

Dear Ballantyne Families,

Welcome to the 2024-2025 school year at Ballantyne Elementary! We are looking forward to a year of great success and want to challenge all students, parents, and staff to make this year their personal best.

This handbook is filled with important information regarding Ballantyne Elementary policies and procedures. Please take the time to review the contents with your child.

Our **vision** at BES is to intentionally live the 7 Habits, lead through teamwork and communication, and build long lasting relationships with colleagues, students, and families. Our **mission** is to lead through teamwork and communication to build long lasting and positive relationships. We are a community of empowered leaders and learners, growing together to reach our highest potentials!

We want this school year to be the BES-T at Ballantyne Elementary. Together we can and will do great things for our children.

Together in Education,  
The Ballantyne Administrative Team

#### **MORNING ARRIVAL**

Teachers will be ready to greet students in the classroom beginning at 8:15AM. **Students are NOT permitted in the building before 8:15 AM, as there is no adult supervision. The front doors will be locked in the morning until 8:15 AM. School doors will be open prior to 8:15 AM for before school activities. Parents are not allowed to drive through Great Future Drive. Arrival and departure maps are at the bottom of the Parent-Student Handbook.**

#### **BUS PARKING LOT (BACK OF SCHOOL)**

Parents must have students at the bus stop 10 minutes prior to the pickup time. Students must follow bus rules and procedures. Failure to follow bus rules may result in a bus suspension. Cars are not permitted in the bus lot during school hours. As buses arrive, students will deboard the bus and walk into the school. Staff are on duty to monitor students exiting the buses.

#### **CAR RIDERS**

In order to avoid traffic congestion; please cooperate with those individuals in the car unloading area. Students are not to be dropped off outside of the supervised carpool line. Parents are not permitted in the building during morning arrival for a safe and orderly arrival. If your child enters the building following the 8:45 AM bell, he/she is considered tardy. Children who are tardy to school **must be signed in by an adult** to gain admittance to class.

#### **WALKERS/BIKE RIDERS**

It is our goal to make sure all of our students arrive to and from school safely. All students should cross at the Intersection of Great Future Drive and Clems Branch

Drive or the intersection of Scholastic Drive and Clems Branch Drive. There are crossing guards at both of these intersections. Students can walk their bikes to the designated bike racks.

#### **AFTERNOON DEPARTURE**

Early Dismissal ends at 3:00 PM. This helps our front office get ready for afternoon dismissal. If your child has an appointment, please pick them up before 3:00PM. We ask that parents follow the normal dismissal procedures if it is after 3:00 PM. Half day for all students is 12:45 PM. Notify the teachers and call the school before 12:00 PM of changes for afterschool dismissal. If notes are not received, the child will follow the instructions given at the beginning of the school year. For the safety of your child, we cannot rely on verbal communication from your child regarding changes to dismissal. **Parents are not allowed to drive through Great Future Drive.**

#### **BUS PARKING LOT/VAN RIDERS (BACK OF SCHOOL)**

Our intent is to offer safe, reliable transportation at all times. **Riding the bus is a privilege that can be lost if safety rules are disregarded.** Bus riders will be placed on the assigned afternoon bus **unless a written note from the parent requests otherwise.** A student going home with another student by bus requires written permission from both sets of parents. Please plan in advance. At all times, students are expected to respect the bus driver.

#### **Bus rules include:**

- Ride only the assigned bus. Students may not change buses in the afternoon to accommodate special activities with friends without written permission from the parent and prior approval from the school.
- Keep hands, feet, and other objects to self.
- Sit quietly in the seat. No horseplay or foul language.
- Talk in a quiet voice to the person next to you.
- No food or drink.
- Other transportation is needed for class pets and large projects.
- Properly care for the bus.

Bus concerns are handled with a verbal warning, parent contact, and finally, a bus suspension, which also depends on the nature of the incident.

#### **CAR RIDERS**

Parents who pick up children in the afternoon should be at school by 3:45 PM. When picking up children, parents are requested to wait inside their cars. In order to keep dismissal safe and orderly, parents are not permitted inside the building at this time. Please have your car rider tag and number ready. A new car tag number is assigned every year. Car tags will be given out at Open House or in the front office throughout the year. Pull all the way forward when coming through the car line. Drive slowly to ensure the safety of our students and staff.

## **WALKERS/BIKE RIDERS**

It is our goal to make sure all of our students arrive to and from school safely. If you are within the BES walking/bike riding zone, please register at the walkers table during Open House or contact the office to register your child as a walker/bike rider. All parents must have a walker sign when picking up their child at the side of the school. Parents must wait behind the black fence on Clems Branch Drive. **All parents will respect staff and under no circumstances cross over onto school property to get their child.** Parents must complete a form for their child to walk/bike home alone. Walkers and Bike Riders will cross the street with the Crossing Guard at the intersection of Great Future and Scholastic Drive. Please note that if your child leaves school and gets into a car, they are a car rider and not a walker. You will need to get in the car rider line and follow the traffic pattern around the school.

### **Car Riders**

1. Will be dismissed at **3:45 pm.**

### **Bike Riders/Scoters**

1. Will be dismissed at **3:40**

### **Walkers**

1. K and 1st Grade **3:35**(no announcement will be made)
2. 2nd and 3rd grade **3:42**
3. 4th and 5th grade **3:45.**

### **Van/ASEP participants**

1. Will be dismissed at **3:43pm**

## **ASEP**

The After School Enrichment Program provides a safe, fun, and nurturing environment for those children of working parents. The hours for before school are 6:45 AM- 8:15 AM and after school hours are 3:45 PM- 6:00 PM. For more information and applications, contact Ms. Sharpe, ASEP Coordinator, at lakeishas.sharpe@cms.k12.nc.us.

## **ATTENDANCE**

No single factor may interfere with a student's progress more quickly than frequent absences. Parents and students are encouraged to place regular school attendance as a top priority item during the school year. Every day is important. If it is necessary for a student to be absent, follow these procedures:

- (1) If possible, notify the school before the absence.
- (2) Upon returning to school, send a note signed by a parent or guardian stating the exact reason for the absence. Without this written note, absences are coded unexcused.
- (3) Make up all work missed during the absence.

There are three codes for coding student absences: (1) excused absences, (2) unexcused absences, and (3) suspensions and/or expulsions. Excused absences are the following: COVID quarantine, student illness or injury, medical/dental appointments, court or administrative appearance by the student, family deaths, religious observances, and certain trips are excused absences. Trips must be of educational value and the principal must approve the absences in advance.

Parents are encouraged to plan trips when school is not in session. Unexcused absences are defined as any reason not covered under approved absences. A parent note or phone call will only be allowed for 3 excused absences. Once a student has 3 parent notes indicating their absence was due to illness or injury, a doctor's note must be provided for an absence to be considered excused.

## **BEAR LEADER LUNCH**

Once a month, each class will nominate one student in for the Bear Leader Lunch. Students are nominated for displaying the 7 Leader in Me Habits. Parents will be sent an invitation if their child is invited to the Bear Leader Lunch. Students will enjoy a Chick-Fil-A lunch and hear from one of our sponsors about being a leader in the community.

## **BIRTHDAY CELEBRATIONS**

Parents may bring store-bought cupcakes to celebrate a birthday. We ask that you only bring one treat for each student in the class. Please work with the classroom teacher to schedule a 20-minute time to bring a birthday treat that is nut-free. We ask that parents refrain from bringing in juice boxes or balloons. Treats can be passed out during lunch time.

## **BOOKBAGS**

All bookbags must be carried over the students shoulders. For safety reasons, rolling bookbags not permitted

## **BREAKFAST**

Breakfast is served in the cafeteria between 8:15 and 8:45 every morning free of charge. Children should go from their cars or buses directly to the cafeteria before reporting to their classrooms. Since so little time is allotted for eating breakfast, it is imperative that the students eat quickly in the cafeteria. Students who are car riders need to be in the cafeteria by 8:40 AM to eat breakfast.

## **Bullying:**

Bullying and/or harassing behavior are strictly prohibited in CMS. It is the policy of the Board of Education to maintain learning environments that are free from harassment or bullying (Policy JICK). "Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person" (Source: CMS Code of Student Conduct, 2021, p.12).

## **CAFETERIA**

Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. Lunch menus can be found on the Child Nutrition Services page from the CMS Web site. Ballantyne's meal program is a computerized system. Our cafeteria manager is willing to answer any questions you may have. If you

need assistance with your child's breakfast or lunch, please contact the front office or our Cafeteria Manager. Students should only buy one dessert in the cafeteria (ice cream, chips, cookie, or other treats). Parents can add money to a student's PAYPAMS account. Teachers are not responsible for handling snack money. Students should not bring soft drinks, such as Pepsi/Coke, or carbonated beverages for lunch. **Food service delivery is not allowed for students (Doordash, Ubereats, Grubhub, etc.). Parents should send lunch with their child and avoid dropping off lunch after the school day has started. It is difficult to get lunches to students in a timely manner with a limited number of staff in our front office.**

#### **CELL PHONES/IPHONE WATCHES**

All cell phones/iPhone watches must remain in the off mode inside of each student's book bag until the end of the day. Teachers may also collect all cell phones from students and give them back at the end of the day. This is to limit texting and social media posts during school hours. Students cannot use their phones/watches to call home. A parent will need to come pick the phone up from school if the phone is taken from the student.

\*In an emergency, students can use the front office phone.

#### **CHANGE OF STUDENT INFORMATION**

The school office must have the current information for students at all times. Notify the school secretary or your child's teacher when a change to an address, phone number, or emergency number needs to be made. Proof of residency is required for an address change. All parents must complete an Emergency Card at the beginning of the year.

#### **CHARACTER EDUCATION**

Character education is a collaborative effort between teachers, support staff, and families. Positive character traits such as responsibility, respect, cooperation, and trustworthiness are discussed and encouraged throughout the school year. Parents are also expected to support the development of these traits at home. Character education concepts are learned during our Social-Emotional Learning time designated at the beginning of each day. Character education is also a central component in the guidance program provided by the school counselors. In addition, classroom and school rules regarding behavioral expectations correspond to the Ballantyne Behavior Matrix.

#### **CELEBRATIONS**

Classroom teachers are responsible for working out specific details with room parents for celebrations. **Food for classroom events must be store-bought, rather than homemade, and must not contain any nuts. Celebrations will take place on the following dates:**

- **October 31st (Class Fall Treat in the cafeteria)**

- **December 19th (Winter Celebrations/Parents are invited)**
- **February 14th (Class Treat in the cafeteria)**
- **June 6th (End of Year Celebration/Parents are invited)**

**\*Dates are subject to change and will be communicated.**

#### **CLASS CHANGE POLICY**

Ballantyne has a policy that guides the decision-making process when a parent or guardian requests a change of placement. This policy is used for all requests. The decision is made by the administrative team with the ultimate decision resting on the principal.

#### **CLUBS**

Extracurricular clubs extend learning opportunities for students and will be announced throughout the school year. Students must be picked up **on time** after all before or after-school activities. Students may be dismissed from clubs/activities if they are not picked up on time.

#### **CUSTODY ARRANGEMENTS**

Please make sure that the school has on file a current custody arrangement arranged by the court if there is one present. This will help in situations where clarification is needed with regard to pick-up/dismissal. Communicate family requests with your child's teacher, school counselor, and administrator.

#### **DRESS CODE**

It is important that students wear appropriate, comfortable clothing to school. It is suggested that sweaters or jackets be worn to accommodate the changes in temperature and air conditioning. Head coverings (unless for religious reasons) and sunglasses are not to be worn in the building. Short shorts/skirts/dresses, crop tops, and T-shirts with derogatory messages are considered inappropriate attire. A good rule to follow regarding shorts would be that shorts should not be shorter than your child's arm length when standing and their fingertips cannot touch the skin. **Flip flops and slides are prohibited.** All shoes must have a back to support students as they move throughout the building. Athletic shoes are needed for physical education classes.

#### **Parents:**

We request that all parents follow the school dress code policy when visiting the school as well. Crop tops, revealing workout attire, etc. are not appropriate dress when handling school matters for your child. We want to model excellence for all BEARS.

#### **EARLY DISMISSAL**

Any parent wishing to pick up a student early must first come by the office to sign out the student. We ask that you sign your child out prior to **3:00 PM**. In order for a student to be picked up by someone other than a parent,

permission must be given in writing to the the office staff. All parents are required to show a government issued ID when picking up their child. This is for your child's safety. A student arriving after 12:45 PM will be counted absent. A student leaving school before 12:45 PM and not returning to complete a half-day will be counted absent for the day.

### **EARLY DISMISSALS DUE TO WEATHER**

In the event that school closes during the day, buses will run. We will need emergency plans on file for each child in the case of early dismissal for any reason. These dismissals are rare but may occur with bad winter weather or major facility problems. Please listen to radio/television stations as well as Connect-Ed/Parentsquare for system-wide announcements. Please do not call the school, as the phone lines will need to remain open for emergencies.

### **FIELD TRIPS**

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of the curriculum. Written parent permission must be received for a child to leave the school campus. Costs are kept to a minimal amount; no student is penalized because of cost. **All costs for field trips are to be paid online.** Teachers will send home information on how to pay online. **Siblings are not allowed to accompany parents on field trips because supervision of students is the highest priority. Parents that accompany children on field trips must register as a CMS volunteer three weeks prior to the field trip day. Register is [www.cmsvolunteers.com](http://www.cmsvolunteers.com).**

### **FIRE DRILLS/ALERTS**

Fire drills are held once a month. Tornado drills and lockdowns are also conducted throughout the year. Alerts are explained to students during the first week of school. A plan is also in place in case of an emergency at the Catawba Nuclear Station. In the event we experience unwanted persons entering the school, apprehending a school occupant and/or threatening violence, we have an established lockdown crisis plan. We will secure the building by locking all doors (classrooms, offices, cafeteria, gym, and entrances). Then, we will await assistance from the police department and the CMS Central Office staff. We are prepared to handle a variety of emergencies.

### **GRADING SCALE**

*Kindergarten through Second Grade:*

- (D) Developing-** Student demonstrates a basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard.
- (P) Progressing-** Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations.
- (M) Mastering-** Student demonstrates mastery of grade-level standard multiple times and in multiple ways. Student applies understanding

of standard in familiar and unfamiliar situations.

- (E) Exemplary Mastery-** Student demonstrates advanced mastery of grade-level standard. Student seeks to deepen understanding, engage in higher-order thinking skills, and apply thinking to new and uncommon situations.

**(N/I) No Indicator-** No indicator of this standard at the time of the report.

### **Third through Fifth Grade:**

- A** 90-100 (Excellent Performance)
- B** 80-89 (Very Good Performance)
- C** 70-79 (Satisfactory Performance)
- D** 60-69 (Low Performance)
- F** 59 and below (Unsatisfactory Performance)

### **HEALTH SERVICES**

The health room provides emergency first aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature of 100.0 degrees or above, or are vomiting must be picked up from school. **Current phone numbers to contact you or a responsible adult at all times are essential.** Emergency cards must be completed at the beginning of the year and updated as needed. Once contacted, parents are encouraged to be prompt in picking up their sick child. Parents are to make the school aware of any medical problems/conditions that warrant special care. All medication must be updated with the school nurse. Students with severe allergies/medical condition(s) will have a meeting with the classroom teacher, nurse, administrator, and parent to complete necessary paperwork related to their allergies/medical condition(s). Do not send children to school if they have fever, nausea, or other symptoms of illness. A child must be fever-free for 24 hours without medication if sent home early from school. The school nurse oversees screening of children for certain problems, reports findings to parents, and monitors our records. Parents should ensure that all medical records (student vaccinations, health physicals, medications that should be taken at school, etc) should be up to date.

### **HOMEWORK**

Homework is an extension of classroom instruction and a valuable part of the learning process. Teachers will communicate homework policies. Parents are asked to work with the school to see that all assignments are completed. Reading is expected to be part of every night's assignment. Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Questions regarding homework should be addressed promptly to the child's teacher. Students will utilize Tuesday folders to communicate between home and school as well.

### **INSTRUCTIONAL PROGRAM**

At Ballantyne Elementary, students are taught the curriculum that is outlined by Charlotte-Mecklenburg

Schools and by North Carolina Standard Course of Study or Essential Standards. The district and the state have also developed additional documents that support the planning and delivery of instruction.

Teachers at Ballantyne plan a yearlong course of study in Math, Science, Social Studies, and Literacy. The grade-level teams work together to develop the plan, which is constantly being revised and improved so that it meets the needs of our students. The state and CMS provide teachers with a number of assessment tools, which help teachers to determine exactly what children know and need more support on. The emphasis is on teaching the specified curriculum, but at the instructional level that is appropriate for the students to succeed at high levels.

Classes will have a BEARS Ceremony (Bears Excelling Achieving and Reach Success) at the end of each quarter to showcase student work, and what students have learned for the quarter as well as give students an opportunity to show their leadership skills. The following dates are for our BEARS Ceremonies- all parents are encouraged to attend each ceremony.

**Bear Ceremony Dates:**

November 7th

January 30th

April 3rd

June 6th

Please make sure to register to volunteer to avoid long lines checking into the system in the front office.

**Dates are subject to change and will be communicated to all parents.**

Grade level times will be determined and communicated during the school year.

While the academic program is our central focus, we address the total child's needs through enrichment and cultural arts activities. Our staff includes certified teachers for Physical Education, Technology (3-5), Art, Music, Media, and Science.

**LEADER IN ME**

Leader in Me is an evidenced-based, comprehensive model that builds leadership and life skills in students. It creates a high-trust culture and lays the foundation of sustained academic achievement. Ballantyne Elementary School is in year four of implementing the Leader in Me framework. BES teachers, staff, and administrators create a learning environment that addresses whole-child education with five core paradigms: 1. Everyone can be a leader; 2. Everyone has genius. 3. Change starts with me. 4. Educators empower students to lead their own learning. 5. Develop the whole person.

**SEVEN HABITS:**

BE PROACTIVE  
BEGIN WITH THE END IN MIND  
PUT FIRST THINGS FIRST  
I CAN DO IT WITH- WITH  
SEEK FIRST TO UNDERSTAND  
THEN TO BE UNDERSTOOD  
SYNERGIZE  
SHARPEN THE SAW

**LOST AND FOUND**

The Lost and Found area is located near the gym. Items are held for at least one month and then donated to a charity. To help minimize lost articles, students' names and teachers' names should be placed on lunch boxes, coats, and sweaters.

**LUNCH**

Lunch is served daily and students have approximately 25 minutes to eat. Many people use the cafeteria during the course of the school day. It is very important that certain guidelines be followed in order to ensure a pleasant and clean place to eat.

While in line, either to enter or leave the cafeteria, students should refrain from talking except in quiet whispers.

- ◆ While seated at the tables students should eat quietly during the first part of the lunch period and save their quiet conversations with people seated close to them until the later part of the lunch period. This is to encourage eating rather than talking.
- ◆ Students should remain seated at their place until the group is dismissed.
- ◆ Cafeteria monitors will assist students who need assistance during their lunch period.
- ◆ All students should clean up all spills and/or paper products on the table and floor around their chairs before leaving the seating area.
- ◆ A table will be designated as a "Nut Free" table for students who have nut allergies.

All classes have assigned times and tables for lunch. Please check with your child's teacher for the schedule.

**Parents are encouraged to come once a quarter for lunch with their child. Please do not wait until the end of the quarter to eat lunch with your child.**

**Please limit the number of adult lunch guests to one or two. We ask that parents wait until the week of September 16th to eat lunch with their child for the first quarter. All parents who eat lunch with their**

**child must sign into the front office. Parents cannot discipline other students while in the cafeteria.**

Each student is assigned an account number. Desserts, snacks, and bottled drinks are not a part of the regular meal but are available at an additional cost. They are priced individually. Students may purchase only one dessert during lunch. Desserts include snacks, chips, cookies, and ice cream.

### **MEDIA CENTER**

Students visit the Media Center both with their class and independently. The Media Center is open daily for students from 8:15 AM – 3:30 PM. Overdue fines are not charged but students are encouraged to return books promptly and to take care of all materials. The PTA sponsors three book fairs every year and the profits are used to purchase library books and materials.

### **MEDICATION**

When medication must be dispensed at school, a medical release form signed by the parent AND physician is required to be on file in the office. All medical forms and medication need to be up to date with the school nurse. Students are responsible for coming to the office where a nurse, secretary, or administrator will give the medication. All medicine is stored in a locked place and records are kept of all medication that is administered. We do not dispense any medication without proper documentation. This includes prescription medication and non-prescription medication (i.e.—inhalers, antibiotics, creams, eye drops, cough syrup, Tylenol).

### **NAMETAGS**

Students and staff members wear name tags at all times to create a sense of community and so that all staff may call students by name. Parents and volunteers also wear identification tags located in the office. Each student is given a nametag at the beginning of the school year.

### **PARENT SQUARE**

Parent Square will be our main source of communication. All parents will need to download the Parent Square app on their phone. Parents can also access Parent Square online at <https://www.parentsquare.com/>.

### **PERSONAL BELONGINGS**

Toys and electronics are not intended to be used for BYOT(Bring your own Technology). Please label coats, caps, sweaters, etc. to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or broken.

### **PICTURES**

The school offers individual student pictures twice a year. In the fall and spring, individual pictures are made. Class pictures are made during the winter months. Kindergarten and Fifth-grade promotion

pictures are taken in the spring. Sibling pictures will also be taken in the spring. Flyers are sent home indicating the times, dates, and costs. Payments are made directly to the photographer..

### **PTA OPPORTUNITIES**

Parents are partners in every aspect of the school program. PTA encourages all parents to join and participate in school events. The membership fee is \$10.00 for the school year. Your fee and donations to fundraisers throughout the year make a difference in all the PTA sponsored events during the school year. Our school PTA supports all of our students and staff. This coming year, our PTA has purchased Scholastic News magazines for Kindergarten students, IXL(online standards-based reading and math program) for grades 1st-5th grade, and the Leader in Me Framework for all students. Throughout the year, PTA supports teacher professional development, individual teacher needs, teacher appreciation treats, student clubs, outdoor beautification, family events, and instructional purchases. Visit <https://ballantynepta.weebly.com/> and join the Ballantyne PTA Facebook page for upcoming events and school news..

### **REPORT CARDS**

Report cards will be sent home at the end of each nine-week grading period as shown on the school calendar. Progress reports will be distributed between report cards as indicated on the school calendar. Grades 3-5 can access students' grades online through Parent Portal. Parents are asked to sign and send back to school the report card envelope provided. Toward the latter part of the school year, teachers and/or parents will present recommendations for the retention of students to the administration. The administration will make the final decision relative to retention on an individual basis and will always seek to do what is absolutely best for the student in question.

### **REPORTING STUDENT PROGRESS**

Conferences for all students are scheduled at the end of the first quarter. Teachers or parents may request a conference at other times throughout the year. Teachers also send home progress reports between report cards. Check with your child's teacher to find out information about this schedule. For those students that are not performing on grade level, the teacher will develop an Intervention Plan. Continuous conversations between the teacher and parent will occur in these situations. **Please do not contact the administrators concerning an academic situation until you have first talked with the teacher.**

### **SCHOOL LEADERSHIP TEAM**

The School Leadership Team plays an active role in our school's improvement process. Parents and staff members work together to encourage, support and create opportunities for involvement from parents and the community. This team facilitates the involvement of the school community in designing and implementing the four-year School Improvement Plan.



## SPECIAL AREA CLASSES

At Ballantyne Elementary School, students have instruction in a number of specialty areas: art, music, physical education, technology(3rd-5th), media, and science. The specialists in these content areas work with the regular classroom teachers to plan instruction that supports and reinforces what is being taught in the classroom. The special area teachers at Ballantyne are a vital component of the effort to provide a well-rounded academic experience.

## SPIRIT DAY

The school colors at Ballantyne are blue and white. The school mascot is the Bears. On Fridays, school T-shirts and sweatshirts are encouraged to boost school spirit. School apparel is available through the PTA. Please refer to the school website and weekly parentsquare posts from the principal for upcoming events. Students can always wear Ballantyne blue to celebrate spirit day.

## STUDENT BEHAVIOR

Students and staff at Ballantyne believe every person should act in a way so that teachers can teach and students can learn. We expect everyone to work as a team to learn and solve problems in restorative ways. We believe students and staff can be trusted and feel safe in our building. We will follow the [CMS student code of conduct](#) and character linked here.

At Ballantyne Elementary School students will:

- Be Safe
- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be On Time

The Ballantyne School Behavior Expectations seek to teach students how to work together in a positive and productive manner. It emphasizes positive approaches wherever possible, but recognizes that sometimes logical consequences must follow particular choices of behavior made by students. In today's world, where violent reactions to situations are all too often the norm, it is imperative that students learn how to solve problems in nonviolent ways. The expectation at Ballantyne is that students will come to school prepared to learn. We expect our students to work in cooperation with each other and with all adults in the building toward that goal. Behavior that disrupts the learning environment for anyone will be dealt with promptly and firmly. Ballantyne Elementary School expects excellence. **Please speak with your child's teacher or school counselor concerning a behavior situation before reaching out to an administrator.**

## STUDENT FEES

All students will pay student fees this year. A paper will go home at the beginning of the year outlining the fees per grade level. All fees can be paid online. The fees will go toward instructional supplies for your child.

## STUDENT SERVICES

- School Counselors are available to provide services to all students..
- The EC Resource, Talent Development, and Speech-Language teachers provide instruction for certified students in the Exceptional Children's Programs.
- The Multi-Tiered System of Supports (MTSS) also provides tiered levels of support through research-based interventions. Interventions are designed to address individual academic, speech-language, behavioral, and social/emotional concerns. Administrators, teachers, and parents routinely meet with this team to address individual student's performance and needs. If you need to discuss a concern, our team is ready to help.
- Limited English Proficient students are served through Ballantyne's Multi-Lingual (ML) Program.
- School Nurse is available during the weekdays. Please contact the school nurse if your child will require medications distributed at school. Students are not allowed to carry prescribed and over-the-counter medications on them.

## TALENT DEVELOPMENT

The Talent Development (gifted program) students work closely with the school's TD teacher and classroom teacher to extend student learning. All students are screened at the beginning of second grade. However, screening is offered at different points in the year at certain grade levels. Second through fifth-grade students work on various curriculum areas and share their work with parents throughout the school year.

## TECHNOLOGY

CMS Board of Education has approved a flat fee schedule for any technology damaged or lost. Prior to this, device charges differed based on the school. An economic hardship request is available if needed. There is a payment portal that all families can pay their fees to if needed. The fee is below:

### **iPad damage/repair fees:**

Students/Parents/Guardians are responsible for the cost of lost, stolen, or damaged devices/repair.

Repair -\$50.00

Charging Block - \$14.99

Charging Cable -\$14.99

Case - \$70.00

Total Replacement -\$299.00

\*All fees are subject to change

### **Chromebook damage/repair fees:**

Students/Parents/Guardians are responsible for the cost of lost, stolen, or damaged devices/repair.

Screens - \$48.99

Keyboards - \$47.88

Charger - \$21

Total Replacement -\$245

\*All fees are subject to change

## TELEPHONES

School telephones are business phones and student use is restricted to calls of an urgent nature. Students must make arrangements to stay after school or go home with friends before arriving at school. The office staff may take messages for students when it is essential for a student to receive information. Cell phones are to be kept in bookbags and turned off. If a parent needs to get in touch with a student, they will have to call the front office. A counselor or administrator will support the phone call, in the event a student receives some upsetting news.

## TEXTBOOKS

All students will receive consumable workbooks to support their math and reading curriculum. At times, novels and informational text will be sent home. It is important that students take care of the books they are sent home with, and are returned in the condition that were sent home.

## VISITORS

Parents are welcome at school at any time. When parents or other visitors wish to tour the school, we ask that you call our secretary and schedule a tour. Parents who wish to observe in their child's classroom are asked to make an appointment with an administrator. Upon arrival at school, a visitor's badge will be issued to you.

**All parents are required to sign into our Lobby Guard system with their Photo ID.** Parents cannot enter the building without a valid ID (Driver's License, Passport, etc). **While visiting, it is requested that parents do not use classroom instructional time to engage in conversation with the teacher.** We prioritize teaching and learning time at our school. All visitors are to sign-in at the front office using our Lobbyguard system with a valid ID and to wear a visitor's badge during the visit, including school-wide

events. When visiting, you may not take pictures or video of other students. Parents can bypass the long lines to sign-in by registering as a CMS volunteer. The address to register is [www.cmsvolunteers.com](http://www.cmsvolunteers.com).

## VOLUNTEERS

School volunteers are a very important resource for our staff in support of the instructional program. You are required to register on the CMS website to be a volunteer. The address is [www.cmsvolunteers.com](http://www.cmsvolunteers.com). If you register to volunteer, you can bypass the long lines for school wide events.

Volunteers can provide support in the following ways:

- ◆ Serve as a chaperone on field trips.
- ◆ Provide materials for a special classroom project.
- ◆ Attend school-wide events and celebrations.
- ◆ Help the teachers make classroom materials during spare time at home.
- ◆ Assist with the Physical Education Field Day Event.
- ◆ Be a Watch D.O.G.S(Dads of Great Students) Volunteer.

If you are interested in becoming a school volunteer, please call 980-343-0413 and ask for the Volunteer Coordinator. Your interest and involvement are always appreciated.

## WEBSITE

Our school's website contains a wealth of information regarding events and procedures at Ballantyne Elementary. Additionally, there are many resources for parents to use. Please refer to our website for the most current happenings at Ballantyne Elementary. Please visit our website at <https://www.cmsk12.org/ballantyneES>





# THE BES-T WAY

School Wide expectations for all students, at ALL times, in order to be the BES-T!

**1. BE RESPECTFUL**

**Me**

Choose to have a **GROWTH** mindset, try your **BEST**, and create **GOALS** to achieve success.

Make good choices that lead to building the **BES-T** place.

Choose kindness in your **WORDS** and **ACTIONS**.

**Others**

Choose **ACTIONS** that help you to understand others.

Encourage others to synergize to build a **COMMUNITY** for ALL.

Take care of our school building and playgrounds.

Follow directions the first time they are given.

Be a **BES-T** leader and valued community member.

**School**

**2. BE RESPONSIBLE**

Be proactive by being prepared and ready to learn.

Clean up after yourself.

Start with the end in mind to help reach your goals.

**3. BE SAFE**

Choose **ACTIONS** that are safe for myself and others.

Stay in designated space.

Stay at an appropriate noise level.

**VOICE LEVELS**

hallways  
classrooms  
restrooms

cafeteria  
classrooms

classrooms

recess

0
1
2
3



# The BES-T Way



## Ballantyne Elementary | Grades K-2 Behavior Flowchart (Tiered Behaviors) | Updated 2024-2025

Gr.K-2 Offense Type	Tier 1 Classroom Managed	Tier 2 Classroom Managed	Tier 3 Administrator Managed
<b>Description</b>	Handled by the Teacher: Documentation of behavior and action highly suggested.  Parent contact as needed (phone call, email, text, ParentSquare, etc.)  Proactive Responses: Reteach Classroom Expectations & Procedures, Call Parent(s)/Guardians(s), Classroom Level Strategies	Handled by the Teacher: Documentation of Behavior and Action (Trends & Incidents)  Parent phone call and documentation <b>required</b> .  Proactive Responses: Reteach Classroom Expectations & Procedures, Call Parent(s)/Guardians(s), Classroom Level Strategies, Documentation Of Trends & Incidents, Refer To SSPLC/Counselors After 3 Offenses	Handled by Administration: Direct Office Referral with Accompanying Referral Form  Parent contact and documentation <b>required</b> .
<b>Description of Offense</b>	<ul style="list-style-type: none"> <li>Off task behavior (talking, playing, not following directions) after a warning/redirection has been given.</li> <li>Not following expectations above.</li> <li>Excessive horseplay.</li> <li>Misuse of materials/technology</li> <li>Classroom disruptions.</li> </ul>	<ul style="list-style-type: none"> <li>Repeated Tier 1 offenses.</li> <li>Threatening behavior / bullying.</li> <li>Inappropriate touching or physical contact-hitting/ pushing.</li> <li>Cursing/Cussing</li> <li>Throwing objects in classroom</li> <li>Eloping from classroom/school</li> </ul>	<ul style="list-style-type: none"> <li>Physical fighting.</li> <li>Inappropriate contact Title IX/Vandalism.</li> <li>Serious offense that impacts safety of other students.</li> <li>Theft (money/ more valuable items).</li> <li>Repeated eloping</li> <li>Repeated Tier 2 offenses.</li> </ul>
<b>Possible Consequence</b>	<ul style="list-style-type: none"> <li>Conversation with the classroom teacher.</li> <li>Teacher document incident.</li> <li>Reflection time.</li> <li>Time in buddy-classroom.</li> <li>Teacher calls parents.</li> </ul>	<ul style="list-style-type: none"> <li>Silent lunch</li> <li>Call to parents.</li> <li>Time in <u>buddy</u> classroom.</li> <li>Office referral.</li> <li>Organized recess (independent activity).</li> </ul>	<ul style="list-style-type: none"> <li>Office lunch</li> <li>Office referral.</li> <li>Admin/Parent/Teacher conference.</li> <li>In School Suspension.</li> <li>Out of School Suspension.</li> </ul>





