

Sun Valley Elementary School

“Home of the Spartans”



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2015-2016 Student Handbook

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I. GENERAL INFORMATION

MISSION STATEMENT

The entire faculty and staff of Sun Valley Elementary School are dedicated to educating, enriching and empowering all students to be confident, respectful members of our learning community. We will provide a positive environment while encouraging all students to grow to their greatest potential; academically, socially and emotionally, and excel in 21st century society. We are fully committed to partnering with all families to achieve this mission.

BREAKFAST AND LUNCH PROGRAMS

Sun Valley Elementary has nutritious, hot meals available for breakfast and lunch and students are encouraged to participate in the school food program. Unless a free/reduced lunch form has been submitted and approved, students are expected to pay for their meals. Students are to bring their money in a sealed envelope with the student's name, cafeteria number, and teacher's name on the outside of the envelope. Child Nutrition offers the option for you to put money into your child's account online and to establish a low account balance notification for the lunch account. If interested, visit www.LunchPrepay.com and set up your account. When your child reaches the low limit you have established, you will receive notification via e-mail that your child needs more money in the lunch account. Lunch Prepay, not UCPS or UCPS Child Nutrition, charges a 3% convenience fee per payment transaction. This fee applies to debit and credit payments made only on the website.

Parents are welcome to eat lunch with their children. Parents are to only eat with their children unless express permission from another parent is provided to the school. Please note that the daily lunch schedule is subject to change due to unforeseen delays in the cafeteria or scheduled events.

Students who owe money in the cafeteria are unable to charge breakfast and purchase extras for lunch.

The 2015-2016 cost for student meals is:

Breakfast: \$1.15	Reduced rate: FREE
Lunch: \$2.30	Reduced rate: \$.40

A la carte items may be purchased separately. Visiting adults/children charges are a la carte. Students are encouraged to limit their dessert purchases to one item. You may request a block on your child's account to prevent the purchasing of extra items. Sodas/carbonated beverages are not allowed in the cafeteria.

SCHOOL SCHEDULE

Sun Valley Elementary observes the following bell schedule:

7:00 am	Early Bird Students Enter Building (Students enrolled in UCPS's morning child care program.)
7:45 am	Students (Car and Bus Riders) Enter Building
7:45 am	Breakfast Begins
8:10 am	Breakfast Ends
8:15 am	Tardy Bell Rings/Classes Begin
2:45 pm	Dismissal

We ask that every effort is made to have your child in the classroom prior to 8:15 and that he/she remains in class until dismissal. Late arrivals and early sign-outs are disruptive to the class and may hinder your child's progress as a result of the missed instruction. If tardy in the morning, all children will need to be walked into the building by the adult who brought them to school. Students who sign out before the 2:45 dismissal bell are coded for an afternoon early sign-out. Early sign outs count the same as late arrivals in our tracking system. To help students acclimate to the school environment, parents are asked to allow the children to walk into the building by themselves after the first two weeks of school.

If you plan to pick up your child early, you must do so prior to 2:00 p.m. due to heavy office traffic and dismissal responsibilities. Additionally, we request that you send a note to the teacher informing him/her of the early dismissal.

ATTENDANCE/TARDY POLICIES

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of 7 and 16 years of age. Every parent or person having control of a child between these ages enrolled in the Union County Public Schools is responsible to make sure the child attends school continuously during the time school is in session. Class attendance, as well as reporting to school on time, is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session, for the entire school day. Furthermore, it is expected that students report to school on time and not be signed out early unless extenuating circumstances exist. **FOLLOWING ANY ABSENCE (S) OR TARDY (IES), A STUDENT IS REQUIRED TO PRESENT WRITTEN DOCUMENTATION FROM THE PARENT/GUARDIAN/CUSTODIAN STATING THE REASON FOR THE ABSENCE OR TARDY.** Written documentation must be presented within three school days after the student returns to school; otherwise, the absence (s) or tardy (ies) will be recorded as unexcused. Upon review of documentation, the absence or tardy will be coded lawful or unlawful based on the criteria set forth below:

CODE 1- LAWFUL –See listing below

The following are lawful reasons for school absences:

1. Illness or Injury
2. Death in the immediate family
3. Medical or dental appointments
4. Court or administrative proceedings
5. Religious observances
6. Educational opportunity with prior approval by principal
7. Quarantine
8. Military Deployment – for students attending ceremonies related to military deployment of family members

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

CODE 3 – OUT-OF-SCHOOL SUSPENSION (OSS)

Absences include those that are lawful, unlawful, and due to suspension. Students will not be counted absent from school when participating in school sponsored functions. Upon returning from an absence, students will be given two days to make up the work missed for each day absent. When arrangements are not made to make up work, or if the make-up work is not completed in time, the student will receive **NO CREDIT**. Students on out-of-school suspension are expected to complete class work as assigned by the school. Students in grades K-5 who are absent 20 days for any reason can be retained.

CONSEQUENCES FOR EXCESSIVE ABSENCES

We ask that every effort is made to have your child in the classroom daily prior to 8:15am and he/she remains in class until dismissal. Students who sign out before the 2:45 pm dismissal bell must have a parent sign them out. For a doctor or dental appointment, you must have proof of the appointment for it to be considered excused. When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodial 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. Students in grades K-5 who are absent 20 days for any reason can be retained.

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 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.”

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 are required to 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 will take into consideration special emergencies. 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.

TARDIES

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

INCLEMENT WEATHER PROCEDURES

School may be delayed or cancelled due to weather conditions. The school district uses the Blackboard Connect information system to inform you via the telephone of school cancellations or delays due to inclement weather conditions. It is therefore imperative that current telephone numbers and emergency information are provided to the school's office personnel and classroom teacher.

MEDICATION POLICY

If under exceptional circumstances a child is required to use medication (including oral or topical medication or nasal spray) during the school hours and the parent cannot be at school to administer the medication, only the principal's designee will administer the medication. Please do not send medications with your child on the school bus. Parents are asked to hand-deliver the medication to the front office to ensure the safety of all students. The school will assume no responsibility for students who self-medicate.

Any Medication requires the following before school staff can give the medicine:

Signed, dated doctor's orders that give complete administration instructions. (Medication Consent forms are available in the school office).

- The parent's signature requesting medication administration.
- A fresh supply of medicine delivered in its original packaging, labeled with the child's name.
- Any change in medicine, dosage or administration time requires a new Medication Consent Form.

As Needed Medications (used to treat chronic conditions like asthma, headaches, etc.) require the following:

- A fresh supply of medicine in the original package, labeled with the child's name.
- If the medication will need to be carried by the student, be sure to note that on the medication consent form and get the doctor's approval.

The UCPS Medication Policy requires signatures from a parent/guardian AND the student's health care provider for ANY medication to be given at school. This includes prescription as well as over the counter medications.

STUDENT CELEBRATIONS

Please conference with the classroom teacher regarding snacks/treats brought to the school to celebrate your child's birthday for safety purposes. If arranged, the treats must be commercially prepared, packaged and served in the cafeteria during lunch. We encourage catering from our school's cafeteria. Items such as fresh baked cupcakes and cookies can be ordered.

Special occasion invitations will not be distributed to students unless all students within the class are invited.

II: TRANSPORTATION INFORMATION AND PROCEDURES

TRANSPORTATION CHANGES

To change a child's method of transportation, parents must appear in person with proper identification or send a written note. Transportation changes by phone, fax or email cannot be honored. This process ensures the safety and protection of our children.

SCHOOL BUS SAFETY AND BEHAVIOR

Safe transport of students is a shared responsibility between the school, students, and parents. We encourage and expect good behavior and safe riding practices for all of the students who ride the school buses. As part of Union County Public Schools Discipline Plan, drivers will report the names of violators to the school office. Parents will be notified of the violations, and the following consequences will occur with each infraction. School bus transportation is a privilege which may be revoked.

- 1st Conduct Note – Warning
- 2nd Conduct Note – 1 day off the bus
- 3rd Conduct Note – 3 days off the bus
- 4th Conduct Note – 5 days off the bus
- 5th Conduct Note – 10 days off the bus
- 6th Conduct Note - Suspension of bus riding privileges for the remainder of the school year.

All consequences are subject to UCPS School Board rules and use of principal's/assistant principal's discretion.

The school must be aware of child care arrangements at the receiving (drop-off) address. If no responsible party is present at drop-off, and if no prior arrangements have been made with the school, students will be returned to school for pick-up by a parent or guardian. If in doubt, SVES will ALWAYS err on the side of caution.

CAR RIDERS

As the instructional day begins at 8:15 a.m., please ensure that your child arrives to school on time. The morning and afternoon car rider lines are located in the front of the school. For the safety and well-being of our students, parents are to drop off students along the sidewalk, an area supervised by staff members. Parents arriving after this time are to walk their child into the main office. During the afternoon car rider line dismissal, parents are to remain in their vehicles while staff members assist students in the cars. Parents cannot leave their cars to retrieve students from the foyer. Individuals will be directed back to their cars as this is a part of our school's effort to protect all students.

III. SCHOOL-WIDE BEHAVIOR RULES AND DRESS CODE GUIDELINES

SCHOOL-WIDE RULES

Rules, procedures and consequences are in place to foster the educational experiences of each child. The school's goal is to teach and consistently administer school rules in an effort to minimize disruptions of the instructional day. Below are **STAR** behaviors that are expected of all students within the school and outside areas such as the playground, bus loading zone, buses, field trips and other on/off campus school-sponsored events.

<u>Auditorium:</u>	<u>Bathrooms:</u>	<u>Bus:</u>	<u>Cafeteria:</u>
S -Sit in assigned area T -Talk softly when allowed A -Arms, legs, hands to yourself R -Ready to learn /Respect presenter	S -Sanitize your hands T -Throw trash out A -Always flush the toilet R -Remember to conserve supplies	S -Seated quickly T -Take turns talking quietly A -Assigned seating R -Remain in seat until the bus stops	S -Should know student number T -Talk softly at your table A -Allow time to make a healthy choice R -Respect Others

<p><u>Media Center:</u> S-Safety first-don't run T-Talk softly A-Ask for help-don't waste time R-Responsibility for resources or Respect people and resources</p>	<p><u>Recess:</u> S-Safety T-Teamwork A-Attitude R-Responsibility</p>	<p><u>Classroom:</u> See Teacher</p>	
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SCHOOL-WIDE BEHAVIORAL CONSEQUENCES

Student behaviors will be divided into above and below the line behaviors and then handled accordingly.

Above the line behaviors and procedures:

The following offenses should be handled by the teacher through classroom management. If an infraction occurs, students will move their colored card and the issue will be documented and procedures consistently followed. Once a card is moved, the consequence will be in place. Student's cards will be reset at the end of each school day.

Types of Offenses:

- Name calling
- Not prepared for class (supplies, etc.)
- Non-participation in class
- Missing homework
- Minor disrespect
- Horse playing
- Possession of nuisance items in class
- Any disruption to learning environment

Consequences:

1st offense (yellow card): Warning

2nd offense (blue card): Modified activity with reflection (i.e. silent lunch)

3rd offense (purple card): Teacher note/call home (i.e. structured recess)

4th offense (red card): Office referral for administrators (i.e. all of the above and/or "time out" in classroom or "time out" in buddy classroom)

Consequences followed are up to principal/assistant principal discretion, subject to modification on a case by case basis, and could result in suspension from school.

Below the line behaviors and procedures:

*The following offenses warrant an immediate office referral and will be handled by an administrator. The incident will be documented by staff and a written disciplinary form completed for administration.

Types of Offenses:

- Fighting – including a physical confrontation between two or more students causing INTENTIONAL bodily harm through pinching, biting, punching, kicking, gouging, pulling or utilizing any object as a weapon to cause injury.
- Excessive aggression/threats
- Bullying/harassment
- Blatant disrespect or pattern of continual disrespect
- Weapon possession
- Tobacco possession
- Destruction of school property
- Stealing
- Continuing pattern of missing or incomplete assignments and/or homework
- Any disruption to learning environment

Consequences:

1st offense: Parent contact by an administrator. Possible out of school suspension based on the severity of the infraction

2nd offense: Mandatory parent conference which may include some or all of the following participants from the school team: teacher, school social worker, school psychologist, student resource officer, school counselor AND 1 or more days of out of school suspension. A functional behavioral assessment will be conducted by an administrator and/or psychologist to create a behavior intervention plan for the student.

3rd offense: Mandatory parent conferences, possible outside counseling referral, reviews and amend the behavior intervention plan. Assign 3-5 days of OSS based on the severity of the infraction.

Consequences followed are up to principal/assistant principal discretion, subject to modification on a case by case basis, and could result in suspension from school.

DRESS CODE GUIDELINES

Students should dress appropriately for school each day. Clothing should not be a distraction in the learning environment and should be comfortable for all school activities. The education of students is our highest priority and students' clothing should not serve as a hindrance to that purpose.

TOPS

- All shirt straps must be at least 2 finger widths wide (no spaghetti straps)
- No undergarments should show
- No midriff (stomach) exposed
- No revealing tops
- Logos on shirts may not promote alcohol, drugs, tobacco, profanity, or inappropriate sayings/pictures

BOTTOMS

- Pants must fit so there is no underwear showing when student is sitting and/or standing. Excessively baggy pants are not allowed.
- Skirts/skorts/shorts/dresses must be an appropriate mid-thigh length.

SHOES

- Appropriate footwear for p.e.
- Shoes with wheels are not acceptable.
- Shoes should have a 1" or less heel and all laces need to be tied.

OTHER ITEMS

- Only prescription eyewear
- Students may wear hats only at designated times
- No bandanas/ "doo rags"
- No chains and/or jewelry of dangerous or disruptive nature

CONSEQUENCES FOR CLOTHING INFRACTIONS

Students will be:

- A. Given temporary items of clothing/shoes for the day, to be returned the next day.
- B. Will be brought appropriate clothing/shoes by their parent/guardian, if preferable to A.

Student safety and education are our primary concerns. Please make sure your child is dressed appropriately each day for maximum safety and learning. In addition to following the basic school-wide rules, Sun Valley Elementary students are also expected to adhere to the Code of Student Conduct as established by the Union County School Board.

LOST AND FOUND

Lost and found items will be placed on the lost and found rack for students and parents to claim. Unclaimed items will be donated to charity after two weeks.

IV. ACADEMIC POLICIES AND GUIDELINES

HOMEWORK/CLASSWORK/READING INFORMATION

All assigned homework is expected to be completed and turned in on the date due. Homework policies and nightly reading expectations will be communicated by your child's teacher at the onset of the school year.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued at the end of every six week grading period and reflect the child's academic progress. In grades K – 5, a progress report is issued at the mid-point of the grading period. Parents should review the report card or progress report with their child, sign and return it to the child's teacher.

STUDENT INFORMATION

It is important that all student information is maintained in the school. Please inform your child's teacher and office personnel when personal information changes.

TEXTBOOKS AND AGENDAS

Students are asked to take extra care of their textbooks, as they are used for several years. Students must pay for lost or damaged textbooks, library books and agendas.

STATEWIDE STUDENT ACCOUNTABILITY STANDARDS

On June 2, 2010, North Carolina adopted the Common Core State Standards in K-12 Mathematics and K-12 English Language Arts released by the National Governors Association Center for Best Practices and the Council of Chief State School Officers. The full Common Core standards can be viewed at www.corestandards.org

In addition to state standards, there are minimum performance expectations for each grade level established by Union County Board of Education. These may be found in the Union county Board of Education Policy manual from the Union County Public Schools' website at www.ucps.k12.nc.us.

FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA) REGULATIONS

The United States Department of Education has released final regulations regarding the Family Education Rights and Privacy Act (FERPA) which reflect changes made to FERPA by the Improving America's School Act of 1994 (IASA). The regulations, as amended by the IASA, require that schools afford parents and eligible students access to the educational records they maintain. Such records may include state assessment results and information required to be kept pursuant to the Individuals With Disabilities Education Act (IDEA). On March 14, 1996, the IASA amended FERPA to permit nonconsensual disclosure of educational records to officials of the State Juvenile Justice System, as permitted by State law, and in certain circumstances, to permit the nonconsensual disclosure of information regarding disciplinary action taken against a student for behavior that posed a significant risk to the student or others. Under FERPA, parents and eligible students have the right to inspect and review the student's educational records. They may seek amendment of any educational records believed to be inaccurate, and may consent to any personally identifiable information, except to the extent that the Act and 99.31 authorize disclosure without consent.

GRADING SCALES

K-2 Grading Scale

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

K-2 Writing

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

3-5 Grading Scale:

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

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

3-5 Writing

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

HONOR ROLL

Union County Public Schools Honor Roll Criteria – Elementary School

A HONOR ROLL

1. Students must have all “A’s” in Reading, Math, Science/Health and Social Studies. They must have a “3” or “4” in written composition. There can be no N’s in any subcategories.
2. Students must have a “S” in Art, Music, Physical Education and Computer Technology.
3. Students must have an “S” in all areas of Citizenship, Behavior & Work Habits

A-B HONOR ROLL

1. Students must have “A’s” or “B’s” in Reading, Math, Science/Health and Social Studies. They must have a “3” or “4” in Written Composition. There can be no N’s in any subcategories.
2. Same criteria as in #2 for “A” HONOR ROLL.
3. Same criteria as in #3 for “A” HONOR ROLL

V. PARENT AND FAMILY INVOLVEMENT

PARENT TEACHER CONFERENCES

The parent-teacher conference is one important opportunity to discuss how your child can best achieve in school. A partnership between parents and teachers helps to foster a positive relationship that will benefit your child throughout the year. To reinforce the

partnership, Sun Valley Elementary encourages parents to schedule conferences for concerns or progress updates. Required parent conferences will be held for students in first through fifth grades on or before the established parent-teacher conference date in Union County Public Schools. Parents of kindergarten students will be contacted for conferences.

PARENT-TEACHER ORGANIZATION (PTO)

You are encouraged to become an active member of Sun Valley Elementary's Parent Teacher Organization (PTO). Your membership and involvement will help provide the support and assistance the school needs to provide the best educational opportunities for your child. Throughout the year, there will be a variety of PTO-sponsored activities/events in which all are encouraged to participate. Details regarding these activities and dates for the PTO general meetings will be announced via Blackboard Connect, newsletter and the Sun Valley Elementary website.

VOLUNTEER POLICY

The outstanding parent and community volunteerism at Sun Valley Elementary makes a tremendous difference in the success of the school and our students. There are numerous ways for you to be involved, ranging from daily and monthly activities to special events and at-home projects. In order to ensure the safety of the children, UCPS has implemented a Volunteer Screening Policy. All volunteers who will have contact with students must submit to a background check. A complete description of the screening procedures and online application are available on the district's website at <http://humanresources.ucps.k12.nc.us/volunteer/prospect.php>. Please note that each person willing to assist in the school and/or serve as a field trip chaperone must be an approved UCPS volunteer.

SCHOOL VISITORS

All visitors must report to the office, sign the visitor's log, and be issued a visitor's pass that must be worn while on campus. All visitors must wear a visitor's tag. Parents/visitors on school grounds must comply with any directives given by school staff. Parents are always welcome however; please understand that the instructional day begins at 7:45 am. If you need to communicate with your student's teacher, please do so through your child's agenda, teacher email, phone or appointment. Those visiting for lunch are only permitted to be in the cafeteria. Upon the class exiting the cafeteria, the visitor is to report back to the office. At no time should visitors be in the classroom without permission from a school administrator or a scheduled appointment with the teacher. If a child leaves a needed item at home and the parent brings it to school, please leave it in the office and our staff will make sure the child receives it

DISCLAIMER

This handbook cannot cover every situation that may occur through the year. Sun Valley Elementary administration retains the right to alter or vary the application of these policies at any time. This handbook is intended to help parents, students, and school personnel work together in the best interest of our students. Many guiding statements are included in this document however, they are just a guide and do not entirely cover each situation. As new policies or regulations are developed by the school board, the State or Federal statues, additions and/or deletions will be made to this handbook at the appropriate time. Every effort will be made by school employees to help students understand what is expected of the school. Please refer to the UCPS Elementary Student Handbook for a comprehensive listing of the county- wide rules and policies.

Please contact the school office for any other information at any time (704-290-1559). We look forward to a very successful and productive year for all! Thank you in advance for taking the time to read our Student Handbook and for being an important part of your child's education.