



Prospect Elementary
3005 Ruben Road
Monroe, NC 28112
Phone 704-296-0636
Fax 704-764-2923
prospect.ucps.k12.nc.us

Prospect Elementary 2020-2021 Student Handbook

**Dr. Kim Chinnis
Principal**

**Mrs. Kelly Romanowski
Assistant Principal**

This Handbook Belongs to:

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.

Prospect Elementary School

Vision: To establish a safe learning environment that promotes responsible 21st century global citizens.

Mission: Preparing all students to succeed.

Prospect Elementary General Information:

Mascot: Bear Cub

School Colors: Red, White, and Royal Blue

Address: 3005 Ruben Road Monroe, NC 28112

Business Phone Number: 704-296-0636

Fax Number: 704-764-2923

School Hours: Arrival and breakfast-7:00 a.m. Tardy bell/Instruction-7:30 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. Please contact the school.

Methods of communicating on a regular basis

<http://prospect.ucps.k12.nc.us/>

<https://www.facebook.com/ProspectES.NC>

<http://elem.ed.ucps.k12.nc.us/>

<http://ucps.k12.nc.us>

Prospect Elementary Website (events and policies)

Prospect Elementary Facebook Page

UCPS's Elementary Education Department Website

Union County Public Schools

PTO Newsletter

PTO creates a monthly newsletter each grading period to inform parents of upcoming events.

Report Cards

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

Student Handbook

School and county policies are included in your child's handbook for easy reference.

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. Parents are encouraged to contact the teacher first with concerns. If an issue is not resolved, the administration may become involved.

Prospect Elementary School/UCPS Policies and Accountability

Each student at Prospect Elementary 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 this information and discuss, so that students will not be confused or misunderstand the expectations of Prospect and UCPS. Policies are continuously reviewed and revised regularly. Updated information is available on the UCPS website, www.ucps.k12.nc.us.

GENERAL POLICIES (in alpha-order)

Absentees/Attendance:

Class attendance is essential to student achievement. All students are expected to be in attendance each day school is in session. Following any absence(s) or tardy(ies), a student is required to present a written document from the parent or guardian stating the reason for the absence or tardy. All absences will be coded unlawful in the computer until a written medical note is received from the parent or guardian. Written documentation must be presented within three (3) school days after the student returns to school; otherwise, the absence will be recorded as unlawful. Lawful absences are excused, but not automatically waived. See criteria to Waive Absences in UCPS's Elementary School Attendance Policy. Unlawful absences are unexcused; the absence will be coded accordingly.

Lawful reasons for an absence or tardy includes:

- Illness or injury
 - Death in immediate family
 - Medical or dental appointment
 - Court or administrative proceedings
 - Religious observances—a minimum of 2 days each academic year for observance of an event required or suggest by the religion of the student or the student's parent(s) with a written prior approval from the principal.
 - Educational opportunity—this must be pre-approved by the Principal and does not include family vacations!
 - Quarantine
 - Military Deployment—for students attending ceremonies related to military deployment of family members.
- 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.
 - 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. A student must remain at school for ½ day to receive attendance credit for that day. 11:00 a.m. marks the ½ day at Prospect Elementary.
 - 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 use School Dismissal Manager to sign out a student or come to the office and show identification. Unless there is an emergency, students cannot be checked out early from school after 1:45 p.m.
 - 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 participating in a school activity that has been authorized. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students are still responsible for assignments.
 - 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.
 - When students accumulate 20 or more absences and documentation is on file at the school, which indicates circumstances beyond the control of the student, and parents contributed to the accumulation of 20 or more absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal's decision may be made to the Superintendent.

Address/Contact:

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 Prospect Elementary. Residency checks may occur and families are randomly selected at the school level.

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, 3) abstinence until marriage, and 4) abstinence based on sex 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 service. Neither parental notification nor parental permission is required for large group sessions, initial consultation intended to identify the student's needs or counseling where child neglect is suspected. 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:

Per UCPS's policy 4-14 (found on the UCPS website under BOE policies), 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/Dismissal

- School doors will open promptly at 7:00 a.m. for both bus riders and car riders. **Students must remain in their vehicle until 7:00 a.m. bell rings. Do not bring or drop off your child prior to 7:00 a.m.; they will not be allowed inside and there will be no adult to supervise them.** Starting at 7:00 a.m., students will have their temperature checked before getting out of the car or off the bus. Once the students enter the building they will go to either pick up breakfast and return to their homeroom or go directly to their homeroom.
- **At 7:30, faculty and staff will enter the building to begin the instructional day. Students must be inside the building by 7:30 to be counted on time.**
- **If students arrive after 7:30 a.m, you must accompany your child to the front door and someone from the front office will meet your student at the door, check their temperature and bring them into the building.**
- 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. In addition, the person who is picking up the student must sign their child out on School Dismissal Manager. **Students must be signed out early before 1:30 p.m.** and early dismissal will be coded in Powerschool.
- Once anyone arrives on any part of this campus, regardless of transportation mode, he/she is subject to all school rules and regulations. For example, a student cannot arrive on campus, and then leave campus for any reason without going through the appropriate protocol.
- Please make an appointment to meet with a teacher or administrator because only essential people will be allowed in the building during school hours.
- Do not bring visitors to school with you. Also, visitors are not permitted to ride our buses. All visitors must be registered in the school office. They must also, display a visitor's sticker/badge and make their true, valid purpose known when signing in.
- All students are expected to be off campus no later than 2:30 p.m. unless they are under a staff member's supervision for extracurricular purposes or in the After School program. The school day ends at 2:00 p.m.

Assignments/Homework:

Homework is assigned on a regular 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.

Behavior at School Sponsored Events:

Students are expected to follow school and county discipline rules at all school-sponsored events. Students not complying will be subject to disciplinary action and may be unable to participate in, and/or attend future events.

Birthday Celebrations/Food:

Teachers have been asked not to use instructional time or other delegated time to celebrate student birthdays. However, the cafeteria will be happy to work with you in providing a treat for your child and his/her class during their lunch. They can provide cupcakes, brownies, cookies, etc. at a reasonable price when pre-ordered. Please contact our cafeteria manager staff at 704-764-2924 or visit the school between 7am – 1pm. Any items brought in for celebrations must be store bought items and peanut free; please consider students with allergies when purchasing items. Parents will not be able to bring in items for birthdays or eat with the class.

Book Bag Policy:

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.

Cafeteria:

<i>*Prices subject to change</i>	PAID BREAKFAST	REDUCED BREAKFAST	PAID LUNCH	REDUCED LUNCH
Elementary Schools	\$ 1.25	FREE	\$2.40	FREE
Visitors/Adults	A la carte			

- Breakfast may not be charged to the account; students must have money or free/reduced lunch.
- Students may bring a bag-lunch from home or may buy a lunch and/or beverage from the school cafeteria.
- Energy drinks or sodas of any sort are not allowed; if found these items may be confiscated and discarded.
- NO FAST FOOD IS ALLOWED.
- It is recommended that all students bring a water bottle labeled with their name.
- Please contact the school cafeteria at 704-764-2924 if you have any questions regarding your child's account.
- Free and Reduced Lunch Rate forms are available in the school office or <https://www.lunchapplication.com/>. A new form must be completed at the beginning of each school year.
- To use the online prepay system, parents will need to visit <https://www.k12paymentcenter.com/> and set up an account. Parents are able to monitor account activity to see how their child is spending money.
- Only one visit is allowed into the serving area. Attaining condiments, silverware, desserts, etc. should take place during the one trip through the line; jumping ahead of others in line is prohibited.
- Stealing is not tolerated—disciplinary action will be taken.
- Students are to remain seated during their meal; shouting, yelling, and loud talking are not allowed.
- Everyone is required to properly dispose of his or her plate, silverware, and trash; students are also expected to clean their table area before leaving.

Cheating and Plagiarism

Each person is responsible for his/her honesty and integrity. A person must not copy, receive, or give information or answers on a test, project, homework, or other type of schoolwork. Plagiarism is defined as using others' ideas and words without clearly acknowledging the source of that information. Cheating and plagiarism will be addressed according to the current UCPS Student Code of Conduct and school policy.

Closings—emergency or weather related school closings:

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 Prospect 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. Parents can also check the UCPS website at www.ucps.k12.nc.us for up to date information.

Conduct in Hallways:

Safe and proper conduct in the hallway is a responsibility of each student. The following rules apply to transitions in the hallways:

- Students must practice social distancing.
- Do not cut through the media center or other classes.
- Always stay on the right side of the hallway; students should not walk side by side because of other classes in the hallway.
- Students are to keep hands and feet to themselves at all times; No horse playing.
- No congregating or loitering in the hallways or bathrooms at any time.
- No loud talking, playing, or running in the hallways.

Conferences:

Parents are highly encouraged to meet with their child's teachers at least once each semester 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.

Skipping class and/or leaving campus without permission:

...is against school rules and very dangerous.

Desks and cubbies (students' storage areas):

Desks and cubbies (students' storage areas) are the property of UCPS and Prospect Elementary. Administration has the right to search any and all book bags, desks, cubbies (students' storage areas) and other areas with reasonable cause.

Dress Code for Prospect Elementary:

The Prospect administrative team may use discretion in determining whether 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.

Dress appropriately; no baggy or low-rise pants exposing undergarments, skin, or other articles of clothing, no bare midriffs, or spaghetti straps. Shorts must be fingertip length or longer. Sleeveless shirts must fit appropriately and provide adequate coverage. No hats or headwear unless previously designated. No Flip-Flops. Students are asked to wear sneakers or other shoes that cover the entire foot for safety reasons.

Compliance is expected at all times. Parents are to bring an appropriate change of clothing as necessary for each violation. Consequences for failing to comply with the dress code will be as follows: 1st offense—parent is contacted; documented warning; 2nd offense—parent is contacted and must bring clothing item, and student is assigned 1 day of silent lunch; 3rd offense—parent is contacted and must bring clothing item, and student is assigned 2 days of silent lunch; 4th offense—student is sent to the office with discipline referral; parent is contacted and must bring clothing item in. If at any time a parent/guardian cannot be reached and/or cannot bring the needed clothing, students will be required to wear the appropriate school clothes from our clothes closet and if there are no appropriate items at school, the student may stay in the office for the remainder of the day.

Drills—Fire, Tornado, and Safety Alerts:

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.

Grades-

Elementary schools operate on a 9-week reporting period. Teachers will enter grades into Powerschool on a consistent basis.

Grading Scale—Grades for students in Kindergarten-2nd 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 3rd-5th grades. The following scale can be used in comparing numerical grades to letter equivalents: 90-100=A; 89-80=B; 79-70=C; 69-60=D; Below 59-0=F. Grading codes for other areas are E, S, P, or N (Excellent, Satisfactory, Progressing, and Needs Improvement). The 3rd – 5th grade students' grading scale: Tests and projects – 40 pts.; Quizzes – 35pts; Classwork (may also include hwk., work habits, participation) – 25pts.

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. Our Counselor welcomes the opportunity to talk with students and parents.

Honor Roll:**“A” Honor Roll**

Students must have all “A’s” in the core subjects: reading, mathematics, science, and social studies.

Students must have an “S” in additional areas including academic sub-areas, citizenship/work study habits, and special area classes.

The written composition grade should not be less than a “2”.

“A-B” Honor Roll

Students must have “A’s” and/or “B’s” in reading, math, science, and social studies

Same criteria as “A” Honor Roll

Injuries or Accidents--Students:

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 That Cannot Be Seen, Heard, or Used at School during the instructional day:

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 consequence. Prospect Elementary and UCPS are not responsible for lost, stolen, or damaged items. Administration reserves the right to ban items that cause a disruption to the instructional day or interferes with the safety of students.

Late Arrival/Early Dismissals (to or from school):

- Attendance in school for all classes the full time allotted for classes is essential for student success. However, at the 10th unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court. Unlawful tardy is defined as a reason that is not defined as a lawful absence by the SBOE.
- Documentation to verify lawful tardies or early dismissals must be received within two days of the tardy/early sign-out.
- Students arriving after 7:30 a.m. will be coded as tardy and must report to the office. Parents must accompany child to the front door and a front office representative will meet you at the door to take their temperature and escort them to 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 by a guardian or approved emergency contact before 1:30 p.m. These students will be coded in Powerschool as early dismissal. Students leaving with anyone other than their guardian must have written permission from their parents and approval from the school office.

Lice and Nits:

UCPS must take measures to eliminate repetitive outbreaks of lice, which cause problems with infestations in schools. When students come to school with lice or nits, it disrupts learning in the classroom and may cause unnecessary absences for students who have lice or nits. Lice and nit information can be found on the UCPS website and with the school nurse. We ask that parents and students take proper precautions when treating lice and nits.

Lost and Found:

Please remember to write student names inside jackets, book bags, winter hats, gloves, etc. Lost and found items are kept in a locker across from the cafeteria. 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 an outreach organization or a nonprofit organization. Prospect Elementary nor 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 three 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.
- Students are not allowed to have gum, food, or drinks in the media center.

Medicine/Illness:

If your child becomes seriously 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. Students who are too sick to remain in class will be encouraged to call their parents and go home. *Prospect Elementary can only offer soap, water, Band Aids, and ice.* Prospect Elementary does have a nurse (subject to change and availability) on certain days of the week.

In order for students to receive medicine at school, procedures must be followed. Please contact the nurse or office manager for assistance with county and school guidelines.

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.

Peanut/Tree-Nut Alert:

Prospect has encountered an increase in the number of students identified with life-threatening allergies. 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:

- Prospect Elementary requests that peanut and tree nut products not be brought into a classroom with a student that has a tree/peanut allergy.
- Food preparation is peanut-safe. There are no peanut/tree nut products sold through the cafeteria. However, products must still be read for allergy alerts.
- Prospect Elementary 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 for faculty, staff and students.
- Parents that bring food to school for class parties or socials are asked to purchase pre-packaged goods that have the ingredient labels clearly posted and that they contain no peanut/tree nut products or that they have no peanut/tree nut warning.
- Students should not share/trade any food or drinks.

Planner/Homework Organizer:

Use of the communication folder is a requirement and will be supplied to students, free of charge. If it is misplaced or lost at any time during the year, the student will be required to purchase a replacement folder for \$5.00. This is a vital tool in the communication between the school and home.

Promotion Standards: Students must complete local and state standards in order to be considered for promotion to the next grade level. If students do not meet local and/or state standards by the end of the school year, an Accountability Review is held at the end of the year for each student being considered for retention. Parents are invited to attend their child's meeting and offer input. After the meeting, a recommendation for promotion or retention is made to the principal for consideration. Parents/Guardians should call the school 1-2 days after the meeting for the outcome. Please do not wait until the end of the school year to become involved – we encourage parents to stay vigilant and communicate frequently throughout the year with teachers.

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 disciplined.

Parent Teacher Organization (PTO)

All parents are invited to become members of the Prospect Elementary School PTO. The objectives of the organization are to devote attention to and support legislation that would benefit the welfare of children in home, school, and community. The PTO recruits active volunteers to work on various school projects. For information on how to become an approved volunteer, visit the UCPS website or contact the school.

Reporting/Grading Periods: 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 should**

schedule a conference with their child's teacher at least one time each semester, regardless of how well the child is performing. It is always good to know where students are academically and have a baseline to know how support can be offered and what is being done at school to either enrich or remediate.

School Safety:

Cameras are located at various locations inside and outside of the school and on some school buses. Parents/students should be aware that these cameras might become non-functional without warning. All parents or persons entering the campus should have ID available. 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 of Items at School:

All sales not connected/approved in any way with Prospect are prohibited; such items will be confiscated. Items associated with and sold during the school day must be approved through administration.

State Testing

The North Carolina End of Grade Testing Program consists of tests given during 2nd semester. These standardized tests are given in grades 3, 4, and 5. EOG's help determine the amount of academic growth from one year to the next as well as the students' mastery level of grade level objectives. A report is sent home as soon as results are available.

In the absence of Math EOG scores for the 2019-20 school year, math placements were determined using a variety of data points that were available prior to the closure of schools in March. Please take note of your child's math class for the 2020-21 school year. If you have questions or concerns about this placement, please contact Dr. Kim Chinnis at Prospect Elementary for assistance.

Telephone Calls/Messages:

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 unless there is an emergency. 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 or you can email the teacher. Teachers will do their best to return calls and respond to emails within 24 business hours. Students should not call for homework, assignments, or other forgotten items. Students should not call for social or transportation reasons.

Textbooks/Instructional Materials:

Textbooks, laptops, and/or other instructional materials are issued at the discretion of the teacher. These items are the property of UCPS. Students are responsible for all issued and assigned laptops and instructional materials. The items should be used with care and returned in good condition. Students/parents will be responsible for replacement costs of UCPS property that is lost, stolen, or damaged. Computing expectations for student use are outlined in the UCPS Acceptable Use Policy and if a problem arises with a student's laptop (missing keys, booting issues, issues with the screen, etc.), it is the student's responsibility to immediately report it to the classroom teacher, an administrator, and/or Media Specialist. Student laptops are to be used for instructional use only and students will be disciplined for not following the guidelines.

Transportation Changes:

If the regular method of leaving school needs to be changed, parents must put the change in School Dismissal Manager. Parents can also send a signed note to be given to the teacher. Only a written statement from the parent/guardian can be accepted as valid instructions. 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.

Visitors:

For the safety and security of students and staff, once visitors are allowed back on campus, 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, but parents are encouraged to sign in and eat lunch with their student in the cafeteria. Parents and other visitors will not be allowed to visit classrooms unless the visit is pre-arranged with the teacher or administrator.

Volunteer Policy:

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). Prospect gives volunteers the convenience of registering quickly and easily for school events. To register please: 1) sign on to the VMS web page (<https://volunteers.ucps.k12.nc.us>). 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 updated your volunteer application and added Prospect to the list of schools you would like to volunteer.)

Reporting Problems or Resolving Issues that Arise

Bullying Issues:

All bullying incidents should be immediately reported to a teacher, guidance counselor, or administrator. If incidents continue, students are to immediately report the incident(s) to an administrator or counselor.

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. Please note that the administrator or guidance counselor will not address the problem until time to investigate the problem has been allowed. In all cases, administration will act in the best interest of the child, not necessarily in favor of the adults acting on the child's behalf or the teacher.

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. Students should follow rules and regulations established by classroom teachers. Bullying and/or harassment, noncompliance, forgery, lying, cheating/plagiarism, reckless or belligerent behavior, or an act that disrupts class or school and/or infringes on the rights of others will not be tolerated. No student shall impair the teaching and/or learning process. Teachers, administrators or the counselor 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, parent conferences, loss of privileges, silent lunch, before or after school detention, parent notification/conferences; in school suspension, and/or out of school suspension. In order to ensure a safe and efficient school, administrators, counselors, and teachers have the right to talk with students regarding disciplinary issues without parents/guardians being present.

Violation of school policy not specifically addressed:

The faculty, administration, and staff have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior that detracts from the safe and orderly environment even if not specifically mentioned in these guidelines. The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill this responsibility. Additional policies and guidelines can be found on the UCPS website under BOE policies. Please contact the school if you have any questions.

School-Wide Positive Behavior Intervention and Support (PBIS)

Positive behavior management systems are designed to teach and reinforce socially acceptable standards for appropriate behavior. Behavior guidelines help foster self-control and promote character in students. It allows administration, faculty, and staff to monitor and guide students in healthy, nurturing, and accountable ways. It requires that students are responsible for their actions and held accountable for the decisions they make. Student behavior should help promote a positive classroom atmosphere where all students can concentrate on the learning objectives. Classroom teacher are responsible for implementing the PBIS behavior plan. This system reinforces rules and consequences that promote respect for adults, students, and property. It creates an environment conducive to learning and the strengthening of academic skills.

Student behavior will be tracked utilizing the above the line/below the line approach. This system focuses on behaviors that are appropriate and acceptable in the classroom and students are given incentives and rewards for meeting expectations.

PBIS Matrix-

The matrix below describes each area of the school and the student behavior expectations following the PBIS module for remote and blended classroom learning environments.

	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Assemblies
L							
Leaders are Responsible	Listen and follow directions	Remain quiet	Clean up after yourself	Use bathroom appropriately, wash hands and dispose of paper in proper place	Listen and follow directions	Check for belongings before getting off	Interact respectfully when prompted by speaker
	Take initiative; be in charge of your learning	Walk on right side in single file line	Get what you need on the first trip		Line up when given a directive/cue	Enter and exit bus with self-control	Enter and exit with self-control
	Complete work and turn it in on time				Check for belongings before going in	Remain seated	
Remote and Blended Learning Classroom Environment	Have all of your materials and supplies with you						
	Interact respectfully when prompted by teacher						
	Enter and the lesson or conversation with self-control						
	Make sure you are on time and ready to learn						
E	Listen/Respect others ideas	Follow at an appropriate distance	Use your manners	Follow the monitors and adult directions	Take turns sharing/using the equipment	Respect others personal space	Appropriately participate
Engage Positively	Speak positively	Respect what is in the hallway	Stay in area			Talk to those in your seat	
			Be courteous			Talk quietly and respectfully	
Remote and Blended Learning Classroom Environment	Enter quietly or on mute						
	Raise your hand to be recognized						
	Use the chat for academic questions and comments						
	Appropriately participate						
A	Set personal goals and help each other reach school, class and self-created goals	Walk with a purpose	Make quick food choices	Use bathroom quickly and leave it clean	Be sure everyone feels included	Always follow the safety rules	Think critically; "Why am I here?"
Achieve Goals		Follow the rules	Eat what you take				
			Eat first, then talk				
Remote and Blended Learning Classroom Environment	Remember your purpose for engaging online - to learn and grow academically and as a leader						
	Be kind and include others in discussions						
D	Keep hands, feet, objects and unkind words to yourself	Keep hands, feet, objects and unkind words to yourself	Walk at all times	Maintain personal space and respect privacy	Report problems to an adult immediately	Make sure you are on time and ready to ride	Respect the speaker
Demonstrate Safe Actions		Remain quiet while others are learning	Feet under the table		Be kind and play fair	Report problems to an adult immediately	Choose your seat wisely
		Enter and exit with self control	Use cleaning equipment properly		Keep hands, feet, objects and unkind words to yourself	Sit facing forward	Keep hands, feet, objects and unkind words to yourself
Remote and Blended Learning Classroom Environment	Do not walk around the room or house with your laptop. If you need to leave, let your teacher know and leave your device						
	Report problems to an adult immediately						
	Be kind and fair to others						

Cafeteria Accounts:

Contact the cafeteria manager (704-764-2924) to discuss the problem.

Payments and Check Writing Privileges:

Prospect gladly accepts checks that are made payable to "Prospect 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 the Tiger Trans, 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 cannot make cash change out of a check at any time.

Transportation/Buses

UCPS Transportation designs all bus routes and creates all bus stops for Prospect Elementary. For information or questions about bus routes or drivers, please contact the Parkwood Cluster's Transportation Manager at 704-296-0323. If you experience a discipline problem on the bus, please contact your child's bus driver and an administrator at the school.

Bus/Transportation-Rules:

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 Code of Student Conduct for 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 is not permitted on the bus.
- Profanity or fighting is not permitted on the school bus or at the bus stop.
- Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop.

Use or possession of inappropriate objects is not allowed on the school bus or at the bus stop.

- Possession or use of weapons is not allowed.
- Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed.
- Do not vandalize the bus by marking on the seats, tearing seats, etc.
- Possession or use of nuisance items is not allowed on the bus or at the bus stop.
- Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for vehicles that may be damaged from objects thrown from bus.
- Animals, oversized projects, plants etc. are not permitted on 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 7-10 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 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, each other, or knees while in seats. Book bags 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, office personnel or transportation coordinator at the beginning of the school day. If approved, a change notification will be provided to the driver.

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 according to UCPS Board of Education Policy. Parent/Guardian will be notified.

1ST OFFENSE- Warning issued to student. Parent notified

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

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

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

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

6TH 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. Prospect Elementary does not allow any student off the bus without a supervised adult being at the bus stop for Grades K-1 unless the parent with a school official's signature provides written documentation. Students brought back to school must be picked up before 3:00pm.

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:

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: