

# Marshville Elementary Student Handbook



**2022 - 2023**

**“Today’s Learners...Tomorrow’s Leaders”**

**Principal – Angela E. Foster, Ed.D.  
Assistant Principal – Courtney Luce, M.Ed.**

---

Visit Our Website: [www.ucps.k12.nc.us/marshville](http://www.ucps.k12.nc.us/marshville)  
Find Us on Facebook (Marshville Elementary (Union County, NC)) and Twitter (@MarshvilleES\_NC)



Welcome to the 2022 - 2023 school year at Marshville Elementary School! We are excited about the amazing opportunities for learning this school year. At Marshville Elementary, we value our family involvement, ownership, and responsibility in supporting the academic progress and overall success of the students. Our expectation is for each student to reach their full potential and be on track to be college and career ready as a reflective, lifelong learners in a global society. We hope that each of our students and families will share this desire for success with us.

Thank you for your support and effort to make Marshville Elementary an effective and positive learning environment for all students.

## **MISSION STATEMENT**

We believe our focus must be on student learning. Reflective students and staff are vital to our purpose of developing lifelong learners. The goal of our school is for each student to reach their highest level of achievement.

## **SCHOOL HOURS**

**7:30 a.m.-2:00 p.m. Students**

**6:50 a.m.-2:20 p.m. Teachers**

**7:00 a.m.-3:30 p.m. Office**

**Phone 704-296-6340**

**Fax 704-624-6946**

**Website <http://mves.ucps.k12.nc.us/>**

# SCHOOL EXPECTATIONS

\* Be Respectful \* Be Responsible \* Be Safe

## Marshville PRIDE

	Classroom	Hallways	Cafeteria	Playground	Bathroom	Bus Lot/ Car Rider Line	Bus/ Field Trips
Prepared	By... -being on time -having neat and organized work	By... -knowing all the stopping points	By... -getting what you need in the lunch line the first time -wash your hands before lunch	By... -using the restroom before going outside -taking jackets outside and bringing them back in	By... -washing hands when finished -only going when necessary	By... -having backpack packed, zipped, and on your back -keeping track of your things	By... -having everything you need -dressing appropriately
Respectful	By... -listening -waiting your turn -raising your hand	By... -keeping your hands at your sides, to yourself -walking quietly	By... -eating over the table -talking quietly to people at your table	By... -keeping your hands and feet to yourself -using appropriate language	By... -being quiet -respecting others privacy	By... -listening and not talking -keeping your hands to yourself	By... -respecting venue and bus driver -keeping hands and feet to yourself
Integrity	By... -being a good teammate -showing self-control in actions and words	By... -being respectful to other classes	By... -using good manners -take only what you paid for	By... -including everyone -being a good sport	By... -reporting anything unsafe (water on the floor, flooded toilet, etc)	By... -watching out for yourself and others	By... -positively representing Marshville -using appropriate language and appropriate items on the bus
Directions	By... -doing the right thing at the right time	By... -following the leader -staying with the class	By... -sitting flat on the bench, facing the table -walking at all times -talking at appropriate times	By... -using the equipment properly -no throwing mulch	By... -keeping it clean -using the bathroom properly -returning to class promptly	By... -walking to bus or car, no running -being safe and not going between cars without an adult -knowing where you are going and getting there	By... -talking quietly to those in your seat -abiding by venue rules -remaining seated on the bus
Engaged	By... -staying on task -keeping your hands, feet, and objects to yourself	By... -walking with your eyes facing forward	By... -eating your lunch	By... -working through any problems with peers -being aware of your surroundings	By... -focusing on the task at hand	By... -staying with your teacher (bus lot) -staying in your section (car rider line)	By... -participating in the program -staying with the group




Consequences for letters below the line:	
0 Letters Below = GREAT DAY! 1 Letters Below = Warning 2 Letters Below = Time Out <u>IN</u> the classroom	3 Letters Below = Phone Call Home 4 Letters Below = Timeout <u>OUT</u> of the classroom Or Silent Lunch 5 Letters Below = Office Referral



# Marshville PRIDE Card

Name: \_\_\_\_\_ Week of \_\_\_\_\_

<b>P = Prepared</b> <b>R = Respect</b> <b>I = Integrity</b> <b>D = Follows</b> <b>Directions</b> <b>E = Engaged</b>	Monday	Tuesday	Wednesday	Thursday	Friday
Show your best!					
You Can Do it!					



Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments?  
Please use the back of card

## UNION COUNTY PUBLIC SCHOOLS' CODE OF STUDENT CONDUCT Elementary Schools Policy 4-3(a)

It is the responsibility of each parent and each student to be familiar with the Code of Student Conduct. Marshville Elementary faculty and staff support this code and will reinforce the code using the suggested consequences. Please review the Code of Conduct with your child and discuss your expectations with regard to appropriate behavior at school. You may access this policy at:

[https://boe.ucps.k12.nc.us/public/policy\\_manual.php?policyId=106&action=view](https://boe.ucps.k12.nc.us/public/policy_manual.php?policyId=106&action=view)

## **TABLE OF CONTENTS:**

School-Wide Expectations	3
Who to Contact	6
School Organization	7
Bus Safety Expectations and Consequences for Incident Referrals	8
Appropriate Dress	11
Student Health, CO-VID 19, Absences / Tardies	11
Arrival and Departure Information	13
Attendance and Tardies	14
School Communication	17
Technology and School	17
Child Nutrition	18
PTA (Parent Teacher Association)	18
Parents' Roles and Responsibilities	18
Safety and Security	18
Student Progress	19
Student Promotion and Accountability	19
Field Trips	19
Parent Concern Procedures	20
Visitors	20
School Volunteers	20
Insurance	20
Family Educational Rights and Privacy Act (FERPA)	20
After School Care	21
Boys and Girls Club	21

## **Who to Contact**

Principal	Dr. Angela Foster
Attendance	Amy Gaddy
Bookkeeping	Deena Kilgo
Buses-Routes, General Concerns	Courtney Luce, Assistant Principal
Buses-Student Discipline	Courtney Luce, Assistant Principal
Buses-Driver Concerns	Transportation Specialist, FHHS Cluster (704) 296-9074
Classroom Issues/Concerns	Classroom Teachers
Exceptional Children	Courtney Luce
Grades	Classroom Teachers
Health Records	Rachael Pardue, Nurse
Immunizations	Rachael Pardue, Nurse
Medication	Rachel Pardue, Nurse
Parent Involvements/Volunteers	Deena Kilgo, Amy Gaddy
PTA	Nicole Ellis/Christina Cano - <a href="mailto:marshvillepta@yahoo.com">marshvillepta@yahoo.com</a>
Student Records	Amy Gaddy
Testing	Courtney Luce, Assistant Principal
Well-being of Children or Students Needing Assistance Grades Pre-K - 5	Brittany Gibson, School Counselor Tunisia Lumpford, Social Worker

## School Organization

Students in grades PK-5 will be divided into classes and assigned to a classroom teacher. Classroom teachers are responsible for all subjects with supplemental assistance from other professionals, such as the Media Specialist, Speech Therapist, Occupational and/or Physical Therapists, Academically Gifted Teacher, School Psychologist, EC Resource Teachers, Attendance Counselor, School Counselor, English As A Second Language Teacher, Social Worker, and other support personnel as deemed appropriate to provide our students with a high quality education.

Art and Music teachers will provide fine arts experience which will expand upon various concepts being introduced in the classroom. Physical Education with a certified Physical Education teacher will be scheduled weekly and will provide activities which help to develop strong, healthy bodies and a sense of fair play. Students also enjoy the support of technology instruction in the computer competencies mandated in the North Carolina Essential Standards for each grade level and will also participate in STEM learning activities.

Learning experiences will be provided by teachers who consider the needs of each individual student. To meet the individual needs of students, teachers will use many strategies and methods through which all children may experience success.

Students will be assigned to classes and parents are encouraged to share written documentation about their child's individual needs (parent input letter) that will be helpful in appropriate classroom placement. **Specific requests for teachers will not be accepted.**

If you are planning a move during the school year, it will be helpful to alert us at least a week in advance. By doing so, our office will have records ready to send when the new school calls for them.

## **Bus Safety Expectations and Consequences for Incident Referrals**

The safe transportation of our students to and from school is critical. We are certain that you feel the same. With this in mind, we appreciate your cooperation in reviewing the following safe riding procedures with your child. Please review the form with your child then sign and date the attachment and return it to your child's teacher. These will be kept on file in the front office.

### **Marshville Elementary School Student and Parent Bus Contract 2022-2023**

Marshville Elementary works very hard to ensure that all students arrive at school safely. Union County Schools provides bus transportation for students who:

- Live within our school attendance district
- Follow the Bus Rules for Elementary Students for Union County Public Schools (UCPS) and Marshville Elementary School
- Students must be designated as bus riders when riding the bus. If your child has not ridden the bus in the past, a bus ridership form must be completed by the parent and turned in to the office. New requests take approximately 3-5 days to process when a new stop is created.

**Riding the school bus is a privilege that can be revoked.** Students who do not follow the bus rules **could** receive the following consequences.

**UCPS follows a Leveled system for infractions that occur on the bus. Below are examples of infractions at each level, the principal/assistant principal reserves the right to discipline students for other acts that disrupt the safe operation of the bus that are not specifically mentioned below.**

#### Examples of Level I Infractions Include:

- |   |  |
|---|--|
| -Delaying the bus schedule  | -Refusing to obey the driver's instructions      |
| -Tampering with property  | -Getting on or off the bus at undesignated stops |
| -Jumping or tumbling over/under seats                             | -Throwing objects on the bus without injury      |
| -Standing/moving while bus is in motion                           | -Placing any body part out of the windows        |
| -Horse playing/pushing students                                   | -Drinking/Eating                                 |
| -Failure to sit in assigned seat                                  | -Loud talking, shouting or yelling               |
| -Abusive language & gestures /profanity                           | -Disruptive behavior                             |
| -Failure to walk in front of the bus when loading or disembarking |  |
| -Electronic Devices (Disruptive or inappropriate use)             |  |
| -Getting on or off the assigned bus at an undesignated stop       |  |
| -Tobacco – refer to Policy 4-3 (a), 12 b.                         |  |

#### Examples of Level II Infractions Include:

- |   |                 |
|---|-----------------|
| -Abusive language & gestures (toward staff) | -Bullying       |
| -Hazing                                     | -Cyber bullying |



- Threats
- Behaviors that incite riot
- Sexual Harassment
- Possession of violent or profane materials
- Throwing objects out of the bus window
- Dangerous chemicals
- Throwing objects at staff

- Extortion/Blackmail
- Sexual behavior
- Possession of pornography
- Theft or vandalism
- Throwing objects on the bus causing injury
- Aggressive Behavior

Examples of Level III Infractions Include:

- Prescription Medicines
- Offensive touching
- False alarms
- Bomb Threat
- Illegal drugs, controlled substances

- Terrorist threat
- Possession of weapon
- Arson
- Alcohol
- Chronic disruptive behavior

Examples of Level IV Infractions Include:

- Firearm and Destruction
- Physical violence toward staff
- Use of weapon

**Drivers must write up students and keep documentation of the incident. Once written it goes directly to the cluster transportation lead until 3 write ups are collected. Once 3 write ups are collected a referral is sent to administration at the school. Please note consequences outlined below for once documentation has been collected and an official referral was written.**

Level I Infraction	Disciplinary Action
1 <sup>st</sup> Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 <sup>nd</sup> Referral of Level I Violation	Parent contact; Bus privileges suspended for 1 day or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level I Violation	Parent contact; Bus privileges suspended for 2 full days or equivalent (mornings/afternoons)
4 <sup>th</sup> Referral of Level I Violation	Parent contact; Bus privileges for 3-5 days or equivalent

<b>Level II Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level II Violation	Parent contact; Bus privileges suspended for 0 - 5 days; or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level II Violation	Parent contact; Bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level II Violation	Parent contact; Bus privileges suspended for 10 days to remainder of year

<b>Level III Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level III Violation	Parent contact; Bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level III Violation	Parent contact; Bus privileges suspended for 10 days to remainder of year (mornings/afternoons)
3 <sup>rd</sup> Referral of Level III Violation	Parent contact; Bus privileges suspended for remainder of school year

<b>Level IV Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level IV Violation	Parent contact; Bus privileges suspended for remainder of year

**School bus transportation is a privilege which may be revoked.** Inappropriate behavior and/or poor attitude will not be tolerated since it puts the safety of other students at risk. Students who disregard bus rules or fail to follow the instructions of the driver may be denied bus transportation for a period of time or for the remainder of the school year as discussed above. We realize that many parents lack transportation or are inconvenienced by having to transport students to and from school. In order to avoid this situation, we know that you will expect your child's best behavior on the bus. It is imperative that you discuss these expectations with them.

**Students who are suspended from the bus are not allowed to arrive at school before 7:00 a.m. and must be picked up at 2:00 p.m.** Parents will be responsible for the transportation of students to and from school when bus privileges are suspended. We ask for your assistance in communicating your expectations to your child concerning the buses. We do not want to inconvenience anyone; however, we cannot allow disruptive behavior on the buses since this endangers the lives of others. Your cooperation and support is greatly appreciated. **As a reminder, public school laws prohibit parents and other non-school employees from stepping on a school bus. Non-school employees who violate this law may be charged with trespassing.**

When students experience difficulty on the bus, we have asked them to use the following procedures rather

than take matters into their own hands:

1. **Notify the driver of the problem.**
2. Notify the parent of the problem.
3. Notify the principal or assistant principal.

### **Appropriate Dress:**

Student hair and clothing is to be non-disruptive and appropriate for the learning environment. Parents will be notified, if necessary, concerning inappropriate attire. If we are unable to reach parents, a student may be given temporary items of clothing to wear for the day if available.

Students should dress appropriately for classroom activities. Students should arrive to school neat and clean. The following dress is appropriate and not a distraction to learning:

- Shorts/skirts/dresses must be beyond fingertip length
- Pants must be free of holes and at or above the waist (no sagging)
- Shoes must be safe for daily physical education activities/recess
- Shirts must cover to the waistline. If sleeveless tops are worn, the straps must be at least 2” in width.

The following dress is NOT permitted:

- Shorts, skirts, dresses above fingertip length
- Mesh tops worn alone
- Tank tops with straps less than 2” wide
- Low cut or revealing tops or blouses
- Clothing with holes or tears
- Clothing that displays inappropriate items or words
- Hats (except on specific days)
- Sagging pants
- Slides and other sandals without working straps for safety

**Students play outside every day, weather permitting, so please dress them appropriately as there is not time for them to change clothes/shoes at school.**

## **Student Health, Absences and Tardies**

### **Requesting Make-up Work**

#### **Absent One Day:**

Student will receive make-up work from the teacher on the day following the absence if applicable.

#### **Absent More than One Day:**

Parent should call school to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. **Please allow 24 hour notice to the teacher.** Office hours are from 7:00 a.m. – 3:30 p.m.

### **Absent with Advanced Notice:**

Parents should send a note to the teacher providing at least 48 hour notice. The teacher will provide work to maintain skills. The work will be given to the student the day prior to the absence. Additional work will be available upon the student's return to school which will enable the teacher time to teach any newly covered material to the student prior to being sent home.

## **Student Absences**

Your child should be in school at every opportunity. Please do your best to schedule vacations and appointments so that they do not conflict with time in school. We understand that illnesses do occur; however, if your child is absent for more than one day, please call the office. This will keep us informed for accounting purposes. We make it a practice to call homes when a student is absent. Students who are too ill to participate in the regular school program should be kept at home. If there is an unusual problem, please notify your child's classroom teacher or our school nurse by calling the school. **A written excuse from the parent is required when a child is tardy, absent, or unable to participate in any part of our school program. If this is prolonged, a note from the doctor will be required. Students who are absent from school more than 19 days in the school year may be retained.** (Refer to Union County Board of Education Policy 4.1).

## **Student Health**

When a child contracts any communicable disease, such as the flu, mumps, measles, chicken pox, or scarlet fever, the school nurse should be **notified** by phoning the school (704) 296-6340. When a child returns to school from **any** absence, the parent must send a note explaining the absence. The note is necessary for coding the absence on records. If a note is not received, the absence is coded **unlawful**.

**Students should be fever/vomiting/diarrhea free for 24 hours before returning to school.**

### **Medication**

Medication should always be given at home whenever possible but if it is necessary for it to be given at school, a medication consent form must be completed by the parent **and** physician. Sometimes it may be necessary for a student to take a medication every day or on an as-needed basis (such as inhalers, epi-pens, etc.) and a medication consent form must be completed each school year. **Medications must always be transported to the office by an adult and in the original container.** If there are any questions regarding medications and their administration at school, please call Nurse Pardue at 704-296-6340. Each parent will receive a pamphlet regarding medication in the first day packet. For additional information regarding medication, please refer to Union County Board of Education Policy 4-6.

## Head Lice

Union County Public Schools has a protocol that if a child is found to have live lice, the child will be sent home and must be treated appropriately. Written instructions will be sent home with that child. The child's siblings will be checked. The student will be allowed to return to class after being inspected by designated school personnel and found to be lice-free. Head checks are done periodically and after school breaks lasting longer than 3 days. For additional information, please refer to Union County Board of Education Policy 4-11.

## Verification of Address and Phone Numbers

In the case of an accident, illness, or emergency, the school will notify the parent. **It is important that we have your correct, current address and home, cell, and work phone numbers.** If you cannot be reached, please arrange with someone to be called as an “emergency contact.” Please notify us immediately of any changes of address or telephone number(s). Throughout the year we will periodically send home verification of address and phone number forms to ensure that our records are accurate. Please complete those forms upon receipt and return them to your child’s teacher the next school day.

## Arrival and Departure Information

### Arrival

**For the safety and welfare of the students, arrival at school should be between 7:00 and 7:25 a.m.** Morning announcements will begin at 7:25 a.m. Doors will not be open until 7:00 a.m. It is imperative that children not arrive until that time. Because of the lack of supervision, the high traffic area and possible inclement weather, students should never be left unattended. Parents transporting children should never park where children must cross the street unless an adult accompanies them. **Please drive around the circle at the front of the school.** Parents should not drop students off or pick them up in the bus lot, at the mobile units or in the faculty parking lot. Parents are also not permitted to park on the grass in front of the school. Parents dropping off children in the mornings should not drive through the bus parking lot. Please follow the designated traffic flow. We ask that you not park in the church parking lot. **Parents who are picking students up in the afternoon should plan to arrive at 2:00 p.m.** ALL STUDENTS ARE EXPECTED TO BE PICKED UP BY 2:15 PM. If any student is consistently picked up late, parents will be asked to come in for a conference. After school care is available for students in Grades K-5. If you are interested in the After School Program, please call the After School Program office at (704) 296-1516.

### Student Drop-Off and Pick-Up

Student drop-off and pick-up is located in front of the school. Students may be dropped off beginning at 7:00 a.m. Students who are being dropped off should arrive between 7:00-7:25 a.m. (no later than 7:15 if they are eating breakfast at school). Students may be dropped off only along the sidewalk in this area. Please pull forward as far as possible before letting your child out of the vehicle. When parking during the morning or afternoon, parents are required to escort students across the parking lot and to the front breezeway of the school. No student may be dropped off in the staff parking area near the trailers or side of the building. **All students should exit and/or enter the vehicle on the passenger side only.** Entering on the driver’s side puts the safety of children in jeopardy. **Please assist us in the mornings by having your child(ren) ready to exit the vehicle when it comes to a stop.** This will enable traffic to flow more smoothly in the mornings.

In order to assist with the safety of our students during the very busy time of student departure in the afternoons, students **may not be checked out after 1:45 each day nor should parents wait inside the school before the bell rings**. Parents should pick up students using the car rider line. Please display the placard with your child's name in the front windshield of your vehicle so that the name can be easily read by our staff member with the radio. This placard will be provided to you by the school. (Additional placards can be requested through the front office). A staff member with a radio will be stationed near the car rider line to call the name of your child on the radio so that your child will be released to you. **For the safety of our students, parents will not be permitted to enter the building during pick up in the afternoon. Parents who are waiting for students (as walkers) should wait at the end of the front breezeway on the sidewalk. If you come on foot to pick up your child(ren), your child(ren) will be released to you after all car riders have gone through the car rider line at approximately 2:20 p.m.** Your cooperation in assisting us with making the safety of our students our top priority is greatly appreciated.

Staff members are assigned to car duty both morning and afternoon. It is expected that their signals be obeyed by drivers at all times. We will report to law enforcement any driver who jeopardizes the safety of our students by failing to adhere to the directions of staff members on car duty or who purposely fails to follow the traffic pattern. **Please note that staff members are not required to open car doors for students. They do this as a courtesy.** Please do not wait for a staff member to open the car door for your child(ren) before they exit the vehicle. We also ask your cooperation in being respectful to the staff members on car duty.

**After dropping off or picking up children in the mornings and afternoons, please remember that no driver should make a left turn at the end of the school driveway.** Doing so delays the traffic flow and cuts off other drivers trying to enter the school driveway to drop off or pick up students. The Marshville police frequently patrol North Elm Street and often monitor the flow of traffic at the school exits. Your cooperation in making a right turn during morning drop off and afternoon pick-up is greatly appreciated. Please remember to drive slowly around the school and be mindful of the students as they enter and depart from vehicles.

## Attendance and Tardies

### Tardies/Check-Ins/Check-Outs

To ensure that your child receives a whole day of instruction, it is important that he/she gets to school on time each day. Morning announcements will begin at 7:25 a.m. The instructional school day begins at 7:30 a.m. Students who are not seated in their classrooms when the 7:30 bell rings are considered tardy. If you are dropping your child off in the morning for school, please have your child at school no later than 7:15 if your child will eat breakfast at school and no later than 7:25 if your child will be going directly to class. Students waiting in cars when the 7:30 bell rings are tardy and must be escorted into the office by a parent or guardian. In order to avoid having to come inside to sign your child in, please arrive between 7:00-7:15 a.m. If it is necessary for your child to miss the beginning of the school day due to illness, appointments or other reasons, a parent or guardian must accompany him/her into the front office to check in. The student's arrival time will be recorded in our attendance system. It is also necessary for a parent to prepare a written note for the classroom teacher.

Remember, if your child is in attendance for at least ½ of the day, he/she will be counted present for that day, but the student will remain marked tardy in the computer. The half day ends at 11:00 a.m. Please refer to the Union County Public Schools' Board Policy regarding elementary attendance and tardies (UCPS Policy 4.1).

The instructional school day ends at 2:00 p.m. If it is necessary for a child to leave earlier, a parent or guardian must come to the front office to check the student out. His/Her checkout will be recorded in our attendance system. Remember, if your child is in attendance for at least ½ of the school day, he/she will be counted present for that day. The afternoon half day begins at 11:00 a.m. It is helpful if you send a note to your child's teacher on the day of the intended check-out.

Parents may not check children out directly from the classrooms. You must come to the front office to check your child out of school. Your child will then be called to the office by the clerical staff to check out. We will not call students out of class and have them wait in the front office before the parent arrives at school because of the loss of instructional time. **For safety purposes, students will not be checked out after 1:45 p.m.** Please refer to the Union County Public Schools' Board Policy regarding elementary attendance and tardies below (UCPS Policy 4.1).

## **ELEMENTARY SCHOOL ATTENDANCE POLICY** **UCPS Board Policy 4-1(a)**

*The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and 16 years. Every parent\* or person having control of a child between these ages enrolled in the Union County Public Schools is responsible to make sure the child attends school continuously during the time school is in session.*

*Class attendance, as well as reporting to school on time, is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session, for the entire school day. Furthermore, it is expected that students report to school on time and not be signed out early unless extenuating circumstances exist. **FOLLOWING ANY ABSENCE(S) OR TARDY(IES), A STUDENT IS REQUIRED TO PRESENT WRITTEN DOCUMENTATION FROM THE PARENT/GUARDIAN/CUSTODIAN STATING THE REASON FOR THE ABSENCE OR TARDY.** Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) or tardy(ies) will be recorded as unexcused. Upon review of documentation, the absence or tardy will be coded lawful or unlawful based on the criteria set forth below:*

### **CODE 1-LAWFUL -- See listing below**

*The following are lawful reasons for school absences:*

1. *Illness or Injury*
2. *Death in the Immediate Family*
3. *Medical or Dental Appointments*
4. *Court or Administrative Proceedings*
5. *Religious Observances*
6. *Educational Opportunity with prior approval by Principal*
7. *Quarantine*
8. *Military Deployment – for students attending ceremonies related to Military deployment of family members*

### **CODE 2-UNLAWFUL -- All absences that are not classified as lawful.**

### **CODE 3—OUT-OF-SCHOOL SUSPENSION (OSS)**

*Absences include those that are lawful, unlawful, and due to suspension. Students will not be counted absent from school when participating in school sponsored functions.*

*Upon returning from an absence, students will be given two days to make up the work missed for each day absent. When arrangements are not made to make up work, or if the make up work is not completed in time, the student will receive no credit. Students on out-of-school suspension are expected to complete class work as assigned by the school.*

*Students in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) can be retained.*

### **CONSEQUENCES FOR EXCESSIVE ABSENCES**

*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.*

*When a student accumulates three, six, and/or ten unlawful absences in a school year, the principal/designee will follow the procedures required by law. These procedures include the above referenced notification provisions, referral to school personnel to address the underlying causes of the attendance issues and if, after ten unexcused absences, the principal determines that there has not been a good faith effort on the part of the student and/or parent/guardian/custodian to comply with the attendance requirements, a notification to both the district attorney and department of social services shall be made.*

### **TARDIES**

*All tardies/early leave will be addressed on a school-by-school basis. Attendance in school for all classes for the full time allotted for classes is essential for student success. However, at the 10<sup>th</sup> unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15<sup>th</sup> 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.*

### **RETENTION APPEAL**

*A parent\* may appeal a decision to retain a student to the school level committee according to the following criteria:*

- a. The student has passed all academic requirements for promotion but has failed to meet the attendance requirement.*
- b. Some absences were due to "special emergencies."*



*The school principal and/or the student's parent\* may appeal the decision of the school level attendance committee to a district level attendance committee.*

*Individual schools are required to develop programs to address the academic needs of students who may be failing due to excessive absenteeism. Participation in such programs will be considered by the school level attendance committee. In addition, principals need to take into consideration special emergencies.<sup>11</sup>*

*Principals would be able to promote a student who qualified academically, but has accumulated twenty or more absences during the school year if it serves the best interest of the student.*

**\*Guardians and custodians are also considered parents for purposes of this policy.**

**LEGAL REF.: G.S. 115C-47, -84, -288(a), -378 to -383**

## **School Communication**

In the event of inclement weather or a school emergency, parents will be notified through the use of the Connect Ed phone messaging system. It is important that we have current working phone numbers at all times in order for parents to receive this information. We also use Connect Ed to notify parents of school events. Events are also posted on our school marquee and the school website (<http://www.mves.k12.nc.us>). An important "Action Plan for Early Dismissal" form will be issued at the beginning of the school year. It is to be completed and returned to the school within the first 10 days of the school year. Teachers will keep this action plan on file and it will serve as official parental release of students in the event school is dismissed early. **No transportation changes will be taken over the phone for any reason.** Please send written notes with your child when changes are necessary. Otherwise, changes must be made in writing and can be emailed to: [mvestransportation@ucps.k12.nc.us](mailto:mvestransportation@ucps.k12.nc.us).

## **Technology and School**

Our Acceptable Video Use Policy is available online:

- <https://sites.google.com/a/ucps.k12.nc.us/ucps-media-coordinators-handbook/copyright>

Students are not permitted to use cell phones while at school. Cell phones must be kept out of sight and turned off during time on campus. Students will be issued a reminder for a first time offense of this reminder and subsequent offenses will result in confiscation of the item which will then need to be retrieved from the office by the parent or legal guardian.

## **Child Nutrition**

**Notification:** The Community Eligibility Program at Marshville Elementary will be discontinued beginning with the 2022-2023 school year. You must now complete an application in order for your child(ren) to be considered for free or reduced meals. You may apply online at [lunchapplication.com](http://lunchapplication.com). Only one application per

household is needed. You can also obtain a paper application at your school or at the School Nutrition Office at 407 N Main Street in Monroe.

Breakfast and lunch programs will begin on the first day of school and will operate each school day. All lunches purchased at school or brought from home will be eaten in the cafeteria or in a supervised setting. Breakfast will be served from 7:00 a.m. until 7:15 a.m. for Grades K-5. Pre-K students will eat breakfast beginning around 7:30. Students must pay for meals on a daily, weekly, monthly, or yearly basis according to the price list. Please encourage your child to take advantage of the Child Nutrition Program. Hot meals, meeting federal and state nutritional requirements, are served each day.

If children are bringing lunch from home, parents should not package soft drinks or other beverages which must be kept cold. Please do not pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or microwaved. **Fast food items are not allowed because they do not meet the same nutritional guidelines that the Child Nutrition program is required by law to meet. Bringing in “fast food” may also be considered “in competition” with the Child Nutrition program.** Thank you for supporting our 5-A-Day nutrition program which encourages the development of healthy eating habits.

Parents often want to bring items for special events, like birthdays or class parties. Child Nutrition guidelines require that these items be purchased from a grocery store rather than being homemade. Please refrain from bringing goodies, treat bags, or food crafts. If you have questions regarding this, you may direct them to our cafeteria manager. Order forms are available on our website to purchase class treats or birthday cupcakes from our cafeteria. Birthday treats are served at the end of the lunch period. We do not allow birthday parties in the classrooms. Special invitations are not allowed unless all students in the class are invited. Balloons and flowers should not be sent to the school for celebrations. Instead, consider purchasing a book and donating it to the media center in honor of your child.

Union County Public Schools accepts checks for payment of lunch and uses the services of Payliance for collection of unpaid debts or returned checks. If any check is returned or marked as unpaid for any reason, Payliance will collect the face amount of the check and a \$25 return check service fee as well as any applicable bank fees and sales tax.

## **Parent Teacher Association (PTA)**

The education of children is a cooperative effort between home and school. Close cooperation and understanding between the home and the school are very important. Marshville Elementary School's PTA is very active. You are urged to become a member. Why? We need you!!! To contact PTA officers, please email [marshvillepta@yahoo.com](mailto:marshvillepta@yahoo.com).

### **2022-2023 PTA Officers**

Christina Cano, President

Nicole Ellis, Vice President  
Afton Edwards, Treasurer  
Katie Comer, Secretary  
Allison Grantham, Hospitality/Volunteer Coordinator

## **Parents' Roles and Responsibilities**

Below is the Family/Parent Pledge taken directly from the Parent-Teacher Compact for the 2022-2023 school year:

1. Make sure my child arrives at school on time and remains until dismissal time each school day
2. Monitor my child's homework by checking to ensure it is complete
3. Provide my child with the opportunity and ample time to study
4. Read, sign, and return progress reports, report cards, and any other necessary documents from school
5. Provide the necessary materials/supplies and ensure they are returned daily
6. Provide separate study space and ample quiet time at home to enhance good study habits
7. Make sure my child is well-rested for school
8. Support the school staff in their efforts to promote appropriate behavior
9. Attend parent/teacher conferences to communicate regularly with my child's teacher
10. Support remediation after school hours by providing transportation when necessary
11. Make sure to update and provide current contact information

## **Safety and Security**

1. At 7:00 a.m. the custodian will open the main doors for the students. All secondary doors will remain locked to allow exiting from the building only.
2. **All parents, visitors, volunteers, substitute teachers, and non-school based persons are to stop by the front office, sign in, and obtain a pass to class. This pass must be visibly displayed during your stay. A new pass is required each time you visit.**
3. Any staff member noticing a stranger in or around campus will politely stop and question that person.
4. Students will be educated to notify the office or their classroom teacher when they observe a stranger. Security cameras are located throughout the building, school grounds, and on school buses. These cameras record activity throughout the school. These cameras are monitored by staff members throughout the school day and are used to obtain evidence in the event that safety at the school is compromised.
5. All mobile units (trailers) and classrooms will remained locked throughout the school day.

## **Student Progress**

### **Conferences**

Parent-Teacher conferences are required for the first grading period. Conferences are also encouraged after the third grading period if a child is not on grade level. Parents are also encouraged to seek a conference with your child's teacher at any time during the school year.

## **Progress Reports/Report Cards**

Report cards are issued at the end of each 9-week period. Interim reports will be sent approximately every 4-5 weeks. Your child's teacher will inform you of when to expect grades and/or work samples beyond the required interim reports. Please keep communication lines open with your child's teacher so you will not be surprised at the reporting period. All parents are required to sign and date the report card envelope and return it to school the next school day after a report card is received. Parents of students in grades 3-5 have access to their child's grades through HomeBase parent portal.

## **Student Promotion and Accountability**

Please refer to UCPS Elementary Handbook for Student Accountability and promotion standards (BOE Policy 5-12c.)

North Carolina Public School laws give the final decision regarding promotion and retention to the school principal. Parents of students in Grades 3-5 who do not meet local and state standards for promotion may request a review following End-of-Grade testing. The Review Committee will hear and view evidence regarding the student's progress and will make a recommendation to the school's principal. The principal will review the committee's recommendation before making the final decision regarding student promotion or retention.

## **Field Trips**

Your child's teacher may arrange an educational field trip for your child's class. Before your child can attend we must have your written permission. Prior to the intended field trip date, the teacher will send information to you regarding field trip plans, costs, transportation, etc. When a field trip is arranged, please return permission forms readily. If you have questions about the trip, please contact your child's teacher. If you do not wish for your child to attend the planned trip, an instructional plan will be provided by the teacher for your child at school on that day. On occasion, parents are invited on field trips to assist with supervision. Parents who accompany a class on a field trip should not bring other children along and must be UCPS approved volunteers. The cost of a field trip is determined by the total price of the trip divided equally by the number of students who will be involved. Due to this, refunds for field trips will not be made. Parents and volunteers are charged the same costs for field trips as students.

## **Parent Concern Procedures**

Parents may make appointments for conferences with teachers, the counselor or administration by telephoning the school office. If at any time you have a concern or a question regarding your child, the first point of contact is the child's teacher. Often times, students may misunderstand situations and simple communication between the teacher and the parent will solve a problem. If you have not received communication from the teacher or you are unable to resolve the concern with the teacher, please telephone an administrator at 704-296-6340.

## **Visitors**

Our focus at Marshville Elementary is on student safety and student achievement. We invite you to be a part of our learning community and we welcome parent involvement. Please understand our primary responsibilities are student and staff safety and to protect their instructional time. All visitors must report to the office and sign in through Ident-a-kid using a valid drivers license. This includes morning arrival. UCPS Board policy requires prior approval from the Principal before a parent can visit the classroom during the instructional day. Please remember teachers are unable to speak to you during student arrival as it is considered instructional time. Visitors will be issued and required to wear their Marshville Elementary Visitor sticker during their entire time on campus. If visitors are in a hallway without a sticker, they will be asked to return to the office to sign in and get their sticker. If you eat lunch with your child, you must wait at the cafeteria. We provide a seating area for parents to sit with their child when visiting for lunch and request that parents sit with their child at lunch. Cell phone use is not permitted in the cafeteria.

### **School Volunteers**

Our Parent Involvement Coordinator will coordinate the school's volunteer program. Volunteers are welcome at Marshville Elementary at any time. We can always use someone to read to or with a child, supervise in certain areas, assist teachers, or assist administration. Please come. Stop in the front office to let us know you're here and obtain a volunteer pass. **You are valuable to us!** If you can volunteer, Union County Board of Education policy requires that all volunteers pass a background check prior to any volunteer work. If you would like to volunteer, please complete the volunteer form online. You will receive notification when the background check is completed.

### **Insurance**

Students will bring home information about accident and dental insurance in their “first day of school” packets. Applications should not be returned to the school but be mailed directly to the company. We will be glad to provide you with the company's number, if necessary.

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to provide parent access to their child's educational records, as well, as an opportunity to seek correction of records believed to be inaccurate or misleading (Refer to Board of Education Policy 4-14).

### **After School Care**

The Marshville Elementary School students may attend the After School Program at Wingate Elementary School. The program is designed to meet the needs of working families with school-age children enrolled at our school. The site is well staffed and conveniently located at Wingate ES with bus transportation to the site. All

sites are licensed with the North Carolina Department of Health and Human Services, Division of Child Development. Marshville Elementary is proud of its five star rating, the highest rating given.

The After School Program does not discriminate on the basis of sex, race, color, national origin, disability or ethnic background and is open to Marshville students in Grades K-5. The After School Program complements the school day by giving students the opportunity to explore and build on individual interests and skills. Students can relax and unwind, join a special interest club, play sports and games, and socialize with peers and adults.

Subsidized assistance is available through the Department of Social Services for families who qualify. The After School Program is organized and operated by Union County Public Schools. The program has an "open-door" visitation policy at all sites for parents.

The cost for the program is listed below (Prices are subject to change):

\$25.00	Non-refundable annual registration fee collected at the time of registration per family. This fee is reduced to \$15 after February 1.
\$ 125.00	Per week for the first child registered in the program.
\$ 120.00	Per week for additional children registered in the program in the same family.

For additional information regarding the After School Program, please call the After School Program Office at (704) 290-1516. Additional information about the After School Program can be found on the Union County Public Schools website. We encourage you to consider enrolling your child if you need after school care. The program is available from 2:00 PM-6:00 PM and on teacher workdays for children in grades K-5.

### **Boys and Girls Club of America**

Students may also join the Boys and Girls Club for after school care until 6:00 pm. The Boys and Girls Club is located at East Union Middle School. The district provides bus transportation from Marshville Elementary to the East Union on traditional school day. An application and \$5 registration fee are required.