**Antioch Elementary**

**Student Handbook**

****

 **2024 - 2025**

**“Preparing All Students to Succeed”**

**Principal – Tom Childers**

***A letter from the Principal***

Hello Students and Parents,

I am excited to begin my ninth year as the Principal of Antioch Elementary. Our school continues to upgrade our resources and refine our teaching practices to ensure that your child is provided with every opportunity to learn. Our staff continues to learn and implement new instructional practices related to the Science of Reading. We have many exciting things planned for the upcoming year and encourage you to be a part of your child’s future.

I pledge to be open and honest. I will work diligently to meet the needs of students. I welcome parental input into your child’s educational process. My number one priority is that your child is both happy and successful at our school.

Although our staff will give a tremendous amount of time and energy toward your child’s success, we need you to be engaged in your child’s education. Please keep a constant check on your child’s progress by staying connected and reviewing teacher communications. Please contact your child’s teacher frequently. If you are not satisfied with your communications with your child’s teacher, do not hesitate to contact me if you have questions or concerns.

It is my hope that your child’s experience this year at Antioch Elementary is positive. Your child should look forward to coming to school and should have a desire to learn.

I look forward to working with your family during the upcoming school year.

Sincerely,

Tom Childers

Principal

**Portrait of a Graduate**

**A** **UCPS Graduate is…**

* **A Resilient Problem-Solver** – Embraces a growth mindset to solve meaningful problems. **Gators never give up!**
* **An Innovative Leader** – Inspires others to work toward a common goal in creative ways. **Gators accomplish goals!**
* **A Key Contributor** – Actively participates in the classroom, school, and community.

**Gators do their part!**

* **An Effective Communicator** – Confidently uses reading, writing, listening, and speaking to share ideas. **Gators speak out!**
* **A Skilled Collaborator** – Works respectfully and flexibly as a team member. **Gators support each other!**

**MISSION STATEMENT**

 The staff at Antioch Elementary will provide an environment where the academic, social, and emotional needs of children are celebrated while challenging them to grow.

**SCHOOL HOURS**

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

 7:00 a.m.-2:30 p.m. Teachers

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

Phone 704 - 296 - 3005

Fax 704 - 841 - 2578

Website - www.Antioch.ucps.k12.nc.us

**LUNCH VISITORS**

Due to limited seating for students and staff in the cafeteria, we will provide a monthly rotation schedule for visitors at lunch. This schedule will be updated and communicated through a weekly message from the principal.

**WHO TO CONTACT**

 Attendance Data Manager - Mrs. Bortny

 Bookkeeping Bookkeeper - Mrs. Fortune

 Buses-Routes, General Concerns Assistant Principal

 Bus sign -up request Mrs. Bortny

 Buses-Student Discipline Assistant Principal

 Buses-Driver Concerns Assistant Principal

 Classroom Issues/Concerns Classroom Teachers

 Exceptional Children Assistant Principal

 Grades Classroom Teachers

 Health Records Nurse – Mrs. McAteer-Jones

 Immunizations Nurse – Mrs. McAteer-Jones

 Medication Nurse – Mrs. McAteer-Jones

 Parent Involvement/Volunteers PTO

 Student Records Data Manager - Mrs. Bortny

 Testing Principal - Mr. Childers

 Interpreting &/or Translation Assistant Principal

 Students Needing Assistance Counselor - Mrs. Howells

**SCHOOL ORGANIZATION**

 Students in grades K-5 will be divided into classes of 18 -33 students and assigned to a classroomwith a teacher. Classroom teachers are responsible for all subjects with supplemental assistance from other professionals,such as the Media Specialist, Speech Therapist, Occupational and/or Physical Therapists, Academically Gifted Teacher, School Psychologist, EC Resource teachers, Attendance Counselor, School Counselor, English As A Second Language Teacher (ESL), Social Worker, school nurse and other support personnel as deemed appropriate to provide our students with a high-quality education. Art and Music teachers will provide fine arts experience which will expand upon various concepts being introduced in the classroom. Physical Education will be scheduled and will provide activities which help to develop strong, healthy bodies and a sense of fair play. Learning experiences will be provided by teachers who consider the needs of each student. To meet the individual needs of students, teachers will use many strategies and methods through which all children may experience success. Students will be assigned to classes. **Specific teacher requests will not be accepted.**

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

**Antioch School Expectations & Discipline**

 School Rules

1. Follow directions.
2. Show respect for yourself, your teachers, and classmates.
3. Always do your best.

The faculty and staff at Antioch Elementary will use an approach to discipline that requires students to use skills learned in the classroom to problem-solve. When misbehavior occurs, we will use a checklist to guide our approach to discipline.

**Note:** **Some behaviors require immediate intervention by school administration.** The steps are listed below:

1. Attempt to find out why the child is having a problem.
2. Support students to solve the problem. Including what the student will do next time they face a similar problem.
3. Offer two positive choices and ask the student which they will choose.
4. If behavior continues, repeat choices, and explain the consequence that will result if the student does not respond to a positive choice.
5. Contact a school support staff or administration for assistance.

**School-Wide Expectations**

**Hallway Expectations**

1. Walk single file to the right side of the hall and face forward.
2. Remain silent as others are having class.
3. Keep hands, feet, and body parts to yourself.
4. Stay in your spot in the line.
5. Walk in the hallways.
6. Return to class promptly.
7. Move immediately to your designated area.
8. Cover mouth with elbow when sneezing &/or coughing

**Playground Expectations**

 1. Respect students' rights and play safely.

 2. Listen carefully for the teacher's directions and/or signals for line up.

 3. Play safely. Only use equipment provided by the teacher.

 4. Stay in your assigned area.

 5. Be a good sport. Avoid arguing, pushing, calling names, and/or fighting.

 6. Follow playground entry and exit procedures.

 7. Keep hands, feet, and body parts to yourself.

 8. Share playground equipment.

 9. Cover mouth with elbow when sneezing &/or coughing.

**Restroom Expectations**

1. Use the facility properly.
2. Wash hands.
3. Leave the restroom promptly.
4. Throw used items in their proper place.
5. Keep hands, feet, and body parts to yourself.
6. Respect the privacy and property of others.
7. Remain silent in the restroom.
8. Cover mouth with elbow when sneezing &/or coughing.

**Cafeteria Expectations**

1. Quietly wait your turn at the serving line.
2. Get everything you need the first time. (i.e., napkins, forks, etc.)
3. Always walk.
4. Obey and enjoy the cafeteria entertainment system
5. Keep hands, feet, and body parts to yourself.
6. Practice good manners.
7. Use quiet, appropriate table talk.
8. Eat silently when prompted.
9. Follow the traffic pattern to enter and exit the cafeteria.
10. Cover mouth with elbow when sneezing &/or coughing.

**Dress Code**

* Clothing is to be *non-disruptive* and *appropriate* for the learning environment.
* Extremely short shorts, skirts or dresses are not permitted.  (***Please check to ensure all shorts, dresses, and skirts are long enough to reach the tip of your child’s middle finger with the arms stretched straight down the side of the leg***.)  Students wearing shorts/skirts of an inappropriate length will be sent to the office to call their parents and request appropriate clothing.
* Hats and caps are not permitted inside the classroom/ buildings. They may be worn outside only or for a special event.
* Students may not go barefoot: flip-flops, slides, and shoes with cleats or rollers are not allowed. Children should not wear shoes without ankle straps. This is particularly important as we have physical activity daily.
* Articles of clothing including spaghetti strap shirts, muscle t-shirts and t-shirts with inappropriate messages are examples of improper dress.
* No bandanas are to be worn covering the head.

**Consequences for dress code infractions:**

* 1st offense: Written warning to parents.
* 2ndoffense:  Phone call to parents.
* 3rd offense: Office referral.

**Bus Information**

**2024 - 2025**

If your child has not ridden the bus in the past, bus ridership must be requested by the parents via email to the school data manager (Deirdra.bortny@ucps.k12.nc.us) **OR** with initial enrollment through Scribbles or by contacting the front office staff. New ridership requests may take approximately five business (5) days to process. Temporary bus passes are not an option due to safety & overcrowding. Understand that if your child does not ride for ten (10) consecutive days, he/she will be dropped from the bus roster for morning &/or afternoon routes.

Please visit <https://www.ucps.k12.nc.us/domain/5583> to access the Edulog Parent Portal App.

The safe transportation of our students to and from school is critical. We are positive that you feel the same. With this in mind, we appreciate your cooperation in reviewing the following safe riding procedures with your child. Antioch Elementary works hard to ensure that all students arrive at school safely. Antioch provides bus transportation for students who:

* Live within our school attendance district
* Follow the Bus Rules for Elementary Students for Union County Public Schools (UCPS) and Antioch Elementary School

**Bus Safety Expectations**

To provide safe transportation UCPS and Antioch Elementary have established the following bus rules and guidelines. Bus rules and guidelines are in effect from the moment the students board the bus in the morning and afternoon until they exit the bus (this includes the time students are on the bus lot). All students who ride the bus and parents who place their children on the bus agree to the following contract.

1. Students must ride the assigned bus. Parents must provide notification to make changes in the School Dismissal Manager for transportation. Changes by phone will not be permitted.
2. Friends of students MAY NOT ride the bus unless they are currently assigned to the bus.
3. Students must sit in the seat assigned by the bus driver.
4. Students must remain in the assigned seat unless boarding or exiting the bus.
5. Do not vandalize the bus by marking and tearing seats, etc.
6. Noise levels must always remain low.
7. No horseplay, fighting, or profanity of any kind is permitted on the bus.
8. Students may not throw objects on the bus or out of the bus window. Students/parents may be responsible for damage to vehicles damaged from objects thrown from the bus.
9. Students must always remain seated. Students may not place any body part out of the bus window.
10. Students must treat other students and the bus driver in a respectful manner.
11. Students must be at the bus stop on time and board the bus in a timely manner when the bus arrives. It is recommended that students be at their assigned bus stop 10 minutes prior to the scheduled pick-up time.
12. Live animals, balloons, oversized projects, flowers, etc. are NOT permitted while riding the bus.
13. Smoking, use of any illegal drugs or alcohol while on the bus or at the bus stop is NOT permitted.

The principal/assistant principal reserves the right to discipline students for other acts that disrupt the safe operation of the bus that are not specifically mentioned above.

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

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

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

 When students have trouble on the bus, we have asked them to use the following procedures:

 1. Notify the driver or teacher of the problem.

 2. Notify the parents of the problem.

 3. Notify the principal or assistant principal.

**UCPS BUS DISCIPLINE CONDUCT RUBRIC**

 Riding a school bus is a privilege and not a right. UCPS Transportation Services endeavors to provide safe

 and timely transportation for all students. As such students must partner with bus drivers to ensure a safe and comfortable ride while on the bus and at the bus stop. The information presented herein is consistent with the UCPS Code of Conduct {School Board Policy #4-3 AG} for **Elementary** Students.

When violations of the UCPS Code of Student Conduct occur while students are utilizing UCPS Transportation Services, the following disciplinary actions will be consistently applied for all elementary students attending any of the Union County Public Schools:

**Level I Infraction Disciplinary Action**

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

**Examples of Level I Infractions Include:**

-Delaying the bus schedule -Refusing to obey the driver’s instructions

-Tampering with property -Getting on or off the bus at undesignated stops

-Jumping or tumbling over/under seats -Throwing objects on the bus without injury

-Standing/moving while bus is in motion -Placing any body part out of the windows

-Horse playing/pushing students -Drinking/Eating

-Failure to sit in assigned seat -Loud talking, shouting, or yelling

-Abusive language & gestures /profanity -Disruptive behavior

-Failure to walk in front of the bus when loading or disembarking

-Electronic Devices (Disruptive or inappropriate use)

-Getting on or off the assigned bus at an undesignated stop

**-**Tobacco – refer to Policy 4-3 AG, 11 d.

**Level II Infraction Disciplinary Action**

|  |  |
| --- | --- |
| 1st Referral of Level II Violation | Parent contact; bus privileges suspended for 0-5 days; or equivalent (mornings/afternoons) |
| 2nd Referral of Level II Violation | Parent contact; bus privileges suspended for 5-10 days; or equivalent (mornings/afternoons) |
| 3rd Referral of Level II Violation | Parent contact; bus privileges suspended for 10 days to remainder of year |

**Examples of Level II Infractions Include:**

-Abusive language & gestures (toward staff)

-Bullying

-Hazing -Cyber bullying

-Threats - Extortion/Blackmail

-Behaviors that incite riot -Sexual behavior

-Sexual Harassment -Possession of pornography

-Possession of violent or profane materials -Theft or vandalism

-Throwing objects out of the bus window -Throwing objects on the bus causing injury

-Dangerous chemicals -Aggressive Behavior --Throwing objects at staff

**Level III Infraction Disciplinary Action**

|  |  |
| --- | --- |
| 1st Referral of Level III Violation | Parent contact; bus privileges suspended for 5-10 days; or equivalent (mornings/afternoons) |
| 2nd Referral of Level III Violation | Parent contact; bus privileges suspended for 10 days to remainder of year (mornings/afternoons)  |
| 3rd Referral of Level III Violation | Parent contact; bus privileges suspended for remainder of school year |

**Examples of Level III Infractions Include:**

-Prescription Medicines -Terrorist threat

-Offensive touching -Possession of weapon

-False alarms -Arson

-Bomb Threat -Alcohol

-Illegal drugs, controlled substances -Chronic disruptive behavior

**Level IV Infraction Disciplinary Action**

|  |  |
| --- | --- |
| 1st Referral of Level IV Violation | Parent contact; bus privileges suspended for remainder of year |

**Examples of Level IV Infractions Include:**

-Firearm and Destruction -Physical violence toward staff

-Use of weapon

**Level IV infractions will be handled as required under state law; school administrators will follow UCPS policy #4-3 AG when administering consequences and behavioral interventions. Consequences shown in this document are considered minimum disciplinary actions; administrators are NOT limited to the consequences herein and may choose additional behavioral strategies consistent with UCPS Policy**

**#4-3 AG.**

**UNION COUNTY PUBLIC SCHOOLS**

**CODE OF STUDENT CONDUCT**

 Each parent and student must be familiar with the Code of Student Conduct. Antioch Elementary faculty and staff support this code and will reinforce the code using the suggested consequences. Please review the Code of Conduct with your child and discuss your expectations regarding appropriate behavior at school. You will receive the Union County Public Schools’ Code of Student Conduct in your student’s first day packet

**ATTENDANCE/TARDIES & REQUESTING MAKE-UP WORK**

**MAKE UP WORK**

 Students are sometimes absent from school for planned or unplanned reasons. All makeup work will be provided for the student upon their return to school. The teacher will work with the student to allow reasonable time to complete the makeup work.

 **STUDENT ABSENCES**

 Your child should be in school at every opportunity. We understand that illnesses do occur; however, if your child is absent, please use the School Dismissal Manager to notify the teacher and office staff. This will keep us informed for accounting purposes. Students too ill to participate in the regular school program should be kept at home. If there is an unusual problem, please notify your child’s classroom teacher or our school nurse by calling the school. **A written excuse from the parent is required when a child is tardy, absent, or unable to** **participate in any part of our school program. If this is prolonged, a note from the doctor will be required. Students absent from school over** **19 days in the school year may be retained.** (Refer to Union County Board of Education Policy 4.1).

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

 When a child contracts any communicable disease, such as the flu, mumps, measles, chicken pox, or scarlet fever, the school nurse should be **notified** by phoning the school (704) 296-3005**.** When a child returns to school from **any** absence, the parent must send a note explaining the absence. This note is necessary for coding the absence on records. If a note is not received, the absence is coded **unlawful**.

**SCHOOL HEALTH**

##### *Students should be fever free for 24 hours before returning to school.*

##### MEDICATION

 Medication, whether prescription or over the counter, should always be given at home whenever possible but if it is necessary for it to be given at school, a medication consent form must be completed by the parent **and** physician.  Sometimes it may be necessary for a student to take medication every day or on an as needed basis (such as inhalers, epi-pens, etc.) and a medication consent form must be completed each school year. **Medications must always be transported to the office by an adult and in the original container.**  If there are any questions regarding medications and their administration at school, please call the school Nurse on 704-296-3005. For additional information regarding medication, please refer to Union County Board of Education Policy 4-6.

HEAD LICE

 **UCPS Protocol for the Management of Head Lice in the School Setting**

Once a student is found to have lice the following procedures shall be implemented:

* The parents of the affected student will be notified. Parents should come to school as soon as they are notified and pick up their student for treatment.
* A student will not be readmitted to school until the student is lice free.
* Parents are encouraged to be present at school when the student returns after treatment and is rechecked for lice.

Trained school personnel should screen the student for evidence of effectiveness of treatment. The child may remain at school after they have been treated and all live lice have been removed from his/her hair. Students with nits only should not be excluded from school although further monitoring for signs of re-infestation is appropriate. It may be appropriate to screen other children who have had close head-to-head contact with a student with an active infestation, such as household family members, but classroom-wide or school-wide screening is not merited. Everyone with live head lice in a classroom must be treated so that re-infestations can be prevented.

. It is the protocol of Union County Public Schools to send any child that has live lice, home to be treated. Your child can come back to school after you have treated and removed all the live lice from his/her head.  For additional information, please refer to Union County Board of Education Policy 4-11.

**STUDENT/PARENT INFORMATION & VERIFICATION OF ADDRESS AND PHONE NUMBERS**

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

\*\*\*\* Parents/Guardians are also asked to provide information about how their child/children will go home in the event of inclement weather or other sudden school or UCPS closure. Note that Antioch After School follows UCPS closure schedule. Also note that some day cares will not provide transportation on short notice &/or may not be open due to weather. NOTE: Teachers are not expected to make individual parent contacts on such days because they will be using information that parents have already provided for such events.

**ARRIVAL/DEPARTURE INFORMATION**

**ARRIVAL**

 **For the safety and welfare of the students, arrival at school should be between 7:00 and 7:25 a.m.** Doors will not be open until 7:00 a.m. It is imperative that children not arrive until that time. Because of the lack of supervision, the high traffic area, and possible inclement weather, students should never be left unattended. Parents transporting children should never park where children must cross the street unless an adult walks with them. Please drive around the circle at the front of the school. Parents should not drop students off or pick them up in the bus lot unless instructed to do so. **Parents who are picking students up in the afternoon should plan to arrive no earlier than 1:45 pm for K-1 students and 2:10pm for students in 2nd through 5th grade.**

**STUDENT DROP-OFF AND PICK-UP**

 Student drop-off and pick-up are in front of the school. Students may be dropped off starting at 7:00 a.m. Students should arrive between 7:00-7:25 (no later than 7:15 if they are eating breakfast at school). Students may be dropped off only along the sidewalk in this area. Please follow the directions of staff before letting your child out of the vehicle. When parking during the morning or afternoon, parents are required to escort students across the parking lot to the crosswalk. In the afternoons, parents should pick up students using the car rider line. For the safety of our students, parents should not enter the building during pick up in the afternoon. Parents who are picking up students should have their child’s name in the front driver’s window of your vehicle.

Morning Drop – Off: All students should exit and/or enter the vehicle on the passenger side only. Entering on the driver’s side puts the safety of children in jeopardy. Please assist us in the mornings by having your child ready to exit the vehicle when it comes to a stop. This will enable traffic to flow more smoothly in the mornings.

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

 Parents may park in the bus parking lot and walk your child to the front door. Parents will not be permitted to park in the main parking lot during morning drop-off.

 To help our students with safety during the busy time of student arrival and departure, students may not be checked out after 1:15pm each day nor should parents wait outside the classroom doors or in the hallways or lobby before the bell rings. Your cooperation in helping us make our students' safety our top priority is appreciated.

**TARDIES/CHECK-INS**

 To ensure that your child receives a full day of instruction, it is important that he/she gets to school on time each day. The instructional school day begins at 7:30 a.m. for students in Grades K – 5th. Students who are not seated in their classrooms when the 7:30 bell rings are considered tardy. To avoid having to come inside to sign your child in, please arrive before 7:30 a.m. If it is necessary for your child to miss the beginning of the school day due to illness, appointments, or other reasons, a parent or guardian must accompany him/her into the front office to check in. The student’s arrival time will be recorded in our attendance system. It is also necessary for a parent to prepare a written note for the classroom teacher. Remember, if your child is in attendance for at least ½ of the day, he/she will be counted present for that day, but the student will remain marked tardy in our attendance platform. The half day ends at 10:45 am. Please refer to the Union County Public Schools’ Board Policy regarding elementary attendance and tardies (UCPS Policy 4.1). If you are dropping your child off in the morning for school, please have your child at school no later than 7:15 if your child will eat breakfast at school and no later than 7:25 if your child will be going directly to class. We have many parents who drop off students in the morning, so please allow them to be seated in the classroom before the 7:30 bell rings. **Students with more than one check-in or check-out during each nine weeks grading period (4 total for the year) are ineligible for perfect attendance.**

**TARDIES/CHECK-OUTS**

 The instructional school day ends at 2:00 p.m. If it is necessary for a child to leave earlier, a parent or guardian must come to the front office to check the student out. His/her checkout will be recorded in our attendance system. Remember, if your child is in attendance for at least ½ of the school day, he/she will be counted present for that day. The afternoon half day begins at 10:45 a.m. It is helpful if you send a note to your child's teacher on the day of the intended check-out. Parents may not check children out directly from the classrooms. You must come to the front office to check your child out of school. Your child will then be called to the office by the clerical staff to check out. We will not call students out of class and have them wait in the front office before the parent arrives at school because of the loss of instructional time. We are certain that you understand our concern for each child’s safety while they are on our campus and the impact on instructional time when they are called from class before a parent arrives to check them out. **For safety purposes, students will not be checked out after 1:15 p.m. Please** refer to the Union County Public Schools’ Board Policy regarding elementary attendance and tardies below (UCPS Policy 4.1).

**ELEMENTARY SCHOOL ATTENDANCE POLICY**

**UCPS Board Policy 4-1(a)**

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

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

The following are lawful reasons for school absences:

 1. Illness or Injury

 2. Death in the Immediate Family

 3. Medical or Dental Appointments

 4. Court or Administrative Proceedings

 5. Religious Observances

 6. Educational Opportunity with prior approval by Principal

 7. Quarantine

 8. Military Deployment – for students attending ceremonies related to

 Military deployment of family members

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

CODE 3—OUT-OF-SCHOOL SUSPENSION (OSS)

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

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

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

CONSEQUENCES FOR EXCESSIVE ABSENCES

 When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences. When a student has accumulated six absences for any reason, the principal/designee shall notify the parent/guardian/custodian by mail that the student has accumulated this number of absences, and that the parent/guardian/custodian may need to consult with school personnel pertaining to attendance and possible future consequences. School personnel will be available to assist the student and family in solving any attendance problems. When a student has accumulated ten absences for any reason, the principal/designee shall have a conference with the student and his/her parent/ guardian/custodian to discuss the accumulated absences and to develop a plan relative to school attendance for the remainder of the school year.

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

**TARDIES**

 All tardies/early leave will be addressed on a school-by-school basis. Attendance in school for all classes, the full time allotted for classes is essential for student success. However, on the 10th unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. On the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court.

**RETENTION APPEAL**

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

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

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

 Individual schools must develop programs to address the academic needs of students who may be failing due to excessive absenteeism. Participation in such programs will be considered by the school level attendance committee. In addition, principals must consider special emergencies. [[1]](#footnote-1)1

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

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

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

**SCHOOL COMMUNICATION**

 In case of severe weather or school emergency, parents will be notified using the Connect Ed phone messaging system. Parents may receive phone, text, and email notifications throughout the school year. It is important that we always have current working phone numbers for parents to receive this information. We also use Connect Ed to notify parents of school events. Events are also posted on our school marquee and the school website [www.ucps.k12.nc.us/Domain/8](http://www.ucps.k12.nc.us/Domain/8)

MEDIA CENTER POLICIES AND PROCEDURES

 The Antioch Elementary School Media Center functions as a resource center for the school's students and faculty. Periodicals (magazines and newspapers) and a diverse collection of thousands of books housed in the center were selected to fit the interests and ability levels of the student body and the curriculum taught in the school. Non-print materials and audio-visuals are also available for use in the Media Center and the classrooms. Overdue fees are not charged for late materials, but damaged or lost media must be paid for by the user.

**VISITING THE LIBRARY:**

Each class visits the library as part of the specials rotation for media class and book checkout. Ask your child what day of the week his or her class visits the library and help your child return library books on that day. K-2 students may visit during non-class weeks for a short checkout time when teachers sign up. Grades 2-5 students may come to open checkout from 7:05- 7:30 a.m. any day of the week.

**CHECKING OUT BOOKS:**

Books are checked out for two weeks. The best time to return your library book is when you are finished with it. Books can be returned to the hallway book return carts or the book return in the library.  If he/she is not finished reading a book, it can be renewed for another two weeks, but the book must be brought to the library to do this. The book will be considered overdue if it is not brought in to renew.

* **Kindergarten:** 1 book
* **1st Grade:** 2 books
* **2nd Grade:** 2 books
* **3rd- 5th Grade:** 3 books (recommended), but a 6-book maximum is permitted when needed with permission from Mrs. Kovach. E-BOB team members may have up to 6 books at a time.

**OVERDUE AND LOST BOOKS:**

We do not charge overdue fines, but only one book at a time can be checked out until the overdue items are returned (applies to students in 1-5th grades). If books are overdue by more than 2 months, or if the number of checkouts is excessive, checkout privileges will be limited or suspended until the books are found or replacements paid for. Overdue notices are sent home and students are encouraged to look EVERYWHERE before paying for a book! We accept cash or check for lost or damaged books. Per UCPS policy a lost book must be paid for so a library bound copy can be purchased as a replacement; we do not accept purchased books from other vendors such as Amazon as a replacement.

If a book is found and returned in good condition within one year, the payment will be refunded.

**DIGITAL LIBRARY AT HOME**:

Students may utilize our many e-book resources for independent and pleasure reading, or they may opt to utilize public library resources, all from the Destiny Discover Home page. Students MUST log in to Destiny Discover through Clever apps. Students have access to eBooks on multiple platforms such as but not limited to Sora, MyOn, and NC Kids Digital Library.

**CHILD NUTRITION**

 Each student will receive a letter about free or reduced priced meals in his/her packet on the first day of school. Complete the application online within the first 10 days of school if you want to apply. Your child will automatically be placed on the "PAID" list unless he/she received FREE or REDUCED meals last year. Students receiving free or reduced lunches last year must reapply within the first 10 days of school and can only eat at last year’s status (free or reduced) for the first ten days of school.

All parents will receive written notification on your approval status within 10 days of submitting the application. **All students not received notice or submitted the application must begin paying for lunch on the eleventh school day.**

 The breakfast and lunch program will begin on the first day of school and will operate each school day. Pricing information was not available at the time of this publication. All lunches purchased at school or brought from home will be eaten in the cafeteria or in a supervised setting. Breakfast will be served from 7:00 a.m. until 7:25 a.m. for Grades K-5. Please encourage your child to take advantage of the Child Nutrition Program. Hot meals, meeting federal and state nutritional requirements, are served each day.

 If children are bringing lunch from home, parents should not package soft drinks or other beverages which must be kept cold. Please do not pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or microwaved. **If you are bringing or sending in items from restaurants, please remove the items from their packaging and place them in containers from home**. Thank you for supporting our 5-A-Day nutrition program which encourages the development of healthy eating habits.

 Parents often want to bring items for special events, like birthdays or class parties. Child Nutrition guidelines require that these items be purchased from a grocery store rather than being homemade. If you have questions regarding this, you may direct them to our cafeteria manager.

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

 Students may only drink water during the instructional day from 7:00am – 2:00pm, except lunch. Students may bring things other than water to drink during lunch.

**SAFETY AND SECURITY**

 To maintain the security and safety of our students the following security measures have been developed:

1. Access to the building

* 1. Our staff will open the main doors for students daily at 7:00am. All secondary doors will remain locked to allow exit from the building only.
	2. All parents, visitors, volunteers, substitute teachers, and non-school-based persons must stop by the office to check in and obtain a visitor pass. This pass must be visibly displayed during your stay. A new pass is required each time you visit. **ALL VISITORS MUST BRING THEIR DRIVERS LICENSE.**
	3. Any staff member noticing a stranger in or around campus will politely stop and question that person. Students will be educated to notify the office or their classroom teacher when they observe a stranger.
	4. Security cameras are located throughout the building, school grounds, and on school buses. These cameras record activity throughout the school. These cameras are monitored by staff throughout the school day and are used to obtain evidence if school safety is compromised.

2. Other security measures

* 1. No children are to be left alone and unsupervised anywhere in the building or on school grounds. **Parents should directly supervise their children prior to 7:00 am and after 2:00 pm. The building’s front doors will be locked until 7:00 am.**
	2. Car passengers **should** be picked up at **2:00 pm** in front of the school. There is no supervision of children at school beyond this time as staff members are involved in planning, meetings, and/or conferences.

**STUDENT PROGRESS / CONFERENCES**

 Parent-Teacher conferences are scheduled throughout the year. Parents are encouraged to seek a conference with their child's teacher at any time during the school year. Parents are reminded that Union County Public Schools strongly encourage parent attendance at a conference after the first grading period.

**REPORT CARDS & EARLY RELEASE DATES**

 Report cards will be sent home at the end of each **9**-week period. Your child’s teacher will inform you of when to expect grades and/or work samples beyond the required interim reports. Please keep communication lines open with your child's teacher so you will not be surprised at the reporting period.

|  |  |
| --- | --- |
| **Progress Report Dates** | **Report Card Dates** |
| 9/26/24 | 11/4/24 |
| 12/5/24 | 1/27/25 |
| 2/13/25 | 3/28/25 |
| 5/8/25 | 6/6/25 |

 **\*Report cards will be given to parents during the Parent-Teacher Conference in the first report card period. All other report cards will be sent home.**

**PROMOTION/RETENTION**

 The North Carolina Legislature’s passage of Student Accountability Standards directly impacts students in all North Carolina schools. Implementation of these standards began in 1996 and clearly define student performance standards. These standards require North Carolina students to meet statewide standards for promotion. These standards, called gateways, ensure that students are working on grade level in Reading,

Writing, and Math before they can be considered for promotion. For students not meeting the gateway standards, opportunities are provided for review and retesting. Union County Public Schools also require students to meet local standards for promotion. At the elementary level, gateways are as follows:

Grade 3—Gateway 1

 Our school will follow the guidelines established by Read to Achieve Legislation.

Grade 4

 Students must meet local promotion standards and demonstrate grade level proficiency by scoring at Level III or above on the North Carolina End of Grade tests in Reading and Math. Fourth grade students must also demonstrate adequate progress in writing.

Grade 5—Gateway 2

 Students must meet local promotion standards and demonstrate grade level proficiency by scoring at Level III or above on the North Carolina End of Grade tests in Reading, Math, and Science. All fifth-grade students must also demonstrate adequate progress in writing.

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

**FIELD TRIPS**

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

\*\*Payment for your child’s field trip or other school activity may be paid using **Online School Payment (OSP).**  This easy solution allows parents, students, and guardians to pay with a credit or debit card online using a web browser from any location, 24 hours a day.

OSP link for school event payments: https://ucps.schoolcashonline.com

**PARENT CONCERN PROCEDURES**

 **Parental concerns should be expressed first to the teacher**. Concerns that are more specific in nature should be made to the principal **only** **after** discussing them with the teacher.

**VISITORS**

 **ALL VISITORS MUST BRING THEIR DRIVERS LICENSE.** Please sign in with the receptionist in the front office.

Balloons of any kind are not permitted at school. **Please remember that teachers should be teaching during school hours, and this is not an appropriate time to discuss specifics about your child. UCPS Board policy requires prior approval from the principal before a parent can visit the classroom during the instructional day. Please schedule a conference after school if you need to speak with the teacher. If you drop your child off in the morning or pick them up in the afternoon, please respect the teacher as he/she prepares for the students' arrival and/or departure**. Students are not permitted to bring visiting relatives or friends during the school day. Thank you for your cooperation and understanding as we ensure that all students are provided with a high quality, 21st Century education. **Classroom visits must be prearranged with Mr. Childers**.

**SCHOOL VOLUNTEERS**

 Our Parent Involvement Coordinator will coordinate the school's volunteer program. Volunteers are welcome at Antioch Elementary. We can always use someone to read to or with a child, supervise in certain areas, assist teachers, or assist administration. Please stop in the front office to let us know you are here and obtain a volunteer pass. **You are valuable to us!** Union County Board of Education policy requires all volunteers pass a background check before volunteer work. If you want to volunteer, please complete the online form, found on the Antioch PTO site and the UCPS site. Each classroom teacher would appreciate a parent volunteer to supervise students during their duty-free lunch twice each week. The classroom parent will coordinate this schedule.

Your participation as a volunteer enriches the lives of our students, and it provides an essential supplement to the job duties of our county’s employees. Our volunteer system provides a profile for each volunteer. Volunteers provide information in the initial application process that makes up the profile, and the volunteer system will provide access to your profile once you are approved to volunteer with UCPS.

UCPS encourages volunteers to sign in and update their profile as information changes. To register as a new volunteer, follow the steps below:

 Visit the volunteer system page at www.ucpsvolunteers.com . On the UCPS Volunteer Registration Login page, click “New Volunteer? Click Here to Register”.

 Complete the volunteer application and click “Submit” at the bottom of the page.

 You should receive an automated email from the volunteer system within 5-10 minutes informing you that your application has been submitted and asking you to click a link to confirm your email. If you do not receive an email within 24 hours, you should request assistance. Please do not try to log on or sign up again until you have received assistance. Once you receive the email, click the link provided to confirm your registration.

 Your information is automatically sent for a background check upon your completion and submission of the volunteer application. Once your background check is completed, you will be approved or denied, and the system will send an automated email informing you of your status. Union County Public Schools will maintain strict, professional confidentiality regarding the Volunteer Management System. In addition, Union County Public Schools has taken steps to maintain the highest level of security.

1. [↑](#footnote-ref-1)