



Prospect Elementary
3005 Ruben Road
Monroe, NC 28112
Phone 704-764-2920
Fax 704-764-2923
prospect.ucps.k12.nc.us

Prospect Elementary 2015-2016 Student Handbook

**Mrs. Kim Chinnis
Principal**

**Mrs. Kelly Romanowski
Assistant Principal**

This Handbook Belongs to:

Name: _____

Teacher's Name _____ Grade Level _____

In compliance with federal law, Union County Public School System administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Prospect Elementary School

Vision: To establish a safe learning environment that promotes responsible 21st century global citizens.

Mission: Preparing all students to succeed.

Prospect Elementary General Information:

Mascot: Bear Cub

School Colors: Red, White, and Royal Blue

Address: 3005 Ruben Road Monroe, NC 28112

Business Phone Number: 704-764-2920

Fax Number: 704-764-2923

School Hours: Arrival and breakfast-7:00 a.m. Tardy bell/Instruction-7:30 a.m. Dismissal-2:00 p.m.

Office Hours: The main office is open during the normal school day from 7:00 a.m.-3:30 p.m.

Summer Hours of Operation: Days and hours vary. Please contact the school.

Methods of communicating on a regular basis

<http://prospect.ucps.k12.nc.us/>

<https://www.facebook.com/ProspectES.NC>

<http://elem.ed.ucps.k12.nc.us/>

<http://ucps.k12.nc.us>

Prospect Elementary Website (events and policies)

Prospect Elementary Facebook Page

UCPS's Elementary Education Department Website

Union County Public Schools

PTO Newsletter	PTO creates a monthly newsletter each grading period to inform parents of upcoming events.
Progress Reports	Student progress is sent home in the form of a progress report every three weeks into a grading period
Report Cards	Student progress in all areas is sent home in the form of a report card at the end of every grading period
Student Handbook	School and county policies are included in your child's handbook for easy reference.
Blackboard Connect	A UCPS service that allows our principal to pre-record important messages for the entire student body and have them electronically sent to your phone line and email at a predetermined time.

Please be sure to make appointments in advance if you need to meet with an administrator, counselor, or teacher. Parents are encouraged to contact the teacher first with concerns. If an issue is not resolved, the administration may become involved.

Prospect Elementary School/UCPS Policies and Accountability

Each student at Prospect Elementary is responsible for understanding the school expectations, dress code, school discipline policy, and the policies set forth by Union County Public Schools BOE and NCSBOE. Families are requested to review this information and discuss, so that students will not be confused or misunderstand the expectations of Prospect and UCPS. Policies are continuously reviewed and revised regularly. Updated information is available on the UCPS website, www.ucps.k12.nc.us.

GENERAL POLICIES (in alpha-order)

Absentees/Attendance:

Class attendance is essential to student achievement. All students are expected to be in attendance each day school is in session. Following any absence(s) or tardy(ies), a student is required to present a written document from the parent or guardian stating the reason for the absence or tardy. All absences will be coded unlawful in the computer until a written medical note is received from the parent or guardian. Written documentation must be presented within three (3) school days after the student returns to school; otherwise the absence will be recorded as unlawful. Lawful absences are excused, but not automatically waived. See criteria to Waive Absences in UCPS's Elementary School Attendance Policy. Unlawful absences are unexcused; the absence will be coded accordingly.

Lawful reasons for an absence or tardy includes:

- Illness or injury

- Death in immediate family
 - Medical or dental appointment
 - Court or administrative proceedings
 - Religious observances—a minimum of 2 days each academic year for observance of an event required or suggest by the religion of the student or the student's parent(s) with a written prior approval from the principal.
 - Educational opportunity—this must be pre-approved by the Principal and does not include family vacations!
 - Quarantine
 - Military Deployment—for students attending ceremonies related to military deployment of family members.
- When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences. When a student has accumulated six absences for any reason, the principal/designee shall notify the parent/guardian/custodian by mail that the student has accumulated this number of absences, and that the parent/guardian/custodian may need to consult with school personnel pertaining to attendance and possible future consequences. School personnel will be available to assist the student and family in solving any attendance problems. When a student has accumulated ten absences for any reason, the principal/designee shall have a conference with the student and his/her parent/guardian/custodian to discuss the accumulated absences and to develop a plan relative to school attendance for the remainder of the school year.
 - Parents/guardians will also be notified of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of NC and the UCBOE. A student must remain at school for ½ day to receive attendance credit for that day. 11:00 a.m. marks the ½ day at Prospect Elementary.
 - If a student must leave school for a part of the day and another person besides the guardian/parent/emergency contact is picking them up, a written request signed by the parents/guardians must be submitted with contact information to the office. The authorized party must come to the office and show identification to sign the student out of school. **Unless there is an emergency, students cannot be checked out early from school after 1:30 p.m. Persons picking up children should wait in the office when picking up students at the end of the day so that dismissal is not disrupted.**
 - Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. He/she will be given two school days to make up the work missed for each day absent. When arrangements are not made to complete the work, the student will receive no credit.
 - A student shall be recorded present for any day that he/she is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the BOE of the School's Administrative Unit. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students who go on these out-of-school trips **MUST** get assignments and make them up.
 - According to UCPS's policy, students in elementary school who have in excess of 19 absences can be retained in their current grade.
 - Absences include those excused, unexcused, or due to suspension.
 - When students accumulate 20 or more absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of 20 or more absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal's decision may be made to the Superintendent.

Address/Contact:

Parents/Guardians must keep the school apprised of all address changes made during the school year. Proof of residency is required with each change. Please provide current daytime telephone numbers and/or an emergency contact that agrees to take responsibility for the student in the event emergency assistance is needed. Student contact information is considered confidential and will not be issued to other students and families of Prospect Elementary. Residency checks occur district-wide twice a year and families are randomly selected at the school level.

Annual Consent Notification:

Parents/guardian may withhold consent for the following items: the release of student directory information about his/her child to outside organizations; a student's participation in curriculum related to 1) prevention of sexually transmitted diseases including AIDS, 2) the avoidance of out-of-wedlock pregnancy, 3)abstinence until marriage, and 4) abstinence based on sex education; a student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, as well as information on where to obtain contraceptives or abortion referral service. Neither parental notification nor parental permission is required for large group sessions, initial consultation intended to identify the student's needs or counseling where child neglect is suspected. A parent/legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities are presumed.

Annual Notification of Rights:

Per UCPS's policy 4-14, all student records will be current and maintained with appropriate measures of security and confidentiality. As per FERPA, parents (or students over the age of 18) have the right to: inspect and review the student's educational records and the procedure for exercising this right; to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights, and the procedure for exercising this right; to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; the type of information designated as directory information and the right to opt out of release of directory information; that the school district releases records to other institutions that have requested the information and in which the student seeks or intends to enroll; the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information; a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the school discloses or intends to disclose personally identifiable information to school officials without consent; and the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

Arrival/Dismissal

- School doors will open promptly at 7:00 a.m. for both bus riders and car riders. **Students must remain in their vehicle until the 7:00 a.m. bell rings. Do not bring or drop off your child prior to 7:00 a.m.; they will not be allowed inside and there will be no adult to supervise them.** As of 7:00 a.m., students may either report to the cafeteria for breakfast or to gym. If students are eating breakfast, they should arrive before 7:30am.
- Students who wish to use the media center or are going to a teacher's room for tutoring prior to 7:30 must have permission.
- **At 7:30, teacher assistants will turn the tardy sign around and walk into the building to begin their instructional part of the day. Students must be inside the building by 7:30 to be counted on time.**
- **Students, who arrive after 7:30 a.m., must report to the office accompanied by a parent to receive a tardy pass in order to enter class.**
- Students that plan to leave school before the end of the day must bring a signed note from home stating such with available contact information. Also, the person who is picking up the student must sign them out in the front office and be ready to present identification. **Students must be signed out early before 1:45 p.m.**
- Once anyone arrives on any part of this campus, regardless of transportation mode, he/she is subject to all school rules and regulations. For example, a student cannot arrive on campus, and then leave campus for any reason without going through the appropriate protocol.
- Do not bring visitors to school with you. Also, visitors are not permitted to ride our buses. All visitors must be registered in the school office. They must, also, display a visitor's sticker/badge and make their true, valid purpose known when signing in.
- All students are expected to be off campus no later than 2:30 p.m. unless they are under a staff member's supervision for extracurricular purposes or in the After School program. The school day ends at 2:00 p.m.

Assignments/Homework:

Homework is assigned on a regular basis. Students are responsible for turning in all completed work according to teacher direction and on a timely basis. Students who have been ill and absent from school may request homework assignments from their teachers. Parents are encouraged to contact the school to request assignments if it is anticipated that a student will be absent for three (3) or more days.

Behavior at School Sponsored Events:

Students are expected to follow school and county discipline rules at all school-sponsored events. Students not complying will be subject to disciplinary action and may be unable to participate in, and/or attend future events.

Birthday Celebrations/Food:

Teachers have been asked not to use instructional time or other delegated time to celebrate student birthdays. However the cafeteria will be happy to work with you in providing a treat for your child and his/her class during their lunch. They can provide birthday cake, cupcakes, brownies, cookies, etc. at a reasonable price when pre-ordered. Please contact our cafeteria manager staff at 704-764-2924 or visit the school between 7am – 1pm. Any items brought in for celebrations must be store bought items and please consider students with allergies when purchasing items.

Book Bag Policy:

Book bags are **not allowed** to be carried during the regular school day; only to and from school. Students will empty and store their book bags and materials in the designated areas within the classroom until the end of the day.

Cafeteria:

<i>*Prices subject to change</i>	PAID BREAKFAST	REDUCED BREAKFAST	PAID LUNCH	REDUCED LUNCH
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Elementary Schools	\$ 1.15	\$.30	\$2.30	\$.40
Visitors/Adults	A la carte			

- Breakfast may not be charged at any school.
- Students may bring a bag-lunch from home or may buy a lunch from the school cafeteria.
- Beverages brought from home must be in an unopened can or plastic bottle and must be consumed during lunch. However, energy drinks or sodas of any sort are not allowed at Prospect; if found these items will be confiscated and discarded.
- NO FAST FOOD IS ALLOWED.
- Please contact the school cafeteria at 704-764-2924 if you have any questions regarding your child's account.
- Free and Reduced Lunch Rate forms are available in the school office or from a member of the Child Nutrition staff. A new form must be completed at the beginning of each school year.
- To use the online prepay system, parents will need to visit www.MySchoolMoney.com and set up an account. The only information needed to set up an account is the child's PowerSchool number and the child's name. Parents are able to monitor account activity to see how their child is spending money.
- Only one visit is allowed into the serving area. Attaining condiments, silverware, desserts, etc. should take place during the one trip through the line; cutting in line is prohibited;
- Stealing is not tolerated—disciplinary action will be taken;
- Students are to remain seated during their meal; shouting, yelling, and loud-talking are not allowed;
- Everyone is required to properly dispose of his or her plate, silverware, and trash;

Cheating and Plagiarism

Each person is responsible for his/her honesty and integrity. A person must not copy, receive, or give information or answers on a test, project, homework, or other type of school work. Plagiarism is defined as using others' ideas and words without clearly acknowledging the source of that information. Cheating and plagiarism will be addressed according to the current UCPS Student Code of Conduct and school policy.

Closings—emergency or weather related school closings:

Please stay tuned to media stations during the working day in the event school may be closed early due to inclement weather. Due to communication demands at the school, please refrain from calling Prospect in order to keep telephone lines open. Remember that a Blackboard Connect message will be issued from the school district office in the event school is cancelled or delayed.

Conduct in Hallways:

Safe and proper conduct in the hallway is a responsibility of each student. The following rules apply to transitions in the hallways:

- Do not cut through the media center or other classes.
- Always stay on the right side of the hallway; no more than two students are to be side-by-side.
- Students are to keep hands and feet to themselves at all times; NO HORSEPLAYING!
- No congregating or loitering in the hallways or bathrooms at any time.
- No loud talking, playing, or running in the hallways.

Conferences:

Parents are highly encouraged to meet with their child's teachers at least once each semester for the purpose of discussing their child's work, progress, or status. These conferences may be scheduled by calling, emailing, or sending a written request to any of your child's teachers. A conference time will be selected which will not conflict with the teachers' instructional responsibilities. Classroom concerns should be directed to the teacher first.

Cutting class and/or leaving campus without permission:

...is strictly prohibited and very dangerous.

Desks and cubbies (students' storage areas):

Desks and cubbies (students' storage areas) are the property of UCPS and Prospect Elementary. Administration has the right to search any and all desks or cubbies (students' storage areas) and the items within each with reasonable cause.

Dress Code for Prospect Elementary:

The Prospect administrative team may use discretion in determining whether or not dress, style, or accessories are inappropriate or distracting to the educational environment. The administrative team also has discretion to amend the dress code if circumstances deem it necessary.

Dress appropriately; no baggy or low rise pants exposing undergarments, skin, or other articles of clothing, no bare midriffs, or spaghetti straps. Shorts must be fingertip length or longer. Sleeveless shirts must fit appropriately and provide adequate coverage. No hats or headwear unless previously designated. No Flip-Flops. Students are asked to wear sneakers or other shoes that cover the entire foot for safety reasons.

Compliance is expected at all times. Parents are to bring an appropriate change of clothing as necessary for each violation. Consequences for failing to comply with the dress code will be as follows: 1st offense—parent is contacted; documented warning; 2nd offense—parent is contacted and must bring clothing item, and student is assigned 1 day of silent lunch; 3rd offense—parent is contacted and must bring clothing item, and student is assigned 2 days of silent lunch; 4th offense—student is sent to the office with discipline referral; parent is contacted and must bring clothing item in. If at any time a parent/guardian cannot be reached and/or cannot bring the needed clothing, students will be required to wear the appropriate school clothes from our clothes closet.

Drills—Fire, Tornado, and Safety Alerts:

Fire drills, tornado drills, and safety alert/lockdown drills are held at scheduled times throughout the school year. Teachers will explain rules, procedures, and routes to take for their individual classes. Good behavior, following of directions, and regular school and county rules apply during these drills.

Field Trips:

Criteria for participation on field trips will be established by the students' team of teachers. The following criteria must be met: all expenses for the trip must be paid; a permission form must be signed by the parent or guardian; if for the reason of inappropriate behavior, a parent may be required to accompany the student on the field trip in order for the child to go. Students may be denied the privilege of participating in a field trip for violations of the school and county code of conducts. Refunds of field trip costs cannot be made once checks have been cut for trip expenses. Chaperones must be an approved volunteer based on UCPS's volunteer guidelines. Parents cannot ride yellow school buses on field trips and may be asked to follow in personal vehicles; parents are allowed to ride activity buses. All students will ride to and from the event on the bus and chaperones must escort students to and from the trip, unless pre-arranged.

Grading Scale—Grades for students in Kindergarten-2nd grade are assigned on a scale of 1-4 for subject areas. 4=Exceeds grade level expectations; 3=Meets grade level expectations; 2=Work is nearly grade level, but still below expectations; 1=Work is consistently below grade level expectation. Grades on report cards are assigned by numerical equivalents rather than a letter grade 3rd-5th grades. The following scale can be used in comparing numerical grades to letter equivalents: 90-100=A; 89-80=B; 79-70=C; 69-60=D; Below 59-0=F. Grading codes for other areas are E, S, P, or N (Excellent, Satisfactory, Progressing, and Needs Improvement). The 3rd – 5th grade students' grading scale: Tests and projects – 40 pts.; Quizzes – 35pts; Classwork (may also include hwk., work habits, participation) – 25pts.

Guidance:

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways: Helping new students feel at home in our school among new teachers and friends; individual conferences whenever a student, teacher, or counselor deems it necessary; and during classroom instruction presented by the counselors. Our Counselor welcomes the opportunity to talk with students and parents.

Honor Roll:

“A” Honor Roll

Students must have all “A’s” in the core subjects: reading, mathematics, science, and social studies.

Students must have an “S” in additional areas including academic sub-areas, citizenship/work study habits, and special area classes.

The written composition grade should not be less than a “2”.

“A-B” Honor Roll

Students must have “A’s” and/or “B’s” in reading, math, science, and social studies

Same criteria as “A” Honor Roll

Same criteria as “A” Honor Roll

Injuries or Accidents--Students:

If a student is involved in an accident or is injured in any way during school or at school-sponsored activities, a teacher, teacher assistant, coach, administrator, or other adult school employee should be notified as soon as possible. An accident report form will be completed and placed on file in the school office.

Insurance (student-school):

School insurance is available to all students if they desire this form of protection. The cost of school insurance is set annually by the covering company. School insurance must be purchased at the beginning of the academic year, and information is available in the school office.

Items That Cannot Be Seen, Heard, or Used at School during the instructional day:

Items include but are not limited to: Skateboards, MP3 players, Ipods, Radios, CD players, cell phones, cameras, headsets, trading cards, laser pens, video games, toys, and other nuisance items are not permitted throughout the school day. If these items are seen, used, or heard, they will be confiscated and turned in to the school office for a parent to come retrieve. Failure to turn items over as requested or repetitive sighting, using, or hearing of these items will result in an additional consequences. Prospect Elementary and UCPS are not responsible for lost, stolen, or damaged items. Administration reserves the right to ban items that cause a disruption to the instructional day or interferes with the safety of students.

Late Arrival/Early Dismissals (to or from school):

- Attendance in school for all classes the full time allotted for classes is essential for student success. However, at the 10th unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court. Unlawful tardy is defined as a reason that is not defined as a lawful absence by the SBOE.
- Documentation to verify lawful tardies or early dismissals must be received within two days of the tardy/early sign-out.
- Students arriving after 7:30 a.m. will be coded as tardy and must report to the office, accompanied by the parent to get a pass into class.
- Students are not permitted to leave campus at any time during the school day without permission from the school administration/office. Students leaving prior to the end of the school day must be signed out through the office by a guardian or approved emergency contact before 1:30 p.m. Students leaving with anyone other than their guardian must have written permission from their parents and approval from the school office.

Lice and Nits:

UCPS must take measure to eliminate repetitive outbreaks of lice, which cause problems with infestation in schools. When students come to school with lice or nits, it disrupts learning in the classroom and causes unnecessary absences for students who have lice or nits. The only way to eliminate the recurring problem of lice and nits in schools is to require the student with the infestation to be removed from school until the parents or guardians can administer the appropriate treatment to rid the student of the infestation. Before a student who was found to have a lice or nits at school may return to school, all nits and all lice must be removed; a student will not be readmitted to school until such time. Parent/Guardian must be present at school when the student returns after treatment and is re-checked for lice and nits.

Lost and Found:

Please remember to write student names inside jackets, book bags, winter hats, gloves, etc. Lost and found items are kept in a locker across from the cafeteria. Students may check for lost items before school, at lunch (pending teacher permission), or after school. Items left for an extended time are donated to an outreach organization or a nonprofit organization. Prospect Elementary or UCPS are not responsible for lost, damaged, or stolen items.

Media Center

- Students may use the Media Center before school during the posted times if they have a signed pass provided by their teacher. Students may use the Media Center after school during the posted time the Media Center is open. Students are not allowed in the Media Center before or after school without Media Center staff or a teacher.
- Students are allowed to check out 3 books at a time and may keep each book for a two-week period. Students with an overdue book may not check out until the book is returned, or if the item is lost, it is paid for.
- All discipline policies in place in the school apply to students using the Media Center.
- Students are expected to use the Media Center quietly, efficiently and in a manner that is not disruptive to other students or staff also using the Media Center.
- Students are not allowed to have gum, food, or drinks in the media center.

Medicine/Illness:

If your child becomes seriously ill during the school day you will be notified. It is very important to have current contact information on file in the office and with your child's teacher. It is also very important to indicate a person we can notify in case of an emergency and you are not available. Students who are too sick to remain in class will be encouraged to call their parents and go home. *Prospect Elementary can only offer soap, water, Band Aids, and ice.* Prospect Elementary does have a nurse (subject to change and availability) on certain days of the week.

In order for students to receive medicine at school, procedures must be followed. Please contact the nurse or office manager for assistance with county and school guidelines.

THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR STUDENTS WHO SELF-MEDICATE. STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION MAY FACE DISCIPLINARY ACTION. Any change in medicine, dosage, or administration time requires a new Medication Consent Form be appropriately filled out and signed and kept on file in the school office.

Peanut/Tree-Nut Alert:

Prospect has encountered an increase in the number of students identified with life-threatening allergies. There are students enrolled at school who have severe reactions to peanuts/tree nuts. Contact with these substances, or traces of these substances, can result in anaphylactic shock, serious injury, or even death within a short amount of time. Our most difficult task in keeping a student safe from this life-threatening allergy is avoidance. It is difficult to achieve complete avoidance of all allergenic food because they can be hidden in sources or made in facilities that had contact with nuts. Our efforts to reduce a student's exposure to peanuts/tree nuts must be enhanced within the total school setting so that all students may be safe.

The following are strategies our school has put into place in order to keep students with life-threatening food allergies safe:

- Prospect Elementary requests that peanut and tree nut products not be brought into a classroom with a student that has a tree/peanut allergy.
- Food preparation is peanut-safe. There are no peanut/tree nut products sold through the cafeteria. However, products must still be read for allergy alerts.
- Prospect Elementary requires that all students refrain from eating and drinking on the bus. This includes opening of any food container or package.
- Regular hand washing is encouraged at all times for faculty, staff and students.
- Parents that bring food to school for class parties or socials are asked to purchase pre-packaged goods that have the ingredient labels clearly posted and that they contain no peanut/tree nut products or that they have no peanut/tree nut warning.
- Students are requested not to share/trade any food or drinks.
- Please know that any student who is identified as harassing, teasing, or aiding in causing harm to any student with an allergy will be disciplined.

Planner/Homework Organizer:

Use of the communicator folder is a requirement and will be supplied to students, free of charge. If it is misplaced or lost at any time during the year, the student will be required to purchase a replacement folder for \$2.00. This is a vital tool in the communication between the school and home.

Progress Reports: Approximately halfway through each six-weeks grading period, an interim progress report is sent home with each student. It is each student's responsibility to carry all graded material home to parents on a regular basis. Interim reports provide information about academic progress and any behavior concerns. Parents are requested to sign the report and return it to the teacher on the following school day. **Parents wishing to discuss the progress of their child should contact the teacher to arrange a conference.**

Promotion Standards: Students must complete local and state standards in order to be considered for promotion to the next grade level. If students do not meet local and/or state standards by the end of the school year, an Accountability Review is held on a teacher workday at the end of the year for each student being considered for retention. Parents are invited to attend their child's meeting and offer input. After the meeting, a recommendation for promotion or retention is made to the principal for consideration. Parents/Guardians should call the school the day after the meeting for the outcome. Please do not wait until the end of the school year to become involved – we encourage parents to stay vigilant and communicate frequently throughout the year with teachers.

Property (school):

All students and visiting adults are expected to care for and use school property appropriately. Anyone causing damage to school property, including school transportation, will be held liable and/or disciplined.

Parent Teacher Organization (PTO)

All parents are cordially invited to become members of the Prospect Elementary School PTO. The objectives of the organization are to devote attention to and support legislation that would benefit the welfare of children in home, school, and community. The PTO recruits active volunteers to work on various school projects. For information on how to become an approved volunteer, visit the UCPS website or contact the school.

Reporting/Grading Periods: Grading periods are arranged on a six-week basis. Report cards are issued approximately one week following the conclusion of each grading period. Parents are requested to sign the report and return it to the teacher on the following school day. **Parents should schedule a conference with their child's teacher at least one time each semester, regardless of how well the child is performing. It is always good to know where students are academically and have a baseline to know how support can be offered and what is being done at school to either enrich or remediate.**

School Safety:

Cameras are located at various locations inside and outside of the school; and on some school buses. Parents/students should be aware that these cameras may become non-functional without warning. All parents or persons entering the campus should have ID available. Students and parents should be aware that the UC Sheriff's Department and/or Monroe Police Department can bring the Passive Law Enforcement Drug Dog on campus, either randomly or at the request of a school administrator.

Selling of Items at School:

All sales not connected/approved in any way with Prospect are prohibited; such items will be confiscated.

State Testing

The North Carolina End of Grade Testing Program consists of tests given during 2nd semester. These standardized tests are given in grades 3, 4, and 5. EOG's help determine the amount of academic growth from one year to the next as well as the students' mastery level of grade level objectives. A report is sent home as soon as results are available.

Telephone Calls/Messages:

Our school phones are for school use only. We understand, occasionally, an emergency may arise and students will need to use the phone. Teachers are not allowed to take phone calls during the school day. If you have an emergency and need to speak with your child's teacher, the office will take a message and get it to the teacher as quickly as possible. Teachers will do their best to return calls during their planning periods and/or within 24 business hours. **Students should not call for homework, assignment, or other forgotten items. Students should not call for social or transportation reasons—please plan ahead.**

Textbooks/Instructional Materials:

Text books, laptops, and/or other instructional materials are issued at the discretion of the teacher. These items are the property of UCPS. Students are responsible for all issued and assigned laptops and instructional materials. The items should be used with care and returned in good condition. Students/parents will be responsible for replacement costs of UCPS property that is lost, stolen, or damaged. Computing expectations for student use are outlined in the UCPS Acceptable Use Policy and if a problem arises with a student's laptop (missing keys, booting issues, issues with the screen, etc.), it is the student's responsibility to immediately report it to the classroom teacher, an administrator, and/or Media Specialist. Student laptops are to be used for instructional use only.

Transportation Changes:

If the regular method of leaving school needs to be changed, parents must send a signed note to be given to the teacher. Only a written statement from the parent/guardian can be accepted as valid instructions. A student telling a teacher of transportation changes will not be accepted. Please give your child special written instructions and make after-school arrangements before you send your child to school.

Visitors:

For the safety and security of students and staff, all visitors are required to register their visit in the school office and to wear a visitor's pass while they are on campus. Visitors are only to be in the needed, appropriate, specific areas designated on the sign-in sheet. Under no circumstances is a student to bring a visitor to school, but parents are encouraged to sign in and eat lunch with their student in the cafeteria. Parents and other visitors will not be allowed to visit classrooms unless the visit is pre-arranged with the teacher or administrator.

Volunteer Policy:

In order to encourage parent and community involvement while assuring the safety of the children, Union County Public Schools employs a screening policy for school volunteers. In addition to protecting our students, the screening will also help identify individuals who pose an unacceptable risk to the students, the school district, and the members of the community. UCPS has an online, web-based volunteer system, Volunteer Management System (VMS). Prospect gives volunteers the convenience of registering quickly and easily for school events. To register please: 1) sign on to the VMS web page (<https://volunteers.ucps.k12.nc.us>). Under the VMS Home screen, click the link, "Apply online to Volunteer with UCPS" in the white box. 2) Enter in your name, desired username, password, email address and click "Register". A confirmation screen will appear. Open the email sent by the VMS. Click the link provided in the email to confirm your registration. 3) The VMS Home screen will appear; login using your username and password. Complete an online volunteer application and submit to desired schools. *(If you are an already approved UCPS volunteer please make sure you have added Prospect to the list of schools you would like to volunteer.)*

Reporting Problems or Resolving Issues that Arise

Bullying Issues:

All bullying incidents should be immediately reported to a teacher, guidance counselor, or administrator. If incidents continue, students are to immediately report the incident(s) to an administrator.

Instructional/Classroom Issues:

When a problem arises in the classroom, please be sure to contact the teacher. If a face-to-face meeting is desired, please call and set up an appointment with your child's teacher. Please note that the administrator or guidance counselor will not address the problem until time to investigate the problem has been allowed. In all cases, administration will act in the best interest of the child, not necessarily in favor of the adults acting on the child's behalf or the teacher.

Disciplinary Issues:

School rules are clearly established for safe and orderly operations. The discipline policies of Union County Public Schools serve as governing guidelines in establishing school rules and procedures. Teachers will institute classroom rules and consequences for the purpose of providing optimum learning environments for all students. Teachers, administrators or the counselor will contact parents regarding the disciplinary progress or concern of each student as necessary. Students who excessively break established rules, guidelines, policies, and expectations will face certain consequences, which may include but is not limited to: warnings, confiscation of items, parent conferences, loss of privileges, silent lunch, before or after school detention, parent notification/conferences; in school suspension, and/or out of school suspension. In order to ensure a safe and efficient school, administrators, counselors, and teachers have the right to talk with students regarding disciplinary issues without parents/guardians being present.

School-Wide Positive Behavior Intervention and Support (PBIS)

Positive behavior management systems are designed to teach and reinforce socially acceptable standards for appropriate behavior. Behavior guidelines help foster self-control and promote character in students. It allows administration, faculty, and staff to monitor and guide students in healthy, nurturing, and accountable ways. It requires that students are responsible for their actions and held accountable for the decisions they make. Student behavior should help promote a positive classroom atmosphere where all students can concentrate on the learning objectives. Classroom teacher are responsible for implementing the PBIS behavior plan. This system reinforces rules and consequences that promote respect for adults, students, and property. It creates an environment conducive to learning and the strengthening of academic skills.

Student Behavior Expectations

Catching Us Being Successful

- Respect self, others, and property at all times
- Always show respect for adults and listen when they are speaking
- Come to school prepared to learn; complete all classroom and homework assignments
- Take responsibility for your own actions.

Cafeteria Accounts:

Contact the cafeteria manager (704-764-2924) to discuss the problem.

Payments and Check Writing Privileges:

Prospect gladly accepts checks that are made payable to "Prospect Elementary;" however, in the event a check is returned, the payee's account will be debited electronically for the face amount **AND** service charge fees (\$25.00). NSF checks will be handled by the Tiger Trans, which is contracted by UCPS. Please include the following on a check: Full Name, Street Address, and Phone Number. Please note: Checks must be written for the purchase amount ONLY. We're sorry, but we cannot make cash change out of a check at any time.

Transportation/Buses

UCPS Transportation designs all bus routes and creates all bus stops for Prospect Elementary. For information or questions about bus routes or drivers, please contact the Parkwood Cluster's Transportation Manager at 704-296-0323. If you experience a discipline problem on the bus, please contact your child's bus driver and an administrator at the school.

Bus/Transportation-Rules:

In an effort to secure the safety and well-being of all students, the following School Bus Expectations have been established. Please remember that riding a school bus is a privilege, not a right. We also encourage parents to accompany students to their assigned stop. We ask that students wait at their stop 10 minutes prior to the bus stop time. The bus rules and consequences adhere to the Union County Public Schools Code of Student Conduct for students.

Bus Expectations:**S.T.O.P.**

Stand at your assigned stop (10 minutes early).

Turn left and right. Look both ways before crossing.

Observe the stop sign and flashing red lights.

Proceed only when all cars have stopped.

Use appropriate language and keep all body parts to yourself.

- Respect the driver and other students while on the bus.
- Remain seated at all times during the bus ride.
- Eating or drinking is not permitted on the bus.
- Profanity or fighting is not permitted on the school bus or at the bus stop.
- Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop.

Use or possession of inappropriate objects is not allowed on the school bus or at the bus stop.

- Possession or use of weapons is not allowed.
- Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed.
- Do not vandalize the bus by marking on the seats, tearing seats, etc.
- Possession or use of nuisance items is not allowed on the bus or at the bus stop.
- Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for vehicles which may be damaged from objects thrown from bus.
- Animals, oversized projects, plants etc. are not permitted on the bus.

The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus but are not specifically mentioned above.

Other Pertinent Information regarding the bus:

1. Bus routes have been designed to be equitable in time for all students. Please allow 7-10 school days for routes to be fully established and operating efficiently.
2. Keep in mind that the bus may run later due to inclement weather, mechanical problems, and traffic problems.
3. Bus drivers will assign seats and students are expected to sit in these designated seats unless otherwise instructed.
4. Students are not permitted to sit on book bags, each other, or knees while in seats. Book bags are to be held in lap unless otherwise instructed by the bus driver.
5. Do not bring large objects, projects, or packages on the bus without seeking prior approval from the driver or an administrator.
6. Students who need to get on or off the bus at another stop other than their normal stop must have a written note from parents and must have it approved by an administrator, office personnel or transportation coordinator at the beginning of the school day. If approved, a change notification will be provided to the driver.

Consequences

If your child does not meet the expectations, appropriate action will be taken. Each driver will complete a School Bus Incident Report and submit it to the school administrator or designee. Additional consequences will be based on the Student Code of Conduct according to UCPS Board of Education Policy. Parent/Guardian will be notified.

1ST OFFENSE- Warning issued to student.

2ND OFFENSE- Denial of bus privileges up to 3 days depending on maturity of student and severity of offense.

3RD OFFENSE- Denial of bus privileges up to 5 days depending on maturity of student and severity of offense.

4TH OFFENSE- Denial of bus privileges up to 10 days depending on maturity of student and severity of offense.

5TH OFFENSE- Denial of bus privileges up to 20 days depending on maturity of student and severity of offense.

6TH OFFENSE- Removal of bus privileges for the remainder of the school year.

THE PRINCIPAL MAY "SKIP" INITIAL STEPS OF DISCIPLINE AND MOVE TO MORE STRINGENT STEPS IF SEVERITY OF THE OFFENSE JUSTIFIES MORE SEVERE CONSEQUENCES.

Afternoon Bus Stop Procedures for Elementary Schools

Union County Public Schools strongly recommends that parents accompany students to and from their assigned bus stops. Since all of our buses serve two and three schools in the afternoons, an on-time schedule is very important, and parents can help us better serve all of our students by meeting the elementary bus at their child's stop. School bus drivers will be instructed to wait for parents to receive all Pre-K through first-grade students at assigned bus stops. If no parent is present, the drivers will contact the school via radio and await further instructions. If the school cannot contact a parent/guardian, the driver will return the student to school and the parent/guardian shall be responsible for

retrieving the student from the school in a timely manner. Prospect Elementary does not allow any student off of the bus without a supervised adult being at the bus stop for Grades K-1 unless written documentation is provided by the parent with a school official's signature. Students brought back to school must be picked up before 3:00pm.

Unauthorized Passengers

We also would like to remind all parents that North Carolina Law states that no unauthorized passengers may board a school bus. If you have questions for the bus driver, please speak to them from outside the bus, or contact the school. The statute reads as follows:

Willfully trespassing upon, damaging, or impeding the progress of a public school bus.

(a) Any person who shall unlawfully and willfully demolish, destroy, deface, injure, burn or damage any public school bus or public school activity bus shall be guilty of a Class 1 misdemeanor.

(b) Any person who shall enter a public school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned, shall be guilty of a Class 1 misdemeanor.

(c) Any occupant of a public school bus or public school activity bus who shall refuse to leave said bus upon demand of the authorized driver in charge thereof, or upon demand of the principal of the school to which said bus is assigned, shall be guilty of a Class 1 misdemeanor.

(c1) Any person who shall unlawfully and willfully stop, impede, delay, or detain any public school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor.

Please remember that riding a school bus is a privilege, not a right. We encourage parents to accompany students to their assigned stop. We ask that students wait at their stop **10** minutes prior to the bus stop time. While the riding or waiting on the bus, students shall observe the directions given by the driver at all times. Students shall abide by the following expectations:

UNION COUNTY BOARD OF EDUCATION

CODE OF STUDENT CONDUCT 4-3

REVISED:3/15/13

The purpose of the Union County Public School System is to provide education for all students enrolled.

The Union County Public Schools Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self-discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior. Such programs can be a part of or logical extensions of the schools' character education curriculum. In addition, schools shall provide regular staff development opportunities on such topics as positive discipline, recognition of bullying, conflict resolution, etc. Furthermore, schools shall develop intervention strategies to prevent bullying including bullying via electronic devices (including, but not limited to, phones, computers, pads, and other electronic media/devices).

These proactive measures on the part of schools will provide a balanced approach to the Union County Public Schools' goal of expecting, encouraging, and enforcing acceptable student behavior in all schools, and further serve to promote the school district's core value of design in quality and prevention.

Proper procedural due process shall be followed. A student shall be given an opportunity to seek clarifying information of an incident that may lead to disciplinary action, or contest the appropriateness of a disciplinary action. Ignorance of these policies does not excuse inappropriate behavior.

The welfare of the individual student and of the larger school community is best served when all disciplinary actions and procedures support a positive educational environment.

Each school will establish and enforce reasonable regulations for student behavior.

Students shall receive a handbook containing Attendance Policy and Code of Student Conduct (formerly Student Discipline) at the beginning of each school year. Additional copies may be obtained upon request. Copies of handbooks shall be available in the library, the school office, school counselor's office, and other locations as directed by the principal.

STUDENTS ARE RESPONSIBLE FOR KNOWING THE OFFENSES AND DISCIPLINE/CONSEQUENCES SET IN THE POLICIES. Each student is required to return documentation (provided by school) verifying parents have received and read the Union County Public Schools Code of Student Conduct (formerly Student Discipline). Failure to comply will result in disciplinary action to be determined by the school. Any student or parent who disagrees with disciplinary action shall have the right to an informal conference with the principal or his/her designee. After exhausting this remedy, the student or parent shall have the right to make a formal protest in writing or in person to the Superintendent of schools. (See policy 4-18 for the appeals process.) Appeals from the decision of the Superintendent shall be in writing or in person to the Union County Board of Education.

1. Penalties for violation of the Code of Student Conduct include:
 - A. Short-Term Suspension is any out of school suspension of 10 days or fewer (6 days for condensed academic terms).
The principal/designee shall have authority to suspend for a period of 10 days or fewer (6 days for Condensed Academic Terms) any student who willfully violates policies of conduct established by the Board of Education. A student suspended short-term shall be provided the following opportunities:
 1. to take any quarterly, semester, or grading period examinations missed during the suspension period;
 2. to take home textbooks during the suspension period; and
 3. to receive, upon request, any missed assignments and to the extent practicable any materials provided to student to complete these assignments.
 - B. Long-term Suspension is any out of school suspension more than 10 days (6 days for Condensed Academic Terms) and/or for the remainder of the semester or school year.
The Superintendent/designee, upon recommendation of the principal, may suspend a student for periods in excess of 10 days (6 days for Condensed Academic Terms) up to the remainder of the semester or school year, but not exceeding the time remaining in the school year, unless the conduct occurs within the last quarter of school when the suspension may continue through the first semester of the following school year or requires a 365-day suspension. Students and parents should note that, generally, long-term suspensions are for the balance of a semester or school year. In cases where there are fewer than 10 days (6 days for Condensed Academic Terms) left in the semester or school year, the long-term suspension can be fewer than 10 days (6 days for Condensed Academic Terms). The student or his parents may request a hearing on the recommendation of the Superintendent/designee before the local Board of Education.

Students who are long-term suspended shall be offered alternative education services, unless the Superintendent provides a significant or important reason for declining to offer such services. Such reasons include but are not limited to: student exhibits violent behavior, student poses a threat to staff or other students, student substantially disrupts the learning process, student engaged in serious misconduct which makes the provision not feasible, appropriate alternative services are not available in the district, or the student fails to comply with reasonable admission conditions.
 - C. Expulsion is permanent removal from the school system.
The Board of Education may, upon recommendation of the principal and Superintendent, expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety and health of other students or employees. Prior to expelling a student, the Board shall consider if any appropriate alternative educational programs exist.
2. Definitions include:
 - A. Disciplinary Reassignment is when a student is reassigned to another full-time educational program which provides the standard course of study and allows for the student to make timely progress toward promotion, is not a long-term suspension and does not require those procedures.
 - B. Out of School Suspension is the exclusion of a student from school attendance for disciplinary purposes from the school to which the student was assigned at the time of the disciplinary action.
 - C. Parent also means legal guardian, or custodian or caretaker entitled to enroll the student in school.
 - D. School property includes all school campuses, school offices, school vehicles, and any school property owned by the School Board. It also includes any property inside the district, and outside the district where the Board of Education exercises any of its duties.
 - E. School sponsored event or function includes events in which any Union County School participates to any extent, whether in or out of the school district.
 - F. The district is all of Union County and any property outside the county where the Board of Education exercises any of its duties.
3. Corporal Punishment
The Board of Education prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No principal, assistant principal, teacher, substitute teacher, any other school system employee, or volunteer may use corporal punishment to discipline any student. Corporal punishment is defined as the physical use of a hand, paddle, or other instrument to administer corrective discipline such as paddling, spanking, or otherwise striking a child.

School personnel may use reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order to prevent immediate threats of harm to person or property:

- a. To correct pupils;
- b. To quell a disturbance threatening injury to others;
- c. To obtain possession of weapons or other dangerous objects on the person, or within the control, of a student;
- d. For self-defense;
- e. For the protection of persons or property; or
- f. To maintain order on school property, in the classroom, or at a school-related activity on or off school property.

4. Seclusion, Isolation, Restraint, and Training in Management of Student Behavior

The Board hereby adopts the Deborah Greenblatt Act (N.C.G.S. §115C-391.1) effective at the beginning of the 2006-2007 school year as policy. The Superintendent of Schools is directed to provide the necessary notices and copies of NCGS 115C-391.1 to all school personnel and to parents and guardians at the beginning of each school year. The Superintendent shall make known rules and guidelines to direct school personnel in the permissible use of seclusions and restraints and to provide for notices to parents and guardians of the specified incidents where prohibited procedures have been used.

5. The Board hereby adopts the Jessica Lunsford Act (N.C.G.S. §115C-391 (d)(2)) as school policy. The Act provides that the local board of education may expel any student who is a convicted sex offender. If the local board of education determines that a student shall be provided educational services on school property, the student who is a convicted sex offender must be under the supervision of school personnel at all times and may be subject to additional conditions, which if violated may result in additional discipline.

6. Procedures

A. Short-Term Suspension – the following procedures will be used in assigning a short-term suspension:

1. The student will be provided the opportunity for an information hearing with the principal, or designee, unless the continued presence of the student would pose a direct and immediate threat to staff and other students, would substantially disrupt or interfere with the education of others or the maintenance of discipline at the school;
2. The student will be provided with notice of the charges and the basis for the accusation, either orally or in writing;
3. The student has the right to make statements in defense or mitigation of the charges;
4. The parent shall be provided notice by the end of the workday during which the suspension is imposed or if not reasonably possible no more than two days after the suspension is imposed;
5. If English is the second language, where resources are available, the notice shall be provided in English and the language of the parent; and
6. There is no right to appeal the principal's decision to impose a short-term suspension.

B. Long-term Suspension – the following procedures will be used in assigning a long-term suspension:

1. The student will be provided the opportunity for a hearing (if requested within 5 days of the recommendation from the principal) with the following rights: to attend the hearing and be represented by counsel (at own expense); to review any evidence (including documentary and audio or video) that may be presented as evidence at the hearing; question witnesses at the hearing; present evidence on own behalf; have a record made and make own audio recording; a written decision based upon the substantial evidence which includes the basis for the decision, notice of what will be in student's official record and the right to appeal and the procedures to appeal the decision.
2. If no request for a hearing is made within 5 days of the principals' recommendation, the Superintendent will review the recommendation and make a decision based upon Board of Education policy.

C. Expulsion – the following procedures will be used in an expulsion proceeding:

- The same procedures for a long-term suspension are used in an expulsion proceeding except that the decision of the Board shall be based upon clear and convincing evidence.

D. Request for Readmission – any student suspended for 365 days or expelled may request re-admission after 180 days from the beginning of the suspension or expulsion. The Board of Education shall make a determination, within 30 days, after reviewing the documents submitted by the student and the Superintendent (or meeting in person). The student shall be readmitted if the Board determines that the student's presence in school is no longer a threat to the safety of other students or staff. There is no review of the Board's decision. If readmission is granted the student may be assigned to any program within the district and reasonable conditions may be assigned.

7. Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that may pose a threat to the safety of students, employees or visitors on school property, at school events or in other situations in which the students are under the authority of school employees. Even an employee who does not have responsibility for supervising students is expected to make an immediate report if the employee observes or has reason to suspect that a situation poses a threat to safety and no administrator, teacher or other supervisory employee is present and aware of the potential threat.

Teachers, teacher assistants, coaches and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct and address student behavior in accordance with the school plan for management of student behavior.

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional judgment to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the maximum extent possible under the circumstances. For minor threats or altercations or altercations involving young children, the employee shall intervene directly to end the fight or address the safety threat if the employee can do so safely. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

Employees should take further action as appropriate in accordance with any response protocols established by the principal or superintendent. All employees are responsible for knowing and following such protocols to the fullest extent reasonable under the circumstances at the time. Each school must include a plan to address school safety and discipline concerns.

CODE OF STUDENT CONDUCT- ELEMENTARY SCHOOLS

4-3(a) revised 03/15/13

The Union County Public Schools Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self-discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior. Such programs can be a part of or logical extensions of the schools' character education curriculum. In addition, schools shall provide regular staff development opportunities on such topics as positive discipline, recognizing bullying, and conflict resolution, etc. Furthermore, schools shall develop intervention strategies to prevent bullying.

These proactive measures on the part of schools will provide a balanced approach to the Union County Public Schools' goal of expecting, encouraging, and enforcing acceptable student behavior in all schools, and further serve to promote the school district's core value of design in quality and prevention.

The school has a basic responsibility to educate all students. The ultimate responsibility, however, rests with the parents. The school and the parents should work together to support the students in any disciplinary incident.

Principals should use good judgment when applying these policies. Principals will have the discretion to determine if a violation of the rule, considering mitigating factors, is serious enough to warrant suspension. When students are suspended for violations of this policy, these absences may affect academic standing and promotion. Please refer to the attendance policies #4-1(a) for further information.

In the event a student of Union County Public Schools becomes the victim of violence while on school property during the school day or while attending school sponsored events outside the school day or while attending a school sponsored event not held on school property, the parents of the victim will be notified as soon as possible. The parents will be informed of the nature of the violence, the physical condition of the student, where the student is located and the care being given the student. In addition to the system-wide corrective action, principals have the discretion to notify legal authorities when appropriate.

Additional school level rules will be set by the school site (including but not limited to dress code, honor code and insubordination). There will also be additional rules for riding the bus. A copy of this policy, school level and transportation rules will be distributed annually to all students.

DEFINITIONS*

*If a term is not specifically defined, the common use of the word will be applicable.

4. Bans from School Property. Students who are suspended are not entitled, except with the express permission of the site principal, to enter any property of Union County Public Schools. Failure to abide by such restriction will be considered trespassing and will be reported to law enforcement.
2. Disciplinary Reassignment is when a student is reassigned to another full-time educational program which provides the standard course of study and allows for the student to make timely progress toward promotion. This is not a long-term suspension and does not require those due process protections.
3. Multiple Offense designations. For offenses where different consequences are applied depending upon the number of violations, the offense is of the overall (numbered not lettered) rule. For example, violations under the illegal/unauthorized substances rule, number 8, will be considered, not under the individual types of substance. Additionally, the number of violations carries throughout one academic year.
4. Parent includes legal guardians, custodians and caretakers entitled to enroll the student in school.
5. Parent Conferences: A meeting between the student, parent and administrator may be required for a suspension of any length.
6. School Authority: The school has the authority to address any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, use of the district Internet system, use of a personal digital device on campus, or off-campus activities that cause or are reasonably expected to cause a direct and immediate impact on the orderly and effective operations of the school or the safety of individuals.
7. School property is the physical premises of all school campuses, bus stops, all vehicles under the control of the district (including but not limited to Yellow School and designated Activity Buses), school sponsored curricular and extra-curricular activities, regardless of where they occur. The administration may also impose consequences for conduct which occurs off campus if it has a direct and immediate effect on maintaining order and discipline in the schools.
8. Suspension: Unless specifically noted, references to suspension are out-of-school suspensions.

REPORTS TO OUTSIDE AUTHORITIES

Under North Carolina Law, principals are required to report to law enforcement when s/he has personal knowledge or actual notice that one of the following acts has occurred on school property: "assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law." Additionally, any conduct which may be both a violation of this policy and law will be reported to the School Resource Officer.

PROHIBITED BEHAVIORS: For these prohibited behaviors, the following system-wide corrective actions shall be taken (in addition to any consequences enumerated below each behavior, students will be immediately removed from class, their parent called, referred to the school counselor and may be banned from school property and a parent conference required, as described in the Definitions Section above):

1. Aggressive Behavior: Students will not engage in any form of aggressive behavior toward any other student, staff member or other adult in the school. Any assault on a school employee that results in injury must be reported to the principal.
 - a. Physical violence directed toward any school employee or other adult in the school.
 1. First Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 0-5 days suspension.
 2. Second Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 1-10 days suspension.
 3. For assaults which result in serious injury or those involving multiple aggressors 5 – 10 days suspension.
 - b. Physical violence directed toward a student. Violations include but are not limited to, any assault, fight, or attempt to cause physical harm to a student or students by another student or students.
 1. First Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 0-5 days suspension.
 2. Second Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 1-10 days suspension.
 3. For assaults which result in serious injury or those involving multiple aggressors 5 – 10 days suspension.
 - b. Threats about or directed toward any other student, staff member or other adult in the school: Any physical, verbal, or written threat (including but not limited to threatening gestures, threats communicated via electronic technology where a connection to the school exists and/or school assignments) directed toward or about any student, staff member or other adult which threatens force, violence, or disruption, or any sign or act which constitutes a threat of force, violence, or disruption.
 1. First Offense: 0-5 days suspension
 2. Second Offense: 1-10 days suspension
 3. Third Offense: 5-10 days suspension

2. False Alarms: In the absence of an emergency, students will not call 911, signal or set off an automatic signal indicating the existence of an emergency, this does not include accidental dialing of 911 so long as no disruption occurs.
 - a. False Fire Alarm
 1. 1-10 days suspension
3. Bomb Threats/Acts of Terror: Students will not make notification (false or otherwise) indicating the presence of a bomb or explosive or threatening an act of terror (false or otherwise), any format, written or verbal, on school property as defined above.
 - a. Bomb Threats (false or otherwise): Making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property or at a school-sponsored or school-related activity, or

Concealing, placing, or displaying a device on school property or at a school-sponsored or school-related activity with the intent to cause others to believe the device is a bomb, or

Communication, by any means, knowing or having reason to know it is false, that such a device or components are present or one who intending to perpetrate a hoax brings any such artifacts onto school property or to a school sponsored event.
 - 10 days suspension.
 - b. False Act of Terror or Threatens a False Act of Terror including but not limited to a device, substance, or material designed to cause harmful or life-threatening illness or injury or conspiracy to commit either.
 - 10 days suspension.
4. Weapons (not including firearms and explosives): Students will not possess, handle, use, or transmit, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. All weapons will be confiscated immediately and turned over to law enforcement.

Weapons include all of the following:
knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete; slingshot; leaded cane; blackjack; metal knuckles or numb-chucks; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; icepick; defensive sprays; razor or razor blade; fireworks; and any sharp pointed or edged instrument, e.g. tools and equipment used for preparation of food, instruction, maintenance, and construction.

Examples of other objects that could be considered weapons are box cutters and other types of utility blades and blowguns. Also included are other instruments that are capable of being used to inflict bodily injury and the circumstances indicate a probability that injury is intended. Also included is LIVE ammunition (shotgun shells, bullets, etc.)
No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or principal immediately. Failure to do so may result in disciplinary action up to and including a maximum of 10 days of suspension.
 - a. Possession - 0-10 days suspension
 - b. Use of Weapon - 10 days suspension.
5. Firearms and destructive devices: Students will not bring, possess (regardless of the manner of received or the length of time possessed) or use a firearm, (including but not limited to a starter pistol, gun, rifle, pistol, shotgun, frame, receiver, firearm muffler or silencer), loaded or unloaded or a destructive device (including but not limited to an explosive, incendiary, poison gas, bomb, grenade, rocket with a propellant charge of more than 4 ounces, a missile with a charge of more than ¼ ounce, mine, or similar device) on a school campus or at a school event wherever held as defined by North Carolina General Statutes § 14-269.2b. All firearms and explosives will be confiscated immediately and turned over to law enforcement.
 - A suspension of 365 days shall be imposed for violations of this rule. Upon recommendation of the Superintendent, the Board of Education may modify this consequence after a review of the facts and circumstances surrounding the incident and considering alternative educational options for the student.
6. Arson: Students will not start or further a fire on school property, including but not limited to the burning of school property. The student and/or parents will be responsible for paying restitution.

0-10 days suspension

7. Theft or Vandalism: Students will not steal or vandalize the property of the school, school employees, students or any other person resulting in loss or damage – student and/or parents will be responsible for restitution or return of the property in good condition to the school system or victim.

- a. Theft or vandalism
1. First Offense: 0-3 days suspension
 2. Second Offense: 0-5 days suspension

8. Illegal/Unauthorized Substances: The following are prohibited on school property or buses, in a private vehicle in a school parking lot, or at any school function wherever held, as defined above. All substances will be immediately confiscated and provided either to law enforcement or a parent, as appropriate.

Possession, use, being under the influence, sale or exchange of alcohol (including wines, beer, and non-alcoholic beer), illegal drugs, controlled substances, or counterfeit or synthetic drugs on school property or buses, or at any school function wherever held. Drug paraphernalia (defined as to include, but not limited to, rolling papers and scales) is included.

1. 0-10 days suspension (Student must attend a Drug Education class coordinated by the school system.)
2. Require substance abuse counseling for parent and student.

Possession or use of tobacco products on school property, when being transported to and from school, participating in school-sponsored events, or while being supervised by a school staff member (for rolling papers see drug paraphernalia as stated above). All tobacco products, including electronic cigarettes and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated.

1. Student must attend a class on the effects of using tobacco products that is coordinated by the school system.
 - a. First Offense: Discretionary action by principal which may include suspension – dependent upon specific circumstances.
 - b. Second Offense: 1-3 days suspension
 - c. Third Offense: 2-5 days suspension

- e. Mercury and/or other dangerous chemicals. In the case of mercury or like substance abuse, parents will be responsible for the cost of any clean-up, repair or damage.

1. First Offense: Discretionary action by principal which may include suspension – dependent upon specific circumstances.
2. Second Offense: 1-3 days suspension
3. Third Offense: 2-5 days suspension

9. Nuisance Items: Students will not possess or use nuisance items including but not limited to: laser pointers, beepers, two-way radios, matches, cigarette lighters, or other like items. These items are prohibited on campus, buses, and/or school events that are extensions of the classroom. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time. Any nuisance items that results in property damage to the school system or individual will require restitution by the parents of the perpetrator. All nuisance items will be immediately confiscated and returned to the parent where appropriate. School is not responsible for loss or damage of any of the above names items.

- a. First Offense: Discretionary action by principal which may include suspension – dependent upon specific circumstances.
- b. Second Offense: 1-3 days suspension
- c. Third Offense: 2-5 days suspension

10. Electronic Devices: Students will not possess cellular phone or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. These are prohibited on campus from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in book bag, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to, phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Upon any unauthorized use of an electronic device, said device will be immediately confiscated and returned to the parent where appropriate. School is not responsible for loss or damage of any of the above-named items.

- a. First Offense: Confiscation and warning. If use results in violation of other policies further discipline may be applied.
- b. Second Offense: Confiscation and may include one day in-school suspension or after school detention.
- c. Third Offense: Confiscation and may include one day in-school suspension or after school detention, and cannot bring item to school for the remainder of the school year.

Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.

- 11. Abusive Language and Gestures: Students will not use insulting, abusive, profane, obscene, words, signs, gestures, and other acts toward or about any school employee, adult on campus or other student. The discipline to be applied may be dependent upon the severity of offense. This provision includes but is not limited to written assignments and/or electronic devices where a connection to the school exists.

- a. Toward a school staff member or other adult on campus.
 - 1. First Offense: 0-3 days suspension
 - 2. Second Offense: 2-5 days suspension
 - 3. Third Offense: 5-10 days suspension
- b. Toward another student or between students.
 - 1. First Offense: Discretionary action by the principal
 - 2. Second Offense: 1-3 days suspension

- 12. Bullying: Bullying is a form of harassment. Under North Carolina Law, bullying is "any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property", as defined above, "reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics". Bullying may include, but is not limited to: cyber bullying, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats and may be directed at the same or different individuals.

- a. First Offense: 0-3 days of suspension at the discretion of the principal.
- b. Second Offense: 3-5 days of suspension
- c. Third Offense: 5-10 days of suspension

Cyber Bullying: students may not use a computer or computer network to harass or bully a school employee. Examples of prohibited conduct include:

- a. Building a fake profile or Web site regarding a school employee.
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information or disseminating unauthorized data pertaining to a school employee.
- c. Posting a real or doctored image of the school employee on the Internet.
- d. Accessing, altering, or erasing any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords.
- e. Using a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school employee.
- f. Make any statement, whether true or false, intending to immediately provoke, and that is likely to provoke, any third party to stalk or harass a school employee.
- g. Signing up a school employee for a pornographic Internet site or for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the school employee.

A student who is convicted of cyber bullying will be transferred to another school unless there is no other appropriate school within the school system. In that circumstance, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber bullying.

- 13. Leaving the assigned area/school grounds without permission and other attendance violations (i.e. skipping class and truancy): Students must attend school and once at school will remain on campus and in areas designated by school officials at all times.

0-2 days suspension and principal discretion which may include additional consequences should the conduct violate other rules in this policy or the bus or school level rules.

- 14. Sexual Behavior: Students will not engage in any sexual activity on school property.

- a. Indecent Exposure: Students will not expose private body parts on school property as defined above.
1. First Offense: 0-3 days suspension
 2. Second Offense: 1-5 days suspension
- b. Sexual Harassment includes but is not limited to the following conduct committed against another student, a staff member or any adult in the school:
- Any “unwelcome” contact of a sexual nature with another’s body (two or more students engaged in this type of behavior against another student, staff member or other adult will receive consequences as prescribed below)
 - Any suggestive comments, propositions, or gestures
 - Any sexually provocative commentaries about the body
 - Any suggestive writing, artworks, or notes
 - Any slurs or innuendoes
1. First Offense: 0-3 days suspension. Principal discretion for more severe action depending upon the severity of the conduct.
 2. Second Offense: 1-5 days suspension.

The UCPS Title IX Coordinator, the Department of Social Services and law enforcement shall be notified.

- c. Sexual Offense or assault (or any act that would qualify as such if child was of appropriate age).
1. The UCPS Title IX Coordinator, the Department of Social Services and law enforcement shall be notified.
 2. 1-10 days of suspension
 3. School placement may be reconsidered once a case has been adjudicated (possible homebound or other instruction).

15. Any behavior that is a continuous disruption to the learning process of and/or safety at the school and has been previously brought to the parent’s attention:
- a. First Offense: Parent contact; discretionary action by the principal.
 - b. Second Offense: Parent shadowing and/or 1-3 days suspension; parent conference with the principal.
 - c. Third Offense: 2-5 days suspension