



Student name: _____

Teacher: _____ Grade: _____

2022-2023 STUDENT HANDBOOK

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OUR MISSION:

Develop responsible and knowledgeable life-long learners through a diverse and challenging educational program with families and the community.

Students and parents are responsible for all information in this handbook.

AGENDA

Each student is provided an agenda so they can document homework assignments. This agenda also contains the guidelines for Hemby Bridge Elementary School. Parents need to check and sign this agenda daily to maintain communication with the teacher and check homework assignments. The agenda and the accompanying folder are the primary daily communication between home and school.

AFTER SCHOOL CARE

The UCPS After School Care Program at Hemby Bridge Elementary is currently closed. Many local childcare centers in our area transport students from school to their childcare centers. We maintain a list of centers that are currently picking up students from Hemby Bridge Elementary. Call the school if you need a copy of this list.

ATTENDANCE AND TARDY POLICY

The Union County Public Schools Elementary Attendance Policy 4-1a can be located on the Union County Public Schools website under the Board of Education Policies.

Upon returning to school from an absence, a child must bring a hand written note explaining the absence. Emails and texts will not be accepted by the teacher. If a note is not returned within a three (3) day period, the absence will be recorded as unexcused. After three days of consecutive absences, it is suggested to contact the school to arrange to pick up the child's schoolwork to ease the workload upon his/her return to school. Teachers will have a 24-hour notice to compile the assignments.

When a student accumulates ten tardies or three (3) unexcused absences, parents will have a conference with a school administrator or designee to develop a plan for regular, on-time attendance for the remainder of the school year. If the parent does not attend the conference and the student continues to have attendance concerns, the parent will be contacted by the Attendance Counselor or School Social Worker and could face legal action according to state law.

Late Arrival

Prompt arrival at school is expected of all students. Students are counted tardy when they arrive at school after the beginning of the school day.

Attendance in school, for the full time allotted for classes, is essential for student success. Students should plan to be in their classrooms by 7:25 am each morning to unpack prepare materials as instruction starts at 7:30 am. Students arriving after this time miss valuable beginning of the day directions and core instruction.

Students arriving after 7:30 am are tardy and must report to the front office with an adult to receive a tardy slip.

Early sign-out

Early dismissals are discouraged. Any student dismissed before 10:45 am will be counted as absent for the day and the UCPS Attendance Policy 4-1 will apply unless the child returns to satisfy the half-day requirement. Any student released between 10:45 am and 2:00 pm will receive a PM tardy. Students will not be released for early dismissal after 1:45 pm unless it is an emergency.

CAFETERIA

- The cafeteria staff provides nutritious meals according to the countywide menus. Breakfast is served from 7:00 am – 7:20 am. Lunchtime will vary by grade level starting at 10:40 am.
- Free and reduced lunch forms are available online. - <https://ucpsschoolnutritionservices.com/?page=lunchapps>
- No student will be denied a basic lunch. Students may buy lunch or bring a lunch from home.
- We strive to teach good health habits and stress nutritious food and drink choices. Soft drinks (in cans, bottles, or thermos) are not allowed in school. Do not send a canned or bottled soft drink to school.
- Students may not use the microwaves at school and staff members are not allowed to heat lunches for students in the microwave as this presents safety concerns if the food is too hot.
- Lunch visitors are allowed after the first two weeks of school. Lunch visitors must sign in at the front office and be listed on the students emergency contact card in the front office. Lunch visitors must sit at the table with students as all other tables are used by classes on a rotating basis. Lunch visitors may eat at a picnic table with their student only. Other students are not allowed to join them outside of the cafeteria.

CAFETERIA PRICE LIST (Elementary)

| | PAID BREAKFAST 2021-2022 | REDUCED BREAKFAST 2021-2022 | PAID LUNCH 2021-2022 | REDUCED LUNCH 2021-2022 |
|--------------------|--------------------------------|-----------------------------------|----------------------------|-------------------------------|
| Elementary Schools | 1.75 | Free | 3.75 | Free |

Payment Information

Payment for snacks may be made by the week, month, or year via cash, check, or credit. If paying via cash or with a check made out to Hemby Bridge Elementary Cafeteria, place the payment in a sealed envelope with the student's name, teacher's name, and student's lunch account number written on it. Parents can use the Online Prepay System by visiting <https://www.k12paymentcenter.com/> and set up an account using your child's name and PowerSchool number. This system provides notifications via email when your child's lunch account is low and a monitoring system to see how your child is spending money for meals/snacks.

CALENDAR:

- Visit www.ucps.k12.nc.us
- Click on Quick Links
- Select Calendar

CURRICULUM

All lessons at all grade levels are based on the NC Standard Course of Study. This can be found in its entirety on the North Carolina Department of Public Instruction website.

DISCIPLINE POLICY

The Union County Public Schools Discipline Policy is followed as mandated by the School Board. You can access this policy on the UCPS website - 4-3 AG (b) Student Code of Conduct. Failure to comply with directives by any employee is considered insubordination and will be addressed according to the Student Code of Conduct.

Each grade level utilizes age-appropriate methods to help students monitor their behavior and incorporates both incentives and consequences. Hemby Bridge utilizes the principles of PBIS (Positive Behavior Intervention Support). Students will have the opportunity to earn Bulldog Bucks for positive behaviors that reflect being respectful, responsible, and safe. You will receive more specific information about our PBIS practices from your child's teacher at the beginning of the school year.

K-5 Classroom Behavior Systems

Each classroom teacher will inform you of any additional behavior systems including incentives and consequences used in the classroom to guide students' growth in being responsible citizens as it relates to the citizenship grade on the report card.

Special Area Classes (Art, Music, PE, Media)

Each special area teacher will only see your student six times in a grading period or less if there are holidays or teacher workdays. This allows for six or fewer grades each reporting period for each special area class. Much of a student's grade is based on participation in these classes each week unless the student is absent. The special area teachers will send home a note with your child if there are any concerns with a lack of materials or inappropriate behavior. Return any notes with your signature.

Items that should be left at home

Please do not allow children to bring toys or other valuable personal belongings to school. Gum, candy, toys, radios, yo-yos, playing/collector cards, magazines, pictures or books of questionable nature, electronic games, cell phones, electronic devices, trading cards, smartwatches, etc.

We recognize and respect that some students carry cell phones or smartwatches to communicate with parents after school hours. Phones and smartwatches are to remain off throughout the school day. Sending or receiving texts, phone calls, social media posts during the school day may result in disciplinary action and teachers placing the phone in a secure location until a parent/guardian can pick it up.

Knives, sharp articles, and weapons are NOT allowed on campus or school property per state law and Union County Policy. Suspension from school and law enforcement involvement will result from such articles found in someone's possession or on school property. Dangerous objects taken by the teacher, bus driver, or any staff member will not be returned to the student. The UCPS Student Code of Conduct – Policy 4-3 AG (b) addresses weapons and nuisance items in detail.

Any item that can be an annoyance or disturbance in the school environment should be left at home. If disruptive to the school environment, these items will be taken and held by school personnel to be picked up by the parents. The school environment includes school property, locations of any school events, the bus, virtual/technology-based school-related events, any school sponsored event. Repeated offenses will result in disciplinary action.

DRESS CODE

All students should come to school dressed in a manner that will not be disruptive to learning. Consider the season, the forecasted weather conditions, and the planned school activities when reviewing clothing and footwear choices—for example physical education, sitting on the floor with legs crossed, etc. Due to safety concerns and Hemby Bridge's commitment to the Healthy Active Children State Policy, we recommend all students wear closed-toe, athletic-type shoes designed for vigorous physical activity.

Shorts must go to or below the ends of the fingertips. Stomachs and backs must be covered. Shoulder straps should be at least two inches wide. Clothing bearing profanity, alcohol, tobacco, or suggestive messages will not be allowed. Hats must be removed when in the building. Parents of students who come to school inappropriately dressed will be called to bring the student a change of clothes.

E-MAIL

All teachers and other school personnel check their e-mail daily. To contact any Hemby Bridge or Union County Public School employee via e-mail, the address will be: `firstname.lastname@ucps.k12.nc.us`

FIELD TRIP PROCEDURES

Trips are planned for each particular grade level. Siblings of students will not be permitted to go along on the trip even if the parents accompany them. The type of bus and available seating determines if parents can ride the bus to and from the field trip location. If a parent drives and follows the bus, the student of the parent driving their vehicle will ride the bus. This ensures compliance with attendance and maintains classroom rosters. There are a limited number of spaces for adults on field trips.

For students to be eligible to attend field trips, the following criteria must be met:

- All expenses for the trip must be paid. If fees are not paid, the student will not be allowed to attend.
- Permission must be given by the parent or guardian in writing before a student can leave campus.
- Any student who has experienced disciplinary problems resulting in a referral from the bus or classroom for the grading period may be unable to participate in a field trip. The sponsoring teacher and the principal will make this determination. If not allowed to attend, alternatives will be offered at the school.
- Field trips are planned to supplement a subject area being taught in the classroom. It is a lesson away from the classroom. Teachers are required to submit a request to go on a field trip to the principal for approval before sending information home to parents.
- Teachers will notify parents as to the schedule and cost as far in advance as possible. Every effort is made to keep the cost down but it includes fuel, driver salary, and entry fees. Staff members are not required to contact parents/guardians to check on whether your student will participate in a field trip in the absence of permission forms or money. If both of these items are not submitted by the due dates, the student may not be able to participate in the field trip.
- Field trip money is typically non-refundable unless the field trip site cancels the scheduled trip.

Chaperones

- You must be an approved UCPS volunteer to be considered to chaperone a field trip or event. Not all field trips or events require chaperones. Chaperones are identified based on UCPS volunteer approval and a first-come, first-served basis.
- As a chaperone, you will be agents of UCPS and Hemby Bridge Elementary School for the field trip and are obligated to maintain supervisory responsibility for the children attending that trip.
- Chaperones will operate under the direct supervision of UCPS staff members.

GRADING

K-2 Grading Scale

- 4 – Exceeds grade level expectations
- 3 – Meets grade level expectations
- 2 – Performs below grade level expectations
- 1 – Performs well below grade level expectations

K-2 Writing

- 4 – Consistently applies writing strategies and conventions taught
- 3 – Most of the time applies writing strategies and conventions taught
- 2 – Some of the time applies writing strategies and conventions taught
- 1 – Rarely applies writing strategies and conventions taught

3-5 Grading Scale:

| Marks | Percentage | Academic Performance |
|-------|------------|------------------------------|
| A | 90-100 | Well above average/excellent |
| B | 80-89 | Above average |
| C | 70-79 | Average academic performance |
| D | 60-69 | Below average |
| F | below 60 | |

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

3-5 Writing

- 4 – Consistently applies strategies and exceeds grade-level expectations in composition, conventions, stamina and independence
- 3 – Most of the time applies strategies and meets grade-level expectations in composition, conventions, stamina and independence
- 2 – Some of the time applies strategies and is below grade-level expectations in composition, conventions, stamina and independence
- 1 – Does not yet apply strategies and is well below grade-level expectations in composition, conventions, stamina and independence

Honor Roll - Union County Public Schools Honor Roll Criteria – Elementary School

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 a “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

HEALTH CONCERNS

Our school does have a full-time nurse. When sickness occurs, parents will work with the school nurse to determine the timeline for return to school based on symptoms and diagnosis.

Student health concerns that need immediate attention must be promptly attended to by the student's parents once alerted by a school staff member. The teacher, nurse, or office staff member will notify parents regarding the need for medical attention for their child. If notified by the teacher, the school nurse or office staff should have also been made aware by the teacher.

Parents are reminded to list home, work, and cell phone numbers as well as an emergency number on contact information for the school. We must be able to reach a parent, guardian, or other adult authorized to make medical decisions at all times.

Any serious health condition, such as allergic reactions to bee stings or certain foods, should be noted on information sheets filled out by parents the first week of school. Notify the teacher and school nurse should any change occur.

HOMEWORK POLICY

Homework is helpful in practicing and applying what is learned at school. Homework is designed to:

- Help students become more independent thinkers.
- Develop skills of quality work.
- Help students become more responsible.
- Give parents knowledge of the daily curriculum and goals.
- Help students develop pride in themselves and their achievements.
- Provide a review to assess students' understanding of concepts that have been taught.

Students are to follow the timeline given to them by their teacher as to when assignments or projects are due. Teachers will take corrective measures for homework not brought in each day or on time. Students are responsible for packing all items related to homework to take home. Students will only be allowed to return to their classroom after school hours to retrieve items if staff is available to assist with this.

If you feel that the amount of homework is not reasonable, contact the teacher to discuss your concerns. Homework will not be assigned on PTO meeting nights, on evenings when a PTO/school event is held, or for grades 3-5 on nights before or during NC EOG testing.

HEALTHY SCHOOLS

NC Healthy Schools focuses on improving the health of students and staff by providing resources in eight areas of school health. With all of these components in place and working together, students will be healthier in school, in class, and ready to learn. In healthy schools, children are more alert, more focused on learning, and miss less school. They not only learn better but also learn lifelong, healthy behaviors to prevent the leading causes of death in North Carolina: heart disease, stroke, and cancer. Healthier schools lead to healthier students which leads to healthier communities. Please visit <http://www.nchealthyschools.org> for more information.

LOST & FOUND

Lost and found articles will be kept in a central location for identification. Please label all personal articles such as lunch boxes, jackets, sweaters, or coats. Students may come by Lost and Found to check for their lost items. Lost and Found will be cleaned out at the end of each month. Items not retrieved will be donated to charity every three months.

PARENT CONFERENCES

Parent conferences are required at the end of the first grading period to discuss your student's progress. Additional conferences may be requested by either the parent or the teacher. These conferences must be prearranged so they will not conflict with student instructional time. Use the student agenda as a means of communication and planning these conferences. Parent conferences are encouraged.

PARTIES

Classroom:

Teachers have the option to have three (3) classroom parties during the year - Winter Break, Valentine's Day, and End of Year. This decision is made by the teacher.

Birthday:

Birthday parties are not allowed. Parents may send in treats (healthy treats are encouraged) during students' lunchtime if they would like to recognize their child. Invitations to parties outside of school will only be distributed by the teacher if all students in the class are included. The teacher will not facilitate passing out party invitations to selected students.

Please do not have balloons, flowers, etc. delivered to the school for students. We do not distribute these items, they are held in the office for students to pick up at the end of the day. Balloons and flowers are not allowed on the school bus. In addition to these items being a distraction to the learning environment, they present safety concerns on buses and are also allergens for some staff and students.

PROMOTION AND ACCOUNTABILITY STANDARDS (ELEMENTARY)

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in its entirety at www.ucps.k12.nc.us. Assessment data, work samples, and 3rd-5th Grade End of Grade Test data are used to determine a students' progress and to make final decisions for promotion or retention. Remediation will be offered throughout the school year based upon student performance on assessments and End-of-Grade tests. If you have questions regarding the progress of your child, you are encouraged to speak with your child's teacher as the teacher has direct access to all assessment data, the work your child completes and observations of your student in the school environment. The school counselor or an administrator are always willing to support conversations between the parent and teacher.

PTO

Hemby Bridge has a very active PTO which supports the whole school climate. A variety of activities as well as parent volunteer programs are coordinated by the PTO. Parents and staff members are encouraged to join the Hemby Bridge PTO. Visit the HBES PTO webpage.

Emails for PTO officers are:

| | |
|-----------------------------------|---------------------|
| President | president@hbpto.org |
| Co -Vice Presidents - Fundraising | Vp1@hbpto.org |
| Vice President- Room Parents | Vp2@hbpto.org |
| Treasurer | treasurer@hbpto.org |
| Secretary | secretary@hbpto.org |

SCHOOL IMPROVEMENT TEAM

This group is comprised of two parents, staff members, the principal, and assistant principal. The team meets at least six times yearly. Meeting dates and times will be announced to members by the chairperson of the School Improvement Team.

The School Improvement Team meets to give input on decisions that are needed to drive instruction and increase student and teacher performance.

SCHOOL SCHEDULES

Classroom Schedule

The classroom schedule will be shared by the classroom teacher at the close of the second week of school or earlier.

School Schedule

| | | |
|---------------------------|---------|-----------------------------|
| Cafeteria opens breakfast | 7:00 am | |
| Breakfast closes | 7:20 am | |
| Students report to class | 7:00 am | |
| Instruction Begins | 7:30 am | (Moment of silence bell) |
| Tardy | 7:30 am | (Report to office for slip) |
| School Day Ends | 2:00 pm | |

School/District Schedule Changes

Whenever decisions are made to modify the entire school system's schedule, an automated message from Central Services will be sent to all parents and employees. A notice will be given to all major radio and television stations by 6:00 am. Monitor the local radio and television stations and UCPS home page for information when there is inclement weather. Do not call the school as staff will be operating on a modified schedule as well. An "Inclement Weather/Emergency Plan" form is to be completed and returned to the school office at the beginning of the school year. This plan will serve as official parental direction for the release of students in the event school is dismissed early.

SECURITY PASSWORD/CODE WORD

Parents/Guardians will be asked to provide a code word that will help us identify parents/guardians over the phone. Code words will be listed on the Student Emergency Cards provided at Open House or on the first day of school.

TELEPHONE USE

The telephone is always available to receive messages in an emergency or if an unexpected situation arises. While parent contact is encouraged and parent phone calls are welcomed, remember that teachers will not be able to return phone calls during the instructional day. Students will not be pulled from class to take parent phone calls.

Children will not be permitted to use the telephone to make arrangements to go home with other children from school. Homework, permission slips, books, lunch money, etc. should come to school with the student in the morning rather than having to call parents to bring them to school.

TESTING

Students at Hemby Bridge participate in a local and state testing program. Students in grades 3-5 will take End-of-Grade Tests in May. Student achievement is reported as Level I – V and by corresponding scale scores. According to state and Union County Policy, Level III is considered to be grade-level proficient.

TRANSPORTATION

Bus Rider

Bus transportation is provided for students who live within our transportation area. Students are expected to behave in a safe and orderly manner. Bus conduct notes will be issued to students who do not follow bus rules. Repeated misconduct and severe misconduct will result in suspension from the bus for one or more days. All consequences are implemented according to UCPS School Board Policy and UCPS Transportation Guidelines.

Per UCPS transportation guidelines, pre-k and kindergarten students will not be allowed to exit the bus at the bus stop if an adult is not at the bus stop to receive the students. If in doubt, Hemby Bridge staff and bus drivers will err on the side of caution and students will be returned to school.

Bus riders will load and unload in the bus parking lot. Students will walk to their assigned location independently in the morning with staff supervision. Teachers will accompany students to the buses in the afternoon.

Car Rider

We use a drive-thru drop-off and pick-up process for car riders along the front sidewalk of the school at the colored paw prints. Staff will be present to supervise students as they load and unload. Parents must park in the gym parking lot if they need to enter or exit the school for a scheduled meeting during arrival or dismissal.

Daycare Van Riders

Childcare vans will pick up students in the bus lot along the sidewalk at the awning. Staff will walk students to the daycare vans.

Change of Transportation

Parents will indicate how their children are to go home (bus, car, etc.) at the start of the school year. Should the regular method of leaving school need to be changed, parents must send a hand written, signed note to be given to the classroom teacher. Only a written statement from the parent can be considered valid. Emails and texts are not a method of communicating transportation changes as staff are with students all day and often do not check emails until the end of the day. A student telling a teacher of a transportation change will not be accepted.

If an emergency should arise and transportation arrangements need to be changed, we ask that you contact the school no later than 12:30 pm if possible. Late calls make it difficult for communication to be relayed to teachers and bus drivers before dismissal. The safety of your child is our first priority.

VISITORS

All visitors must report to the office, sign in, and be issued a visitor's pass that must be worn while on campus. Parents/visitors on school grounds must comply with any directives given by school staff. Visitors are not to have access to the classroom without first signing in at the front office and receiving permission from an office staff member or a scheduled appointment with the teacher.

Parents/guardians are welcome and should have a scheduled appointment with a staff member when coming to the school.

Teachers' responsibilities with students begin at 7:00 am. If you need to communicate with your student's teacher, do so through your child's agenda, teacher email, phone, or appointment.

If a child leaves a needed item at home and the parent brings it to school, please bring it to the front door and speak with an office staff member via the intercom system. Office staff will ensure your child receives the item.

VOLUNTEERS

UCPS requires all volunteers to undergo application and screening processes identical to prospective employees, including a criminal background check. Any person that would like to volunteer in the school needs to complete UCPS's volunteer application online at www.ucpsvolunteers.com. Union County's Volunteer Management System will communicate with you via email about the status of your application.

If you volunteer in a classroom, your child should remain at school until the instructional day is over. Signing your child out of school early will result in an absence or tardy.

Approved volunteers must sign in at the school office and obtain a volunteer nametag upon arrival.

UCPS NON-DISCRIMINATION POLICY

In compliance with federal law, Union County Public School System administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. For more information, refer to Union County Public Schools Board Policy 1-21.

UCPS POLICY FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

UCPS and Hemby Bridge Elementary adheres to FERPA regulations. For more information, refer to Union County Public Schools Board Policy 4-14.

UCPS ANTI-HARASSMENT POLICY

UCPS and Hemby Bridge believe that all employees and students should be free of unlawful discrimination, including harassment and bullying, as a part of a safe, orderly, and inviting working and learning environment. For more information, refer to Union County Public Schools Board Policy 3-7 and 4-7.

DISCLAIMER

This handbook cannot cover every situation that may occur throughout the year. Hemby Bridge Elementary administration retains the right to alter or vary the application of these policies at any time. This handbook is intended to help parents, students, and school personnel work together in the best interest of our students. Many guiding statements are included in this document. However, they are a guide and do not cover all circumstances in a situation. As new policies or regulations are developed by the school board, state or federal statutes, additions and/or deletions will be made to this handbook at the appropriate time. Every effort will be made by school employees to help students understand what is expected at school. Refer to the *UCPS Elementary Student Handbook* for a comprehensive listing of the county-wide rules and policies.

Contact the school office for any other information at any time (704-296-6352). We look forward to a very successful and productive year for all! Thank you in advance for taking the time to read our Student Handbook and for being an important part of your child's education.