



STUDENT HANDBOOK 2024-2025

Our Mission: Waxhaw Elementary seeks to create a challenging learning environment where every student will utilize their differences to grow and learn.

Our Vision: Waxhaw Elementary is to provide an engaging, caring and nurturing environment where all children will recognize and achieve their fullest potential.

**WAXHAW ELEMENTARY SCHOOL
1101 Old Providence Road
Waxhaw, NC 28173**

Principal: Jamie Hunt
Assistant Principal: Tiffany McKinney

Office: 704-290-1590 Fax: 704-843-4259

Cafeteria: 704-290-150 Manager: Jeanette Woolford

After School Care 704-506-3360
(housed at Western Union)

OFFICE HOURS

The office will be open from 7:00 a.m. – 3:30 p.m. Monday through Friday

SCHOOL SCHEDULE

7:00 Students enter the building & Students may go to their classrooms
7:00 - 7:25 Breakfast
7:25 School day begins; students should be in their classrooms
7:25 Morning Broadcast
7:30 Instructional Day Begins
2:00 Dismissal Bell

ADMINISTRATION OF MEDICATION

The following guidelines are in place in regards to the administration of medication at school:

1. A Medication Consent Form must be signed by the doctor **and** the parent/guardian **for any medications** (prescription or over-the-counter) administered at school.
2. Medication shall be hand-delivered by the parent/guardian to the school in the original prescription bottle or the original over the counter packaging.
3. No student can possess, use or transmit any drug or counterfeit drug prohibited by board policy.
4. No medications will be sent home with children (exception: emergency medicines, i.e. epi pen, inhaler).
5. Each school will have an accurate, written record for a student's medication to be given at school.

ARRIVALS AND DEPARTURES

Children should arrive no earlier than 7:00 A.M. because of limited supervision. ***The school instructional day starts promptly at 7:30 A.M. This means children should be in their classrooms at 7:25.***

Car Riders will be issued one school tag for their vehicle. If you do not have the school tag and/or the person calling for students to exit the building does not recognize you as the parent or caregiver of the student, you will be asked to park and come to the office and show identification to ensure that you are allowed to pick up the child.

Arrivals - Please pull your vehicle all the way to the cone beyond the gym entrance, allowing minimal distance between vehicles. We request that students *exit* their vehicles *promptly* and *independently* on the right. If you must accompany your child/children into the building, please use designated parking spaces. When crossing the parking lot with your child, **please watch traffic closely and cross only at the flag poles. Do not allow your child to walk unattended through the parking lot.**

Parents/guardians may not escort children to classrooms as teachers are preparing for the instructional day and supervising the arrival of all students. We strongly encourage you **not** to park your car and walk your child/children in for safety reasons and to help keep traffic flowing. Occasionally we realize there may be a need to walk your child to the front of the school in the morning (such as delivering a large or heavy item). If this situation arises you **must ring the bell and the office will assist you.** We do ask that you do this between 7:15 and 7:30 A.M. Teacher assistants leave the front area promptly at 7:30 and the security door will be closed at this time. If your child is not through the security door by 7:30 a.m. they must be brought inside by an adult and the front office staff will sign them in. If they are arriving at school later than 7:30 they will be considered late.

Departures - School dismisses at 2:00 P.M. Safety and security reasons prohibit us from releasing students between 1:30 P.M. and 2:00 P.M from the front office. Parents should park in the car rider line and display their tag with the name/names of your child/children in your front window so it is visible to staff members. Please do not pull in front of other drivers already in line and do not form more than one line.

Parking on the sides of the bus driveway and/or behind the school in an attempt to unload students during arrival, or pick up during dismissal, is prohibited.

Please be prompt when picking up your child. Children have a much different sense of time, and waiting can cause much uncertainty. Our afternoon departure area for car riders will take place from our front office area. Once again, school dismissal time is 2:00 P.M. and the person picking up your child should be on campus at 2:00 P.M.

Car riders that are not picked up by 2:15 P.M. will be brought to the front office and a parent/guardian **MUST** come and sign out the child before they will be released. Please avoid arriving after the pick-up time as we do not have extra staff to sit with children. Excessive late pick-ups will be addressed by the administration.

BREAKFAST AND LUNCH PROGRAMS

Jeanette Woolford, Cafeteria Manager, 704-290-1503

Breakfast will be served each morning from 7:00 - 7:25. School personnel will supervise the students. Students eating breakfast should arrive in the cafeteria no later than 7:25 A.M. Child Nutrition will accept payments by check or cash at the school cafeteria OR you may pay online using www.lunchprepay.com . Students are to bring money to school in a sealed envelope with the student's name, cafeteria number, and teacher's name on the outside of the envelope. (The check should be made payable to Waxhaw School Cafeteria). Menus are available at

www.ucps.k12.nc.us. Students are encouraged to participate in the school food program. All questions on account balances must be disputed within 90 days. Applications for Free & Reduced Meals are available all year at your child's school. Unless a free/reduced lunch form has been approved, all students must pay for breakfast/lunch. Money for breakfast is collected each morning. NO CHARGES ARE ALLOWED FOR BREAKFAST. Please inform the cafeteria if your child is not allowed to buy extras such as dessert, juice, cookies, etc. Dessert items cannot be charged. Parents are encouraged to eat lunch with their child but should not expect to charge their lunch to their child's account.

	<u>BREAKFAST PRICES:</u>	<u>LUNCH PRICES:</u>
Student	\$1.75	\$3.75
Student (reduced)	.30	.40
Desserts.	.60 - \$1.00	
Milk	.60	
SCHOOL EMPLOYEES/VISITORS	A la carte pricing	

CODE OF STUDENT CONDUCT- ELEMENTARY SCHOOLS 4-3(a)

The Union County Public Schools Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self-discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior.

For prohibited behaviors, system-wide corrective actions have been established and are outlined in the UCPS student handbook. School administrators will follow the established consequences for the specific offenses.

<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/137/4-3b%20CODE%20OF%20STUDENT%20CONDUCT.pdf>

DRESS CODE

Students are not to wear hats, caps, scarves or other headgear inside our school building, except for religious beliefs. Shorts, dresses or skirts must be at fingertip length. Styles of clothing that show a bare midriff or cleavage should not be worn. Tank tops with a cover shirt are permissible. Shirt straps, without a cover shirt, should have a minimum width of 2 inches or larger. Pants and shorts should be fitted around the waist, and should not dangle, sag or slide to expose undergarments. Pajamas should not be worn with the exception of designated spirit days throughout the year. **Flip-flops, sandals, slides, and other open toed shoes do not provide protection and cannot be worn.** However, sandals that cover the toes and are securely fitted in the back may be worn. **Tennis shoes are required on the day that students attend physical education classes and they are strongly recommended every day for recess.** Any type of dress or grooming which is disruptive will not be permitted. This includes any references to alcohol, tobacco, drugs, violence, or any other type of unhealthy behavior. School staff reserves the right to contact parents due to violation of the stated dress code. (See School Board policies for further clarification.)

EARLY DISMISSAL

If a student must leave school during the day, a note should be sent to the teacher in advance. **For your child's safety, no student will be released from school between 1:30 P.M. and 2:00 P.M.** A parent/guardian must ring the bell for the front office before 1:30 P.M. if an early release is required. Student check-in/check-out is computerized and denotes a tardy or an absence. Students leaving school prior to 11:00 A.M. will be counted absent for the day. In addition, if a student leaves before 2:00 P.M., they are marked tardy. Office personnel will require reason for a tardy, an absence, or an early dismissal. *For security purposes, personal identification will be required.*

ELECTRONIC DEVICES

Students will not possess cellular phones or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity, from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in backpack, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging.

First Offense: Confiscate item and return to the student at the end of the academic day. If use of the electronic device results in violation of other policies (including but not limited to school based rules) further discipline may be applied.

Second and subsequent Offenses: Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, and the student may be prohibited from bringing the item to school for the remainder of the school year, except as authorized in writing by the principal.

Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination.

ELEMENTARY SCHOOL ATTENDANCE 4-1(a)

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and 16 years. Class attendance, as well as reporting to school on time, is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session, for the entire school day. Furthermore, it is expected that students report to school on time and not be signed out early unless extenuating circumstances exist.

FOLLOWING ANY ABSENCE(S) OR TARDY(IES), A STUDENT IS REQUIRED TO PRESENT WRITTEN DOCUMENTATION FROM THE PARENT/GUARDIAN/CUSTODIAN STATING THE REASON FOR THE ABSENCE OR TARDY. Notes must be turned in within three days of the student returning to school.

Upon returning from an absence, students will be given two days to make up the work missed for each day absent. When arrangements are not made to make up work, or if the make-up work is not completed in time, the student will receive no credit. Students on out-of-school suspension are expected to complete class work as assigned by the school. **Students in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) can be retained.**

Consequences for excessive absences

When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences. When a student has accumulated six absences for any reason, the principal/designee shall notify the parent/guardian/custodian by mail that the student has accumulated this number of absences, and that the parent/guardian/custodian may need to consult with school personnel pertaining to attendance and possible future consequences. School personnel will be available to assist the student and family in solving any attendance problems. When a student has accumulated ten absences for any reason, the principal/designee shall have a conference with the student and his/her parent/guardian/custodian to discuss the accumulated absences and to develop a plan relative to school attendance for the remainder of the school year. When a student accumulates three, six, and/or ten unlawful absences in a school year, the principal/designee will follow the procedures required by law. These procedures include the above referenced notification provisions, referral to school personnel to address the underlying causes of the attendance issues and if, after ten unexcused absences, the principal determines that there has not been a good faith effort on the part of the student and/or parent/guardian/custodian to comply with the attendance requirements, a notification to both the district attorney and department of social services shall be made.

EMERGENCY PROCEDURES & SAFETY PRACTICES

During the first week of school, there will be a fire drill completed according to state law. One fire drill must be conducted each month thereafter. Escape plans are posted in each classroom. When the alarm sounds, all students should move quietly and orderly to the closest exit doors. When the "all clear" is given, students should return to their classrooms in an orderly and quiet manner.

Lock down drills will be conducted four times annually. These drills are to help ensure the safety of our students in the event of an intruder or other safety issue occurring on campus.

Our state mandates the annual practice for a tornado drill in March. This drill instructs students on proper procedures to follow during a hurricane or tornado. Students will report to their assigned locations, as indicated by the school's safety plan. Students will be instructed to get into a "duck and cover" position during this drill.

FIELD TRIPS

Students going on field trips should ride the activity/school bus to and from the destination. Each student is required to have a signed parent permission slip before the day of the field trip. All field trips are subject to cancellation depending on weather, safety or national alert status. Bus rules and consequences will be in place during field trips.

FOOD ITEMS

Food items brought to school for celebrations must be **store bought or purchased from the cafeteria**. Homemade goods are not permitted for student consumption. **Fast food should not be brought or consumed in the cafeteria.**

HOMEWORK

Homework is an extension of classroom instruction. Students are expected to have homework completed on a daily basis. Parents are encouraged to read with their children for at least twenty (20) minutes each night.

LUNCH VISITORS POLICY

We ask that the first month of school visitors refrain from coming as we are working on procedures. Beginning September 30th, lunch visitors may visit during lunch. Please check in at the front office and follow the visitor protocol to obtain a "VISITOR" sticker. All visitors must be escorted to their destination upon arrival by a staff member or volunteer. Once in the cafeteria, there is a table set aside for students who have visitors. **Lunch visitors are not permitted to go to the classroom.** You may not bring commercial food items due to child nutrition laws and competition with Child Nutrition Services, into the cafeteria. **Visitors may only take photos of their children. No other students should be visible in any part of the picture.**

MAKE-UP WORK

Assignments and missed class work may be made up if the absence is excused. If the work is not made up, it will affect the student's academic standing. This is the responsibility of the student. Teachers cannot provide these assignments during the school day.

PERSONAL INVITATIONS

Party invitations are allowed to be given out at school only if there is an invitation for every child in class. In addition, laws of confidentiality prohibit teachers from providing names, addresses, or telephone numbers of students for personal use.

PTO

We encourage you to join our Waxhaw Elementary School PTO and become involved in PTO activities this school year. To learn more about the Waxhaw Wolves PTO, please visit their website at <https://wxespto.ptboard.com/home>

REPORT CARDS

Report cards are issued every nine weeks in elementary schools. At the end of the first grading period report cards will be given to parents at the parent/teacher conferences.

The dates for report cards are: November 4, January 27, March 28, and June 6.

GRADING CODES FOR KINDERGARTEN, FIRST AND SECOND GRADES

- 4 Working above grade level expectations
- 3 Consistently meets grade level expectations
- 2 Work is nearing grade level, but still below expectations
- 1 Work is consistently below grade level expectations

GRADING CODES FOR THIRD, FOURTH AND FIFTH GRADES

A	90 – 100 Excellent	D	60 – 69 Below Average
B	80 – 89 Above Average	F	50 – 59 Failing
C	70 – 79 Average		

RETURNED CHECKS

Checks returned to UCPS will be forwarded directly to Checkredi. Collection will include face value and a service charge of \$25.00. (Fee is subject to change as allowed by law.)

SUPPLIES

Students are asked to bring only necessary items to school each day. Learning is maximized when students have the supplies and materials to perform tasks and assignments. If your child is in need of supplies, please inform the classroom teacher. The school may be able to supply the needed items. Please encourage your children to keep up with their materials and their library books. Students will be charged for books that are damaged or lost.

TELEPHONE USE

Students are not allowed to use the office telephone unless it is an emergency. Teachers may allow students to use classroom phones if necessary. Students are not allowed to use personal cell phones during school hours or during school events.

SCHOOL BUS RULES AND CONSEQUENCES

Riding a school bus is a privilege and not a right. UCPS Transportation Services endeavors to provide safe and on time transportation for all students. As such students must partner with bus drivers to ensure safe and comfortable ride while on the bus and at the bus stop. The information presented herein is consistent with the UCPS Code of Conduct {School Board Policy #4-3(a)} for **Elementary** Students. When violations of the UCPS Code of Student Conduct occur while students are utilizing UCPS Transportation Services, the following disciplinary actions will be consistently applied for all elementary students attending any of the Union County Public Schools:

Level I Infraction	Disciplinary Action
1 st Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 nd Referral of Level I Violation	Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons)
3 rd Referral of Level I Violation	Parent contact; bus privileges suspended for 2 full days or equivalent (mornings/afternoons)
4 th Referral of Level I Violation	Parent contact; bus privileges for 3-5 days or equivalent

Examples of Level I Infractions Include:

- Delaying the bus schedule
- Tampering with property
- Jumping or tumbling over/under seats
- Standing/moving while bus is in motion
- Horse playing/pushing students
- Failure to sit in assigned seat
- Abusive language & gestures /profanity
- Electronic Devices (Disruptive or inappropriate use)
- Electronic Devices (Disruptive or inappropriate use)
- Tobacco – refer to Policy 4-3 (a), 12 b.
- Refusing to obey the driver's instructions
- Getting on or off the bus at undesigned stops
- Throwing objects on the bus without injury
- Placing any body part out of the windows
- Drinking/Eating
- Loud talking, shouting or yelling
- Disruptive behavior
- Failure to walk in front of the bus when loading or disembarking
- Getting on or off the assigned bus at an undesigned stop

Level II Infraction	Disciplinary Action
1 st Referral of Level II Violation	Parent contact; bus privileges suspended for 0 - 5 days; or equivalent (mornings/afternoons)
2 nd Referral of Level II Violation	Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
3 rd Referral of Level II Violation	Parent contact; bus privileges suspended for 10 days to remainder of year

Examples of Level II Infractions Include:

- Abusive language & gestures (toward staff)
- Hazing
- Threats
- Behaviors that incite riot
- Bullying
- Cyber bullying
- Extortion/Blackmail
- Sexual behavior

- Sexual Harassment
- Possession of violent or profane materials
- Throwing objects out of the bus window
- Dangerous chemicals
- Throwing objects at staff

- Possession of pornography
- Theft or vandalism
- Throwing objects on the bus causing injury
- Aggressive Behavior

Level III Infraction	Disciplinary Action
1 st Referral of Level III Violation	Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
2 nd Referral of Level III Violation	Parent contact; bus privileges suspended for 10 days to remainder of year (mornings/afternoons)
3 rd Referral of Level III Violation	Parent contact; bus privileges suspended for remainder of school year

Examples of Level III Infractions Include:

- Prescription Medicines
- Offensive touching
- False alarms
- Bomb Threat
- Illegal drugs, controlled substances
- Terrorist threat
- Possession of weapon
- Arson
- Alcohol
- Chronic disruptive behavior

Level IV Infraction	Disciplinary Action
1 st Referral of Level IV Violation	Parent contact; bus privileges suspended for remainder of year

Examples of Level IV Infractions Include:

- Firearm and Destruction
- Physical violence toward staff
- Use of weapon

Level IV infractions will be handled as required under state law; school administrators will follow UCPS policy #4-3(a) when administering consequences and behavioral interventions. Consequences shown in this document are considered minimum disciplinary actions; administrators are NOT limited to the consequences herein and may choose additional behavioral strategies consistent with UCPS Policy #4-3.

The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus but are not specifically mentioned above.

STUDENT INFORMATION

Student Information sheets (*current address and telephone numbers*) will be sent home as your child/children enter our school. Informational updates will be requested several times throughout the year. Because this information is crucial to the safety and well-being of your child/children, please inform the school if your information changes during the school year.

STUDENT ACCOUNTABILITY

The North Carolina Testing Program is given to students in Grades 3, 4 and 5 in May. Please do not schedule any family trips or vacations during the months of May and first of June. Parents and students are encouraged to adhere to testing dates designated by the district. In grades 3-5, parents may access grades online through the Parent Portal. Grades are updated every 2 weeks. Please refer to the UCPS website for directions on how to access this information, or ask your classroom teacher.

TARDY STUDENTS

All students who are tardy/early leaves will be addressed on a school-by-school basis. Attendance in school for the entire instructional day is essential for student success. At the 10th unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. **At the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court.**

TRANSPORTATION CHANGES

Transportation changes are required to be in writing and turned into the front office by 8 am that morning.

Please do not call the school office to relay this information except in case of an emergency. If a phone call is needed, call the school as soon as you can to avoid last minute changes that can result in confusion.

VISITORS and VOLUNTEERS

- Visitors will be allowed on campus for academic-related events and student support services (Tutoring, Read with U, Scouting, PTO). If you need to meet with the teacher please call or email to schedule an appointment with them.
- UCPS will utilize video doorbell systems to communicate with visitors.
- All visitors (parents, grandparents, relatives) must check in at the front office and sign in on the computer using the new visitor management system, Verkada.
- Visitors should prepare to show their Government Issued Photo ID when checking in to the office.
- Visitors will be escorted to their designated area in the building by school staff.
- Visitors should prepare to be stopped and escorted to the office by staff should their visitor's sticker not be on or visible while in the school building.
- All visitors on campus must use restrooms designated for adult use. Please do not use the student hallway or classroom restrooms as this poses a security risk for both you and our students.

Volunteers: All parents/guardians who wish to volunteer in the classroom must be on the approved volunteer list. You can become an approved volunteer by applying online. Just go to our school webpage and click on Parents & Community. Then click on "Volunteer Information" and "Procedures for becoming a volunteer with Union County Public Schools." Only approved volunteers will be permitted to sign in as a volunteer.

WEATHER RELATED DISMISSALS

Please listen for radio/television announcements regarding weather related to school closings/delays. A system-wide automated telephone message, ConnectEd, will call parents to inform them of weather related changes. Please notify the school any time your phone number changes throughout the year to ensure you receive these messages. The following radio and television stations should have announcements related to inclement weather: WIXE Radio -1190 AM, WBT Radio -1110 AM, WBTB (Channel 2 on Time Warner Cable) and WSOC-TV (Channel 4 on Time Warner Cable).

WXES HOUSE SYSTEM



The house system is an idea adopted from Ron Clark Academy to give students the opportunity to connect with students across classes and grades that they may not normally have a chance to interact with. This helps students gain more friendships, build character, develop leadership skills, instills school spirit and creates a family-like culture at our school.



HOUSE HISTORY Altruismo traces its origins to the rainforests of the Amazon, where a group of powerful Brazilians were given the name because of the Portuguese meaning behind it: "the Givers." This special group is known for striking a balance between bold strength and altruistic giving — a team that knows that real power comes not from looking out for yourself but from empowering others. They care deeply about lifting others up, but they also maintain a fiercely competitive spirit and pride.



HOUSE HISTORY Amistad is the House that originates from Mexico. A group of individuals that are quiet but powerful, they are known most for their kindness of heart. This is why, in the language of their ancestry, their name means "friendship." Incoming members are often a mix of extremes — our students can be extremely intelligent, creative, friendly, and competitive; Amistad is a very diverse group!

	<p>HOUSE HISTORY Isibindi is a tight-knit group of individuals, like a pride of African lions, where family means everything. The House's symbolic animals, the mute swan and the lion, serve to empower incoming members. While new students might be quiet or shy at first, the longer that they are in the House, the more they begin to display the characteristics of strength and bravery.</p>
	<p>HOUSE HISTORY Rêveur is a royal House whose name in French means “dreamers” or “idealists” — because the members who fill this group are students filled with freedom and wild abandon who recognize their dreams and will let nothing stand in the way of achieving them. This can be seen in the unicorn, which is on the center of the House's crest, a powerful creature who is almost impossible to tame. Similarly, the House of Rêveur is a House of passion.</p>

THE “WHY” BEHIND THE HOUSE SYSTEM

The House System seeks to build a community in our school building. It gives students a safe place and a feeling of belonging. Some students find it hard to trust others and build a relationship. Through the house system, the goal is to make every child feel included and feel like they belong to a group within the school.

THE ESSENTIAL 11

As a student at Waxhaw Elementary, I promise to follow and uphold the Essential 11- Respect, Celebrating Others, Collaboration, Integrity, Humility, Be Engaging, Kindness, Positivity, Resiliency, Leadership and Confidence. This includes, but is not limited to, in the hallways, in classrooms, at recess, in the cafeteria, bathrooms, assemblies, buses, and within my community.

HOUSE PRIDE

We love our houses! Whatever house I am placed in, we will always be one pack! Even if it is not the house I wanted, I will embrace my house and show my house pride. Ways I can do this are wearing my house colors on Fridays (or on other special days that are house days), earning points for my house throughout the quarter and knowing and understanding my house culture and background.

HOUSE ASSEMBLIES

During house assemblies, students will compete for extra house points. I understand that I am there to celebrate others and other houses, including my own. This means, I will be respectful to the assembly hosts and celebrate others for their successes. I will uphold the assembly expectations and observe the Essential 11 at all times. I will not disrupt the assembly. I will show my house pride and appreciation for my house by cheering on members of my house during any point earning challenges.

HOUSE MEETINGS

While in house meetings, I will be an active participant in the meeting. I will show respect to the student house leader(s) - especially if they are leading the meeting, or to any Waxhaw Elementary staff member who is leading the house meeting. House meetings are a time to grow our house pride and work together as a house, learn and practice our Essential 11 but especially, to celebrate each other.