

# Porter Ridge Elementary School

## Home of the Pirates

*"Once a pirate, always a pirate!"*



2843 Ridge Road

Indian Trail, NC 28079

Phone: 704-289-1965

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

Like us on Facebook: <https://www.facebook.com/PorterRidgeES.NC?fref=ts>

Mrs. Lisa Taylor

*Principal*

Mrs. Cheryl L. Lawrence

*Assistant Principal*

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### PRINCIPAL'S MESSAGE:

Dear Parents/Guardians and Students:

We want to welcome you to a new and exciting year at Porter Ridge Elementary School. We look forward to a year of continued growth and partnership as we work toward providing the best education possible for the students of Porter Ridge.

This Student Agenda is filled with important information regarding school policies and procedures. Please take quality time to review the information with your child. These policies are in place to keep all children safe and to provide an environment where students can learn and grow. If you have any questions, please call the school office.

This Agenda is designed to assist you and your child in organizing his/her daily, weekly, and long-term assignments. It will help improve your child's organizational skills, provide a parent-teacher area for communication, and allow for academic support at home. It is critically important that you and your child use the agenda daily, as this will bring about great improvements in a child's organizational and management skills. Please use the agenda for all communications between home and school regarding conferences, phone calls, and transportation changes. We consider the school to be a partner with parents in helping to educate all the children in our community.

We need your assistance and participation as we begin this journey. Please call and let us know how you are able to help and we will get you "plugged in". Thank you in advance for your support and partnership as we move forward.

Sincerely,  
Lisa Taylor

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**We ask that you review the agenda, UCPS and PRES Student Discipline Policies, the UCPS and PRES Attendance Policies, and the Bus Riding/ Transportation guidelines with your child. A form has been sent home for you to sign indicating that you and your child have read and understand the expectations covered in the agenda, discipline policy, bus riding rules, and the school rules for the 2016-2017 school year.**

**Mission Statement—Porter Ridge Elementary School will promote a positive learning community in which students gain a sense of ownership, pride, and self-confidence in their own education, and reach their full potential.**

# Policies and Procedures- Porter Ridge Elementary School

## AFTER SCHOOL PROGRAM

Porter Ridge Elementary has an After School Program. The program is open every school day until 6:00 p.m. Registration is required. Please call our Site Coordinator, Heather Springs, at 704-289-2007.

## ATTENDANCE

### Elementary School Attendance (BOE 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)

Students in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) can be retained. Students will not be counted absent from school when participating in school sponsored functions

### **Consequences for Excessive Absence**

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 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 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.

Students who are not in the school by 7:30 AM will be counted tardy. A student coming in tardy misses critical literacy instruction. Also, instructional time for the class is disrupted as students are already actively engaged in learning. Tardies will be excused with a note for a medical appointment. Notes must be presented to the school within 3 school days. Tardies resulting from late buses will not count against the child.

**Students who are not in the school by 7:30 must be signed in at the front office by a parent or guardian.**

**Attendance in school for all classes and the full time allotted for classes is essential for student success.**

**Leaving early or coming in late has shown to be a major detriment in student achievement.**

## **BEHAVIORAL EXPECTATIONS**

### **PBIS (Positive Behavior Intervention and Support)**

#### **What is Positive Behavior Instructional Support (PBIS)?**

Our goal is to teach our students self-discipline. Our teachers accept the responsibility for teaching students our rules, procedures and expectations. We want our students to develop respect for themselves and others. We want them to be thinkers and problem solvers, since these are skills necessary for successful citizens in every community.

Our school carries out the work towards this goal by implementing the Positive Behavior Intervention and Support program. The purpose of this program is designed to impact the learning environments in the schools in order to support high student performance and to reduce behavioral problems. It is a team-based system involving the entire school staff using a systems approach.

#### **What is PBIS at Our School?**

We have adopted a unified set of behavior expectations-Safety, Responsibility, and Respect. **A copy of the PBIS matrix is on the last page of this handbook.** When students exhibit these behaviors they will be showing "Pirate Pride". These expectations are posted throughout the school and your child will be learning them throughout the school day. "Pirate Coins" are part of our PBIS plan. These plastic "gold" coins are given to anyone who is observed showing **Pirate Pride** and following our PBIS behavior system. Also as part of our PBIS process each child has a Pirate Pride card on his/her desk in order to record behaviors that model "Above the Line" or "Below the Line" behaviors. These will be sent home with students each week to be signed and returned by a parent/guardian.

Students will have character education lessons and the opportunity to practice the expectations. They will be discussed and reinforced as well.

### **Student Code of Conduct (BOE Policy 4-3(a))**

Below is a synopsis of the UCPS Elementary Code of Student Conduct. It is also available in the Elementary School Student Handbook located on the UCPS Elementary Education website page at <http://www.ucps.k12.nc.us/Page/2759> . If you would like a printed copy of the handbook, please contact the front office. Please ensure that you talk to your child about following all classroom and school rules. **Each student is required to return documentation (provided by school) verifying parents have read the Union County Public Schools Code of Student Conduct.**

1. **Fighting/ Aggressive Behaviors/Threats** - Referral to principal or assistant principal. Students involved in fighting and/or hitting back may be subject to suspension and will be readmitted after a parent

conference. The length of any out of school suspension will be based on the Union County Public Schools' Elementary Code of Student Conduct. (Refer to UCPS Code of Student Conduct #2b, #2c).

2. **Physical Violence Toward Adults** - Referral to principal or assistant principal. Parents will be notified immediately. Students may receive an out of school suspension. Students will also be referred to the school counselor. Students will be readmitted only after a parent conference. In addition, legal charges may be filed. (Refer to UCPS Code of Student Conduct #2a).
3. **Disrespect/Verbal Abuse To Adults** - Removal from the classroom as warranted by offense and phone call to parent or guardian. Students who are out of control may be sent home for the remainder of the day and may receive an out-of-school suspension with readmittance after a parent conference. (Refer to UCPS Code of Student Conduct #1a).
4. **Threats, Insulting, Abusive, Profane, Obscene Words, Signs, Gestures, Hazing, or Other Acts Toward Any Student or Adult** – Referral to the principal or assistant principal. Parents will be notified of the incident. Students may receive an out of school suspension. (Refer to UCPS Code of Student Conduct #1a, #1b, #2c, #2d, #11).
5. **Bullying** – Referral to the principal or assistant principal. Parents will be notified. Students will be referred to the school counselor. First offense may result in a suspension at the discretion of the Principal. Any additional offense after the first will result in an out of school suspension. (Refer to UCPS Code of Student Conduct #6.)
6. **Sexual Harassment** – Referral to the principal or assistant principal. Parents will be notified. Students may receive an out of school suspension. Students will be referred to the school counselor. (Refer to UCPS Code of Student Conduct #14b). The UCPS Title IX Coordinator, the Department of Social Services and law enforcement shall be notified.
7. **Sexual Offense or Assault** – Referral to the principal or assistant principal. Parents will be notified. The UCPS Title IX Coordinator, Social Services and law enforcement must be notified. Student will receive an out of school suspension. (Refer to UCPS Code of Student Conduct #14c).
8. **Indecent Exposure or any Sexual Activity on School Property, Including Buses** – Referral to the principal or assistant principal. Parents will be notified. Students will be referred to the school counselor. Students may receive an out of school suspension and possibly more severe action depending on the nature of the offense. Parent conference required. (Refer to UCPS Code of Student Conduct #14a).
9. **Possession of Weapons, Destructive Devices, Bringing A Firearm, or Using A Firearm or Powerful Explosive on School Campus or at a School Event**—Referral to the principal or assistant principal. The administration must notify law enforcement. Weapons will be confiscated. Students will receive an out of school suspension. “Toy” weapons are also not permitted and may also result in an out of school suspension. (Refer to UCPS Code of Student Conduct #10, #17).
10. **Illegal/Unauthorized Substances** -Referral to the principal or assistant principal. The administration must notify law enforcement. Students may receive an out of school suspension and must attend a Drug Education class. Student will be readmitted to school only after a parent conference. (Refer to UCPS Code of Student Conduct #12a, #12b, #12c, #12d, #12e).
11. **Possession or Use of Tobacco Products on School Property, Including Buses** – Referral to the principal or assistant principal. The items will be confiscated and parents will be notified. Counseling will be required for parent and student. Legal authorities must be notified. An out of school suspension may result for repeated offenses. (Refer to UCPS Code of Student Conduct #12b).
12. **School Property/Theft/Vandalism** - Compensation for the value of property and/or school service. Legal charges may be filed depending on the nature of the damage. Students may also receive an out of school suspension. (Refer to UCPS Code of Student Conduct #16).
13. **Arson** – Notify law enforcement. Parents will be notified. Students will receive an out of school suspension. Students and/or parents will be required to pay restitution. (Refer to UCPS Code of Student Conduct #3).
14. **Leaving The Classroom/Building/School Grounds Without Permission** – Referral to principal or assistant principal. Parents will be contacted immediately. Repeated offenses may result in an out of

school suspension. A parent conference is required for school re admittance following the suspension. (Refer to UCPS Code of Student Conduct #4).

15. **Possession of Nuisance Items** – Referral to the principal or assistant principal. Items will be confiscated and returned only to a parent. Students will receive an out of school suspension for additional referrals for possession of nuisance items. (Refer to UCPS Code of Student Conduct #13).
16. **Use of Cell Phones, CD Players, IPODS, MP3 Players, and DVD Players** – Referral to principal or assistant principal. Items will be confiscated and returned only to a parent. Repeated offenses will result in more serious consequences. School is not responsible for the loss or damage of any of the items listed above nor will the staff spend valuable teaching time looking for 8 lost or stolen items. (Refer to UCPS Code of Student Conduct #8).
17. **Causing a False Fire Alarm to Occur or Calling In a False Bomb Threat or Threatening Any Act of Terror** – Referral to the principal or assistant principal. Parents will be notified as will law enforcement. Student will receive an out of school suspension and possible 365 calendar day suspension. (Refer to UCPS Code of Student Conduct #9, #5, #15).
18. **Continuous Disruption to the Learning Process in the Classroom That Has Been Previously Brought to the Parent's Attention** – Referral to the principal or assistant principal. Parents will be notified. After first notification, additional referrals to the principal or assistant principal will result in parent shadowing and/or an out of school suspension. (Refer to UCPS Code of Student Conduct #7).

The corrective actions for these prohibitive behaviors vary from principal/administrator discretion up to 10 days suspension depending on the behavior and/or the number of occurrences. The details are located in the Elementary School Handbook at <http://www.ucps.k12.nc.us/Page/2759>. If you would like a printed copy of the handbook, please contact the front office.

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 UCPS BOE policy 4-18 for the appeals process.)

Cameras are located in buses and throughout the building and campus to ensure safety.

## **BIRTHDAY PARTIES/CELEBRATIONS AND FOOD PRODUCTS**

Parents, you must communicate in advance with the classroom teacher if you want to bring snacks or treats to celebrate your child's birthday or special event. **Any party treat must be given as a dessert after students have finished lunch.** (Per NC Law, they cannot take the place of school issued lunches.) Please know that the cafeteria can make and sell custom cupcakes, treats, cookies, etc. for your child's birthday celebration. Please contact our Cafeteria Manager, Amanda Jenkins, at 704-296-6436 for the pricing and availability of these items.

**\*All food/snacks must be commercially prepared and packaged.** Any homemade goods are not permitted for student consumption. For students who have documented food allergies, the school will initiate reasonable precautions to avoid reactions by these students and prepare school staff to deal with such allergic reactions should they occur in the manner set forth by BOE Policy 4-19C. **Please understand the health risk you are causing a child if you bring in anything other than prepackaged food. (We have peanut allergies as well as other food allergies that can be very dangerous for a child.)**

**For the safety of our students and staff with allergies, balloons may not be brought to the school for birthday or promotion celebrations.**

Invitations to birthday parties will not be given out in the classroom unless every child receives one.

## **BLACKBOARD CONNECT**

Blackboard Connect is an effective communication tool between the school and your home telephone number. You can also receive messages through your email address. Porter Ridge Elementary School uses Blackboard Connect to notify you of school delays, school closings, PTO Meetings, special announcements, etc. Please be sure we have your correct PHONE NUMBER and EMAIL ADDRESS so you can receive our messages.

## **CAFETERIA INFORMATION**

To encourage good nutrition, a well-balanced breakfast and lunch is served for a reasonable price. Students are encouraged to participate in the school lunch program. Unless a free/reduced lunch form has been submitted and approved, students are expected to pay for their meals. Monthly menus are on the UCPS website and are sent home with students as well. Students must bring money, preferably a check written to Porter Ridge Elementary School Cafeteria. **Please put lunch money in a sealed envelope with the student's first AND last name, cafeteria number, and the teacher's name written on the front.** You can also use the online prepay system. Parents will simply need to visit [www.LunchPrepay.com](http://www.LunchPrepay.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. When the child reaches the low limit you have established, you will receive notification via email that your child needs more money in their lunch account. Parents will also be able to monitor account activity to see how their child is spending lunch money. You may request a BLOCK on your child's account so extra items cannot be purchased. Any remaining balance will stay in the student's account and follow the student into the new school year or to another school IF the student is moving to another school in the UCPS district.



Breakfast will be served each morning from 7:05-7:25. School personnel will supervise the students. Students eating breakfast should leave the cafeteria by 7:25 AM in order to arrive in class prior to the tardy bell. All students who are car riders and wish to eat breakfast at school should arrive by 7:10 AM.

**Students are NOT allowed to CHARGE breakfast meals.** If you are interested in applying for Reduced or Free meals, **applications must be filled out each year.** All students must pay for meals unless approved for free meals this school year. **Parents are responsible for paying for lunches until a free/reduced application is approved.**

### **2016-2017 Meal Prices**

FULL PRICE BREAKFAST	FULL PRICE LUNCH	REDUCED PRICE LUNCH
<b>\$1.15</b>	<b>\$2.30</b>	<b>\$ .40</b>

UCPS Employees, Visiting Children, and Visiting Adults will pay for items "a la carte". A la carte pricing is available on the School Nutrition Services website under "pre-payment options".

**Service Charges:** A service charge of \$25.00 will be charged to all returned checks.

**Bringing in food from outside establishments (fast foods) is discouraged because these foods 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. If you are bringing or sending in items from restaurants, please remove the items from their packaging and place them in containers from home. **Please remember that soft drinks/carbonated beverages are not allowed.**

## **CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

The use of cellular phones, iPods, MP3 players, and other electronic devices is prohibited while on a school bus and on campus. **Cell phones must be off and out of sight (in book bag) at all times.** Students should not bring any electronic devices to school unless given specific permission by the teacher for use in educational purposes. The school is **NOT** responsible for loss or damage of such items. These items will be taken and returned to parents only. The parent/guardian will be contacted regarding pick-up of confiscated item(s).

**For additional information please see *UCPS Elementary School Code of Student Conduct Policy, 10 (a, b, c).***

## **CONFERENCES**

**Conferences should be scheduled through your child's teacher and cannot be scheduled during the instructional day.** Teachers cannot have an informal conference at the doorway or in the hall as they are



responsible for supervising the entire class from 7:00am-2:00pm. Please be respectful and treat your child's teacher as a professional by making an appointment to speak to him/her so that he/she can give you his/her undivided attention about any concerns. To maintain the highest academic standards we strive to make every moment count while the students are with us. Please do not come to school to have a teacher/parent conference without scheduling this with the teacher. Teachers cannot have impromptu conferences in the morning or afternoon as school needs to begin promptly and lesson planning/staff meetings occur after school. **It is critical that you call or send a note in your child's agenda to schedule conferences as needed. Also, always please go to the teacher first if you have any concerns. It is imperative, for your child to thrive, that you communicate any concerns to the teacher and work as a team to make sure your child has the best possible academic opportunities.** Please trust that your child's teacher is working diligently to help each child learn and grow both academically and socially. They have your child's best interest at heart and are knowledgeable about what lies ahead educationally for the students so they set appropriate expectations. It is truly amazing to watch when a teacher and parents work collaboratively to support the children. We always want to be sure and have students understand expectations and be responsible for them, as well as accept consequences when they are not met. Students who are allowed to take responsibility for their own actions and the consequences of those are students who continue to thrive and learn to be independent and self-sufficient.



Please speak with your child's teacher when you have a concern. You are, together a team working to help your child and any issues can usually be addressed at that time.

When an observation is desired the parent must schedule the observation with the teacher and administrators, per the Union County Public Schools policy. Visitors and parents must follow the appropriate school guidelines. The Principal or administrator reserves the right to limit the duration and frequency of visits.

## **COUNSELOR**

Porter Ridge Elementary has one full-time Guidance Counselor, Mrs. Brianne Johnson. She provides character education lessons as well as meets with students individually and in small groups to discuss a variety of topics. She is available to talk with parents, as needed. She is also the 504 Coordinator at our school.

## **DELAYS/CLOSING OF SCHOOL**

The decision to delay and/or close school is made by the Union County Public School's Central Office Administration. Weather conditions sometimes exist that require a delayed opening or early dismissal. On these occasions, please listen for radio, television, and social media announcements regarding school time changes. Decisions should be made by 6:00 AM. Announcements will also be posted on the UCPS website and broadcasted through the Blackboard Connect phone system. ***Please make sure we have your correct phone number on file in the office so you will receive this message.*** Please do not call the school as we will need the phone lines to be open.

## **DRESS CODE FOR STUDENTS**

### **UCPS BOE Policy 4-17 Student Dress and Appearance**

The board (UCPS BOE) believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning. The principal of each school, with the assistance of the site-based team and other relevant groups, shall establish a student dress code for the school. Dress must not disrupt the learning environment, cause destruction of school property, or be a hazard to the health and safety of students. Students should dress appropriately for school each day.

If a student comes to school dressed in one of the following inappropriate ways, the parent will



be contacted and we will try to find an alternative piece of clothing or the parent may need to bring a change of clothes.

*The following types of shirts are prohibited:*

- Spaghetti straps (Shoulder straps must be at LEAST 2 inches wide)
- Halter tops
- Bare midriff shirts (Stomach should NOT be exposed)
- Tank tops which are cut low on the sides are also not allowed (unless a t-shirt is worn underneath)
- Tied-up/ form-fitting shirts, even when a shirt is worn underneath

*Regulations for types of shorts/ skirts/ dresses/ pants:*

- Shorts/ skirts/ dresses may be no more than 3 inches above the knee (including slits in skirts or dresses)
- Leggings may not be worn unless covered by appropriate clothing no more than 3 inches above the knee
- Pants must fit so there is not underwear showing when the student is sitting and/or standing. Excessively baggy pants are a safety issue and not allowed.
- No pants with holes above the knees.

*Regulations for shoes/ accessories/ PE:*

*Shoes should be appropriate for rigorous outdoor play daily.*

- Shoes with “wheels” are not acceptable.
- No shoes with heels over 1 inch
- No high heels or wedge shoes
- It is recommended that students wear closed toe/back shoes for play at recess
- No hats (for boys or girls) are to be worn in the building
- Flip-flops are not to be worn on PE days
- Skirts or dresses are not to be worn on PE days
- No undergarments should be visible
- No chains and/or jewelry of dangerous or disruptive nature
- Only prescription eyewear

If safety concerns arise, the school reserves the right to require appropriate shoes for daily activities (which may include closed toe and secure backs). Students should have a jacket at school during the cool and winter months. Parents are also asked to respect the dress code themselves upon entering the school or going on field trips.

Any type of dress or grooming which is disruptive will not be permitted. This includes any references to alcohol, tobacco, drugs, violence, profanity, or any inappropriate sayings/pictures or other type of unhealthy behavior. School staff reserves the right to contact parents due to violation of stated dress code. (See School Board policies for further clarification.) Appropriate clothing will need to be brought to the school.

## **EARLY DISMISSAL**

**In the event that you must pick up your child for an early dismissal, please pick up your child before 1:45 p.m.**

A note should be sent to the teacher in advance if a student will be checked out early. Attempting to pick up students after 1:45 interferes with the school dismissal procedures. This causes disruption and the loss of valuable instructional time. (Please note that an early dismissal counts as a tardy for students.)

## **EMERGENCY PROCEDURES AND SAFETY PRACTICES**

**Fire Drills** - During the first week of school, there will be two fire drills according to state law. One fire drill must be conducted each month thereafter. Escape plans are posted in each classroom. When the alarm sounds, all students should move quietly and orderly to the closest exit door. Teachers will practice with the students so they feel secure in their knowledge of what to do during a drill. When the “all clear” is given, students should return to their classrooms in an orderly and quiet manner.



**Lockdown Drills** – will be conducted twice annually. These drills will help ensure the safety of our students in the event of an intruder or other safety issue occurring on campus.

**Tornado Drills** – Our state mandates the annual practice for a tornado in March. This drill instructs students on proper procedures to follow during a hurricane or tornado. Students will report to their assigned locations and presume a “duck and cover” position during this drill.

## **FACEBOOK/SOCIAL MEDIA**

Facebook will be used as a communication tool between the school and home. Please “LIKE” our page so that you can receive important updates. <https://www.facebook.com/PorterRidgeES.NC/>

## **FERPA-STUDENT RECORDS (BOE Policy 4-14)**

Per UCPS policy 4-14, all student records will be current and maintained with appropriate measures of security and confidentiality. As per the Family Educational Rights and Privacy Act (FERPA), parents (or students over the age of 18) have the right to inspect and review any and all official school records directly relating to their child. **Please reference BOE Policy 4-14 for additional details in regards to student records.**

## **FOOD ALLERGENS (BOE Policy 4-19)**

Porter Ridge Elementary recognizes the increasing frequency and intensity of allergic reactions to foods by certain students and the impact these reactions may have on all children in the educational environment. PRES makes reasonable efforts to promote and protect the health of children in school by providing food choices that are safe as well as nutritious; and provides environments that reduce the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies. **(UCPS Board Policy 4-19).**

## **HOMEWORK**

Homework is an extension of the classroom instruction. A student can't expect to improve without daily and constant practice of the material. Students are expected to have homework completed on a daily basis. Homework should include independent reading on a regular basis. Parents should help with homework and projects, but should **NOT** complete assignments for students, as this is a way for teachers to know if students understand the material that has been taught. Teachers will NOT assign homework including any topics that have not been taught, so your child should come home knowing what they are to do. Parents are encouraged to read with their children for at least twenty (20) minutes each night. Parents are asked to partner with the school by signing agendas on a nightly basis. Homework is academic in nature, and therefore the consequences for not completing homework will result in a reduction in the student's overall grade. Questions or comments about your child should be noted to the teacher in his/her agenda.

## **INTERNET/COMPUTER USE**

Through the use of technology, the school's aim is to develop independent learning within our students. Students will have access to student computers throughout the day in their classroom as well as during visits to the Computer Lab. Teachers will regularly remind students of their responsible usage of the internet. **Students may only access web sites relevant to the assignment given.** Frequent checks by the classroom teacher will be made while students are online. During classes in the computer lab, the computers can be monitored by the staff present to ensure students are using appropriate web sites. Misuse of the internet will be reported to school administration immediately and addressed accordingly.



## **LOST AND FOUND/FORGOTTEN ITEMS**

Please label your child's possessions. In the event your child loses an item, the classroom teacher can have your child check the lost and found to look for misplaced items.

If your child leaves an item at school, please return before 3:30 PM and someone will try to get into your child's classroom. If it is after 3:30, you must wait until the next day to retrieve the item. **Please talk to your child about bringing home his/her coats, gloves, sweaters, lunch boxes, books, and assignments. Please put your child's name in these items for proper identification. If you bring in something for your child he/she will be called to the front office to get the item/s.**

Porter Ridge and UCPS are not responsible for lost or stolen items.

The Lost and Found is cleaned out each semester and items remaining are donated to an area charity.

## **MAKE-UP WORK**

Assignments and class work missed may be made up if the absence is excused. This is the responsibility of the student. The work needs to be made up within 2 days of the absence.

## **MEDICATION (BOE Policy 4-6)**

The following guidelines are in place in regards to the administration of medication at school:

**Please do not send medications with your child to school.** Parents are asked to hand-deliver all medication to the front office to ensure the safety of all students. The following policies are adhered to:

**Daily medicines require the following before school staff can give the medicine:**

1. Signed, dated doctor's orders that give complete administration instructions.  
(Medication Consent Forms are available in the school office.)
2. A parent's signature requesting medication administration.
3. A fresh supply of medicine delivered in its original packaging, labeled with the child's name.
4. Any change in medicine, dosage or administration time requires a new Medication Consent Form.

**As-needed medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:**

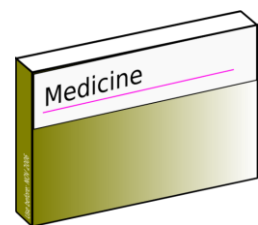
1. A completed Medication Consent Form signed by both the parent and doctor, if the medicine would need to be available at school for the entire year. *Emergency medications that need to be carried with the student must have additional signatures on page 2 of the Medical Consent Form.*
2. A fresh supply of medicine delivered in its original packaging, labeled with the child's name.

**Illnesses:**

1. **Students must be fever-free for 24 hours before returning to school.** Parents will be asked to pick up their child if they return to school within the 24 hour time period.
2. Students with symptoms of contagious conditions such as pink eye or strep throat should be seen by a physician in order to return to school. Please send a note from the physician's office to school when your child returns to school.

**Medication for Asthma and Anaphylactic Reactions:**

A student with asthma or a student subject to anaphylactic reactions, or both, may possess and self-administer asthma or another prescribed medication on school property during the school day, at school-sponsored activities, or while in transport to or from school or school-sponsored events as provided by N.C. Gen. Stat. § 115C-375.2 and this policy.



A. Pursuant to state law and this policy, the student's parent or guardian is required to provide to the school:

1. Written authorization from the student's parent or guardian for the student to possess and self-administer asthma medication.
2. A written statement from the student's health care practitioner verifying that the student has asthma or an allergy that could result in an anaphylactic reaction, or both, and that the health care practitioner prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school sponsored events.
3. A written statement from the student's health care practitioner who prescribed the asthma medication that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the asthma medication and any device that is necessary to administer the asthma medication.

4. A written treatment plan and written emergency protocol formulated by the health care practitioner who prescribed the medicine for managing the student's asthma or anaphylaxis episodes and for medication use by the student.
5. A statement provided by the school and signed by the student's parent or guardian acknowledging that the Union County Public Schools and its employees and agents are not liable for an injury arising from a student's possession and self-administration of asthma medication.
6. Any other items necessary to comply with State and federal laws.

B. The student must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any device that is necessary to administer the medication.

C. The student's parent or guardian shall provide to the school backup asthma medication that shall be kept at the student's school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

D. Information provided to a school by the student's parent or guardian shall be kept on file at the student's school in a location easily accessible in the event of an asthma or anaphylaxis emergency.

E. If a student uses asthma medication prescribed for the student in a manner other than as prescribed and in violation of the Board's policies and administrative guidelines, a school administrator may impose on the student disciplinary action according to the Board's student discipline policies. A school administrator may not impose disciplinary action that limits or restricts the student's immediate access to the asthma medication.

F. The requirement that permission granted for a student to possess and self-administer asthma medication shall be effective the current school year and must be renewed annually.

**Parents of a student with a life-threatening allergy to a food must provide the school principal with documentation from a licensed health care provider of the specific allergic condition of the child.** After receiving the required documentation, the school will work with the parents of the student to develop a health care plan to minimize the specific risks to the student. Staff who should work in partnership with the parent to develop this plan may include, but are not limited to, the principal, school nurse, the child's teachers, After-School Care coordinator, first responder team, and the cafeteria manager, as appropriate. The health care plan may contain various provisions as outlined in the Administrative Guidelines for BOE Policy 4-19. Schools for students who have provided documentation of a life-threatening food allergy will provide a table/zone in the cafeteria that is to be kept free of the types of allergen(s) that impact the identified student(s) (e.g. allergen free table/zone). School staff, designated by the principal, will be made aware of the child's emergency plan and trained to recognize the symptoms of and respond to an allergic reaction. Should a child with life-threatening allergies to foods be suspected of having an allergic reaction, any staff that has been trained to perform first aid or a lifesaving technique is authorized to provide treatment according to the health care plan. Staff must also call 911 and then contact the child's parent.

## **PTO (Parent Teacher Organization)**

PRES has a dedicated and supportive PTO organization. Parents and community members are encouraged to join this organization to support the students and school members. Information about PTO and school related activities will be sent home with students. A note from the PTO will be sent home for parents to complete. Please include your business or occupation and your EMAIL address. Also indicate all the ways that you are willing to help. We need your help and suggestions. If you have any questions, please call Mrs. Taylor at 704-289-1965.

## **REPORT CARDS AND GRADING SCALE**

Report cards are issued every six weeks and reflect the child's academic progress. Parents should review the report card with their child. Grade 3-5 grading can be viewed on the PowerSchool Parent Page. If you have a Grade 3-5 student and did not come in to get a password, please do so at your earliest convenience by showing a valid identification. This can't be done via phone. This is a great way to stay informed about how your child is doing. K-2 students will continue receiving the paper version of the report card. Check the school calendar for

these dates. Parent conferences are required for the first grading period in order for parents to get their child's report card. The report cards will be sent home with the child at other grading periods.

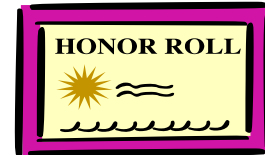
For Elementary and Middle school, no grade below a 50 will be given on a report card during any six week grading period. Actual grades earned by the student will be recorded in the gradebook. At the end of the grading period, the teacher will override any average below a 50. **A score of 50 indicates the student is struggling in the content, but allows him/her an opportunity to recover if achievement improves.**

**Grades on Effort:** Codes used to indicate progress according to ability and for personal and social traits.

- E - Excellent
- S - Satisfactory
- P - Progressing
- N - Needs Improvement

**Union County Public Schools-Criteria for Honor Roll:**

**For Grades 3-5, to be eligible for the Honor Roll, the student must meet academic and character standards.**



**A Honor Roll:**

1. Students must have all "A's" in Reading, Math, Science/Health and Social Studies. They must have a "3" or "4" in written composition. There can be no N's in any subcategories.
2. Students must have an "E" or "S" in the following areas: spelling, art, music, PE and computer technology.
3. Students must have "S" in all areas of Citizenship and work/Study Habits.

**A-B Honor Roll:**

1. Students must have "A's" or "B's" in Reading, Math, Science/Health and Social Studies. They must have a "3" or "4" in Written Composition. There can be no N's in any subcategories.
2. Students must have an "E" or "S" in the following areas: spelling, art, music, PE and computer technology.
3. Students must have "S" in all areas of Citizenship and work/Study Habits.

*EC students taking the End of Grade (EOG) tests will have the same standards as other students in that grade level.*

**SCHOOL IMPROVEMENT TEAM (Site-Based Management)**

Porter Ridge Elementary School has a school team comprised of parents, staff members and business partners. The SIT members meet regularly to design a school improvement plan which is used to strengthen student performance. The team also deals with issues related to instruction, student performance and the school environment and improvement. There will be a parent nomination form coming home during the first few days of school. If any parent is interested in learning more about Porter Ridge Elementary School's SIT, please call the school at 704-289-1965.

**STUDENT INDEPENDENCE DAY**

Some parents of our Kindergarten students may be more insecure and apprehensive than the Kindergarten children the first few days of school. Therefore we understand the need to escort the child to class. However, our school "Student Independence Day" will be held in September, at which time, all students should be able to find their classroom without an escort. You will receive information regarding this special day. Students walking down the hall on their own builds independence, confidence and is a necessary self-help skill. There are two more important reasons for this policy; 1) safety – it is not safe having non-staff adults, whom we don't have criminal background checks, etc. on walking through the building and 2) at times parents want to speak with teachers as they are needing to prepare and get started teaching for the day. The teachers want to speak to parents, but that needs to be done at a scheduled conference meeting rather than during the instructional day. We appreciate your understanding in this extremely important matter.

## **SCHOOL SCHEDULE**

Students may **not** be dropped off at the front entrance of the school building prior to **7:05 AM**. This presents a major safety concern as the student will be alone with no one available to monitor. Staff members will come out to direct the car line and help students get safely into the school building. Students will go directly to their grade level hallways starting at 7:05 unless they go to the cafeteria for breakfast. All students must have a book to read, and wait outside their classroom door until **7:15**, at which time they will enter their classroom and begin the instructional day.

Breakfast Begins 7:05 AM

Breakfast Ends 7:25 AM

Instructional Day Begins 7:15 AM

Tardy Bell – 7:30AM

Dismissal for Bus Riders 2:00 PM

Dismissal for Car Riders 2:05 PM



## **STUDENT AGENDAS AND IDENTIFICATION CARDS**

As part of our safe school plan, each child will receive an Agenda and an identification card. **If the card is lost or damaged, a replacement card is required at the cost of \$3.00. The replacement cost for a lanyard is also \$3.00 and \$5.00 for an agenda.**

The identification card is worn with a lanyard at all times during the school day unless directed by the teacher. The card indicates the school name and year, the child's name, grade and picture. It also includes a bar code that is used to check out materials in the Media Center. Encourage your child to be responsible with this card. **The ID card should not be bent or broken.**

## **STUDENT INFORMATION**

**It is imperative that emergency information is always available and up to date.** Please inform your child's teacher or one of the office staff members when your address, phone number or other personal information changes.

## **TEXTBOOKS, SUPPLIES, AND LIBRARY BOOKS**

Students are expected to come to school prepared each day. Learning is maximized when students have the necessary supplies and materials to perform tasks and assignments. Any textbook or library book issued to students is the property of UCPS. Please encourage your child to keep up with textbooks and library books and treat them with care. Books should be returned in good condition. Students will be charged for books that are damaged, stolen, or lost. The Media Specialist will send a statement for the lost books. If library books are found after they are paid for, it becomes the property of the student.

## **TRANSPORTATION**

### **Bus Rules and Policies**

The safe transport of students is a shared responsibility between the school, students, and parents. We believe that all students are capable of behaving appropriately and safely on a school bus. Episodes of student behavior that distract the driver or compromise the safety of other passengers will not be tolerated. **You will receive a bus contract for you and the student to sign stating that you understand the expectations for bus behavior and safety. Both the student and his/her parent or guardian must sign a designated form and return it to school. Bus Cameras are also placed on each bus to record behavior.** Please discuss the bus policies with your child and help them understand that following the rules and procedures on the bus will keep everyone safe. ***You will also receive a bus form for transportation and we ask you to complete it also, due to the fact that your child will possibly ride an activity bus for field trips.*** Students must follow the established guidelines to ride the bus as safety has to be of utmost importance.



Parents/Guardians of Pre-K and Kindergarten students are to meet them at the bus stop. If the parent is not at the stop, the driver will return the student to school. If the parent would like for the kindergarten student to get off the bus with an older sibling (without a parent at the bus stop), the **Drop-off Consent Form** located in the front office may be completed by the parent.

**Bus riders will be dismissed at 2:00 PM. Students will not be allowed to ride a bus different than the one assigned without a written note from parent or guardian.** Please note that some of our buses are at capacity. As such, you must have prior approval for your child to ride a different bus home with a friend. **(This prior approval is new for the 2016-2017 school year.)**

Union County Public Schools provides transportation for students who live in the approved school district. Bus routes and schedules are coordinated by the Transportation Specialist for the Porter Ridge Cluster. Any concerns can be directed to the transportation department at 704-704-296-3015. Students are expected to follow established bus safety rules and guidelines.

**\*Remember that riding a bus is a privilege and not a right.** -Public School Law 115-C-245 states that bus riding privileges may be revoked.

***Students will be referred to the office for inappropriate behavior. The following procedures will be used for bus misbehavior:***

- 1st Offense:** Conference with Student (Warning), Note to Parent
- 2nd Offense:** Conference with Student and Parent, Note to Parent and denial of bus privileges up to 3 days.
- 3rd Offense:** Conference with Student and Parent, Bus Suspension for 1-3 days
- 4th Offense:** Conference with Student and Parent, Bus Suspension for 5-10 days
- 5th Offense:** Conference with Student and Parent, Bus Suspension for 10-20 days
- 6th Offense:** Conference with Student and Parent and Bus Suspension for the remainder of school year.

**\*Additional consequences to those above will be based on the Student Code of Conduct for elementary school students according to UCPS Board of Education Policy, 4-3.**

NOTE: Administration may bypass initial steps of discipline if the severity of the offence justifies more severe consequences. **\*During a bus suspension transportation is the responsibility of the parent.**

**It is NC State Law that NO unauthorized parent/adult may board a bus. If a parent/adult needs to address the driver, it should be done from outside the bus or please contact the UCPS Transportation Department.**

## **Car Riders**

### **AM Car Rider Procedures**

**Students may NOT enter the building before the staff begins the morning car line at 7:05. Students should be inside the building and heading to class by 7:25am, at the latest, to be on time. A parent must sign a student in at the office if they arrive (outside the school doors) at 7:30am or after.** Vehicles are to line up in two lanes along the front driveway. As vehicles enter the curve nearest the front wing an adult will be stationed and children will be allowed to exit their vehicles. Adults will be stationed along the front road to direct, supervise, and provide assistance. All students are to exit their vehicles and go to the front entrance of the building. Once students have cleared the sidewalk a staff member will signal for drivers to proceed slowly. For safety reasons, please do not be on cell phones in the car rider line and smoking is prohibited on campus, including the car rider line. This jeopardizes the safety of children for the convenience of parents.

**Please allow your child to walk into the building without your assistance. This is a critical step to helping them learn to be independent and feel a sense of self-confidence.**

***It is always best to have your child come into school via the bus or car rider line. This would illuminate the safety concern in walking across car rider traffic.***

For car rider line efficiency, and the line to move faster, please have hugs, kisses, and breakfast done before the car door opens. Students should be on the right side of the vehicle to exit.

### **PM Car Rider Procedures**

**Car riders will be dismissed from the gym at approximately 2:05 PM.**



**Please be prompt in picking up your child. *Students must be picked up by 2:25 PM.*** If you know that you will be late, call the school so that we can let your child know before he/she becomes worried. If any student is consistently late being picked up, a conference will be necessary with the administration to begin bus transportation or afterschool day care arrangements.

Vehicles are to line up in two lanes along the front driveway. A Caller will read the card in your front car window or notice the child's parent and announce the student's name over a walkie-talkie. It is critical that you have the car rider card in your front window when picking up. If you have additional family/friends who will be picking up your child from time to time, please request a car rider pick-up card for their vehicle. The child will hear his or her name in the gym and will then exit the gym on the front side door and stand along the sidewalk at an appropriate color cone. The vehicle will follow along the sidewalk and stop at the colored cone where the child(ren) will enter the vehicle. For safety reasons, please do not be on cell phones in the car rider line. Also, as a reminder smoking is prohibited on campus, including the car rider line.

No one is allowed to "walk-up" and get a student from the gym. This is disruptive to the dismissal procedures in place and puts ALL of our children at a safety risk when adults choose to avoid the car rider line for their own convenience.

### **Transportation Changes**

**Students must bring a written note if they are to depart from school in a manner different than indicated on his/her student information sheet.** All bus changes must be approved by the administration. Please note that some of our buses are at capacity. As such, you must have prior approval for your child to ride a different bus home with a friend.

**\*Changes in transportation must be made by 9:00 AM and they must be written.** Calling the office is NOT an option for the safety of our students. Phone, emails, text and fax messages are UNSAFE and won't be received

**prior to school dismissal, so please notify the teacher by writing a note in the agenda along with your signature.**

### **UCPS WEBSITE AND BOARD OF EDUCATION POLICIES**

Union County Public Schools maintains a comprehensive website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). The homepage contains news, current events and links to each department and school. Parents and students can find curriculum resources, current calendars, lunch menus, school assignment maps and many other items of interest on the site. The site also contains the Board of Education Policy Manual. The BOE policies are also found in the Elementary School Student Handbook which is available online at <http://elem.ed.ucps.k12.nc.us>. Many of the policies have been referenced in this document, however, you can read the policies in their entirety in these locations.

### **Non-Discrimination Policy (BOE Policy 1-21):**

In compliance with federal law, UCPS 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 exception is appropriate by law.

### **VISITORS**

All non-school persons and visitors entering the building must SIGN IN at the front office and get a VISITOR'S STICKER to wear. Anytime you are on the school campus whether volunteering, chaperoning, or visiting, you must abide by the Union County School Board Guidelines and sign in at the front office as a "Visitor". **Your child's safety is our main priority; therefore, we must know who is in the building at all times and where they are. We hope you understand that this policy is to protect the safety of the students and staff, as well as protect the instructional time.** Since the staff does not know all parents, it is important that we all follow the visitor guidelines.

**When visiting, please do not park along the driveway in front of the school or park on the bus parking lot. Please park in the designated parking spaces when you visit the school.**

Parents/visitors are not permitted to go to classrooms during the instructional day. It is vitally important that teachers focus their attention on the students and this can interrupt instructional time. Please plan to schedule a visit with your child's teacher. This will ensure a more private and planned opportunity to meet. The office staff will be happy to assist you by taking a message.

## **VOLUNTEERS**

We welcome and encourage participation in the classrooms and school building. Your help is needed with projects, classroom activities, as well as tutoring students. **Preschool children are not allowed to be with you when you are assisting in the classroom.**



Union County Public School Board of Education policies govern the work of volunteers in the schools and the screening process to be utilized. These guidelines are found in UCPS BOE Policy 3-29 Screening of School Volunteers and the UCPS Volunteer Program Administrative Guidelines.

Each individual who wishes to assist or volunteer in a classroom, or be a chaperone must complete an approved UCPS volunteer. In order to do this, go to [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us) and click on "How to Volunteer". This link will take you the Volunteer Management System (VMS) to complete an application for Volunteer Services. If you have any questions about the volunteer application process, please feel free to call the school at 704-289-1965 for additional assistance.

When visiting the school "VOLUNTEER" badges will be given to approved volunteers after signing in the Visitor/Volunteer Log at the front office.

## **WEBSITE**

The school website is updated regularly and features additional information, important announcements, dates of upcoming events, and links to useful websites and other resources. Grade levels and teachers will have their own class website which will contain pertinent classroom information. **Please be aware that emails are not confidential forms of communication, and caution must be taken in the type of specific information that is shared.**

## **WORK FOLDERS**

A Tuesday Folder will be sent home each week. Please be sure to review the contents.

# Porter Ridge Elementary School Behavior Expectations Matrix

**Pirate Pride = Respect, Responsibility, and Safety**

**Are you showing Pirate Pride?**

Expectations	Classroom	Hallway	Cafeteria	Restrooms	Playground	Bus	Car Rider (PM)
<b>Respect</b>	Follow directions  Listen to others  Use kind words	Follow directions  Observe personal space  Walk quietly  Enjoy the hallway decorations with eyes only	Follow directions when music is on and off  Listen to adults  Exhibit good manners	Follow directions  Respect the privacy of others  Keep the bathroom clean	Follow directions and listen to teachers  Take turns and share equipment  Enter and exit the building quietly	Follow directions  Listen to the bus driver	Follow directions  Sit quietly
<b>Responsibility</b>	Be prepared.  Remain on task  Participate  Use time wisely	Go straight to your destination  Walk on two colors on the right side of the hallway  Have hallway pass and/or sign class log	Decide what to eat  Know lunch number  Remove trash and trays	Flush toilet  Wash hands	Collect personal and classroom belongings  Line up when called	Be on time at your bus stop  Keep all items in book bags  Keep the bus clean	Listen for your name to be called  Keep all items in book bags
<b>Safety</b>	Keep hands and feet to yourself.  Use materials carefully and appropriately	Keep hands and feet to yourself  When in line look to front and observe personal space	Keep hands and feet to yourself  Follow arrows and stay seated	Keep hands and feet to yourself.  Report problems to an adult	Keep hands and feet to yourself.  Use equipment in the correct way	Keep hands and feet to yourself and out of the aisles  Stay seated at all times in assigned seat	Keep hands and feet to yourself  Walk on sidewalk away from curb  Stay seated in assigned location