



STUDENT HANDBOOK 2017-2018

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Sandy Ridge Elementary School
2017-2018

Sandy Ridge Elementary School Vision Statement

Sandy Ridge Elementary School will prepare students to reach their full potential by creating a foundation of inspired, independent thinkers and workers, who value diversity and can effectively communicate in a globally competitive society.

Sandy Ridge Mission

We will:

Respect, celebrate, and embrace cultural and social differences

Actively engage in learning through relevant and real world experiences

Monitor, revise, and respond to individual learning goals

Stimulate critical thinking through collaborative engagement, investigation, and inquiry

Welcome to Sandy Ridge

The staff of Sandy Ridge Elementary would like to welcome your family to our school! There are many exciting things that will occur during this school year, including our two focus areas of Leader in Me and literacy. Our staff is a wonderful mix of experience and youthful energy. Pictures and bios can be viewed at www.sres.ucps.k12.nc.us, look for the staff bios by grade.

The school website will also provide your family with announcements and feature stories about the school. All staff members have an email account which you may use to communicate with your child's teachers. Each student has an agenda that is designed for two purposes; information and communication. The daily calendar pages are to be used for correspondence between school and home. The replacement cost for a lost agenda is \$5.00.

The school handbook is available on the SRES website. The handbook is filled with useful information about the school guidelines, policies and procedures. Please take some time to discuss the contents of this handbook with your child. Thank you in advance for your support, which will enhance your child's educational experience.

Academics

Report Cards

Report cards are issued every six weeks. The first reporting period will be a conference between the parent and teacher. Report cards will be sent home on the following dates during the 2017-2018 school year.

October 18, 2017	March 21, 2018
December 7, 2017	May 9, 2018
February 8, 2018	June 8, 2018 (Last Day of School)

Powerschool (Parent Access)

Powerschool is the online tool for Parents/Legal Guardians to obtain 24/7 access to their student's information.

A web browser allows parents to view:

- Detailed attendance information
- Detailed grade information from each teacher's grade book (Grades 3-5)
- Summary grade information (Grades 3-5)
- Personal Demographic Information
- Emergency Contact Information

LOGGING ON TO POWERSCHOOL:

Information will be distributed at Open House. You may also contact the SRES data manager, Debbie Jackson, at: debbie.jackson@ucps.k12.nc.us

Grading Standards

Grades K, 1, & 2:

Students are rated on a 1-4 scale as follows:

- 4- Exceeds grade level expectations
- 3- Meets grade level expectations
- 2- Work is nearing grade level, but still below expectations
- 1- Work is consistently below grade level

Grades 3 - 5:

A-	90-100	Excellent
B-	80-89	Good
C-	70-79	Average
D-	60-69	Below Average
F-	0-59	Failing

Grades on Effort

S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

Honor Roll Criteria

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 "S" in the following areas:
 - Art
 - Music
 - Physical Education
 - Computer Technology
3. Students must have an "S" in all areas of Citizenship, Behavior & Work 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. Same criteria as in #2 for "A" HONOR ROLL
3. Same criteria as in #3 for "A" HONOR ROLL

Union County Public Schools Student Promotion and Accountability Standards

Union County Public Schools believes that required standards or accountability reviews for student promotion are optimum for student success. In general, students in grades 3-5 must score at or above grade level on the End of Grade reading and math tests in order to be promoted to the next grade level. Assessments used in grades K-2 are also used to make decisions regarding the promotion and retention of students.

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests. Summer school is no longer provided for remediation at the conclusion of the academic year.

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in entirety at www.ucps.k12.nc.us. If you have any questions regarding the progress of your child you are encouraged to speak with his or her teacher, school counselor, or principal.

Special Areas

Special areas (Art, Music, and P.E.) will assign a grade of S, N, or U based upon the student's participation, conduct, and performance. Participation will center on constructive engagement with peers and teacher related to the learning process. Conduct will be based on the student's ability to interact and behave in the classroom. Performance will relate to achievement on assignments and assessments.

Homework

Homework is an important part of a student's education. However, it is only one part of an overall picture of how a student is performing in school. Homework alone will not be used to decide whether a child passes or fails a particular subject or grade but will help school staff determine a student's overall ability level and readiness for the next grade. Listed below are some general beliefs regarding homework that the Sandy Ridge Elementary staff uses as a guide:

- Homework is a reinforcement of what has already been taught in school.
- Homework should include some independent reading on a regular basis.
- Parent input should be minimal. Parents should concentrate on making sure homework is completed and not on whether homework is correct.
- If a student struggles to complete an assignment, the teacher should know this.
- Homework is feedback for the teacher as to who has mastered the concepts and who will need additional help. If a parent completes homework for a student or corrects student homework the teacher will assume the student has mastered that skill when in fact they may need extra help.
- Completed homework should be checked by the teacher.
- The length of homework assignments should be as follows:
 - Kindergarten – Reading – 15 minutes a night, 10 minutes other work
 - 1st Grade – Reading – 20 minutes, 10 minutes of other work
 - 2nd Grade – Reading – 20 – 30 minutes, 20 minutes of other work
 - 3rd Grade -- Reading – 30 minutes, 30 minutes of other work
 - 4th Grade – Reading – 30 minutes, 40 minutes of other work
 - 5th Grade – Reading – 30 minutes, 50 minutes of other work
- Each teacher varies in the amount and frequency of homework they assign. Just because a teacher gives more or less homework or assigns it more or less frequently than another is not a reflection on that teacher's ability or effectiveness. However, they should adhere to the maximums above.
- Homework is academic in nature, therefore, the consequence for not completing homework should be limited to a reduction in the student's overall grade. The size of this reduction will be dependent upon the individual teacher's policies and procedures.

Behavior

Behavior Expectations

Sandy Ridge Elementary has behavior expectations that are implemented throughout the school, as part of the PBIS model. These are designed to make student transitions smoother and to provide a clear framework of expectations for students, staff and parents.

1. **Respect Others**
2. **Act Responsibly**
3. **Make Good Choices**
4. **Stay safe**

Consequences

Students will have the following consequences for breaking school rules. If you need clarification, please see your child's teacher or one of the Sandy Ridge administrators.

1 st offense	Warning
2 nd offense	Timeout
3 rd offense	Silent lunch
4 th offense	Call parent
5 th offense	Office

Rules, consequences and procedures are in place to foster the educational experience. The school's goal is to teach and consistently administer school rules in an effort to minimize disruptions of the instructional day. If you need additional information, please visit the SRES website or contact Allison Parkhurst at allison.parkhurst@ucps.k12.nc.us.

Bullying

Sandy Ridge Elementary School has a zero tolerance policy against bullying. Bullying behavior, under North Carolina Law, is defined as any pattern of gestures, or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property. Bullying can occur in the various forms including: physical, verbal, social, psychological, and cyberbullying. Bullying behavior may include, but is not limited to: physical aggression (i.e. kicking, hitting, pushing, pinching, biting), verbal harassment (i.e. taunting, name calling, spreading rumors, threats), social intimidation/exclusion, stealing, and cyber-bullying.

Cyberbullying is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen, or teen using the internet,

interactive and digital technologies, or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor.

*The SRES Anti-Bullying Policy can be found on the SRES website.

Union County Board of Education Policy 4-3a

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

First Offense: 0-3 days of suspension at the discretion of the principal

Second Offense: 3-5 days of suspension

Third Offense: 5-10 days of suspension

Other School Programs

Leader in Me and Terrific Kids are programs that promote positive behavior and the development of leadership skills. Information about these models/programs will be communicated throughout the school year.

Attendance

School Schedule

Sandy Ridge Elementary School will comply with the following schedule:

7:00 Doors open – No students are permitted to be on campus before this time

7:30 Tardy Bell – **Parents must sign their child in the office**

2:00 Students Dismissed – **Parents must not walk up to pick students up from the car rider line. All parents must drive through the car rider line and wait for their child to be called.**

Early Dismissals

Our instructional day ends at 2:00. Early dismissals are discouraged. A student will not be permitted to leave school early unless the parent comes to the office and signs the child out. A student must always receive office approval before leaving. If a student is to go home with someone other than how he/she normally does, parents must send a note with the student.

There will be no early dismissals after 1:45

Attendance Policies

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 School is responsible by law to make sure the child attends school on a regular basis 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 coded lawful or unlawful based on the criteria set forth below:

CODE 1-LAWFUL

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 - a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with a written prior approval from the principal.
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 classwork 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.

Truancy Court

After the tenth unexcused absence from school, the principal may file a complaint with the juvenile county counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse.

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 10th unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. **A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court.**

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. Parents may pick up assignments after school in the office.

Please do not expect the teacher to provide this during the school day.

Cafeteria/Food Services

A nutritious lunch is served daily in a self-service line. Students are encouraged to participate in the lunch program. Parents and family are also welcome to come and join us for lunch. Visitors must sign in with the office. Monthly menus will be provided with pricing for breakfast and lunch. Occasionally, a student may lose or forget his/her lunch money. If this occurs, he/she may charge the lunch for that day only. Students may also pay in advance for the upcoming month for lunch or breakfast. Your child will be given a number for their lunch account. Accounts may be verified or paid in the cafeteria from 7:15-9:00 am on school days only. Please direct questions regarding your child's account to the cafeteria staff at 704-290-1502. Breakfast will be served each morning from 7:00 to 7:25 a.m. A well-balanced lunch is offered at a reasonable price. Please dine with us whenever you can. Please register with the office first.

ELEMENTARY SCHOOLS STUDENT Reimbursable Meals Prices by the Day

Breakfast

- Paid - \$1.15
- Reduced - Free
- Free - Free

Lunch

- Paid - \$2.30
- Reduced - \$0.40
- Free - Free

FOOD ALLERGENS POLICY 4-19

The Union County Board of Education 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. While it is not possible for the district to eliminate totally

the risk of exposure of students with life-threatening allergies to certain foods, the Union County Public Schools (UCPS) will:

- Make reasonable efforts to promote and protect the health of children in school by providing food choices that are safe as well as nutritious; and
- Provide environments that reduce the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies.

The Superintendent will adopt administrative guidelines for how the district will develop appropriate accommodations for students with life-threatening allergies to foods.

Communication

Forms of Communication

Parents will receive various forms of communication throughout the school year such as the school website, email, Blackboard Connect, Principal newsletters, Twitter, Facebook, and student agendas. All staff members have an email account which you may use to communicate with your child's teachers. Each student will receive a student agenda. The student agenda is designed for two purposes; information and communication. Please check and sign your child's agenda every night for daily communication and information.

Conferences

Parents are encouraged to call the school to request a conference with their child's teacher, counselor, or administrator at any time to discuss how best to work with their child in meeting his/her educational and social needs.

Student Use of Phone

Students will not be called to the office to receive a telephone call. The school office will take the message and relay it to the student. Parents will be telephoned in the event of sickness, injury, or any other emergency. Students will not be allowed to telephone home for missing or forgotten work, assignments, or notes.

Records and Reports

Confidential Records

Addresses and telephone numbers are part of the student's file in school and are not intended for any other use apart from school. Parents may view student's cumulative folders only by request to the school counselor or administrator.

§ 1232g. Family educational and privacy rights (FERPA)

(a) Conditions for availability of funds to educational agencies or institutions; inspection and review of education records; specific information to be made available; procedure for access to education records; reasonableness of time for such access; hearings; written explanations by parents; definitions

Emergency Information

In case of an emergency, each student is required to have a file in the school office, listing people to notify in the event of an emergency. **Please assist the school in keeping this source updated as changes may occur during the school year.**

Medications

If a student needs to take any type of medication at school, a form is available in the office, and must be filled out and signed by a parent. If it is a prescription, the doctor's signature is also required. All medication must be brought in an official prescription container.

Parents/Guardians are the only ones permitted to transport medication to and from school. UCPS policy will be followed for the dispensing of all medication. Medications include ALL over-the-counter pain relievers, ointments, and sun block. The health room is not equipped with any medication. (A copy of the complete policy is available upon request in the office.)

Health and Safety

In order to make sure all the children at Sandy Ridge Elementary stay healthy and ready to learn, please follow the following guidelines:

1. Students with a fever of 100.6 or who have been diagnosed with strep throat, shall stay home until their fever is gone for 24 hours without the use of Tylenol or Advil. If the student has been diagnosed with the Flu, then they must stay home for 24 hours if their fever is 100.0 or more without Tylenol or Advil.
2. Students who vomit and have a fever or illness will be sent home. Vomiting due to a sensitive stomach or gag reflex does not require that a student be sent home.
3. Students who have 2 or more episodes of diarrhea, or diarrhea with a fever will be sent home.
4. Students who appear to have conjunctivitis (pink eye), at school or at home must be seen by a doctor and be on prescribed eye drops for 24 hours, or per a doctor's instructions to return to school.
5. Students with live lice will receive a phone call and be informed that their child has live lice. Since lice is a nuisance, not a disease, per UCPS policy students will be allowed to stay in class away from the other students until someone can pick them up. Once treated with a lice treatment, students shall be checked before they return to class to make sure they have no live lice. Students are allowed to return to class with nits, but we recommend that you remove all nits that are visible.

Please feel free to contact your School Nurse if you have any other concerns or questions.

Immunization Records

Proof of required immunization is needed for enrollment. This is for the protection of all students and staff. Thank you for your cooperation. Immunization records needed for attendance:

- 5 DTP/DT Shots (Fifth dose not required, if fourth dose is after fourth birthday)
- 4 Oral POLIO Vaccine Doses (If third dose is after fourth birthday, fourth dose not required)
- 2 MMR doses (1st dose on/after 1st birthday)
- 1 Hib Dose (At least 1 Hib on/after 1st birthday and before 5 years of age)
- 3 Hepatitis B doses (required for everyone born after July 1, 1994)

Transportation

Buses

In order to guarantee safe transportation for the students, we are using the following bus discipline plan at Sandy Ridge Elementary School. Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any student stopping drivers from doing their job or preventing other students from having safe transportation. Bus transportation is a service we gladly provide; it is your **privilege** to access public school transportation.

Bus Rules

1. Follow directions the first time given.
2. Stay in assigned seat with feet on floor while bus is in motion.
3. Keep hands, feet, and objects to self.
4. No loud talking, cursing, swearing, or rude gestures.
5. Do not litter, write on, or damage the bus in any manner.

North Carolina Public School Law 115-C-245

Bus riding privileges may be revoked for any of the following:

1. Refusing to be seated
2. Refusing to remain seated/moving up and down the aisle while the bus is moving
3. Not allowing others to be seated
4. Fighting
5. Throwing objects in or out of the bus
6. Spitting/Littering
7. Unnecessary noise, yelling, or talking too loudly
8. Tampering with bus equipment/emergency door
9. Inappropriate language
10. Distracting the driver

11. Eating or drinking on the school bus
12. Rude or discourteous conduct
13. Bringing radios, video games, or any other electronic equipment

If a student breaks a rule, the following consequences are applied.

1. Warning conference with the student.
2. Call or note to the parent. Note must be signed and returned the next day.
3. Bus conduct slip= Suspended bus privileges.

Bus Conduct Slips

1. Warning
2. Phone call to parent/guardian
3. Removal for 1 day
4. Removal for 2 days
5. Removal at the Principal's Discretion Severe Clause = Suspension of bus privileges for 3 days to the remainder of the year, to be determined by previous conduct slips.

Bus Riders

Bus transportation is provided for all students upon request. The transportation specialist, for the Marvin Ridge School District, coordinates bus routes and schedules. Concerns and questions about bus routes and safety should be directed to this office (704-290-1531). All concerns of discipline should be directed to the school administrator.

Change of Transportation Notes

Parents are to notify teachers of any transportation changes. Please fill out the Transportation Change Form, provided by the school, to inform us of changes. Without proper documentation, we will not allow transportation changes. We need written documentation that a change will occur. **Transportation changes will not be made over the telephone. Students will not be permitted to ride the bus home with another student unless the student normally rides that bus.**

Car Rider Information (morning)

Drop off begins at 7:00am after the morning bell. Please do not drop off students prior to this time, the building is not accessible to students earlier than 7:00am.

Please use the car line drop off. For the safety of your child and others, please do not park and drop off in the lot without escorting your child into the building.

Morning car rider line is ONE lane only. Please do not pass/go around any car ahead of yours, be aware of your surroundings, and refrain from cell phone use.

Please have children ready to exit your car quickly and safely. Calling your child back to the car after exiting can be dangerous, as cars are rotating through quickly. Once your child is safely on the sidewalk, continue forward through the line to exit. Also, it is important to pull up as far in the line as possible. Stopping to let off in the front of the doors limits the efficiency of the drop

off process. Teacher Assistants will be present to help facilitate the process. Students will only be able to enter the school through the front doors of the building. Staff will be positioned along the walkway to help monitor and guide students for safety.

Student Walker Information

Students who walk to school should arrive via the crosswalk at the front of the school between 7:00am - 7:30am for arrival, and will be dismissed at the crosswalk by 2:10pm. For safety purposes, walkers should never pass through the parking/bus lot or other areas of the school grounds. Staff will be available in the role of a crossing guard during the morning hours, and will escort students to the crosswalk in the afternoon. It is highly recommended that there is an adult to meet/supervise your student as they walk home in the afternoon. Please refrain from parking outside the school entrance to pick up your child from the walker line. Parking on the road limits visibility of the students and impacts the ability of buses driving through the neighborhood and cars going through car rider line.

Miscellaneous

Sandy Ridge Elementary Safe Schools Plan

School safety is important and a Sandy Ridge Elementary School Safe Schools Plan is on file in the school office and can be viewed on the school website. SRES adheres to a strict emergency plan regarding student safety. This plan is outlined in the staff handbook and charges all staff members with specific duties during an emergency.

Dress Code

A student's attire reflects the quality of the school, of the student's conduct, and of the student's academic motivation. It is expected that students will wear clothing that is clean, comfortable, and appropriate for a learning environment. Clothing that is distracting to others, may be offensive to others, or cause any disruptions or disruptive behavior should not be worn to school. The principal will make the final decision regarding appropriate dress. Students who do not dress appropriately will be asked to contact a parent/guardian for a change of clothes. The student will remain in the office, completing school assignments until the parent/guardian can bring a change of clothes to school. Extremely short shorts or skirts are not allowed. When holding arms by the side, shorts or skirts should be at the child's fingertip length or lower. Tank tops or muscle shirts should not be worn unless covered by another shirt or blouse. Hats, caps, and cleats are permitted outside the buildings only. Heel's, flip-flops, spaghetti strap shirts, or bandanas are not allowed. At no time should students mid sections or underwear be visible to others. Students may be asked to put on a longer shirt to cover their mid section or a belt to hold up their pants if these situations occur. Tennis shoes should be worn on PE days.

Electronic Devices

Electronic devices (e.g., *Kindle, Nook, iPad*) are to be used at the discretion of the teacher and for instructional purposes only. **Please note that the school and staff are not responsible for stolen or lost items.** Students may have cell phones; however, they must be turned off and in student book bags during school hours. Students may not have cell phones out on the bus or use their phone or electronic device for pictures, video, and other non-essential activities during the school day.

Please refer to *Union County Board of Education Policy 5-20* for detailed information regarding guidelines for internet usage.

Lost and Found

Lost and Found items are collected and kept in a storage closet in the blue/green hallway. During the last three days of each month, lost and found is displayed in that hallway for the students to look through. Any items that remain unclaimed are given to a local charity. **Parents are strongly encouraged to label coats, gloves, sweaters, lunch boxes, etc. for proper identification.**

Classroom Parties

Grade room parent chairpersons plan two parties yearly for students in each class. The chairpersons will contact parents in each classroom who express a willingness to serve as grade parents in that classroom. Only prepared and packaged food is allowed. (NO HOMEMADE ITEMS). **Parties cannot coincide with lunch time; students are required to eat lunch in the cafeteria during scheduled lunch time.**

Birthday Parties

Permission must be given by the classroom teacher if snacks or treats are to be brought to school to celebrate a child's birthday. If arranged, the party **treat must be commercially prepared and packaged and peanut safe.** Birthday celebrations should take place in the cafeteria during scheduled lunch time. Special invitations are not allowed to be distributed to students unless all students in the class are invited. **Balloons and flowers should not be sent to school for celebrations due to possible student allergies.**

Visitors and Volunteers

We welcome and encourage your involvement and participation in our school. If you plan to visit the school, anytime other than lunch or a special occasion, please make arrangements in advance with your child's teacher. Instructional time is extremely important and we want to protect that time as much as possible. **Parent – teacher conferences will not be held during instructional time unless prior arrangements have been made.** If you wish to volunteer please contact our office staff for a volunteer application. You may also visit the UCPS website to complete the volunteer application online at: <https://www.ucps.k12.nc.us/Page/5863>. All volunteers must be approved before volunteering. If you are planning to accompany your child's class on a field trip, please be advised that the screening process may take several weeks for clearance, so plan accordingly.

All visitors are required to enter the front office to sign in and receive a visitor badge. Visitors must present a photo ID when entering the building.

PTA

The PTA will be highly involved in improving our school. All parents are urged to actively participate. Meetings for the entire year are to be announced at the beginning of the school year. Each year the PTA sponsors several fundraising projects. With the help of all parents, these projects can be very successful. These projects enable the PTA to fund many important activities and resources at the school. Information about the PTA board members can be found on the SRES PTA website (link is on the SRES website).

Returned Check Policy

Due to the volume of uncollectible checks that the district receives, Union County Public Schools has contracted with *Payliance* for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of North Carolina (currently \$25.00).

Please include the following on your check:

- Drivers License #
- Full Name
- Street Address
- Phone Numbers

The school reserves the right to not accept checks that do not have the above information.

Sandy Ridge Elementary School After School Program

Sandy Ridge Elementary School offers an After School program that is a safe and caring place. Please contact the **Program Coordinator, Sheila Floyd** at 704-290-1676 or sheila.floyd@ucps.k12.nc.us for current rates. After School Hours: Monday - Friday (2:00 p.m. to 6:00 p.m.)

Disclaimer

This manual is not all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. *As new policies or regulations are developed by the school board, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.*

