to the teacher with this change.

Our exterior doors automatically lock upon closing. For safety reasons parents should not drop tardy students off at the closed/locked front door area, but instead, should park, then enter the building to sign the child in at the office. If you are unknown to our office staff, an ID will be required for entry into the building. For safety reasons, please do not drop your child off unattended at the front locked door, as you will be leaving your child outside and unsupervised.

If you must pick up your child from school for any reason during the regular school day, please enter through the front door of the school and ask for your child before 2:30pm. The secretary will call for your child when you arrive on campus and you will sign him/her out at the front desk. **There will be no early check outs between 2:30-3:00 pm due to the high volume of traffic in the office and the continuous interruption to classrooms and instructional time.**

[Back to Table of Contents](#)

It is important that parents pick up children on time at the end of each school day. Parents who are late in picking up students from school must come into the office to sign out their child. Students should not remain on campus after carpool unless participating in a school-sponsored activity. Persistent tardiness in picking up your child at carpool will necessitate a meeting with the principal and/or social worker, with appropriate follow-up actions. Parents who are consistently unable to pick their child up in a timely manner should consider another form of transportation or an after-school childcare option.

Transportation: Requests for Changes

Change of Transportation Requests: Requests for temporary changes in transportation must be made in writing – with parent handwritten or electronic signature and date - to the teacher. If you are unsure of how to proceed with a request, please consult with the Assistant Principal prior to lunchtime. The AP will contact parents if their request is not honored. Requests for permanent change of transportation should be referred to our Assistant Principal. All requests for changes in transportation must be submitted in writing prior to 2:00 PM. Phone calls for a temporary change of a child’s method of transportation will be accepted for emergencies only and will be handled through the office only.

Students must ride the bus to which they are assigned and may NOT ride a different bus to go home with another student or to an alternate location. If you determine you need bus transportation and your student has not been assigned for the current school year, please call the front office and speak to Ms. Baker. Please note that having a student assigned to a bus can take several days or more.

Vinson-Bynum Elementary School Title I Parent Engagement Policy

The Wilson County Board of Education and Vinson-Bynum Elementary School believe that the education of children is a cooperative effort between parents and schools. Parents are their children’s first teachers and involvement by parents improves the educational achievement of their children. We believe that the involvement of parents increases the effectiveness of the program and contributes significantly to the success of the children. Vinson-Bynum Elementary School staff will strive to involve parents in activities throughout the school year.

Vinson-Bynum Elementary School is a school-wide Title I school. This means we receive federal money to be used for all students to improve their educational achievement. We invite parents to give input into the development of their children’s instructional programs. Input is solicited through surveys and Blackboard Connect phone calls. Parents are invited to confer with teachers and administrators. Parents are asked to be active members of various committees at both the school and county level. Parent workshops are held throughout the year.

[Back to Table of Contents](#)

Parents are also encouraged to serve as volunteers in school activities. Communication to promote parental involvement includes:

- Parent-student handbook provided by the school (hard copies by request and electronically)
- Notes/letters sent to parents
- Notification of student progress each nine weeks and possible retention letters twice a year when applicable

- Phone communication through the Blackboard Connect phone system
- Translation at meetings and conferences as needed
- Written and phone messages soliciting volunteers and committee members
- Social Media (Facebook), Class Dojo, Email
- Parents may also contact the principal, any school staff member or any PTO officer to offer input.

Visitors & Volunteers

We welcome and encourage parents to volunteer and visit our school by eating lunch with their child(ren), assisting with class celebrations and participating in special events. In order to maintain a safe environment for all, it is necessary to establish and adhere to protocols for visitors on campus. Therefore:

- **All** visitors should enter through the front office, sign in on our Ident-A-Kid system, and receive a **pass/badge** for scheduled appointments and to eat lunch. Photo ID is required for entry.
- At lunch, parents may sit with their child only at the visitors' table. Due to space limitations and safety concerns, please do not ask another student to sit with you and your child.
- Mornings are a very busy time for teachers and we ask that you schedule an appointment to speak to the teacher before school. Students will walk to class independently each morning. Parents may walk students into the office/lobby area; however, students should walk independently to class.
- Do not enter or exit through side doors. Use the front main entrance only.
- Remember adults are role models and need to dress and behave appropriately.
- No cell phone use inside the building.
- Please schedule appointments with teachers by note, e-mail, or phone call. All teachers have voicemail where you can leave messages. **Please do not leave time-sensitive voicemails for teachers, as they are not required to check voicemails until after students have left campus for the day. As a reminder, requests for transportation changes must be made in writing.**
- Classroom observations require approval from the principal and should not interfere with instruction. No other children may accompany adults during a classroom observation. Observers must be approved via the WCS Volunteer Tracker system.
- The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.
- All visitors to classrooms must be approved via the WCS Volunteer Tracker. Parents who wish to observe and/or volunteer at Vinson-Bynum must register and gain approval via the Volunteer Tracker system, which can be found at: <https://appgarden6.appgarden.com/VolTrackNC980.nsf>

[Back to Table of Contents](#)

School administrators are expected to develop and implement plans and procedures for utilizing school volunteers. Vinson-Bynum teachers shall seek administrative approval prior to the use of volunteers in the classroom/instructional setting and must share the nature of work, duration, frequency, etc for which the volunteer will be used. **Volunteers shall not be allowed to grade, file, or view student work** (excluding that which is posted for general view), **as this violates the**

students' right to privacy. All school volunteers are expected to be professional and dependable in their volunteer activities and are bound by the same standards of conduct and ethics that govern school employees. The principal reserves the right to assign volunteers to roles/locations in the school. The continuation of the services of a volunteer shall be at the principal's discretion. See WCS Board Policy # [5015: School Volunteers](#) for more information.

WCS Assessment/Testing Calendar

Vinson-Bynum Elementary School participates in all required local and state assessments including End-of-Grade (EOG) Testing for Grades 3, 4, and 5. The End-of-Grade testing window begins on May 22nd; it is imperative that your student is present to take their assessments as this is one criteria that is considered for promotion.

Please view the WCS Testing Calendar by clicking [HERE](#).

[Back to Table of Contents](#)

Board Policies

Several [WCS Board Policies](#) may be of interest to parents throughout the school year. Several policies of note are linked below:

- [Student Behavior Policies \(Policy 4300\)](#)

- [Student Dress Code \(Policy 4316\)](#)
- [Homework \(Policy 3135\)](#)
- [Evaluation of Student Progress \(Policy 3400\)](#)
- [Evaluation of Student Progress \(Regulation 3400R\)](#)
- [Student Promotion and Accountability \(Policy 3420\)](#)
- [Student Promotion and Accountability \(Regulations 3420A-R\)](#)
- [Student Promotion and Accountability \(Credit Recovery\)\(Regulation 3420B-R\)](#)
- [Graduation Requirements \(Policy 3460\)](#)
- [Graduation Requirements \(Regulation 3460-R\)](#)
- [Administering Medications to Students \(Policy 6125\)](#)
- [Administering Medications to Students Regulation 6125-R\)](#)
- [Attendance \(Policy 4400\)](#)
- [Student Records / Release of Directory \(Policy 4700\)](#)
- [Student Records / Release of Directory \(Regulation 4700-R\)](#)
- [Technology in the Education Program \(Policy 3220\)](#)
- [Technology in the Education Program \(Regulation 3220-R\)](#)
- [Technology Responsible Use \(Policy 3225/4312/7320\)](#)
- [Internet Safety \(Policy 3226/4205\)](#)
- [Internet Safety \(Regulation 3226-R/4205-R\)](#)
- [School Safety \(Policy 1510/4200/7270\)](#)
- [Interscholastic Athletic Eligibility \(Policy 3621\)](#)
- [Discrimination, Harassment and Bullying Complaint Procedure \(Policies 1720/4015/7225\)](#)