



# Rea View Elementary School

## Student Agenda & Student-Parent Handbook

### Rea View Elementary School

320 Reid Dairy Road

Waxhaw, NC 28173

Phone: 704-290-1524

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

This agenda belongs to:



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

Parent/Guardian Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Bus #: \_\_\_\_\_

*I have read and discussed the material in this agenda with my child:*

Parent/Guardian Signature: \_\_\_\_\_

Child Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Welcome to Rea View Elementary School

It is our mission to *inspire children to have a love for learning while building strong character.*

We look forward to the progress that each child will make in the year ahead and to the partnerships that will be formed in the process.

On-going communication is of central importance as we work to develop strong relationships among students, staff, and parents. We will use a variety of communication tools throughout the year, including this student agenda, Tuesday folders, our school website, teacher websites, the phone messaging system, and Facebook. Please visit our website at <http://reaview.ucps.k12.nc.us> for information on a variety of topics. We look forward to another memorable year of excellence!

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## **After School Care Program**

The UCPS After School Care Program will be offered at Rea View. Pre-registration for this program began in the spring. The After School Care Program will operate from the closing of school until 6:00 PM each school day. The Rea View program will be housed primarily in the gymnasium, and other school spaces will be utilized as well. If you have questions about the Rea View After School Care Program, please contact the program director at (704)-290-1534. Additional information is available on the Union County After School Program website at the following web address: <http://asp.ucps.k12.nc.us>

## **Agenda Use and Guidelines**

This student agenda has been provided for your child by our PTA to serve as an important tool for organization and communication throughout the year. Each student should have his or her agenda at school each day, and bring it home each evening. The agenda will be used for students to record assignments, to transport important papers, and for written communication between school staff and parents. The Student-Parent Handbook pages at the front of this agenda provide important information regarding school guidelines, policies, and procedures. The Student-Parent Handbook will also be available on our school website at <http://reaview.ucps.k12.nc.us> for convenient reference throughout the year. Please take time to familiarize your child with the information in the handbook and encourage your child to handle the agenda responsibly. Replacement cost for a lost or damaged agenda will be \$5.

## **Attendance**

The complete Union County Elementary School Attendance Policy and other important school board policies are also available on the Union County Public Schools website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). Rea View staff will adhere to all aspects of this school system policy and procedures of North Carolina compulsory attendance law, encourage regular attendance, and inform families at established absence intervals.

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

Adhering to NC State Law requirements, Rea View will notify parents/guardians by mail when their child has three (3) unexcused absences and when their child has accumulated six (6) absences for any reason. **If, after ten (10) unexcused absences, the principal determines that there has not been a good faith effort on the part of the student and/or parent/guardian to comply with the attendance requirements, a notification to both the district attorney and Department of Social Services shall be made.**

## **Tardy and Early Sign-Out Policies**

The warning bell rings at 7:25 AM, followed by a 7:30 AM tardy bell. School dismisses at 2:00 PM. All students should be in their classrooms prior to 7:30 AM. Late arrivals and early sign-outs are disruptive and lost instructional time may hinder your child's progress. Students who sign out before the 2:00 PM dismissal bell will be coded for an afternoon tardy. **Early sign-outs count the same as late arrivals in our tracking system and will be reported as a tardy. Please do not sign your child out between 1:45 PM and 2:00 PM as this interrupts end-of-day dismissal procedures.**

For each late arrival or early sign out, the parent/guardian must report to the office for the action to be recorded in the computer system. **If a child is tardy, the parent/guardian must walk the child to the front office and sign the child in for the day. FOLLOWING ANY TARDY(IES), A STUDENT IS REQUIRED TO PRESENT WRITTEN DOCUMENTATION FROM THE PARENT/GUARDIAN/CUSTODIAN STATING THE REASON FOR THE TARDY.** The reasons for lawful tardies/early sign-outs are the same as reasons for lawful absences. (Please refer to the "Attendance" section above for the list of reasons.) **At the 10<sup>th</sup> unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15<sup>th</sup> 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/left early 20 times (unexcused) may be referred to Truancy Court.**

## **Birthdays**

Student birthdays are recognized during our morning announcements. Due to the increasing number of students with food allergies, parents' concern for the amount of sugary treats being served to their child at school, and the logistics of managing distribution of treats during the school day, the Rea View Site-Based Team has decided that parents may not bring birthday treats for any child other than their own. An alternative consideration to honor your child on his or her birthday is to give a book for the child's classroom library with a dedication in the front of the book. **Invitations to birthday parties will not be given out in the classroom.** Due to students with allergies, balloons and flowers are not to be brought to children at school.

## **Cafeteria**

The Rea View Cafeteria Staff will provide nutritious meals for breakfast and lunch each day. Students are encouraged to take advantage of both the breakfast and lunch programs. To save costs and paper, menus will be posted on a monthly basis on the UCPS Child Nutrition website at <http://nutrition.ucps.k12.nc.us/>. Our cafeteria manager, Mrs. Mary Gourley, will be glad to help you with any questions or concerns you have related to our breakfast and lunch programs.

**Our site base team discussed and decided that we will no longer allow lunch visitors to bring lunch from fast food restaurants. You are welcome to visit your child for lunch and bring lunch from home or purchase lunch in the cafeteria.**

Students eating breakfast at school will depart from their bus or car and go directly to the cafeteria. Breakfast will be available from 7:00 AM until approximately 7:20 AM. Parents who drive their children to school should be mindful of the breakfast times. Students must have cash, a check, or money in their accounts in order to purchase breakfast, as breakfast cannot be charged.

Students are to bring money for their meals, preferably in the form of a check made out to Rea View Elementary Cafeteria, in a sealed envelope with the student's name, cafeteria number, and the teacher's name on the front. Parents can also manage their child(ren)'s account(s) by visiting [www.myschoolmoney.com](http://www.myschoolmoney.com). Additional information about the on-line payment will be provided at the beginning of the year. There will be a \$25 fee for all returned checks. Money for a child's cafeteria account can be sent in on a weekly or monthly basis. Unless a free or reduced lunch form has been approved, all students must pay for their meals.

The costs for student meals can be found at <http://nutrition.ucps.k12.nc.us/php/prices.php>

Adults, staff, and visiting children will pay a la carte prices. The a la carte prices will be available in the cafeteria. For your convenience, they are also available at the UCPS Child Nutrition website at <http://nutrition.ucps.k12.nc.us/>. Students may also purchase the a la carte items separately. Discuss permission to buy these snacks or extra items with your child. You may request a block on your child's account so extra items cannot be purchased. Students may bring their lunch from home. Please remember that **sodas/carbonated beverages are not allowed in the cafeteria.**

## **Code of Student Conduct**

The Union County Public Schools Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self-discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior. Such programs can be a part of or logical extensions of the schools' character education curriculum. In addition, schools shall provide regular staff development opportunities on such topics positive discipline, recognition of bullying, conflict resolution, etc. Furthermore, schools shall develop intervention strategies to prevent bullying including bullying via electronic devices (including, but not limited to, phones, computers, pads, and other electronic media / devices). These proactive measures on the part of schools will provide a balanced approach to the Union County Public Schools' goal of expecting, encouraging, and enforcing acceptable student behavior in all schools, and further serve to promote the school district's core value of design in quality and prevention. The complete Code of Conduct and Student Discipline Policy for Elementary Schools are available on the Union County Public Schools website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us).

### **Dress Code**

Students should dress appropriately for school every day. The education of students is our highest priority. Therefore, students' clothing should not be a distraction in the learning environment and should be appropriate for all school activities (daily physical activity included). Any clothing or accessories that cause a distraction in the learning environment will not be allowed. Logos on clothing may not promote alcohol, tobacco, drugs, inappropriate language, or offensive/suggestive messages.

#### **TOPS**

- All shirt straps must be **at least 2 inches** in width. (Spaghetti straps, halters, or tank tops with straps that are less than 2 inches in width are not allowed.)
- No undergarments may show.
- Tops should completely cover chest and stomach/midriff area.

#### **BOTTOMS**

- **Shorts/skirts/dresses must be no more than 3 inches above the top of the kneecap when standing.**
- Pants must fit so no undergarments are showing when student is sitting or

standing. Excessively tight pants/leggings or excessively baggy pants are not allowed.

#### **SHOES**

- Shoes must be safe and appropriate for daily physical activity.
- No flip flops
- Slip-on shoes must have heel straps. ("Croc-style" shoes must be worn with the strap around the heel.)
- No more than one inch heel or platform

#### **OTHER ITEMS**

- Students may wear hats only at designated times throughout the year.

#### **CONSEQUENCES**

1. Teachers will provide Dress Code reminders to students and communicate concerns to parents as well. If necessary, students will call home for appropriate shoes/clothing to be brought to them for the day.
2. If a student continues to violate the Dress Code, he or she will be removed from class, the parents will be called for a conference, and to bring a change of clothes.

**\*\*Administrators make the final decisions regarding all Dress Code related issues.\*\***

### **Electronic Devices**

Students will not possess cellular phone or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. The use of cell phones is prohibited on campus from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in book bag, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to, phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Upon any unauthorized use of an electronic device, said device will be immediately confiscated and returned to the parent where appropriate. The school is not responsible for loss or damage of any electronic device. Please refer to UCPS Board Policy for Elementary School Student Discipline, (4-3a, #10) for additional information about electronic devices.

### **Field Trips**

Each grade level will take at least one field trip per year. The number and need for chaperones will be determined by the nature of the trip and the destination. **Only parents who are current, approved UCPS volunteers will be allowed to chaperone field trips and/or to participate in**



**field trips.** The number of chaperones and the nature of the trip will determine whether or not chaperones ride the bus with the group or drive their own vehicles and meet the group at the destination. Chaperones will be randomly selected if there are more chaperones interested in a trip than the trip allows. Siblings who are not part of the grade level or class will not be allowed to attend the field trip. Parents will not be allowed to sign their children out of school from field trips. Students must return with the group unless there is an emergency or other extenuating circumstance. Chaperone responsibilities and other field trip details will be communicated by the grade level prior to the trip. Rea View will not be held responsible for any personal items lost or damaged while on a field trip.

### **Forgotten Items**

In an effort to limit classroom interruptions, the delivery of forgotten items during the school day will **be limited to eye glasses and medication only**. Water bottles, homework, lunch boxes, and other personal items should be packed before coming to school each morning. To ensure a safe, smooth dismissal process, students may not return to the classroom to retrieve forgotten items once the class has dismissed. Parents may not bring students back to school after hours to retrieve items.

### **Inclement Weather**

Occasionally, inclement weather will cause school closing or an early dismissal. The school system will notify families regarding school closings or delayed school openings using the Connect-Ed phone system. You may also check the Union County Public Schools website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us) or listen to the local radio/ television announcements regarding weather-related closings. Announcements related to school closing should be made by 6:00 AM. If no announcement is made, schools will operate on a normal schedule. Please do not call the school because the decision to close school is made by the Superintendent's Office.

Weather conditions may worsen during the day causing an early dismissal. In most cases, buses will operate, and parents are encouraged to use this mode of transportation if their child normally rides the bus. Please discuss with your child the Early Dismissal plan you submit to school, and make a note of it, so that in the event of a school closing, students can be dismissed in an efficient manner.

### **Lost and Found**

Parents should label all coats, jackets, sweaters, book bags, lunch boxes, and water bottles with the child's name for easy identification. If articles are found on the school campus, they will be taken to the Lost and Found storage area. The Lost and Found collection will be cleaned out during December and June, with remaining items being donated to area schools in need or to charitable organizations.

### **Mascot and Colors**

The Rea View mascot is Rocky the red wolf. The official school colors are red, black, and white. The red wolf is a wonderful representative for our school. Red wolves are known for being smart, living in family units or packs, working together, and playing together. North Carolina is one of only a few states where red wolves live in the wild. If you would like to know more about red wolves in North Carolina, check out the following website: <http://www.fws.gov/redwolf/index.html>

### **Media Center**

Individuals and groups use the Media Center freely each day. The Media Center staff assists students with book selection, checkout, and research. In some cases, larger groups visit the Media Center with their classroom teachers who provide assistance with book selection or research. The Media Coordinator works with classroom teachers to plan lessons and to provide storytelling, read-alouds, book talks, and instruction in information skills.

#### **Media Center Checkout Policies**

- ID badges are required for check-out to help maintain accurate records. (Students are issued ID badges each year. Replacement badges will cost \$1.)
- Students may keep library books for up to 10 school days, and are welcome to exchange books sooner.
- Students are allowed to check out books and materials throughout the school day as their schedule permits.
- Students are encouraged to check out only the number of books they can keep track of at one time.

#### **Magazines**

- Magazines are available for daily check-out for students in grades 2-5.
- Magazines may be kept up to 5 school days.
- Students may check out one magazine at a time.

#### **Overdue, Lost, or Damaged Books**

- Students with overdue materials are asked to return or renew the items before making additional checkouts.
- Books that are more than 8 weeks overdue are considered lost, and families are responsible for replacement costs.
- Families should not send replacement copies for lost books, as these books do not meet the standards necessary for library circulation.
- Refunds for lost books will be made if students return the lost book to the Media Center without damage.
- Fines may be imposed for defacing books, or for purposefully damaging barcodes, labels, or call numbers.

### **Medication/Illnesses at School**

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 following policies are adhered to:

#### **All medicine requires the following before school staff can administer:**

1. Signed, dated doctor's orders that give complete administration instructions. (Medication Consent Forms are available in the school office.)
2. A parent's signature requesting medication administration.
3. 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 medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:**

1. A completed Medication Consent Form signed by both the parent and doctor if the medicine would need to be available at school for the entire year (i.e. more than 10 days allowed with short-term medicines).
2. A fresh supply of medicine in the original package, labeled with the child's name.
3. 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.

#### **Illnesses:**

1. Students must be fever-free for 24 hours before returning to school.

2. Students with pink eye must be seen by a physician in order to return to school. A doctor's note must be presented upon return to school.
3. Students with strep throat may return to school only if they have been on antibiotics and fever-free for 24 hours. A doctor's note must be presented upon return to school.

### **Parent-Teacher Association**

You are encouraged to become an active member of the Rea View Parent Teacher Association (PTA). Your membership and involvement will help enhance the school in many ways. Please visit [www.reaviewpta.com](http://www.reaviewpta.com) for all PTA news and information. Throughout the year, there will be a variety of PTA-sponsored activities in which you are encouraged to participate.

#### **2015-2016 PTA Executive Board Officers**

**PTA President: Babbie Johnson**

**President Elect: Kimberly Finch**

**Vice President: Sheri Martinez**

**Vice President: Jill Boisvenue**

**Vice President Elect: Susie Calloway**

**Secretary: Jennifer Cooney**

**Treasurer: Michelle Cole**

### **Parent-Teacher Conferences**

Parent-teacher conferences are an important opportunity to discuss your child's present levels of performance, progress, strengths, areas for growth, and more. A partnership between parents and teachers helps to foster a positive relationship that will benefit your child throughout the year.

To help establish that beneficial partnership, Rea View encourages parents to set up conferences whenever concerns or issues concerning your child and his/her progress arise. Feel free to contact your child's teacher at (704)-290-1524, or via e-mail, to schedule a conference. Required parent conferences will be held at the end of the first grading period for all grade levels.

### **Parties**

Each class will have two parties per year. One will be held prior to the winter break, and the other will be held at the end of the school year. Classroom teachers and room parents will work together to plan the details related to the parties. Class parties will be opened to all parents, and they will last approximately one hour. Class parties will not take the place of the regular lunch time. **In light of the varied food allergies that students possess, parents can only bring commercially-**

**prepared and pre-packaged items with a clearly labeled ingredients list. Homemade foods are not to be brought to school. In addition, due to latex and other allergies, balloons and flowers will not be allowed in school.**

### **Report Cards**

Report cards are issued at the end of every six week grading period and reflect the child's academic progress and in grades 3 – 5, can be tracked on-line. Access information will be provided at the beginning of the school year. Parents should review the report with their student, sign the envelope and return it to the child's teacher. All financial obligations must be cleared by the last day of school in order to receive the final report card. This balance may include fines for lost/damaged books, cafeteria fines, picture packages, and Media Center fines for missing or overdue books.

### **Safety**

Safety is of utmost importance at Rea View. Our Safe Schools Plan defines emergency procedures, as well as everyday routines, to ensure the safety of all students and staff. The safety procedures in place in our school will be continuously evaluated and reviewed by staff and the Site-Based Management Team. Staff members are trained in a wide range of safety-related procedures, and we will conduct a variety of drills throughout the year to prepare for incidents such as a fire, tornado, or lockdown. Safety precautions in place at our school include:

- Requiring all visitors to enter through the front door of the school and sign-in at the front entrance.
- All visitors must be "buzzed" through our two sets of security doors by office personnel in order to enter our building.
- Requiring all staff, visitors, and volunteers to wear identification badges/visitor passes while on school grounds.
- Monitoring the school building and grounds with a surveillance system.

### **Classroom Security**

In order to preserve instructional time and to ensure safe orderly school operation, parents and visitors should make appointments to meet with classroom teachers. Visitors and classroom volunteers should be pre-arranged with the teacher.

### **School Hours**

The official hours of the student day are 7:30 AM to 2:00 PM. Rea View Elementary observes the following schedule:

|                |                                       |
|----------------|---------------------------------------|
| <b>7:00 AM</b> | <b>Bus/car riders begin to unload</b> |
| <b>7:25 AM</b> | <b>Warning Bell</b>                   |
| <b>7:30 AM</b> | <b>Tardy Bell</b>                     |
| <b>2:00 PM</b> | <b>Dismissal</b>                      |

### **Site-Based Management Team**

The Site-Based Management Team will meet monthly to discuss and decide upon issues of importance for Rea View Elementary School. Parent and staff representatives for the team are elected at the start of each school year. The following information related to the Site-Based Management Team will be available on our school website throughout the year:

- Listing of elected staff and parent team members
- Contact information for the team members
- Schedule for upcoming meetings
- Minutes of meetings

### **Spirit Rock**

Rea View is proud to have our very own spirit rock. The spirit rock is a place where parents, students, and staff members can communicate important and exciting messages, such as birthday wishes, throughout the school year. There is no fee involved with painting our spirit rock. Visit the link on Rea View's website to access the sign-up page to make reservations! **Reservations are required to paint the spirit rock!**



## **Student Accountability/Testing Programs**

### **North Carolina Testing Program**

In North Carolina, elementary school students are required to take the following state assessments: End-of-Grade Math and Reading- Grades 3, 4, and 5; Science- Grade 5

### **End-of-Grade (EOG) Tests**

Students in grades 3, 4, and 5 take end-of-grade state tests in reading comprehension and math in the final three weeks of the school year. On the reading test, students read both literary and informational selections and then answer multiple-choice questions related to the selections. The selections chosen for the reading tests reflect reading for various purposes such as literary experience, gaining information, and performing a task. In math, students are assessed in the five strands of the mathematics curriculum: 1) number and operations, 2) measurement, 3) geometry, 4) data analysis and probability, and 5) algebra. For grades 3-5, the math EOG test is administered in two parts: calculator active and calculator inactive. Students in grade 5 will take an end-of-grade Science test. Due to the fact that certified teachers must administer EOG tests, K-2 teachers may need to be used to help administer.

## **Transportation Information**

### **Changes to Transportation**

**Please try to keep afternoon transportation as consistent as possible.** This will help ensure your child go home each day using the correct mode of transportation. **Transportation changes will not be accepted over the telephone. All changes must be in writing.** Transportation change forms are available on the Rea View website and in the office. Please do not write transportation notes in the student's agenda or e-mail changes to teachers. Teachers do not always have a chance to check their e-mail during the school day. Afternoon bus changes for play dates will not be allowed.

### **Morning Arrival**

The staff workday begins at 7:00 AM. Children may not arrive at school earlier than 7:00 AM since supervision is not available. Please make every effort to have your child arrive on time, as school begins promptly at 7:30 AM. Your child should be in class and ready to work prior to the tardy bell.

### **Morning Car Rider Procedures**

1. Please cooperate with staff members who are on duty assisting with car riders and watch for their signals.
2. Please form one lane and drive up as far as possible toward the end of the sidewalk in front of the school before stopping to drop off your child.
3. We request you park to walk your child into the building only if you have a conference, are carrying a project, delivering medicine, or other necessary items. Parking and walking children into the school in order to avoid tardies disrupts the flow of the car rider line and creates safety concerns.
4. For everyone's safety, cross only at the crosswalk located between the flagpole and the front of the building.
5. Our car rider traffic flows in one direction, in a circular pattern. All cars exiting the campus must follow the direction of the car rider line.
6. Please leave enough time each morning to avoid tardies and last-minute arrivals.
7. Car riders may not be dropped off in our bus lot area.

### **Afternoon Car Rider/Dismissal Procedures**

1. The afternoon car rider line is dismissed after all buses exit the campus.
2. Please cooperate with staff members who are on duty assisting with car riders and watch for their signals.
3. Please wait in your car for your child in the car rider line. Staff members supervise the process of students exiting the building and entering their cars. We ask that you refrain from coming to the office to sign out your child before the 2:00 PM dismissal bell to avoid waiting in the car rider line.
4. The teacher must have a **written note** if your child will depart from school in the afternoon in a manner that is different from what is indicated on his/her information sheet.
5. **Early sign-outs will not be allowed from 1:45 PM to 2:00 PM to avoid interruption to the end-of-day procedures in place in the building.**
6. Please be prompt in picking up your child. If you know you will be late, call the school so that we can let your child know before he/she becomes worried. If any student is consistently

late being picked up, the parents will be contacted.

### **Bus Information**

Riding the school bus is a privilege that Union County Public Schools offers to all students who live within the attendance area of the school they attend. Each morning, students are to be at their assigned bus stop prior to their designated departure time. Students must follow all of the bus rules in order to continue riding the bus. The safe transport of students is a shared responsibility among the school staff, students, and parents. Please read the following information with your child and impress upon him/her the need for observing the following rules:

### **Bus Rules and Regulations**

1. Obey the bus driver, who is responsible for the safety of all passengers. Drivers may change student seating at their discretion. Drivers will assign seats, not the school administrators.
2. Do not disturb the driver while he/she is driving.
3. Stay in your seat and do not change seats.
4. Stand to exit only after the bus has come to a complete stop.
5. Keep voice levels low: no shouting or whistling.
6. No "rough-housing" or pushing, fighting, tripping, or throwing items around.
7. Keep your hands to yourself at all times.
8. Keep all parts of the body inside the bus.
9. No profanity or inappropriate language.
10. No candy, food, or drinks may be consumed on the bus. No toys are allowed on the bus.
11. Do not tamper or damage the bus equipment.
12. Parents are responsible for students at the bus stop, and once they exit the bus.
- 13. Students may only ride the bus they are assigned to.**

As part of the Union County Public Schools Discipline Plan, drivers will report the names of students not following the above rules to school administrators. Parents will be notified of the violations, and the following consequences will occur with each infraction.

### **UCPS Consequences for School Bus Violations**

- 1<sup>st</sup> Offense:** Warning issued to student  
**2<sup>nd</sup> Offense:** Denial of bus privileges for up to 3 days\*  
**3<sup>rd</sup> Offense:** Denial of bus privileges for up to 5 days\*  
**4<sup>th</sup> Offense:** Denial of bus privileges for up to 10 days\*  
**5<sup>th</sup> Offense:** Denial of bus privileges for up to 20 days\*  
**6<sup>th</sup> Offense:** Removal of bus privileges for the remainder of the school year\*

\*Consequences for bus offenses will be determined depending on severity of the infraction.

\*Additional consequences will be based on the Student Code of Conduct for elementary school

students according to UCPS Board of Education Policy, 4-3.

### **Union County Public Schools Policies**

All Union County Board of Education policies are revised regularly, and updated policies are available at each school, or on the UCPS website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). This comprehensive website also contains news, links to each department and school, and many other items of interest. More information on FERPA can be found at [https://boe.ucps.k12.nc.us/policy\\_manual/public/index.php?policyId=121&action=view](https://boe.ucps.k12.nc.us/policy_manual/public/index.php?policyId=121&action=view)

### **Unnecessary Items**

Students attending Rea View Elementary School should not bring any items to school that may disrupt the educational environment. The following list, though by no means inclusive, identifies items that should not be brought to school:

- Video games of any type
- Toys in general (such as Matchbox cars, play/action figures, dolls, etc.)
- Rolling book bags/backpacks (unless there is a medical reason)
- Sports equipment (unless authorized by a teacher)
- Stuffed animals (unless requested by a teacher)
- Chewing gum

Rea View Elementary School will not be held responsible for loss or damage to the above types of items if they are brought to school.

### **Volunteer Policy**

Parent volunteers make a tremendous difference in the success of our students and our school. To ensure the safety of the children, Union County Public Schools has implemented a Volunteer Screening Policy. All prospective volunteers must go through an application process, which will include a criminal background check. **All those who wish to chaperone field trips must be approved UCPS volunteers. This screening process can take several weeks to complete. Please plan accordingly.** Those who were approved to volunteer last year and did volunteer at least once during the year do not need to reapply. One must volunteer at least once a year to maintain current approved volunteer status. If you did not volunteer at least once during the 2013-2014 school year, you will need to re-apply for approved status.

