

**HOLLY GROVE ELEMENTARY SCHOOL
PARENT / STUDENT HANDBOOK
2022-2023**



<http://wcpss.net/hollygrovees>

2022-2023 Holly Grove Elementary

Master Schedule

	9:15	9:20	9:25	9:30	9:35	9:40	9:45	9:50	9:55	10:00	10:05	10:10	10:15	10:20	10:25	10:30	10:35	10:40	10:45	10:50	10:55	11:00	11:05	11:10	11:15	11:20	11:25	11:30	11:35	11:40	11:45	11:50	11:55	12:00	12:05	12:10	12:15	12:20	12:25	12:30	12:35	12:40	12:45	12:50	12:55	1:00	1:05	1:10	1:15	1:20	1:25	1:30	1:35	1:40	1:45	1:50	1:55	2:00	2:05	2:10	2:15	2:20	2:25	2:30	2:35	2:40	2:45	2:50	2:55	3:00	3:05	3:10	3:15	3:20	3:25	3:30	3:35	3:40	3:45
K	W.I.N. 9:15 - 9:35		LL 9:35 - 10:35					Specials 10:40 - 11:25					Literacy 11:30 - 12:50										12:50 - 1:20		Math 1:30 - 2:30					Recess 2:35 - 3:05		Sci / SS 3:10 - 3:40																																															
	Whole Group			Small Group		Core					Writing					12:55 - 1:25		1:00 - 1:30																																																													
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	Specials			Specials			Specials			Specials ECS		Lunch		Specials			Specials			Specials																																																											

9:10 AM - First Bell & Announcements / 9:15 AM - Instructional Day Begins / 3:45 PM - Dismissal

Office Staff

Principal	— R. Nichole McCullers
Assistant Principal	— Lara Fricke
Assistant Principal	— Jeffrey LaNasa
Lead Secretary/Bookkeeper	— Terri Adams
Student Information/Data Manager	— Christina Stomp
Clerical Assistant	— Rosita Eichvalds
Clerical Assistant	— Vacant

Parent Teacher Association (PTA)

The Parent Teacher Association at Holly Grove Elementary will strive to make every child's potential a reality. We provide families with a powerful voice to speak on behalf of every child, while providing the best tools for parents to help their children become successful at school and in life. The PTA sponsors numerous activities throughout the school year, but they are only as successful as the degree of parental and teacher involvement. Information about upcoming events like "Laps for Holly Grove" and other volunteer opportunities will be in school newsletters and Facebook. All stakeholders are strongly encouraged to join the HGES PTA. HGES Staff membership will permit all teachers to receive the benefits of the organization.

PTA EXECUTIVE BOARD MEMBERS:

President	Kellie Hall
Vice President of Communications	Melanie Kelm
Vice President of Hospitality	Stacy Anderson
Secretary	Rachel Kerfonta
Treasurer	Kyla Harol

School Day Procedures

Building Hours

- Operational hours are from 8:30 AM - 4:30 PM
- Kraft Family YMCA Before-School Care (On site) is from 7:00 AM - 8:45 AM
- Kraft Family YMCA After-School Care (On site) is from 3:45 PM - 6:00 PM

Arrival Procedure

- Students are permitted to arrive on campus starting at 8:45AM. Unless enrolled in the YMCA before-school program.
- All students who are eating breakfast must report directly to the school cafeteria.
- No student should be roaming the campus in the morning. Teachers are asked to address any student found outside of the appropriate areas.
- Students should report directly to their classroom upon arrival or after breakfast. The instructional day begins immediately at 9:15 AM. Morning work should not put students at a disadvantage if they ride a late bus. Enrichment activities, organization, reading, and journal writing are appropriate.
- Students who arrive late **MUST** have their parent/guardian check them in school at the computer check in/out station.

Attendance & Absences

Attendance at school is important to a child's achievement and success in school. We encourage regular attendance of your child at school.

When your child is absent from school, please let your child's teacher know as soon as you can. In addition, a written note from the parent is required within **2 days** of the student's return to school. The note should include: the student's first and last name, the date(s) missed, the reason(s) for the absence(s), parent/guardian signature, and work and home phone numbers for verification. According to Wake County School Board Policy, the absence must be for one of the following reasons:

1. Illness or injury
2. Quarantine of the child by the State Board of Health
3. Death of an immediate family member
4. Medical or dental appointments
5. Court proceeding (*if the student is a party to the action or under subpoena as a witness*)
6. Religious observance
7. Educational opportunity with prior approval by the principal (*Parents should request approval at least **5 days** in advance by completing Form 1710, which is available in the school office.*) In addition, students can complete an "Educational Excuse Project" in which students will document their educational opportunity to show connections with the curriculum standards. If completed, students can earn "excused" days. For more details, contact the data manager.

All other absences will be considered unexcused. Students who are frequently absent will be referred to the school social worker and/or school nurse if necessary to help with problems that interfere with children's attendance.

Family trips will be considered unexcused absences. Students will be given the opportunity to make up work missed due to the absences. For more information, please review the Board of Education policy on attendance in the *Wake County Public Schools Handbook*.

Attendance Plan

Holly Grove Elementary School will have an attendance committee to monitor student attendance and will intervene with appropriate action when attendance and/or tardies become excessive.

This committee will:

- Educate parents and staff of the attendance and tardy policies and procedures of WCPSS and Holly Grove Elementary School.
- Inform parents of their child's attendance at set intervals.
- Help to educate parents and students of the importance of regular school attendance in order to show the connection between regular attendance and school success.
- Include the following people: Student Information Data Manager, School Counselor, School Social Worker and an Administrator.
- Meet at the beginning of the school year and monthly to review attendance data.

Plan of Action:

3 Unexcused Absences: Letter will be sent home with an attendance profile attached. Letter signed by an Administrator.

6 Unexcused Absences: Letter (form 1700) will be mailed home with attendance profile attached. Letter will be signed by an Administrator.

10 Excused and/or Unexcused Absences: Letter will be mailed home with attendance profile attached. Letter signed by an Administrator. Attendance committee will review information to determine if a referral is needed to appropriate staff member (School Nurse, School Counselor, School Social Worker, Administrator) for follow up with the family.

15 Unexcused Absences: School Social Worker will make a referral to the Truancy Diversion and Intervention Program (TDIP) through the court system.

Tardiness

Promptness to school is very important. Students are admitted to homeroom class at 8:45 AM. All students must report directly to homeroom upon arrival. Students arriving after 9:15 AM are considered tardy and must report to the office **with their parents** to pick up a class admittance slip before going to the classroom. Students are considered absent if they arrive to school after 12:30 PM or leave prior to this time. No staff will be on outside or hallway duty after 9:15 AM.

Check-in/Check-out

- In order to conform to NC Attendance Procedures, parents/guardians must report to the office to check-in or check-out their child arriving or leaving campus.
- Only parents/guardians with proper identification can check a student out of school. Holly Grove Elementary will not allow students to be checked out of school by other relatives, including siblings, or friends, unless we have prior parental approval.
- **Parents reporting to the main office for check-out after 3:30 PM will be asked to wait until school dismissal at 3:45 PM.**
- Also, try to schedule all non-emergency doctor and dentist appointments during after school hours. If your child must leave school early, write a note to the teacher, stating what time your child will be picked up and who will be picking him/her up. The person who is to pick up your child must be on the Student Locator Card (Form 1728B) that parents fill out at the beginning of the school year. The person picking up your child for early dismissal must report to the office (not the classroom) to sign out the student. **If there is not a court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same right to see the child at school or have the child released to him/her.** If you have any questions, you may call the school office at (919) 577-1700.

Delays and Closings

- WCPSS procedure for responding to inclement weather is as follows. If the weather prevents school from being held, you should hear or read an announcement from WCPSS (Principal or designated official) and/or news media outlet that states, "WCPSS schools are closed."

Visitors & Volunteers

- All visitors and volunteers must sign in at the front office.
- Any person volunteering on our campus or chaperoning a school sponsored field trip **MUST** be registered with WCPSS and be granted volunteer clearance following a criminal background check.
- Volunteers must also sign-in at the office and wear appropriate identification.
- Pre-printed badges will be provided for volunteers and must be returned to the Front Office prior to departing from campus.
- Prior to leaving the office, the receptionist will verify the visitor's / volunteer's purpose on campus.
- If a staff member sees a visitor or volunteer out of area, the staff member should intervene to help maintain a safe and orderly school environment for the students and staff of Holly Grove.

Academics

Integrity/Honesty

- All HGES students are expected to present only their own work to each teacher.
- Work presented as the student's own should not be copied from any other student, the Internet, a book, an article, or any other reference material.
- Students will receive additional information from their teachers and the Technology Specialist regarding plagiarism.

Multi-Tiered System of Supports (MTSS) / Intervention Team

- The MTSS / Intervention Team is a team made up of teachers, counselors, administrators, and specialists who meet weekly to discuss ways to support and strengthen students.
- Team members discuss questions and concerns, generate solutions, and implement a course of action.
- Teachers, Specialists, parents/guardians, and administrators can submit referrals.

Homework Policy

Homework should be considered a worthwhile use of time outside of the regular school hours to extend classroom learning. Students are encouraged to read 20 to 30 minutes each night in addition to their regular assignments. All students should engage in DreamBox (online math program) nightly/weekly. Homework usually will not be assigned on evenings which school activities have been scheduled.

<u>Grade</u>	<u>Daily Time</u>
K-2	20 minutes
3-5	50 minutes

Interims/Report Cards

- Parent/Guardians must be informed at the beginning of the year of the grading scale and rubrics for assessing projects and other such learning activities (book reports, PowerPoints, presentations, etc.)
- Students who are receiving passing grades are given their report cards to take home at the end of each nine-week grading period.

Quarter End & Report Card Dates							
Track	Quarter 1 Ends	Q.1 Report Cards	Quarter 2 Ends	Q.2 Report Cards	Quarter 3 Ends	Q.3 Report Cards	Q.4 Quarter Ends/ Report Cards
1	September 9 (Day 45)	October 11	December 5 (Day 85)	January 9	March 7 (Day 135)	April 3	June 2 (Day 177)
2	September 30 (Day 46)	October 11	December 21 (Day 85)	January 9	March 24 (Day 128)	April 3	June 29 (Day 177)
3	September 30 (Day 45)	October 11	December 21 (Day 84)	January 9	March 24 (Day 123)	April 3	June 29 (Day 177)
4	September 30 (Day 44)	October 31	December 21 (Day 82)	January 26	March 24 (Day 129)	May 1	June 29 (Day 177)

*Interims are distributed about the fifth week of the quarter.

Standards Based Grading Practices

At Holly Grove Elementary School, we believe that all students deserve the opportunity to receive an education that prepares them for middle school, high school, college and beyond. To this end, we will create an environment that is supportive of all students as they work towards mastery of the NC Standard Course of Study/Common Core Standards.

Rubric for Standards Assessment

	Language Arts	Mathematics
4	<ul style="list-style-type: none"> • Demonstrates proficiency of the standard with complex texts that are written beyond grade level • Consistently applies and extends the standard while reading • Consistently applies the standard with a high level of independence 	<ul style="list-style-type: none"> • Consistent performance beyond proficiency • Works independently • Understands advanced concepts • Applies strategies creatively • Analyzes and synthesizes • Shows confidence and initiative • Justifies and elaborates responses • Makes critical judgments • Makes applications and extensions beyond proficiency; applies Level 3 competencies in more challenging situations
3	<ul style="list-style-type: none"> • Consistently demonstrates expected proficiency of the standard with grade appropriate text • Consistently applies the standard while reading • Begins to apply the standard independently 	<ul style="list-style-type: none"> • Exhibits consistent performance • Shows conceptual understanding • Applies strategies in most situations • Responds with appropriate answer or procedure • Completes tasks accurately • Needs minimal assistance • Exhibits fluency and applies learning • Shows some flexibility in thinking • Works with confidence • Recognizes cause and effect relationships • Applies models and explains concepts
2	<ul style="list-style-type: none"> • Inconsistently demonstrates expected proficiency of the standard with grade appropriate text • Has difficulty applying the standard while reading • Applies the standard only with teacher guidance 	<ul style="list-style-type: none"> • Exhibits inconsistent performance and misunderstandings at times • Shows some evidence of conceptual understanding • Has difficulty applying strategies or completing tasks in unfamiliar situations • Occasionally responds with the appropriate answer or procedure • Frequently requires teacher guidance • Demonstrates some Level 3 competencies but is inconsistent
1	<ul style="list-style-type: none"> • Does not demonstrate proficiency of the standard and is successful only with text written well below grade level • Cannot apply the standard while reading • Does not have the requisite concepts and skills to participate in grade level instruction 	<ul style="list-style-type: none"> • Exhibits minimal performance • Shows very little evidence of conceptual understanding and use of strategies • Frequently responds with inappropriate answer and/or procedure • Very often displays misunderstandings • Infrequently completes tasks appropriately and accurately • Needs assistance, guidance and modified instruction

WCPSS Promotion Standards & Retention

- Students in WCPSS are required to meet promotion standards to progress to the next grade level.
- Multiple criteria shall be used for assessing students' progress.
- **Principals have the authority to promote and to retain students based upon the standards set by the Wake County Board of Education and the State Board of Education**
- Parents may consult Board of Education Policy 5530 for additional information.

Communication

Conferences - Parent/ Teacher

- The parent-teacher partnership is essential to academic success. Therefore, it is imperative that we strive to remain proactive and keep families well-informed.
- Teachers will schedule conferences with parents after the first and third reporting periods. If a parent needs to conference with a teacher at another time, they may contact the teacher.
- Teachers will communicate with parents/guardians if a student is doing unsatisfactory work or is misbehaving, and that communication should include conferences designated to identify and discuss the problem as well as strategies to eliminate or minimize the issues. Do not rely solely on report cards, interim reports, or email messages. Contact your teacher if you have any concerns as well.

School Messenger

- HGES continues its great tradition of excellence by providing students and parents with as much information as possible regarding academic and non-academic programs.
- Ms. McCullers shares a weekly message through a computer-generated school messenger system, which highlights dates and times for each week's significant school activities.
- The School Messenger computer program simultaneously sends the message to each student's and staff member's household during the preceding weekend.

Teacher Instructional/Informational Web Sites or Newsletters

- Every teacher will have a website or newsletter that will contain information pertinent to their class such as curriculum, resources, homework assignments, agendas, handout materials, grading practices, activities, events, etc.
- Teachers will also utilize either a newsletter format or Talking Points which is updated weekly to keep families abreast of classroom, curriculum, and school happenings.

Tuesday Folders

- Students and school information to parents will be sent home in the folder EVERY Tuesday. This is a means to provide weekly feedback on academic and behavior progress. Using these folders to communicate will prevent surprises at report card time.
- It can also contain samples of your child's work, assignment sheets, and other important information regarding your child's progress and needs. In many cases, a signature is required for the folder. Please review all the contents of the folder carefully and send it back on the next school day.
- All HGES and PTA information and special notices to parents will go home on Tuesday only.

Locator Information

At the beginning of the year, your child's teacher will send a "locator information" form to be completed and returned as soon as possible. The information on the form is **very important** and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted, in case of an emergency, when you cannot be reached. **If these arrangements change during the year, please notify the office and the teacher. We are also requiring signatures on the form from your identified emergency contacts. Please let these individuals know that they will be required to show a picture ID. If you are able to get the emergency contact's signature, it will be obtained when they show their picture ID.**

Change of Address or Phone Number

Parents are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students. In order for your address to be changed on the WCPSS PowerSchool, please also provide the school office with a copy of your current utility bill showing your new information. **All** parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

Telephone Use

Telephones are available in the office for students' use for emergencies only. Students will be called from class only in emergency situations; otherwise, messages will be given to your child's teacher.

Transportation

Buses

School transportation is a privilege, not a right. Students should always observe the directives of the school bus driver while riding a school bus or other school vehicle. Students shall board and leave the bus only at their designated bus stop. Students must ride the bus they are assigned per Board Policy 7125/Section F. **All requests for students to ride a bus they are not assigned will be denied, therefore alternative arrangements will need to be made.** Please direct any bus transportation questions or concerns to the WCPSS Transportation Department at the following links:

- Transportation Department Main Page: <http://www.wcpss.net/Domain/30>
- Transportation Question/Concern Form: <http://www.wcpss.net/Page/43>
- Holly Grove Elementary Bus Routes: <http://webarchive.wcpss.net/school-directory/bus-routes/457.html>
- Holly Grove Elementary Bus Dismissal: <https://docs.google.com/spreadsheets/d/1OZ3CUfx2houI81WhI587jnpBSKvNznoK8Cn6VVZu2eU/edit>
- Holly Grove Elementary Live Bus Updates & Locations - *Here Comes the Bus App*: <https://www.wcpss.net/herecomesthebus> OR <https://www.wcpss.net/Page/1905>

Bus safety is everyone's responsibility. All students will participate in a bus evacuation drill during the first week of school. Please review the following bus safety rules with your student(s):

1. Show respect for the driver at all times.
2. Enter and leave the bus without pushing or crowding.
3. Be seated at all times while the bus is in motion.
4. Talk using a quiet tone of voice and without profane or abusive language. Do not yell out of the windows.
5. Keep the bus clean and avoid littering.
6. Refrain from consuming food or beverages on the bus.
7. Remain in your seat without placing any part of your body out of the window, without climbing or jumping over seats, and without throwing objects.
8. Refrain from horse playing or aggressive behaviors on the bus.

The following conduct or violation of any other rule of the WCPSS Code of Student Conduct while on school transportation is specifically prohibited and may result in temporary or permanent suspension from all school transportation services. The driver of the school bus will report promptly to the principal or assistant principal any misconduct on the bus or disregard/violation of the driver's instructions by students. The principal or assistant principal will follow the guidelines set by WCPSS as they relate to bus misconduct and may exclude a student from the bus for disciplinary reasons. Parents will be responsible for providing the student's transportation to and from school during the period of such exclusion.

Disciplinary Procedures

FIRST OFFENSE:

The assistant principal or principal will conference with the student regarding appropriate bus behavior and give him/her a warning not to repeat any inappropriate behaviors.

SECOND OFFENSE:

Another disciplinary conference will be held with the student. The assistant principal or principal will call the parents regarding the incident and a report will be sent home with the student that will need to be returned with the parent's signature.

** If a student is involved in a fight, dangerous activity, or displays extreme disrespect towards the driver, he/she could be suspended from the bus on the 1st or 2nd offense.*

THIRD OFFENSE:

Another disciplinary conference will be held with the student. The parent will be called, notified of the situation, and given the number of days that the student will be suspended from the bus. *(It will be the parent's responsibility to transport the student to and from school for the entire suspension period. Absences from school during the suspension period will be considered unexcused.)* Any further infraction will result in an additional suspension from the bus.

Improper conduct on the bus will result in that privilege being denied. Inappropriate behavior that distracts the bus driver's attention is NEVER permitted.

* To be fair and consistent with all students, suspensions from the school bus are final. No alternative or substitute consequence to suspension will be made regardless of the child's transportation difficulties during the suspension.

* By notifying parents of a child's misconduct, it is hoped that the parents will work with schools to correct bus problems so that a suspension will not be necessary. Parental assistance will certainly help improve bus behavior. Parental concerns about a student's bus behavior should be referred to the Assistant Principal at (919) 577-1700.

Carpool

Our carpool system is designed to offer safe and efficient arrival and dismissal of students who come daily in private vehicles. Safety is our primary concern, not speed. Please be patient.

General Information

- Each participating family must communicate their intentions of carpool usage to HGES. Afterwards your family will be issued a carpool number. There is one number per family.
- Families re-use the same number from year to year. Tags are to be returned to the HGES front office if you change schools, move or wish to no longer carpool. Additional tags are available for \$2.00 fee (3 tags in a set, first tag is complimentary). We highly encourage and prefer exact change.
- If you do not have a carpool number displayed, you will be asked to park and go to the office to sign your child out.

- All carpool students must be dropped off and picked up at the front carpool loop. For safety, NO students are to be dropped off in parking lots. Therefore, drop off the child first in carpool, then park your car if you are coming into the building for meetings or to volunteer.
- Holly Grove Schools have two lanes: the left lane is for Holly Grove Middle and the right lane is for Holly Grove Elementary. Please do not try to use the other lane to cut or break the line.
- Please be sure your children know how to fasten and unfasten the seatbelt / car seat so they can enter and exit the car quickly.
- Please have your children gather their belongings prior to getting out of the car.
- Give all hugs, kisses, and reminders prior to unloading.
- It is very helpful and safer for students to exit from the passenger side of cars.
- **DO NOT** pass stopped cars in the carpool loop.
- Please **DO NOT** talk or text on cell phones as you pull into the loading area. This jeopardizes the safety of students, staff, and other parents in the loading zone.
- Please note that staff and Safety Patrol may open the doors to provide additional assistance and/or to expedite the flow of traffic. However, this is not an expectation or requirement, but a courtesy extended by attendants.

Morning Procedures

- 8:45 AM - 9:10 AM (*this ensures that students will not be late for class that begins at 9:15 AM*)
- **DO NOT DROP OFF CHILDREN PRIOR TO THE APPEARANCE OF THE ADULT SUPERVISORS.**
- The lead car should pull all the way down closest to the media center entrance door to allow for more vehicles to unload.
- Pull up in line as far as possible. Do not leave large gaps in the line.
- Do not pull out of line to attempt to exit the line before cars in front of you move forward. This is very dangerous as students could unload from both sides of cars.

Afternoon Procedures

- Cars should line up single file in the order of arrival. Do not leave cars unattended in the carpool line.
- Your carpool number must be prominently displayed in your front window. If someone other than you is picking up your child, they **MUST** have that number.
- As cars arrive at the school, they need to go to the **END** of the carpool line.
- School personnel will walk down the line of cars to enter your carpool number into the system. Your number will be called out to the students.
- Students are dismissed from their classrooms. Students view their highlighted number on the TV screen and then proceed to the corresponding placement outside. **Please stress to your children that it is extremely important that they pay close attention to the screen to identify their number and then come quickly to the carpool line.** Cars idling in the loading zone waiting for students delay everyone further back in the line.
- Students must wait on the hedgehog sidewalk logo until their car has made a full stop in the loading zone.
- Students are expected to be picked up by 4:15 PM.
- Students not picked up on time must be signed out in the office, for safety and documentation purposes. Families who are chronically late will be required to use the bus as a mode of transportation or secure an after-school daycare provider.

Walkers / Bikers

In accordance with state law, WCPSS does not automatically provide school bus transportation to families that reside within 1.5 miles of the school their student is attending. School Board Policy directs the Transportation Department to evaluate whether to provide transportation within 1.5 miles based on walkability and cost factors. Based on these factors, no transport / walk zone boundaries are established. If your student resides in the no transport / walk zone, the parent or guardian is responsible for providing transportation to and from school. Parents are urged to discuss safety rules and to observe their children walking/riding bicycles to school. Children should wear safety helmets when riding their bicycles and scooters as required by law.

Approved Walker / Biker Neighborhoods: Autumn Park, Grove Park Village, Holly Glen & Holly Grove Middle School

- Parents/Guardians must sign a *Walker / Biker Permission Form* yearly.
- Parents/Guardians must accompany their child(ren) to and from school. If you wish to have your child released and unaccompanied by an adult, you must request and approve this method in writing.
- Arrival: 8:45 AM - 9:10 AM (*this ensures that students will not be late for class that begins at 9:15 AM*); All walkers/bikers will enter the main campus and continue along the sidewalks to the main entrance of the school. (*Pre-school walkers/bikers will use the bus loop entrance in the AM/PM*)
- Departure: At 3:45 PM, all walkers/bikers will be dismissed. Parent/Guardian pick up will occur at the media center or art room door. Students will be released when a staff member ensures that the parent/guardian that is listed on the *Emergency Locater* form is the person picking the student up by verifying proper ID. If a child is being released to another family member or friend, the office must be notified and will be verified with proper ID.
- Participants & families will receive a numbered tag as a form of identification, matching and safety.
- WCPSS Employees at Holly Grove Middle will be required to follow the procedures listed. A HGES staff member will not walk students to the middle school for convenience.
- Parents/Guardians who live outside the "walk zone" will not be permitted to participate. Addresses will be verified.
- A walker/biker never gets into a parked car.
- An alternate dismissal plan may be implemented during inclement weather.

Van/Bus Riders for Daycares and Camps

Families that have registered with outside care providers will have access to ride their method of transportation before and after school. These providers will use the bus loop to drop off and pick up students. Providers may drop off between 8:45 AM - 9:10 AM (*this ensures that students will not be late for class that begins at 9:15 AM*). At the conclusion of the school day, students will remain in their classrooms until their van/bus has been noted as arrived on the TV screen. Students will proceed to the bus loop to board their vehicle to leave with their provider. Pick up is between 3:45 PM - 4:15 PM.

Below is a list of our known providers:

• Active Tracks	• Kiddie Academy	• Kim's Yong-In Martial Arts
• Kinder Care	• Beyond School Age Care	• Holly Springs Parks & Recreation—Hunt Center
• Tumble Gym	• Changing Tomorrow Farm	• Kraft Family YMCA* (onsite at HGES)

**Please contact the before or after school daycare/camp provider if you have questions about transportation or services.*

Transportation Changes

Teachers will document each student's normal mode of transportation (bus/carpool/van rider/walker/biker) at the start of the school year. Changes to this method of transportation must be made in writing and in the form of a note or email to the student's teacher. In addition, we recognize that emergencies occasionally arise during the school day which necessitates a change to a student's mode of transportation. In this exceptional instance, a change may be made via phone call to the front office prior to 3:00 p.m. For safety reasons, the sooner we are notified the better. The HGES cannot authorize any method of WCPSS transportation that has not been assigned or documented by WCPSS for a student.

Field Trips

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the students' total educational experience. The cost of the field trip will include the cost of transportation and any other fees associated with the trip. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the principal. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. Verbal permissions and handwritten notes are not accepted. All volunteers on field trips must be approved volunteers to be a chaperone. There are two kinds of field trips: (1) an off-campus field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional day (2) an on campus field trip is defined as any planned activity by an outside organization during the instructional day. Trips are an extension of learning. However, if students do not have permission to go on a trip, those students will be placed in another classroom for their instruction.

Dress Code

According to the WCPSS Board of Education, "students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health and safety of the student or others is prohibited." Examples of prohibited dress or appearance include, but are not limited to, the following:

- Excessively short or tight garments.
- Spaghetti straps, halter-tops, or see through tops or clothing
- Exposed undergarments
- Sagging pants
- Bare midriff shirts
- Attire that exposes cleavage or chest area
- Attire with messages or illustrations that are lewd, indecent, or vulgar, or that advertise any product or service not permitted by law to minors
- Any adornment such as chains or spikes that reasonably could be perceived or used as a weapon
- Any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups

At HGES, teachers are expected to use their professional judgment when determining if a student's clothing is likely to cause a distraction or a disruption in the learning environment.

For more information, see https://boardpolicyonline.com/bl/?b=wake_new&s=208219#&&hs=622447.

Consequences for Inappropriate Student Dress

- **Teachers** are asked to address dress code violations in the morning; they should not wait until the end of the day when enforcement is more difficult.
- *Students who fail to comply with the school dress code will telephone their parent/guardian from the classroom to bring appropriate clothing.*
- Students who fail to get a change of clothing will have the opportunity to find a change of clothing from the donation area in the office.
- WCPSS policy states that students will be given the opportunity to change their clothing or call home for appropriate clothing the first time. Repeat violations are considered non-compliance and will result in a behavior referral. Teachers are asked to document when a student fails to comply with the dress code.
- Repeat offenders will be subject to disciplinary action.

Cafeteria / Lunch Procedures

Cafeteria - General Procedures

- Instructional Assistants will supervise students during lunch, including the lunch line, while students are eating, and during dismissal/trash disposal time.
- Once seated, students are to remain in their seats. If a student wants an additional item, he/she must raise their hand and be recognized by an adult before getting back up.
- **Free and reduce forms are to be completed yearly.**
- The noise level in the cafeteria must not be excessive.
- Prepayment to student lunch accounts are completed in the morning.
- Parents/Guardians can also load lunch accounts with money by visiting www.MySchoolBucks.com or calling (855) 832-5226.
- All left over monies carry over from year to year and beyond elementary school as long as student is in WCPSS.
- The cafeteria manager will provide reminders when a child is almost out of lunch money.
- Students may access the PTA lunch fund up to two times without repayment. (*see receptionist for details*) After accessing funds twice, students will be given fruits, vegetables and water provided by the cafeteria.
- One snack may only be purchased during lunch. Students may not be sent to the cafeteria to purchase snacks during the school day.
- A complete lunch consists of a main dish/protein (meat), vegetable, fruit, and milk.
- On Early Release or delay schedules students will be provided lunch at a modified lunch schedule time.

Summary of meal prices:

<u>Breakfast</u>		<u>Lunch</u>	
Full Price	\$ 1.50	Full Price	\$3.00
Reduced Price	\$.40	Reduced Price	\$.40

* *Adult meals and snacks are priced a la carte.*

Recess (Physical Education)

The State of North Carolina requires that all students have directed and structured physical education each day. Daily physical education (planned teacher-directed activity, not "free play" should be provided by the teacher. The policy requires 150 minutes per week including Physical Education class. Weather permitting, students should be taken outside for at least fifteen minutes daily. A balance of structured games, skills, fitness, and some free time is appropriate.

Weather Conditions

- When the temperature is predicted to be between 90° and 94° degrees, student activity outside should be limited to 15 minutes.
- When the temperature is predicted to be 95° degrees or higher, students should not be outside after 11:30 a.m. The student activity should be limited to 15 minutes.
- When the day is designated as a Code Orange Day, student activity should be limited to 15 minutes.
- When the day is designated as a Code Red Day, students should remain indoors all day.
- Pay Very Close Attention To:
 1. Anytime students are outside, you should monitor them as far as what their appearance is as a result of hot weather, and if they are having any physical difficulties.
 2. Please encourage students to drink water on hot days. They need to drink water to avoid dehydration.
 3. A primary concern for all should be asthmatic children. They should not play outside on Code Orange Days (*no students are outside on Code Red Days), poor air quality days, or high heat index days. These students should be monitored closely-even during the abbreviated recess days.

Health Information

Medication Rules and Procedures

If a drug is necessary for a student's well-being and ability to function in school and cannot be scheduled outside of the school day, it can be administered to or taken by the child at school.

A. School officials may administer medication to students if the following criteria is met:

1. The Parent Request and Physician Order for Medication Form (1702) is completed.
http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/68/Form%201702%2001-24-2012-ENG_FINAL%20Updated%20logo%204-4-16.pdf

B. The principal shall be responsible for verifying the request and physician's orders and for monitoring the administration and maintenance of medication. The following conditions apply when medication is to be administered by school personnel:

1. In the case of long-term medications, requests should be updated at the beginning of each school year and any time there is a change in dosage prescribed.
2. No one at the school can be required to administer medication. The school system, however, is responsible for the administration of medication for long-term, chronic illness.
3. The public health nurse will review any new medications received on Form 1702 during her regular visits.
4. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the pharmacy's label containing the student's name, name of medication, the date the prescription was filled, and directions clearly marked.
5. The public health nurse will be involved in instructing school personnel in proper procedures for administering any injection ordered by the physician.
6. Medication should be kept in a locked place
7. If Form 1702 is received by the school for medication administration, the name and dose of medication, period of administration, person administering medication, and the doctor's name should be recorded on the Health Card in Section V.
8. The person administering medication should keep a written record of dates of administration.
9. Any self-medications must be accompanied by doctor's orders and the student must show that they can administer medication themselves and to the school nurse.

Please note: No medication will be administered without the 1702 Form or a medical plan developed through the doctor's office. All medications must be brought to the school by the parent. If this is not possible, arrangements must be made with the principal or the bus driver to transport the medication.

****If your student has medication that has to be given by injection, please call the school nurse to develop a plan.**

Health Screenings

Pre-School: A kindergarten-screening program will be provided at the base elementary school in the fall. The screening will include a check of hearing, vision, gross and fine motor skills, language/speech development, and hand-eye coordination.

Vision: Students in kindergarten, 1st, 3rd, and 5th grades will be screened for visual acuity once a year. This information is kept in the student's cumulative record. Other students may be screened at the request of the teacher or parent.

Hearing: Students in kindergarten and new students to Wake County will have their hearing checked once a year.

A new State Law requires every child entering public schools in NC for the first time to receive a health assessment. This assessment must occur within 12 months prior to entering school and must be provided to the school within 30 calendar days of the child's first day of attendance.

*****Remember that school screenings do not take the place of regular check-ups by your child's physician.**

Kindergarten Health Assessment

The 1993 General Assembly session amended the law to assure that all students entering Kindergarten have a Kindergarten Health Assessment. Assessments must occur between the first of January prior to school entry and the date of school entry. Students will have 30 calendar days from entry to school to have the Health Assessment completed. Kindergarten teachers should check students' folders immediately and inform the school nurse of students who are missing Health Assessments.

Dosage and Age Requirements

State Law regarding immunizations has been amended and affects children enrolling in school for the first time (K-1) after July 1, 1994.

North Carolina Law requires that each child be immunized with:

- Diphtheria-Tetanus-Pertussis: 5 shots of DTP vaccine (diphtheria, tetanus and whooping coughs); if 4th dose is after fourth birthday, 5th dose is not required.
- Polio (OPV): 4 doses of oral polio vaccine; if 3rd dose is after fourth birthday, 4th dose is not required.
- Measles: 2 doses received at least 30 days apart: one dose on or after the 1st birthday and a second dose before enrolling in school (K-1) for the first time. (Commonly given as MMR).
- Mumps: 2 doses received at least 30 days apart; one on or after the 1st birthday. (Commonly MMR).
- Rubella: 1 dose given on or after the 1st birthday. (Commonly given as MMR).
- Haemophilus Influenza type B (Hib): 1 dose at or before 15 months or the complete series. Hib is not given, if the child is 5 years or older.
- Hepatitis B (HBV): 3 doses (children born on or after July 1, 1994).
- Varicella: 2 doses for children born on or after April 1, 2001 without documented history of the disease.

- Pneumococcal conjugate: 4 doses. 3 doses by age seven months and a booster dose at 12 through 15 months of age.

Health Room

The Health Room is located near the receptionist/office area. This area is for students who are ill or injured and are waiting to be picked up.

Students will be sent home if they have the following symptoms:

- Temperature of 100.6 or higher (A child should remain at home for 24 hours after the temperature has returned to normal without medication.);
- Nausea, vomiting;
- Severe headache;
- Diarrhea;
- Red, watery eyes with yellowish discharge;
- Undiagnosed rash; and/or Head lice. (Students will need to be checked upon returning to school to control outbreaks in the school.)

Student Illness/Injury

If a child becomes ill or is hurt at school, the teacher or assistant should accompany the child to the office in grades K-2. Another child may accompany the child in grades 3-5. Teacher or assistants should take the child's temperature in the room for non-emergencies. If the temperature is 100.6 or greater the child must go home. If a student is injured on school grounds, an accident report is required. Administration and parents will be notified as soon as possible when an injury occurs.

School Insurance (Accidental and Dental)

School insurance is available to all students. Information is available on the Wake County Public Schools Website, www.wcpss.net. Purchase of the insurance is optional.

School Wide Behavior Management Plan

Philosophy

An effective school climate is one that is nurturing, safe, and conducive to learning. In establishing a discipline policy, it is important to focus on encouraging students to make good choices and be responsible for their behavior. In making these decisions, students learn that there are rewards and consequences for their actions. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, teachers certainly have the leeway to establish a variety of individualized behavior management plans that support the school's philosophy. It is hoped that this consistency provided by the school wide plan would assist students in realizing their potential and thereby making the learning environment as productive as possible.

Through both direct instruction and modeling, all adults at Holly Grove will make every effort to help each child be a contributing member of our school community that is both safe and conducive to learning. Teachers will work closely with students to ensure that everyone is familiar with class and school-wide procedures.

Positive Behavioral Interventions & Supports (PBIS)

Positive Behavioral Intervention Support is the school-wide discipline plan that we use to make our school a great place to learn. PBIS uses proactive measures and school wide expectations to enable students to achieve social and academic success in school. Such supports and expectations are developed, implemented, and monitored by all staff members working in the school. Implementing these expectations school wide can reduce frequency of students who engage in problem behavior.

What does a system of positive behavior supports and expectations look like? Ideally, the system is in place at the classroom and school level. Both levels share some basic similarities.

First, there must be a set of clearly described expectations for student behavior. In the classroom, this includes a set of classroom expectations that set the parameters for student behavior in social and academic areas. In the school, behavioral expectations and limits for student behavior include procedures for each common area: cafeteria, halls, carpool, bathrooms, playground, and dismissal.

Second, the expectations must be taught to mastery. This is accomplished by explaining the procedure, giving and eliciting examples and non-examples of each, then engaging students in both guided and independent practice of each procedure.

Third, a system of cues and prompts during the time the students are learning so that expectations can facilitate student success.

Finally, continuous monitoring of the fluency with which students demonstrate those appropriate and desired behaviors that provides the staff with needed feedback.

What happens when students begin to demonstrate inappropriate behavior again? Review and re-teaching are critical pieces of an effective system that supports positive behavior. Taking time at periodic intervals based on data to bring students back to mastery on a specific behavioral expectation will enable the classroom and school to function as a safe and orderly learning environment.

We believe...

- expectations for all students, staff, and administrators should be clear, positive, and consistent.
- communication and support among parents, staff, and administrators are critical for a positive school-wide climate.
- a caring environment that nurtures the whole child must include peer interactions for both adults and children.

Ultimately, we expect that students, staff, and our school community will respect themselves, others, and property.

How do we help our students to learn our rules? We get off to a good start at the beginning of the year by teaching our rules as systematically as we would any other subject, from the first day they enter our classroom.

Accountability Procedures

Fun Friday is a clever procedure to acknowledge and to reward good work habits. A block of time can be set aside for preferred activities that students can do quietly at their seats. Students who are not eligible will use this time to catch up on incomplete work.

Tuesday Folders have many advantages. They allow parents to monitor closely the quality of their child's work. Sample:

Student Name _____		Teacher _____			Gr. Level _____	
Week of...	Academic Work	Comments	Work Habits	Comments	Parent's Signature/Comments	
August 10-13	1 2 3 4		1 2 3			
August 16-20	1 2 3 4		1 2 3			

Positive Referrals

- It is important to recognize positive student behavior.
- If a student exhibits noteworthy behavior, staff complete a Positive Behavior Referral "Caught Being Good" form and also nominate students for "Hedgie of the Week".

Hedgie Rewards

- A behavior support/reward system to encourage students to collaboratively adhere to our school-wide expectations and procedures.

- They are given to whole classes when they are "caught" working together to fulfill a school-wide expectations in:
 - Hallways, Restrooms, Cafeteria, Specials, Assemblies, Playground, and at dismissal.
- All staff members are encouraged to give rewards to any student(s)/classes who are following the HGES expectations.
- The class will put the reward on their class poster and once they get to certain milestones, they will receive a choice class reward from a menu of options.
- Once each milestone is reached, classes will be announced on morning announcements.
- Class Hedgie Rewards posters will be displayed in a common area on each grade-level hallway for all to see.
- Hedgie rewards tokens/stickers will be in accessible envelopes in various areas throughout the building for ease in staff using them.

Non-Discipline Interventions

- In working with students, it is very important that non-discipline interventions are attempted when trying to affect student behavior. Some of these interventions include:
 - Conferencing with the students and parents
 - Involving the guidance counselor in the discussion and asking the counselor to work with the student
 - Securing outside resources to help support the student
 - Changing seating arrangements within the classrooms
 - Altering the student's schedule

HGES Behavior Expectations Matrix

Expectations	Cafeteria	Restroom	Playground	Substitute Teacher	Lobby/Hall Stairwells	Carpool	Bus	Dismissal
Honesty Counts	Pay for items you take Keep your place in line	Wash hands Clean up after yourself Respect privacy	Play fairly Follow the rules of the game	Follow regular classroom procedures and routines Sit in assigned seats	Go where you need to be Walk on the right Quiet halls	Give notes about transportation changes to teachers Stay in order	Get off only at your stop	Give notes about transportation changes to teachers
Good Choices	Remember the things you need Eat first, then talk quietly to those nearby	Aim Respect privacy Quiet voices	Take turns Share playground equipment Use kind language	Keep from saying how your teacher does things Raise hand to assist the substitute when needed	Quiet halls One stair at a time Hands to yourself Use the handrail	Remain quiet so everyone can hear Sit criss cross Hands to yourself	Sit quietly Keep book bag closed	Single file line in halls Book bag closed and on Be ready to go
Everyone Shows Respect	Touch your food only Help clean, even if it's not yours Keep the serving line clean	Respect privacy Clean up after yourself Report spills	Invite others to play Say, "I'm Sorry" if you make a mistake Be good to the equipment Leave all sticks and rocks on the ground	Treat our substitutes like a guest in your home	Quiet halls Hands to yourself Keep the floors clean Go where you need to be Follow adult directions	Listen for your number Remain quiet so everyone can hear Stay in order	Follow directions of the driver Follow safety rules	Follow adult directions Remain quiet
Safety First	Stay Seated Raise your hand for help Walk Report Spills	Report spills Wash hands with soap and water Return to class promptly	If someone falls, get help Report broken equipment	Follow established classroom rules Be helpful	One stair at a time Use handrails Follow arrows Know evacuation procedures	Follow the sidewalk Walk quickly to loading area Cross only at crosswalks	Don't distract the driver Stay seated Know evacuation plan Keep hands, feet, and head away from windows	Walking feet Buckle up

Holly Grove Continuum of Consequences/Strategies

Tier 1: Core Classroom Practices

- *Establish classroom routines
- *Use attention signals
- *Clearly define, teach and reinforce classroom expectations multiple times per year in all settings.
- *Use reinforcement system, both Individual and Class Hedgies
- *Teach and model effective communication skills
- *Understand student triggers
- *Understand your trigger points
- *4:1 Positive Ratio
- *Positive Office Referrals

Tier 1: Interventions/Strategies for Minors

- *Proximity control
- *Quiet redirection and private nonverbal cues
- *Verbal reminders
- *Directives (e.g. "Sam, I need you to ____")
- *Conference with student (Document conference)
- *Reteach expectations
- *Restitution
- *Loss of privilege (no laps or taking away recess-per board policy)
- *Reflection Time/Cool Down
- *Behavior Log (journaling to reflect on misbehavior)
- *Parent contact (phone call, note, conference)
- *Minor Referral for conference with student, behavior logs, or loss of privilege (Parent must be notified for minors)

Tier 2: Core Practices

- *Develop a plan to prevent triggers that lead to misbehavior
- *Increase positive reinforcement and feedback
- *Avoid immediate responses when in an emotional state
- *Teach social skills as alternatives to aggression
- *Acknowledge student's feelings when upset
- *Consult with PLT or other school resources (PBIS Representative)
- *Referral to the Tier III team

Tier 2: Interventions for Majors/Pattern of Minors

- *Parent Phone Call and/or letter
- *Time out in supervised area
- *Silent Lunch
- *Loss of "Fun Friday"
- *Restitution (school or community service)
- *In-school Suspension
- *Behavior contract
- *Individualized social skills instruction
- *Self-monitoring
- *Mentor/buddy check-in
- *Referral to counselor or other adult
- *Office Referral

(3 minors for same behavior in a week is a major referral)

Tier 3: Individualized Interventions

- *Prevent-Teach-Reinforce Plan (PTR)
- *Behavior Intervention Plan (BIP)
- *Functional Behavior Assessment (FBA)
- *Individualized Education Plan
- *Temporary or permanent placements

Student Discipline Plan

Teacher Initiated Consequences for Student Misbehavior

Teachers, Teacher Assistants, Specialists and other staff members at HGES are empowered to do everything the administrators can do, except for assigning ISS (Time in Office) and OSS. The following list contains suggested teacher-initiated consequences:

- Verbal warning(s)
- Conferencing with the student, either individually or with the other team teachers
- Calling and/or conferencing with the parent(s)
- Assigning silent lunch / lunch detention
- Suspension/ removal of classroom privileges
- Placing the student on a behavior contract
- Changing a student's seating assignment
- "Time Out" with another teacher
- Initiating other punishments or consequences within school board policy

Parent/Guardian Contact

- Parents/Guardians will be informed by the referring teacher of any discipline referrals.
- Teachers will make every effort to contact parents/guardians regarding student behavior and potential consequences. **Teachers will contact the parent/guardian by phone or email. If contact cannot be made, ask the School Social Worker to visit the home and speak to the parents.**
- All parent/guardian contact or attempted parent contact will be documented.

Examples of Minor Referral Behaviors

The following are examples of some types of minor behaviors.

- Classroom disruptions (talking, out of seat, throwing paper, noises, etc.)
- Eating or drinking outside the cafeteria
- Littering
- Running in the hallways or common areas
- Playground misbehaviors
- Inappropriate behavior in the cafeteria (i.e., not keeping the area clean)
- Profanity that is not directed at a staff member
- Presence in an off-limits area
- Horseplay such as pushing, shoving, kicking, hitting, etc.
- Unprepared for class or not completing assignments
- Inattention in class
- Disrespect to Peers
- Talking back, mumbling, rolling eyes, sucking teeth, etc. to an adult
- No homework
- Dress code violations

There are several other offenses not listed that require teacher redirection. An example of this is gum chewing. There is not a specific rule about gum chewing. However, if a teacher asks a student to discard

his/her gum, and the student refuses or repeats the offense, a minor referral for "non-compliance/insubordination" may be completed.

Automatic Major Referrals

Misbehaviors that are considered "Major" will require the attention of an administrator. These actions include but are not limited to:

- Fighting or acts of violence
- Serious threats to commit acts of violence
- Flagrant disrespect of faculty or staff members
- Profanity towards faculty or staff members
- Spiting and/or biting
- Weapons
- Vandalism
- Theft / Stealing
- Sexual offenses
- Smoking /possession of tobacco or other controlled substance.
- Chronic misbehaviors that have not been resolved after the teacher has tried to correct the student (3 or more times with the same behavior) with the actions listed in the preceding section.

Consequences for Inappropriate Behavior

Time-Out

- Time out can be assigned by any teacher during throughout the day except during recess. (*not for prolonged periods of time*)
- The teacher moves a student from his/her classroom and places them in another room under the supervision of another staff member.

Lunch Detention or Silent Lunch

- Lunch detention or silent lunch can be served in the lunch room or front office.
- Students are expected to be silent and not interact with other students/staff.
- Students may work on any assignments or tasks given by the teacher.

Time in the Office or In School Suspension (ISS)

- Student will be counted present and allowed the opportunity to complete assignments for the day.
- The student will remain in this location for the day or part of the day. Teachers & Specialists teachers will send work for the students to complete or request the student attend class for a particular portion.
- The teachers will be notified when one of their students has been assigned Time in the Office or ISS.
- Student will meet with an administrator or counselor for counseling and/or reflection of behavior choices.

Out of School Suspension (OSS)

- OSS is to be counted as an excused absence and students are allowed to make up all assignments for full credit.

- Teachers are required to provide work for all students in OSS.
- The beginning date of the suspension and the date the student is allowed to return to school will be clearly noted.
- Students serving OSS are not allowed on campus during the length of the suspension.

Mediation

- In appropriate situations, students are invited to participate in mediation to resolve conflict.
 - Teachers, Counselors, and Administrators can lead mediation.
 - Parents will be informed of the decision to use mediation.
-

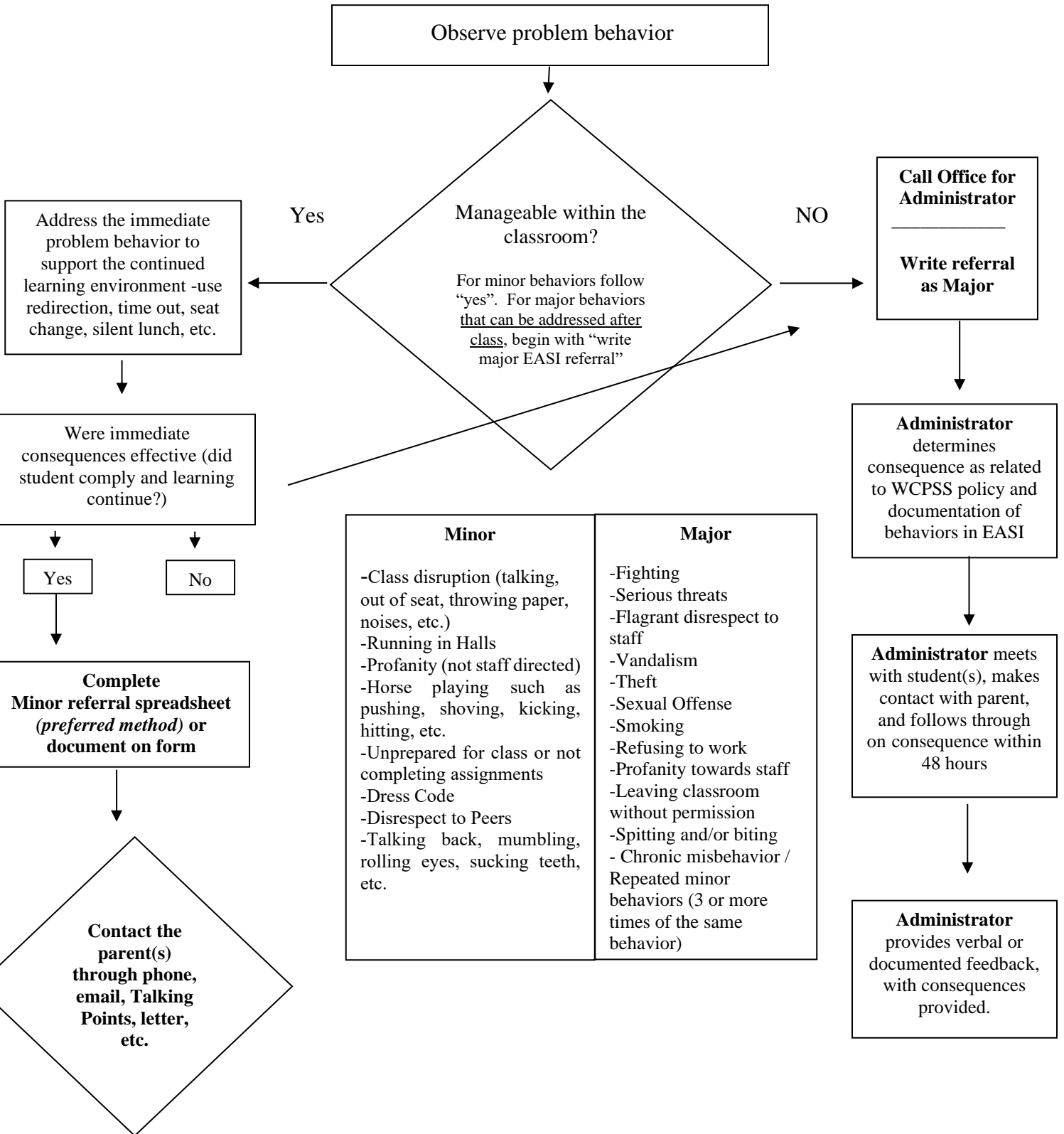
Recess

- Recess cannot be taken away and students cannot be required to walk/run laps as a result of a behavioral consequence.

Corporal Punishment

- Corporal punishment can never be allowed on a Wake County Public School campus. NO adult is permitted to administer corporal punishment for any reason; this includes parents.

HGES Student Behavior Management Process- Flowchart



WCPSS CODE OF STUDENT CONDUCT

(Policy 4309)

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

Violations of Board policies, the code of Student conduct, regulations issued by individual schools or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to utilize a variety of disciplinary consequences to accomplish a positive change in student behavior.

The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence.

Level I - Possible Short -Term Suspension Only

Level I rule violations should generally result in in-school interventions in lieu of out of school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a level I rule, or where there are other aggravating circumstances, the principal may impose a short-term suspension that shall not exceed two school days. Level I rule violations shall not result in a long-term suspension.

Examples of Level I violations are: Disrespect/non-compliance, inappropriate language, electronic devices, trespassing, tobacco, gambling, and misconduct on a school bus.

Level II - Short-Term Suspension/ Possible Long-Term with Aggravating Factors

Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not exceed five school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendations of long-term suspension. Any long term suspension recommendation based on aggravating factors shall be approved by the impartial hearing panel pursuant to Policy 6500D.

Examples of Level II violations are: Integrity, Inappropriate literature or illustrations, violation of computer access, class/activity disturbance, school disturbance, school transportation disturbance, disruptive protest, false fire alarm, fire setting, property damage, theft, extortion, indecent behavior/sexual behavior, harassment/bullying, threat, false fire alarm, physical aggression, fighting, gang and gang related activity, weapons and dangerous instruments, failure to report a firearm, hazing, and aiding and abetting.

Level III - Long-Term Suspension/ Possible Short-Term with Mitigating Factors

Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (10 days or less) based on mitigating factors. Any reduction to short-term suspension based on mitigating factors shall be approved by a panel of the Discipline Review Committee appointed by the Superintendent.

Examples of Level III violations are: Possession, use, intent to distribute of narcotics, alcoholic beverages, controlled substances, chemicals, and drug paraphernalia, assault, bomb threat, or acts of terror.

Level IV - Suspensions Required under State Law

Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes.

Examples of Level IV violations are: Firearm/Destructive device.

Level V - Expulsion

Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen years of age or older and the student's behavior indicates that his/her continued presence constitutes a clear threat to the safety of the students, employees and the Board determines that there is no other appropriate educational program. Additionally, any student who is a registered sex offender under NC statute 14-208 may be expelled.

HGES Miscellaneous Guidelines & Procedures

Cellular Phones / Electronic Devices - Students

- Per WCPSS policy, students are forbidden to use cellular phones during the instructional day. The instructional day begins when the student arrives on campus and end when the student leaves campus on their bus/car ride or are released to attend an after-school event.
- The relevant policies established by the WCPSS School Board are:
 - 6426.1 - No student shall use, display, transmit, or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, smart watches, cellular watches, pagers, CD/MP3 players, and electronic games, or any laser pointer or similar device, until after the conclusion of the instructional day.
 - 6426.4 - Any device possessed or used in violation of this policy shall be confiscated and only returned to the student's parents. Penalties for violation of this policy are set at the discretion of the principal, and repeated violations may results in short-term suspension.
 - 6410.7 - Noncompliance - Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.
- Students are allowed to bring cellular phones to school as long as they are turned off and placed securely in their book bags during the instructional day.
- HGES does not require that students furnish their own devices. We will provide and allow access to any forms of technology that will enhance education.
- Students are to take their devices home daily.
- Confiscated items will be tagged with the student's name and held for parent pickup in the main office. The main office is open from 8:00 am to 4:30 pm during every school day.
- We will provide as much security as possible for confiscated items; however, we are not responsible for their loss.
- WCPSS will not be responsible for lost, stolen or damaged electronic device(s) of any student.
- Use of cell phones includes, but is not limited to, phone calls and sending and receiving text messages.

Internet Use - Student

- Parents/Guardians have the option denying their child to have access to the Internet and/or prohibiting them from obtaining a district issued email account. To exercise this option, they must complete and return the **Parental Request to Deny Access** form provided by the school.
- The form is available on the district's external website though it is expected that parents wanting to deny access will contact the school directly to request a copy of the form.
- All students registered in the Wake County Public School System will automatically be given access to the internet.

Printer Use - Students

- Students are only to print with teacher permission. Be mindful of excessive printing.
- Color copies should not be printed.

Lost and Found

- Students finding a lost/misplaced item should place the item on the Lost and Found table located outside the gym or to their teacher or a staff member.
- Write names on all personal items (jackets, sweaters, backpacks, lunch boxes etc.). All unclaimed lost and found items will be cleaned and donated to charity or repurposed for emergency clothing for the health room.

Character Education

WCPSS mandates the integration of the eight-character traits into the grade level curriculum. These traits should be taught, discussed, referred to, included in problem solving, and understood at the proper developmental level by all of our students. Wake County has designated a month to emphasize each trait. All traits should be part of your planning at all times. If you need clarification on the traits or help with integrating these into your teaching, the school counselor can help.

- Courage
- Good judgment
- Integrity
- Kindness
- Perseverance
- Respect
- Responsibility
- Self-discipline

Pledge of Allegiance

- At HGES students will recite the Pledge of Allegiance daily.
- Students may be excused from reciting the Pledge due to religious or personal reasons. Those students may sit or stand quietly when the class recites the Pledge.

Media Center

The media center is an essential part of the school's instructional program. It helps students learn to become proficient readers and independent users of information. The media center will be open for students every school day from 8:45 AM until 3:45 PM. Students are encouraged to use the media center as much as possible. Teachers, in collaboration with the Media Specialist, may assign students independent projects for research in the media center, may bring their entire class or send small groups for instruction or research.

We are happy to be in such a beautiful facility with access to a high-quality collection of over 21,799 titles, including books, playaways, books on CD/Tape, professional resources and DVDs. The Media Specialist encourages students to come by often to check out books for personal enjoyment or research. **Parents are also encouraged to bring their students in during track-out to use the media center for research or to check out, renew, or return books. A parent must accompany students during track-out trips to the media center.**

We want all our students to become life-long readers and book lovers. We hope that parents will enjoy reading with their children the books they bring home and that you will encourage them to love reading.