



Benton Heights Elementary  
School of the Arts  
1200 Concord Ave  
Monroe, NC 28110  
Phone 704-296-3100  
Fax 704-296-3106

<http://www.ucps.k12.nc.us/Page/11>



# Benton Heights Elementary (BHESA) School of the Arts 2018-2019 Student Planner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Telephone Number  
\_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

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

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## **A Note from Our Staff:**

*Welcome to a new school year at Benton Heights Elementary! The faculty is prepared for an exciting, challenging, and eventful year. We hope that you will find your learning engaging, and memorable!*

*Please use this handbook as a resource to learn more about routine policies, procedures, and expectations of parents and students. Abiding by these guidelines will allow us to operate a safe, efficient, and orderly school. In addition, Benton Heights Elementary School of the Arts is a school of choice. The expectation that all students must report on time, follow UCPS attendance (includes tardiness/early dismissals) guidelines, perform appropriately in all academic areas, and comply with all UCPS and BHESA policies, procedures, guidelines, and expectations. Approval to remain enrolled at BHESA is based on the adherence to these set criteria. Failure to meet any of the criteria may result in your child's enrollment at BHESA being revoked or rescinded. We thank you in advance for your cooperation!*

Also, the agenda is an excellent resource for students to organize assignments and it is a valuable tool for communication between home and school.

We look forward to an exciting year at BHESA! Thank you for being a part of our school!

Sincerely,  
The Benton Heights Faculty and Staff

**Mantra at Benton Heights Elementary School of the Arts:** "Learn, lead, love, and leave a legacy" **Vision:** Prepare learners; empower leaders.  
**Mission:** BHESA is dedicated to creating a safe, arts-enriched, academically challenging, and positive learning environment that will prepare learners and empower leaders in a global society.

### **Benton Heights Elementary School of the Arts General Information:**

**Mascot:** Tiger and Arts-"butterfly" icon

**School Colors:** Purple, orange, black and white

**Address:** 1200 Concord Ave Monroe, NC 28110

**Business Phone Number:** 704-296-

3100 **Fax Number:** 704-296-3106

**School Hours:** Arrival and breakfast-6:50 a.m. Tardy bell/Instruction begins-7:20 a.m.; Dismissal- 2:00 p.m.

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

**Summer Hours of Operation:** days and hours vary. Times and dates will be posted on the school website at the end of the school year.

BHESA students will be exposed to the following content areas: Math, Literacy/Language Arts, Science, Social Studies, Art, Computers, Dance, Drama, Music, and Physical Education. BHESA is a part of the A+ Schools Program where Arts are integrated in all areas of the curriculum and instruction.

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### **Methods of communicating on a regular basis**

#### **INTERNET:**

<http://www.ucps.k12.nc.us/Page/11> Benton Heights Elementary School of the Arts Website (events and policies) <http://www.ucps.k12.nc.us/Domain/106> UCPS's Elementary Education Department Website <http://www.ucps.k12.nc.us/Page/1> Union County Public Schools (school calendar, lunch menus, and policies) Benton Heights has a Facebook fan page and Twitter account; please feel free to join!

UCPS maintains a comprehensive web-site at <http://www.ucps.k12.nc.us/Page/1>. The homepage contains the Board of Education Policy Manual, news, current events, and links to each department and school. Parents and students can find curriculum resources, calendars, lunch menus, school assignment maps, and many other items of interest.

#### **PAPER:**

##### **Newsletter**

A school-wide newsletter is sent with report cards.

##### **Progress Reports**

Student progress is sent home in the form of a progress report halfway through the grading period.

##### **Report Cards**

Student progress in all areas is sent home in the form of a report card at the end of every 6 week grading period.

**Student  
Agenda/Planner  
PHONE:**

School and county policies are included in your child's planner for easy reference. In addition, teachers often communicate by writing notes in your child's planner and asking you to sign the planner once you have read it yourself. Using the student planner properly and regularly is the key to staying organized and informed at BHESA!

**Blackboard Connect**

A UCPS service that allows our principal to pre-record important messages for the entire student body and have them electronically sent to your phone line and email at a predetermined time.

*Please be sure to make appointments in advance if you need to meet with an administrator, counselor, or teacher. Drop-in visits are discouraged.*

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## **BHESA Policies and UCPS Policies and Accountability**

Each student at Benton Heights Elementary School of the Arts (BHESA) is responsible for understanding the school expectations, dress code, school discipline policy, and the policies set forth by Union County Public Schools BOE and NCSBOE. Families are requested to review the information below and discuss so that students will not be confused or misunderstand the expectations of BHESA and UCPS. Policies are continuously reviewed and revised regularly. Updated information is available on the UCPS website, <http://www.ucps.k12.nc.us/Page/1> and <http://www.ucps.k12.nc.us/Page/2759>.

### **GENERAL POLICIES (in alpha-order)**

#### **ADDRESS AND CONTACT INFORMATION:**

Parents/Guardians must keep the school apprised of all address changes made during the school year. Proof of residency is required with each change. Please provide current daytime telephone numbers and/or an emergency contact that agrees to take responsibility for the student in the event emergency assistance is needed. Student contact information is considered confidential and will not be issued to other students and families of BHESA.

#### **ANNUAL CONSENT NOTIFICATION:**

Parents/guardian may withhold consent for the following items: The release of student directory information about his/her child to outside organizations. • A student's participation in curriculum related to (1) prevention of sexually transmitted diseases, including AIDS, (2) the avoidance of out-of-wedlock pregnancy, reproductive health and safety education. • A student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, as well as information on where to obtain contraceptives or abortion referral services. Neither parental notification nor parental permission is required for large group sessions, initial consultations intended to identify the student's needs or counseling where child abuse or neglect is suspected. • Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose. Furthermore, parents, upon request, may inspect any instrument used in the collection of such information before the instrument is administered or distributed to students. • The administration of any third party (non-Department of Education funded) survey containing one or more of the eight items described in Student Records policy 4-14. • Any non-emergency, invasive physical examination\* or screening that is: 1. Required as a condition of attendance 2. Administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. Parents will receive general notification on a yearly basis about routine screenings and notification on case by case basis as needed. In addition, parents may inspect, upon request, any instructional material used as part of the educational curriculum for students by contacting the school principal. A parent/legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities are presumed.

#### **ANNUAL NOTIFICATION OF RIGHTS (FERPA):**

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

officials without consent; and the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

### **ARRIVAL AND DISMISSAL**

- School doors will open at 6:50a.m. for both bus riders and car riders. Students may either report to the cafeteria to partake in breakfast or to their teacher's classroom. If students are eating breakfast, they must arrive by 7:10 a.m.
- Do not bring or drop off your child prior to 6:50 a.m.; they will not be allowed inside and there will be no adult to supervise them.
- Students must be inside the classroom at 7:20. Therefore, car riders should be unloaded by 7:10 (for breakfast) and 7:15 if he/she is going straight to class.
- Parent/guardians may not escort children to classrooms on a regular basis. If a parent needs to visit the classroom, he/she needs to check in the office for approval. NOTE: This is NOT the time for a parent conference. If you need to speak to a teacher for more than a minute, please set up a time for a conference.
- Students who arrive after 7:20 a.m., must report to the office accompanied by a parent to receive a tardy pass/ pass in to class.
- Students that plan to leave school before the end of the day, must bring a signed note from home stating such with available contact information. Also, the person who is picking up the student, must sign them out in the front office and be ready to present identification. NOTE: Leaving early is coded as a "tardy" in our attendance system.
- All students are expected to be off campus no later than 2:20 p.m. unless they are under a staff member's supervision. The school day ends at 2:00 p.m.

### **ASBESTOS AWARENESS**

As required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), inspections of all UCPS facilities were completed in 1989 identifying the type, quantity and location of asbestos containing materials (ACM). ACM were found in almost every facility constructed prior to 1989. Schools built during and after 1989 were instructed to use no asbestos materials and this was specifically noted in the school designs. Asbestos is a naturally occurring mineral and has been used in building materials for many years. Unless it is disturbed or damaged, it poses no health risk. Management plans have been developed for all facilities regardless of ACM content. Depending upon the condition and potential for exposure, the plan calls for repair, continued surveillance and, in some cases, removal of ACM. Many schools that had asbestos have been renovated to - 9 - remove all inspected ACM. The plan for your school is located in the front office and is available for review during school hours.

### **ASSIGNMENTS AND HOMEWORK:**

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

### **ATTENDANCE 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--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 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 who have an out-of-school suspension (including absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) and students with unlawful absences and tardies will be permitted to make up all missed work, including daily work, major tests or projects (i.e. term papers) and take semester exams. The teacher and school staff will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Students will not be counted absent from school when participating in school sponsored functions.

**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.

### **RETENTION APPEAL**

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

**a.** The student has passed all academic requirements for promotion but has failed to meet the attendance requirement. **b.** Some absences were due to "special emergencies." (See number 1) The school principal and/or the student's parent\* may appeal the decision of the school level attendance committee to a district level attendance committee.

Principals would be able to promote a student who qualified academically, but has accumulated twenty or more absences during the school year if it serves the best interest of the student. \*Guardians and custodians are also considered parents for purposes of this policy. REVISED: 3/1/16 1 "Special emergencies" are situations causing a student to be absent which are beyond the student's control.

- Parents/guardians will also be notified of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of NC and the UCBOE.
- In elementary schools, a student must remain at school for ½ day to receive attendance credit for that day. 11:15 a.m. marks the ½ day at BHESA.
- If a student must leave school for a part of the day and another person besides the guardian/parent/emergency contact is picking them up, a written request signed by the parents/guardians must be submitted with contact information to the office. The authorized party must come to the office and show identification to sign the student out of school.
- Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. He/she will be given two school days to make up the work missed for each day absent. When arrangements are not made to complete the work, the student will receive no credit.
- A student shall be recorded present for any day that he/she is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the BOE of the School's Administrative Unit. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students who go on these out-of-school trips, **MUST** get assignments and make them up.
- According to UCPS's policy, students in elementary school who have in excess of 19 absences can be retained in their current grade. Absences include those excused, unexcused, or due to suspension.

### **BIRTHDAY CELEBRATIONS/FOOD:**

Teachers have asked that instructional time or other delegated time not be used to celebrate student birthdays. However the cafeteria will be happy to work with you in providing a treat for your child during their lunch time frame! They can provide birthday cake, cupcakes, cookies, etc. at a reasonable price and when pre-ordered. Please contact our cafeteria manager, at 704-296-3105. BHESA will not allow treats, balloons, flowers, etc to be brought in or delivered for birthdays.

### **BOOK BAGS:**

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

### **CAFETERIA:**

<i>*Prices subject to change</i>	PAID BREAKFAST	REDUCED BREAKFAST	PAID LUNCH	REDUCED LUNCH
Elementary Schools	\$ 1.15	\$ .40	\$2.30	\$ .40

- Breakfast may not be charged at any school.
- Students may bring a bag-lunch from home or may buy a lunch from the school cafeteria.
- Beverages brought from home must be in an unopened can or plastic bottle and must be consumed during lunch. However, energy drinks or sodas of any sort are not allowed at BHESA; if found these items will be confiscated and discarded.
- All food/drinks must remain in the cafeteria (except for water, in a clear plastic container with a lid).
- Please contact the school cafeteria at 704-296-3105 if you have any questions regarding your child's account.
- To use the online prepay system, parents will need to visit <https://www.k12paymentcenter.com> and set up an account. The only information needed to set up an account is the child's PowerSchool id number and the child's name. Parents are able to monitor account activity to see how their child is spending money.
- Students are allowed only one visit is allowed into the serving area. Attaining condiments, silverware, desserts, etc. should take place during the one trip through the line; cutting in line is prohibited.
- Due to limited seating, parents/guests cannot show to school unannounced to eat with the class. An invitation is sent home with an expiration date. The invitation **MUST** be presented in the office to eat with the student.

### **BUS INFORMATION**

In an effort to secure the safety and well-being of all students, the following School Bus Expectations have been established. Please remember that riding a school bus is a privilege, not a right. We also encourage parents to accompany students to their assigned stop. We ask that students wait at their stop 10 minutes prior to the bus stop time. The bus rules and consequences adhere to the Union County Public Schools Board of Education, Policy 4-3 Code of Student Conduct for elementary, middle, and high school students.

**Bus Expectations:** **S.T.O.P.** Stand at your assigned stop (10 minutes early). Turn left and right. Look both ways before crossing. **Observe** the stop sign and flashing **red** lights. **Proceed** only when all cars have stopped.

- *Use appropriate language and keep all body parts to yourself.*
- Respect the driver and other students while on the bus.
- Remain seated at all times during the bus ride.
- Eating or drinking on bus (except bottled water) is not permitted on the bus.
- Profanity or fighting is not permitted on the school bus (Code of Conduct #2, #3, #4, #10, and #11).
- Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop (Code of Conduct #12).
- *Use or possession of inappropriate objects is not allowed on the school bus.*
- Possession or use of weapons is not allowed (Code of Conduct #6).
- Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed (Code of Conduct #9 and #13).
- Please do not vandalize the bus by marking, tearing seats, etc. (Code of Conduct # 8). □ Possession or use of nuisance items is not allowed on the bus (Code of Conduct #14).
- Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for damage to vehicles which may be damaged from objects thrown from bus.
- Animals, oversized projects, plants etc. are not permitted while riding the bus.

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

### **Other Pertinent Information regarding the bus:**

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

### **Consequences**

If your child does not meet the expectations, appropriate action will be taken. Each driver will complete a School Bus Incident Report and submit it to the school administrator or designee. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian will be notified.

1<sup>ST</sup> OFFENSE- Warning issued to student.

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

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

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

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

6<sup>TH</sup> OFFENSE- Removal of bus privileges for the remainder of the school year.

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

### **Afternoon Bus Stop Procedures for Elementary Schools**

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

### **Unauthorized Passengers**

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

#### **§ 14-132.2. Willfully trespassing upon, damaging, or impeding the progress of a public school bus.**

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

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

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

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

***Please remember that riding a school bus is a privilege, not a right.*** We encourage parents to accompany students to their assigned stop. We ask that students wait at their stop **10** minutes prior to the bus stop time. While the

riding or waiting on the bus, students shall observe the directions given by the driver at all times. Students shall abide by the following expectations:

### **CAR RIDERS** **(MORNING DROP OFF)**

Car riders may be dropped off in front of the school between 6:50-7:15. Students should be inside the building and heading to class at 7:15 in order to arrive on time. All students who arrive (outside of the school doors) at 7:20 or beyond, will need to have a parent sign the student in to school. Students that are inside the building, but not in the classroom when the bell rings at 7:20, will report to a hall assistant, sign the tardy roster, obtain a tardy pass and then report to class. All classroom doors shut at 7:20 to begin instruction.

For the safety, security and independence of our students, please do not walk your child to class unless you have conference scheduled or need to bring in materials. Teacher cannot have an informal conference at the doorway or in the hall because they are responsible for supervising the WLOLE class. Teachers are then expected to start the instructional day at 7:21 and need to be focused on the WHOLE class. Please be respectful and treat your teacher as a professional and make an appointment to speak to him/her so that he/she can give you his/her undivided attention about your concern.

With the limited number of assistants, we cannot open and close all car doors. Therefore, once the car has pulled forward to a stopping point, the student may exit the car from the right side onto the sidewalk. Do not wait for an adult to open the door.

For efficiency, it helps the car rider line move faster to have hugs, kissed, and breakfast done before the car door opens. Removing obstacles on the floorboard of the car also helps. Students should be on the right side of the vehicle to exit. Pulling the car a far forward as possible allows us to exit more students at a time. VOLUNTEERS ARE WELCOMED TO ASSIST US IN LINE!

NOTE: Kindergarten parents may be more insecure than the kindergarten children on the first days of school. Therefore, we understand the need to escort the kindergarteners to class. However, on September 10, all kindergarteners should be able to find the kindergarten class without an escort.

All visitors must report to the office to sign in and wear a visitor's pass while inside the school. Visitors are to sign out and exit the front door as well.

### **(AFTERNOON PICK UP)**

Everyone picking up a car riders MUST have an official "BHESA pick up sign". NO EXCEPTIONS WILL BE MADE.

It is disruptive to our dismissal procedures and puts ALL of our children at a safety risk when parents choose to avoid the car rider line for their own convenience..

If a pattern of late arrivals occurs, the student will need to have day care or bus arrangements made and/or return to home school.

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

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

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

Proper procedural due process shall be followed. A student shall be given an opportunity to provide their version of events, identify any witnesses and/or information to support their version or the events and seek clarifying information of an incident that may lead to disciplinary action, or contest the appropriateness of a disciplinary action. Ignorance of these policies does not excuse inappropriate behavior.



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

Each school will establish and enforce reasonable regulations for student behavior not inconsistent with the infractions identified in Policies 4-3 a and 4-3 b.

Students shall be provided with access to a handbook containing Attendance Policy and Code of Student Conduct at the beginning of each school year. Paper copies are available upon request. A copy of the handbook will be placed on the district website and shall be available in the media center, the school office, school counselor's office, and other locations as designated by the principal.

STUDENTS ARE RESPONSIBLE FOR KNOWING THE OFFENSES AND DISCIPLINE/CONSEQUENCES SET IN THE POLICIES. Each student is required to return documentation (provided by school) verifying parents have received and read the Union County Public Schools Code of Student Conduct. Failure to comply will result in disciplinary action to be determined by the school.

Any student or parent who disagrees with disciplinary action shall have the right to an informal conference with the principal or his/her designee. After exhausting this remedy, the student or parent shall have the right to make a formal protest in writing or in person to the Superintendent. (See policy 4-18 for the appeals process.) Appeals from the decision of the Superintendent shall be in writing or in person to the Union County Board of Education.

Additional school guidelines are included in the PBIS section.

#### **CLOSINGS (EMERGENCY AND WEATHER CONDITIONS):**

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

#### **CONFERENCES:**

Parents are encouraged to meet with their child's teachers for the purpose of discussing their child's work, progress, or status. These conferences may be scheduled by calling, emailing, or sending a written request to any of your child's teachers. A conference time will be selected which will not conflict with the teachers' instructional responsibilities. Classroom concerns should be directed to the teacher first. Speaking to a classroom teacher during lunch or at the classroom door about student progress is prohibited.

#### **DESKS AND CUBBIES:**

Desks and cubbies (students' storage areas) are the property of UCPS and BHESA. BHESA's administration has the right to search any and all desks or cubbies (students' storage areas) and the items within each.

#### **DRESS CODE for BHESA:**

##### **TOPS: BUTTON-UP shirts with collars:**

- 1) Shirts must be one of the following **SOLID** colors: **BLACK, PURPLE, or ORANGE**.
- 2) Shirts must not have any words, graphics, slogans, or pictures. However, approved BHESA logo/spirit-wear will be permitted.
- 3) Collared shirts may be short or long sleeve.
- 4) Shirts may not be tight or low-cut (must be buttoned to the top two buttons of applicable shirts); they must be loose fitting, but not oversized.
- 5) Spiritwear with BHESA logo is permitted.

##### **BOTTOMS-- Pants, Shorts, Capris (females only), Skirts (females only), Jumpers (females only), and Skorts (females only).**

- 1) Bottoms must be the following solid color: **KHAKI**
- 2) Bottoms must be cotton twill or cotton blend twill--no denim or denim-like, velvet, velour, sweat, nylon, flannel, lycra, or knit.
- 3) Bottoms must not have any words or graphics.
- 4) Bottoms must fit appropriately at the waist and may not be tight or of the "skinny" and or "legging"-style.
- 5) Bottoms must not have holes, tears, rips, chains, laces, extra zippers, straps, or buckles.
- 6) Bottoms must be at least long enough that the hem and/or slits in bottoms reach your middle finger when your arms are at your sides or longer.

### **OUTERWEAR: SWEATERS, VESTS, PULLOVERS, and LIGHT JACKETS**

- 1) Outerwear must be one of the following solid colors: **BLACK, PURPLE, or ORANGE**
- 3) Outerwear must be fleece, wool, cotton, nylon or poly-blend (no denim or thermal or waffle-style).
- 4) Outerwear must not have any words, graphics, slogans, or pictures. Approved BHESA spirit outerwear is permitted.
- 5) Outerwear must be worn over approved uniform shirts.
- 6) Hats, gloves, and heavy coats may not be worn once in the building; they must be placed in designated areas of the classroom during the school day.

### **BELTS (optional) and ACCESSORIES**

- 1) Belts may be of any color or design as long as manufacturer logos are not visible and they contain no inappropriate graphics or text.
- 2) Belts must be buckled and the tail must be tucked into belt loops; and the tail cannot exceed 6 inches from the buckle, when buckled.
- 3) Accessories (ex. jewelry, belts, etc.) with studs, spikes, safety pins, or oversized chains are not permitted.
- 4) Headwear of any type will not be allowed to be worn in the building.
- 5) Students who practice a religion that requires the wearing of yarmulkes and headscarves will not be prohibited from wearing those items.

### **SHOES (Required) --students are encouraged to wear tennis shoes/sneaker for PE and recess.**

- 1) Shoes must be closed-toes; Sandals and flip-flops may not be worn.
- 2) Shoe heels and soles must not exceed 2" in height.
- 3) Shoes with strings must be tied, and buckles, straps, or Velcro must be fastened at all times.

### **OUT-OF-UNIFORM DAYS:**

At times, the class may have earned a classroom celebration and chose to dress out of uniform on a designated Wednesday or the school is raising money for a cause. This will be indicated in the student agenda by the classroom teacher.

On out of uniform days, clothing **may not be:** sleeveless, oversized, tight, see-through, off the shoulder/large neck hole, shorter than middle finger tip length when arms are down by the side, low cut, have holes in garments, or have inappropriate graphics, play-on-words, innuendos, drugs, alcohol, or gang affiliation, etc. and leggings/tights may not be worn as the bottom garment.

### **STUDENTS MAY NOT WEAR or CARRY:**

- 1) bandanas, picks, rags, hats, headscarves; sunglasses; toy or 3-D glasses; stocking caps; sweat bands; cropped outerwear; or any non-approved BHESA affiliated spirit wear
- 2) clothing with holes, rips, or tears
- 3) local athletic association or recreation league athletic uniforms, spirit-wear, or other such supported garments
- 4) bedroom shoes, slippers, or cleats
- 5) clothing or makeup that causes a disruption to the learning environment

### **DRESS PREPARED FOR PHYSICAL EDUCATION/RECESS**

Students are encouraged to wear tennis shoes/sneakers for PE and recess.

In cold weather, appropriate outer wear may be worn. Expect that students will go outside if the air temperature and/or wind chill temperature is over 32 degrees Fahrenheit and below 95 degrees Fahrenheit.

Compliance is expected at all times. Parents are to bring an appropriate change of clothing as necessary for each violation. If the parent is unable to come to the school, the student will be removed from the classroom for the remainder of the day. Consequences for failing to comply with the dress code will be as follows: 1<sup>st</sup> offense—parent is contacted; documented warning; 2<sup>nd</sup> offense—parent is contacted and must bring clothing item, 3<sup>rd</sup> offense—parent is contacted and must bring clothing item, and student is assigned after school detention; 4<sup>th</sup> offense—student is sent to the office with discipline referral; parent is contacted and must bring clothing item in and two days of afterschool detention is assigned.

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

### **DRILLS (FIRE, TORNADO AND LOCKDOWN):**

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

### **FIELD TRIPS:**

All expenses for the trip must be paid in advance to participate. A permission form must be signed by the parent or guardian. If a student has a history/pattern of inappropriate behavior, a parent may be required to accompany the student on the field

trip in order for the child to go. Students may be denied the privilege of participating in a field trip for violations of the school and county code of conduct. Refunds of field trip costs cannot be made. If the cost of a field trip is a hardship for the family, a request for assistance may be made with a school counselor that will be reviewed with administration. Chaperones must be an approved volunteer based on UCPS's volunteer guidelines.

**GRADING**—Grades for students in Kindergarten-2<sup>nd</sup> grade are assigned on a scale of 1-4 for subject areas. 4=Exceeds grade level expectations; 3=Meets grade level expectations; 2=Work is nearly grade level, but still below expectations; 1=Work is consistently below grade level expectation. Grades on report cards are assigned by numerical equivalents rather than a letter grade 3<sup>rd</sup>-5<sup>th</sup> grades. The following scale can be used in comparing numerical grades to letter equivalents: 90-100=A; 80-89=B; 70-79=C; 60-69=D; Below 60=F. Grading codes for other areas are E, S, P, or N (Excellent, Satisfactory, Progressing, and Needs Improvement) for K-2 and S, N, U (Satisfactory, Needs Improvement, Unsatisfactory) for 3<sup>rd</sup>-5<sup>th</sup>.

### **GUIDANCE:**

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

### **HONOR ROLL:**

#### **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" in any sub categories.
2. Students must have an "S" in the following areas: Art, Computer Technology, Music, Physical Education, and other special area classes where applicable.
3. Students must minimally have an "S" in all areas of Citizenship, Behavior, and Work Habits.

#### **A/B Honor Roll**

1. Students must have a combination of "A's" and "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" in any sub categories.
2. Same criteria as in #2 for "A" Honor Roll.
3. Same criteria as in #3 for "A" Honor Roll.

### **INJURIES OR ACCIDENTS:**

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

### **INSURANCE (student-school):**

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

### **ITEMS NOT ALLOWED**

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

**THE LEADER IN ME:** Benton Heights Elementary School of the Arts has adopted FranklinCovey's *The Leader in Me* (TLIM) whole-school transformation process. Students will not only learn and apply leadership principles while they are in school, but for the rest of their lives. They will be better prepared to meet the future challenges of our ever-changing world more than ever before. *The Leader in Me* is aligned with state academic standards and concepts. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

*The 7 Habits of Highly Effective People* is also a key component of the overall *Leader in Me* process and is a synthesis of universal, timeless principles of personal, interpersonal, and organizational effectiveness such as responsibility, vision, integrity, teamwork, collaboration, and renewal, which are secular in nature and common to all people and cultures.

### **HABIT #1: BE PROACTIVE**

I am a responsible person. I take initiative. I choose my actions and moods. I do the right thing without being asked, even when no one is looking. Patience is a proactive choice. Take responsibility rather than blaming others.

### **HABIT #2: BEGIN WITH THE END IN MIND**

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be good citizen. I keep the bigger picture in mind. Let my values guide my actions. How do you want to be perceived once a disagreement is resolved?

### **HABIT #3: PUT FIRST THINGS FIRST**

I spend my time on things that are most important. This means I say, "No!" to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized. I know that relationships are more important than things. I seek to prevent future conflicts. I act on problems at the right pace

### **HABIT #4: THINK WIN-WIN**

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. (Be a "Bucket Filler"...not a "Bucket Dipper"). When conflicts arise, I look for third alternatives. I know how to apologize. I can agree to disagree.

### **HABIT #5: SEEK FIRST TO UNDERSTAND, THEN BE UNDERSTOOD**

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking. I clearly and calmly communicate my feelings. I listen with eyes, ears and heart.

### **HABIT #6: SYNERGIZE**

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.

### **HABIT #7: SHARPEN THE SAW**

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.

*The Leader in Me* initiative will support BHESA's **Positive Behavior Intervention and Support (PBIS)** behavior approach as well. The 7 Habits are principles that are aligned to our "**LEAD**" matrix of expectations, rules, and procedures.

### **LICE AND NITS:**

Head lice are tiny, grayish white, oval insects. Lice do not jump, fly, or stay alive for long periods off the human head. They do move quickly on the scalp and are difficult to find. An infestation of head lice may cause a person to persistently scratch the head or back of the neck. Head lice are spread by the sharing of combs, hairbrushes and other grooming aids, and the sharing of hats, caps, or coats. Such items may become infested at school, church, or at a friend's home. Frequent bathing and shampooing with regular shampoos will not prevent or eliminate lice once they are present.

All persons with head lice in a particular setting must receive treatment to avoid re-infestation. Head lice do not give infested persons other diseases. **To Prevent Head Lice:** Inspect your child's hair weekly. Shampoo at regular intervals. Do not shampoo with lice shampoo unless the child has an infestation. Lice shampoos do not prevent head lice. Change clothes and bed linen regularly. Teach your child not to share combs, towels, caps, stuffed animals, blankets or pillows.

### **LOST AND FOUND:**

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

## **MEDIA CENTER**

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

## **MEDICINE/ILLNESS:**

If your child becomes ill during the school day you will be notified. It is very important to have current contact information on file in the office and with your child's teacher. It is also very important to indicate a person we can notify in case of an emergency and you are not available. There is no sick bed at BHESA. Students who are too sick to remain in class will be encouraged to call their parents and go home. *BHESA can only offer soap, water, Band Aids, and ice.* The school nurse is not a doctor..

In order for students to receive medicine at school the following procedures will be followed: *The school reserves the right to reject a request for medicine administration. Since school will give no more than 2 doses of medication per day, students who take medication requiring 3 doses will need to be given one dose at home*

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

**Office Hours:** The main office is open during the normal school day from 7:00 am – 3:30. After 3:30, the clerical staff is no longer at school and phones will not be answered. Messages can be left for the following day.

## **PBIS (Student Conduct)**

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

**What is PBIS?** A positive, proactive approach to achieve academic and social success for all students. It is comprised of intervention practices and organizational systems for establishing the social culture, learning and teaching environment, and individual behavior supports. PBIS also recognizes that student discipline needs to be consistent across classroom and non-classroom settings.

One component of the PBIS system is to encourage our children to solve their own problems respectfully. We encourage you to reinforce the utilization of **"I messages"** that we practice at school. An "I message" is used as follows: **"I don't like it when you speak to me that way because it hurts my feelings."** While the "I message" is delivered, eye contact is made.

Students will have classroom character education lessons and the opportunity to practice such expectations and lessons. The expectations will be reinforced when exhibited. Reinforcement may simply be verbal acknowledgement. Praise for a job well done and self-motivation should be sufficient. Other times, when positive behaviors exceed our expectations, students will receive a **"Tiger Paw or token"** for their commitment to positive behavior and attitude. "Tiger Paws or tokens may also be earned when a student: goes above and beyond to help another person, consistently displays outstanding behaviors without reminders, or shows leadership or initiative without specific instruction. "Tiger Paws or tokens" may be earned individually or as a class. Each grade level determines system for trading in paw/tokens for rewards (ie: lunch invitation for a guest) When a class works together (synergizes) they often are rewarded with a "Tiger Stripe". When a class collects 100 Tiger Stripes, they celebrate together on a designated Wednesday. A note will be placed in the student planner to indicate if the class has earned a reward of "out of uniform" day.

Students that have complied with classroom/school expectations will get a "Paw stamp" in his/her student planner. If there is not a paw stamp in the planner, the teacher will write a brief note in the planner to indicate why a stamp was not received. If your child develops a pattern of missing two stamps a week, a conference needs to be arranged.

## **BHESA's Code of Student Conduct...**

...is a guideline for students, parents, and faculty members. The BHESA's Administration has discretion to amend the BHESA Student Code of Conduct if circumstances deem it necessary. In addition to following the basic school-wide guidelines/rules, BHESA students are also expected to adhere to the Code of Student Conduct as established by the Union County Public Schools Board of Education (BoE). ***All students will be subject to the regulations and disciplinary procedures outlined in UCPS BoE Policy Manual and BHESA Code of Student Conduct.***

**Authority of adult, school employees:** All of the adult employees of BHESA have certain responsibilities to the school. In order to carry out these responsibilities, they have certain authority to correct and/or redirect students when the need arises. If any student is corrected by any adult-employee whether the employee is faculty, clerical, cafeteria, custodial, or a substitute, the student is expected to abide by such correction.

### **Code of Student Conduct Guidelines (including, but not limited to):**

1. BHESA's Mission: BHESA is dedicated to creating a safe, arts-enriched, academically challenging, and positive learning environment that will prepare learners and empower leaders in a global society. Behaviors and/or choices that disrespect or do not act in the best interest of our mission are prohibited.
2. Students are to take responsibility for their learning. They are to be in class on time and prepared with needed supplies and assignments; listen and follow directions; do their own work; and appropriately participate and cooperate in class.
3. Students are to conduct themselves in accordance with **decent, polite, honorable, and honest** leadership standards. Students should use courteous and proper language at all times; listen to all staff members; refrain from pushing others and throwing objects; dispose of trash appropriately; refrain from harassing other students or name-calling; demonstrate good sportsmanship and team-fellowship; take care of furniture, equipment, materials, facilities, peers and yourself, and assist often!
4. Running, pushing, shoving, rowdiness, horse-playing, pinching, physical contact, and rough-housing are unacceptable behaviors.
5. Reckless and belligerent behavior will not be tolerated.
6. Name-calling, taunting, bullying, and/or teasing will not be tolerated.
7. Students are not allowed to leave campus without permission from an administrator or designee.
8. Threatening, intimidating, harassing, or causing bodily harm to students or school employees will not be tolerated.
9. Misbehavior in assemblies, performances, or after school activities may result in the student losing the privilege of attending future assemblies, performances and after school activities. Students will also be removed from the assembly, performance, or after school activity at the time of misbehavior.
10. Cell phones, cameras, personal devices, game systems and other similar electronics **are not allowed to be accessed, seen, heard, or used** once on campus or on a bus. Items will be confiscated and returned only to a parent. **BHESA will not be responsible if these items are lost, damaged, or stolen.**
11. Cubbies and hooks and student storage areas are the property of BHESA. BHESA's administration has the right to search any and all cubbies/hooks/areas and the items within each.
12. Buying or selling items on school property without permission from the office is prohibited.
13. Students, parents, and community members are asked to seek permission from the administration or designee before placing posters or similar signs in the building.
14. Students are only allowed to have clear-container water bottles. Food and drinks (other than clear-container water bottles, containing water) are not allowed outside of the cafeteria. Energizer (*Monster, Vault, Red Bull*, etc.) drinks are prohibited.
15. UCPS employees and/or BHESA and their employees are not responsible for lost, damaged, or stolen items.
16. When a student serves detention of some sort, out-of-school or in-school suspension, he/she may not participate in **any** school sponsored activities on that day.
17. Be a leader!

*Students who do not meet BHESA's behavior guidelines, rules, policies, regulations, and/or expectations will be assigned certain consequences, which may include but is not limited to: warnings, confiscation of items, office referrals, loss of privileges, before or after school detention, parent notification/conferences, in-school-suspension (**Tiger's Den**\*\*), and/or out-of-school suspension. It must be understood that if one of the above rule infractions is extremely severe upon the first occurrence, out-of-school suspension (OSS) may be recommended by the school administration. For any rule violation, requiring ISS as outlined below, a maximum of **four (4) ISS's** will be allowed in a semester. Any offense that warrants an ISS and the student is over their limit of four (4) will automatically receive an out-of-school suspension (OSS). Students may*

*be denied the privilege of participating in school activities (including performances, ceremonies, club meetings, field trips, etc.) for violations of the school and UCPS BoE code of student conducts.*

### **CODE OF STUDENT CONDUCT VIOLATIONS**

Inappropriate student behaviors/infractions will be divided into yellow zones and red zones and then handled accordingly. **If the infraction is severe or chronic, but is not listed as a UCPS Board of Education Policy, the consequences are dependent upon the Principal's or designee's discretion.**

**Yellow (Minor) Zone: To be handled by applicable staff member (within the classroom)\*** Faculty members have the discretion to alter the number or type of consequences given to students with the below violations if chronic or repetitive violations occur. However, equitable, fair, and balanced consequences will exist.

- Repeated non-adherence to classroom rules
- Disrupting class
- Misbehavior in hall, classroom, cafeteria, or on the playground
- Name-calling
- No Homework
- Lack of supplies
- Non-participation or inappropriate participation in class
- Mild disrespect
- Horse Playing (accidental hitting, pushing in line, etc.)
- Uniform Infractions
- Gum in "No-gum" zones
- Nuisance items\*\*\* (toys, electronics, cards, etc.)
- Any unlisted behavior that the administration may consider in this zone

### **Red (Major) Zone: To be handled by an Administrator or designee/Office Referral\***

- Fighting: this includes a physical confrontation between two or more students causing intentional bodily harm • Excessive Aggressiveness/Bullying/Threats
- Lying to, deceiving, defying, and/or exhibiting continual disrespect to faculty or staff
- Chronic class disruptions
- Failure to stay with or report to teacher or staff member upon due notice.
- Staple throwing/shooting, paper throwing/shooting, rock throwing, paper clip throwing/shooting, pencil throwing/shooting rubber band shooting/popping, smutting, or participating in any other such behavior. However, if an injury results from such behavior, a greater consequence will be assigned which could lead to ISS or OSS and medical compensation.
- Obscene gesture, profanity, abusive language NOT personally directed
- Obscene gesture, profanity, abusive language personally directed at faculty/staff
- Sexual Harassment
- Weapons
- Tobacco
- Destruction of school property
- Any unlisted behavior that the administration may consider in this zone

### **Code of Student Conduct Consequences (including, but not limited to)\***

**Yellow Zone:** Behavior causes *minimal* interference with instructional process based on class and/or school procedures.

Verbal warning to student(s)  
Private conference with student (in classroom or hallway)  
In-class modified seating  
In-class time out  
Student/Teacher conference

Out of class time with another teacher  
Phone call or other correspondence to parent/guardian  
Completion of student self-assessment (Follow Up Behavior Agreement)  
Re-teach behavior

**Red Zone:** Major misbehavior/behavior that continues after correction and intervention.

Teacher/referring staff member calls parent  
Parent/Student/Teacher conference  
Parent/Student/Team conference  
Team/Student/Administrator conference  
Referral to guidance--some Red Zone behaviors require mandatory referral to the guidance department for counseling, per UCPS's Board of Education Policy.  
After school detention  
Office referral  
ISS (Tiger's Den\*\*)  
OSS  
Removal of student from area

\*The school-based administration reserves the right to discipline students for other acts that disrupt a learning environment and the safe operation of our school but are not specifically mentioned above. Administration may "skip" initial steps of discipline and move to more stringent steps if severity of or repetition of the offense justifies more severe consequences.

**\*\*Tiger's Den:** When students are not making good choices and/or following the rules, they can be sent to the Tiger's Den. Students will reflect on the incident and complete a reflection page that will be sent home for parent/guardian signature. The student and adult will discuss what changes should be made and complete re-directive activities before the student is sent back to class ready to learn.

**\*\*\*Non-Instructional/Nuisance Items at School**

The administration asks that only instructional items be brought to school. When non-instructional items (such as personal devices, phones, cameras, etc.) are brought to school, they often get misplaced or stolen which interrupts the instructional day. If a teacher occasionally allows students to bring such items to school for instructional purposes, BHESA and UCPS are not responsible for lost, damaged, or stolen items.

**ALERT: Failure to meet any of the above mentioned items, follow UCPS attendance guidelines, perform appropriately in all academics areas, and/or comply with UCPS and BHESA's policies/code of student conduct may result in the student being required to return to their home school.**

### **PEANUT/TREE NUT ALERT:**

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

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

- BHESA requests that peanut and tree nut products not be brought to the school, any school function/activity, or on the bus. However, if a student so chooses to consume peanut/tree nut products it can only be done in the cafeteria during his/her lunch time.
- BHESA requires that all students refrain from eating and drinking on the bus. This includes opening of any food container or package.
- Regular hand washing is encouraged at all times.
- **Food brought to school for pre-approved functions must be purchased and pre-packaged goods. They must have the ingredient labels clearly posted. The food items should not contain peanut/tree nut products and they should not have a peanut/tree nut warning.**



- Students are requested not to share/trade any food or drinks.
- Please know that any student who is identified as harassing, teasing, or aiding in causing harm to any student with an allergy will be disciplined according to the UCPS discipline policy and/or bullying/harassment policy.

### **PLANNER/ORGANIZER**

Use of the student planner/homework organizer is a requirement and will be supplied to students, free of charge. If the homework organizer (planner) is misplaced or lost at any time during the year, the student will be required to purchase a replacement copy for \$5.00. The planner is a vital tool in the communication between school, student, and parent.

If a student is referred to the office, a note will be written by administration in the student planner.

**PROGRESS REPORTS** Approximately halfway through each six-weeks grading period, an interim progress report is sent home with each student. It is each student's responsibility to carry all graded material home to parents on a regular basis. Interim reports provide information about academic progress and any behavior concerns. Parents are requested to sign the report and return it to the teacher on the following school day. **Parents wishing to discuss the progress of their child should contact the guidance department or the teacher to arrange a conference. Parents of 3<sup>rd</sup>-5<sup>th</sup> graders can view student grades via online.** Each 3<sup>rd</sup> thru 5<sup>th</sup> grade student has a parent portal account. If you do not have the password or login information, please contact your child's teacher.

**PROMOTION STANDARDS/RETENTION:** Students must complete local and state standards in order to be promoted to the next grade level. Thus, students are to meet instructional requirements set forth by each teacher. Note that a passing grade is an average of a 3 (Grades K-2<sup>nd</sup>) or 60 (grades 3-12), or higher for the year in each course/content area, in Union County Public Schools. Scoring a ***Level IV or V on any or all End of Grade (EOGs) or Measures of Student Learning (MSLs), Common Exams assessments does not guarantee promotion to the next grade level. In addition to scoring a Level IV or V on any or all EOGs, MSLs or county-created and/or mandated assessments, students must pass their core classes; and maintain an acceptable attendance rate (19 days or less) in order to be promoted.***

### **PROPERTY (SCHOOL)**

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

**REPORTING/GRADES:** Grading periods are arranged on a nine-week basis. Report cards are issued approximately one week following the conclusion of each grading period. Parents are requested to sign the report and return it to the teacher on the following school day. **Parents wishing to discuss problems or the progress of their child should contact the guidance department or the teacher to arrange a conference.**

**SCHOOL SCHEDULE:** BHESA observes the following bell schedule:

6:50	Buses and cars unload
6:50-7:10	Breakfast is served
7:15	Five minute warning bell
7:20	Tardy bell (doors to classrooms are closed)
7:20	Moment of silence
7:21	Bell rings to start the day with announcements
2:00	Dismissal

NOTE: When the bell rings at 7:20, the entire school stops movement and talking to observe a moment of silence.

### **SCHOOL SAFETY**

BHESA has a detailed Safe Schools Plan. We have a plan for fire, lockdown and tornado drills. (We conduct fire drills once per month; tornado and lockdown drills twice a year.) We also have bus safety programs, a safety patrol team, staff identification badges, a process for adults/visitors in the building and evacuation procedures as safety precautions. As an added safety precaution, the exterior doors are locked from 7:00 – 2:00 daily, except for the main entrance.

**Visitors must enter through the main entrance.** Visitors must have an ID and come to the office to sign in. In addition, visitors must sign out and **exit the school at the front entrance.** All visitors or volunteers are asked to wear an identification badge while on our school grounds.

BHESA has surveillance cameras throughout the campus. These cameras are recording inside and outside of the school 24 hours a day, 7 days a week. We reserve the right to utilize video recordings to aid in student discipline issues and any unlawful incidents.

Students and parents should be aware that the UC Sheriff's Department and/or Monroe Police Department can bring the Passive Law Enforcement Drug Dog on campus, either randomly or at the request of a school administrator.

### **SELLING ITEMS AT SCHOOL**

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

### **TARDINESS AND EARLY DISMISSAL**

- A warning bell rings at 7:15 to let everyone on campus know that they have 5 minutes before the instructional day begins. We ask that every effort be made to have your child in the classroom PRIOR to 7:20 when the tardy bell rings. School dismisses at 2:00. At the end of the day, we ask that every effort be made for students to remain in class until dismissal.
- Late arrivals and early sign-outs are disruptive to the class, office and school. Arriving late and leaving early may hinder your child's progress as a result of the missed instruction. In addition, it is detrimental to a child's self-esteem to be chronically late or leave early. (See "MORNING DROP OFF" section about tardy procedures.)
- When a student is SIGNED OUT EARLY, it will be coded the same as a tardy in our tracking system. Due to heavy office traffic and dismissal responsibilities, we ask that no child be signed out after 1:30, unless it is an emergency. A child should have no more than 2 "emergencies" in a school year.
- Please refer to the Elementary School Attendance Policy for the complete listing of Code 1- Lawful (excused) tardies and early sign outs. For a doctor or dental appointment, you must have proof of the appointment for it to be considered excused. At the eighth unexcused tardy or early sign out, the school will make a referral to the school social worker and/or attendance counselor. At the 15th unexcused tardy or leave early, a conference with administration is required. A pattern of excessive truancy/tardiness will result with a visit to truancy court and/or a contact with DSS.
- Students arriving to the classroom door after 7:20 a.m. will be coded as tardy. After 7:15, car riders must move quickly to class. Car riders that arrive at 7:20 must report to the office, accompanied by the parent to get a pass into class.
- Students are not permitted to leave campus at any time during the school day without permission from the school administration/office. Students leaving prior to the end of the school day must be signed out through the office by a guardian or approved emergency contact before 1:30 p.m. Students leaving with anyone other than their guardian must have written permission from their parents and approval from the school office.

### **TELEPHONE CALLS:**

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

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Text books and/or instructional materials are issued at the discretion of the teacher. Textbooks, as well as school and classroom library books, and/or instructional materials are the property of UCPS. Students are responsible for all issued books or instructional materials. The materials should be used with care and returned in good condition. Students/parents will be responsible for replacement costs of UCPS property that are lost, stolen, or damaged.

### **TRANSPORTATION CHANGES:**

If the regular method of leaving school needs to be changed, parents must send a signed note to be given to the teacher. Only a written statement from the parent can be accepted as valid instructions. Parents cannot call the school to change the transportation. A student telling a teacher of transportation changes will not be accepted. Please give your child special written instructions and make after-school arrangements before you send your child to school. **SHOWING UP NEAR DISMISSAL TIME CAUSES DISTRUPTION AND CONFUSION. FOR THE SAFETY OF ALL OF OUR STUDENTS, PLEASE LIMIT THIS TO EMERGENCIES.**

### **VISITORS**

For the safety and security of students and staff, all visitors are required to register their visit in the school office and to wear a visitor's pass while they are on campus. Visitors are only to be in the needed, appropriate, specific areas designated on the sign-in sheet. Under no circumstances is a student to bring a visitor to school. Parents and other visitors will not be allowed to visit classrooms unless the visit is pre-arranged with the teacher or administrator. Due to limited seating in the cafeteria, visitors during lunch must be pre-arranged with an invitation. Invites are sent home from the class teacher when a student has earned the reward. The invitation has an expiration date and it must be shown in the office to attend lunch as a guest. Visitors at lunch do not walk to the classroom before or after lunch.

If a parent wants to visit in the classroom, the visit must be pre-arranged and only last 30 minutes. Volunteers who are helping the classroom teacher can stay longer.

### **VOLUNTEERS**

In order to encourage parent and community involvement while assuring the safety of the children, Union County Public Schools employs a screening policy for school volunteers. In addition to protecting our students, the screening will also help identify individuals who pose an unacceptable risk to the students, the school district, and the members of the community. UCPS has an online, web-based volunteer system, Volunteer Management System (VMS). BHESA gives volunteers the convenience of registering quickly and easily for school events. To register please: 1) sign on to the VMS web page (<http://www.ucps.k12.nc.us/site/Default.aspx?PageID=3068>). Under the VMS Home screen, click the link, "Apply online to Volunteer with UCPS" in the white box. 2) Enter in your name, desired username, password, email address and click "Register". A confirmation screen will appear. Open the email sent by the VMS. Click the link provided in the email to confirm your registration. 3) The VMS Home screen will appear; login using your username and password. Complete an online volunteer application and submit to desired schools. *(If you are an already approved UCPS volunteer please make sure you have added BHESA to the list of schools you would like to volunteer.)*

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## **Reporting Problems or Resolving Issues that Arise**

### **Bullying Issues:**

All bullying incidents should be reported to a teacher, teacher assistant, guidance counselor, administrator or adult staff member. If we do not know about it, we cannot assist! If incidents continue, students are to see an administrator.

### **Instructional/ Classroom Issues:**

When a problem arises in the classroom, please be sure to contact the teacher. If a face-to-face meeting is desired, please call and set up an appointment with your child's teacher. If your problem can't be solved at the teacher level, please contact the assistant principal, guidance counselor, or school principal. Please note that the administrator or guidance counselor will not address the problem until time to investigate the problem has been allowed.

### **Disciplinary Issues:**

School rules are clearly established for safe and orderly operations. The discipline policies of Union County Public Schools serve as governing guidelines in establishing school rules and procedures. Teachers will institute classroom rules and consequences for the purpose of providing optimum learning environments for all students. Teachers or administrators or designee will contact parents regarding the disciplinary progress or concern of each student as necessary. Students who excessively break established rules, guidelines, policies, and expectations will face certain consequences, which may include but is not limited to: warnings, confiscation of items, office referrals, loss of privileges, before or after school detention, parent notification/conferences; in school suspension, and/or out of school suspension.

### **Cafeteria Accounts:**

Contact the cafeteria manager (704-296-3105) to discuss the problem.

### **Payments and Check Writing Privileges:**

BHESA gladly accepts checks that are made payable to "Benton Heights Elementary;" however, in the event a check is returned, the payee's account will be debited electronically for the face amount **AND** service charge fees (\$25.00). NSF checks will be handled by a third party organization, which is contracted by UCPS. Please include the following on a check:

Full Name, Street Address, and Phone Number. Please note: Checks must be written for the purchase amount ONLY. We're sorry, but we cannot make cash change out of a check at any time.

**Transportation/Buses**

UCPS Transportation designs all bus routes for BHESA. For information or questions about bus routes or drivers, please contact 704-296-3015. If you experience a discipline problem on the bus, please contact an administrator or designee through the school office.

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