



## Unionville Elementary School

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Dear Parents and Students,

Welcome to the 2020-2021 school year at Unionville Elementary School. We are excited to take the next step in our journey together, as a school and community, to develop our students into responsible, 21<sup>st</sup> Century Learners who are prepared to interact in a Global Society. Along the way, we strive to support our students and help them become life-long readers, skillful mathematicians, and creative writers.

Our PTO graciously provides an agenda for each student as a powerful tool for teaching responsibility, organization, and study skills. In addition, it is to be used as a daily communication tool between home and school. Please read the handbook with your child at least once per semester to review relevant school policies and information. Please check the agenda for vital school correspondence from your child's teacher, PTO or administration. There will be a \$10.00 fee for replacement agendas if a child loses his or her free copy provided to them at the start of the school year.

We look forward to working with the students, parents, and community members to make 2020-2021 the best year at Unionville Elementary School! If you have questions or concerns, please contact us at any time. Our staff will be happy to serve you!

Sincerely,

Dr. Sharyn G. VonCannon, Principal

Mrs. Jessica Conklin, Assistant Principal

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## **Welcome to Unionville Elementary School!**

### **Unionville's School Mission Statement**

Our mission at Unionville School is to help every child realize his or her full potential and become a responsible and productive citizen. Students will be life-long learners who are able to use technology effectively and appreciate the multicultural society in which they live. In this way each child is prepared for the challenges of the 21<sup>st</sup> century.

### **Unionville's Mascot and Motto**

Unionville's mascot, the Bobcat, is named **Bob**, which stands for "**Being Our Best.**" **Bob** has provided a unifying theme for the school community which has resulted in a wealth of positive programs and activities. Bob has a puppy, **Wags**, whose name stands for **We Are Good Stuff**, a special phrase at Unionville. Our school motto states that **Positive Attitudes Will Succeed!**

### **Safe Schools Plan**

Unionville has a detailed Safe Schools Plan. Fire drills, tornado drills, bus safety programs, Safety Patrol Team, student/staff identification badges, and evacuation procedures are just a few examples of safety precautions used at Unionville. As an added safety precaution, the exterior doors are locked from 7:30– 2:00 daily. **Visitors must enter through the main entrance and come to the office to sign in with a driver's license.** All visitors or volunteers are asked to wear an identification sticker while on our school grounds.

### **Breakfast and Lunch Programs**

Unionville has nutritious, hot meals available for breakfast and lunch. Menus are sent home in advance and students are encouraged to participate in the school food program. Unless a free/reduced lunch form has been submitted and approved, students are expected to pay for their meals. Lunch money is collected on a weekly or monthly basis and is turned in on Monday mornings. Students are to bring their money in a sealed envelope with the student's name, cafeteria number, and teacher's name on the outside of the envelope. Child Nutrition offers the option for you to put money into your child's account online and to establish a low account balance notification for your child's/children's lunch account(s). Simply go to [www.LunchPrepay.com](http://www.LunchPrepay.com) and set up your account. When your child reaches the low limit you have established, you will receive notification, via e-mail, that your child needs more money in their lunch account. A 3% fee will be applied per payment transaction. This fee applies to debit and credit payments *made only on the website.*

### **The cost for student meals is:**

Breakfast: \$1.25

Lunch: \$2.40 ----- Reduced rate: \$.50  
A la carte items may be purchased separately. Visiting adults/children charges are a la carte. Students are encouraged to limit their dessert purchases to one item. You may request a block on your child's account so extra items cannot be purchased. Sodas/carbonated beverages are not allowed in the cafeteria.

### **School Schedule**

Unionville Elementary observes the following bell schedule:

<b>7:00</b>	<b>Buses unload</b>
<b>7:00 – 7:25</b>	<b>Breakfast</b>
<b>7:25</b>	<b>First Bell</b>
<b>7:30</b>	<b>Tardy Bell</b>
<b>7:30 – 7:31</b>	<b>Moment of Silence</b>
<b>2:00</b>	<b>Dismissal</b>

We ask that every effort be made to have your child in the classroom prior to 7:30 when the tardy bell rings and remain in class until dismissal. **Late arrivals and early sign-outs are disruptive to the class** which is already in session and may hinder your child's progress as a result of the missed instruction. If a child is tardy, the parent/guardian must go into the office to sign the child in so that the child may go directly to class. Students who sign out **before the 2:00 dismissal bell will also be coded tardy** for an afternoon early sign-out. Early sign outs count the same as late arrivals in our tracking system. Due to heavy office traffic and dismissal responsibilities, no child will be allowed to sign out after 1:30.

### **UCPS Elementary Attendance/Tardy Policies**

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of 7 and 16 years of age. Every parent or person having control of a child between these ages enrolled in Union County Public Schools is responsible to make sure the child attends school continuously during the time school is in session. 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.** Written documentation must be presented within three school days after the student returns to school; otherwise, the absence (s) or tardy (ies) will be recorded as unexcused. Upon review of documentation, the absence or tardy will be coded lawful or unlawful based on the criteria set forth below:

CODE 1- LAWFUL –See listing below

The following are lawful reasons for school absences:

1. Illness or Injury
2. Death in the immediate family

3. Medical or dental appointments
4. Court or administrative proceedings
5. Religious observances
6. Educational opportunity with prior approval by principal
7. Quarantine
8. Military Deployment – for students attending ceremonies related to military deployment of family members

CODE 2 – UNLAWFUL – All absences that are not classified as lawful.

**CODE 3 – OUT-OF-SCHOOL SUSPENSION (OSS)**

Absences include those that are lawful, unlawful, and due to suspension. Students will not be counted absent from school when participating in school sponsored functions. Upon returning from an absence, students will be given two days to make up the work missed for each day absent. When arrangements are not made to make up work, or if the make-up work is not completed in time, the student will receive NO CREDIT. Students on out-of-school suspension are expected to complete class work as assigned by the school.

**Consequences for Excessive Absences**

We ask that every effort be made to have your child in the classroom prior to 7:30 when the tardy bell rings and remain in class until dismissal. Students who sign out before the 2:00 dismissal bell must also have a parent sign them out. For a doctor or dental appointment, you must have proof of the appointment for it to be considered excused. 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 in an Attendance Meeting 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. Students in grades K-5 who are **absent 20 days for any reason can be retained. They may also be referred to court.**

**Tardies**

All tardies/early leave will be addressed on a case-by-case basis. Attendance in school for the full time allotted for classes is essential for student success. At the 10th unexcused tardy or early leave, the student will be referred to the school attendance committee 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.**

**Retention Appeal**

A parent may appeal a decision to retain a student to the school level committee according to the following criteria:

- a. The student has passed all academic requirements for promotion but has failed to meet the attendance requirement.
- b. Some absences were due to “special emergencies.”

The school principal and/or the student’s parent may appeal the decision of the school level attendance committee to a district level attendance committee. Individual schools are required to develop programs to address the academic needs of students who may be failing due to excessive absenteeism. Participation in such programs will be considered by the school level attendance committee. In addition, principals need to take into consideration special emergencies. Principals would be able to promote a student who qualified academically, but has accumulated twenty or more absences during the school year if it serves the best interest of the student.

**Transportation Changes**

We ask that all transportation change requests be in WRITING. **Transportation changes will not be accepted by telephone. All written changes must be received by 1:00 pm.**

**School Bus Behavior and Safety**

Safe transport of students is a shared responsibility between the school, students, and parents. Please read the following information with your child and impress upon him/her the need following rules. As part of Union County Public Schools Discipline Plan, drivers will report the names of violators to the school office. Parents will be notified of the violations, and the following consequences will occur with each infraction.

**School Bus Discipline Process**

1. Bus Drivers use a “3 Strike” rule, for Level I Infractions to manage behavior before completing the Bus Conduct Report (BCR)
2. Once “3 Strike” rule is exhausted on all Level I infractions or on the 1<sup>st</sup> occurrence of a Level II or Level III, BCR will be completed and delivered to Transportation Area Manager/Specialist.
3. Once the BCR is reviewed, if appropriate, it will be sent to the Assistant Principal for action.
4. Assistant Principal reviews and processes the BCR as soon as possible using the Bus Discipline Rubric for consistent application and guidelines
5. Assistant Principal provides a copy of the BCR to student, parents, and driver. *Bus Discipline Conduct Rubric is available on the Unionville Elementary School website.*

## **Unionville PBIS**

Positive teacher-student relationships and good classroom behavior are the keys to the success and development of the students at Unionville. Throughout the year, teachers will demonstrate and encourage students to do their best and to make good choices throughout the school environment. PBIS stands for **Positive Behavioral Interventions and Support**. PBIS is an implementation framework for maximizing the selection and use of evidence-based prevention and interventions practices along with a multi-tiered continuum that supports the academic, social, emotional and behavioral supports of all students. PBIS practices and systems are aligned with and integrated into academic instruction, professional development and school improvement goals.

### **Unionville School-Wide Expectations**

#### Arrival

- P**- Positive attitude
- A**- Arrive on time
- W**-Walk orderly into the building
- S**-Start morning work

#### Halls

- P**- Pay attention to stops
- A**-Arms and feet to yourself
- W**-Walk on the right
- S**- Silent in hallways

#### Bathrooms

- P**- Please remember to keep it clean
- A**- Always respect others and property
- W**- Wash your hands thoroughly
- S**- Stand quietly and wait your turn

#### Cafeteria

- P**-Practice good manners
- A**-Always clean up your area
- W**- Walk carefully to trash area
- S**- Soft voices or silent voice (music on)

*The following are the  
Classroom Expectations for all  
students:*

***P**- Prepared*

***A**- Accept Responsibility*

***W**- Work Hard*

***S**- Show Respect*

#### Media Center

- P**- Place holders are important
- A**-A place for quiet voices
- W**- Wear your nametag
- S**- Select books quickly and quietly

#### Gym/PE

- P**- Positive attitude and play fair
- A**- Active bodies
- W**- Wear tennis shoes
- S**- Show respect for others and equipment

#### Playground

- P**- Play fair
- A**- Assigned play area only
- W**- Watch for your class to dismiss
- S**- Safety first

#### Dismissal

- P**-Packed up
- A**-Announcements are important
- W**-Watch for stops
- S**-Silently walk

## SIGNATURE CARDS

Unionville Elementary School utilizes Student Signature Cards as a recognition to students who are meeting expectations, or going above and beyond the set expectations. Once a signature is earned, it cannot be crossed out or taken away. Signature Cards are given at the beginning of the month and a goal is set for students at different increment levels. Awards based on the achieved number of signatures are given at the end of the month.

There will be times that students have difficulty meeting school expectations and positive reinforcement does not work. If that occurs, an Office Referral will be made by a staff member.

### Universal Signal for Quiet

Across the school setting, teachers and administrators will raise an open hand when they need the attention of the students. The adult will orally begin a countdown: 5, 4, 3. Once they have reached this point, the countdown will continue silently: 2, 1. At this point, the expectation is for all students to be quiet.

### Dress Code Guidelines

The following dress code for Unionville Elementary was approved by the Site-Based Management Team at the May 2014 meeting. Students should dress appropriately for school each day. Clothing should not be a distraction in the learning environment and should be comfortable for all school activities. The education of students is our highest priority and students' clothing should not serve as a hindrance to that purpose.

#### TOPS

- All shirt straps must be at least 2 finger widths wide (no spaghetti straps)
- No undergarments showing
- No midriff (stomach) exposed
- No revealing tops
- Logos on shirts may not promote alcohol, drugs, tobacco, profanity, or inappropriate sayings/pictures

#### BOTTOMS

- Pants must fit so there is no underwear showing when student is sitting and/or standing. Excessively baggy pants are not allowed.
- Skirts/skorts/shorts/dresses must be *mid-thigh length*.

## SHOES

- All footwear must have a closed heel or heel strap for the safety of your child (no flip flops). Bee stings, glass cuts, stumped toes, inability to run at PE, etc. warranted this decision.
- Shoes with wheels are not acceptable.
- Shoes should have a 1" or less heel and all laces need to be tied.

## OTHER ITEMS

- Only prescription eyewear
- Students may wear hats only at designated times
- No bandanas/ "doo rags"
- No chains and/or jewelry of dangerous or disruptive nature
- No temporary hair paint
- No cell phones unless authorized by administration. If approved they must be turned off and remain in the child's book bag and out of sight until after school. The school is not responsible for lost or stolen items.

### CONSEQUENCES for Clothing Infractions:

Students will be:

- A.** Given temporary items of clothing/shoes for the day, to be returned the next day.
- B.** Will be brought appropriate clothing/shoes by their parent/guardian, if preferable to A.

Student safety and education are our primary concerns. Please make sure your child is dressed appropriately each day for maximum safety and learning. In addition to following the basic school-wide rules, Unionville students are also expected to adhere to the Code of Student Conduct as established by the Union County School Board.

### Academic Information and Policies

#### C-SPAM Program

Unionville has specialty area teachers, which help to enhance the curriculum. C-SPAM stands for Computers, Special global studies, PE, Art, Media and Music. C-SPAM teachers request that students in grades 3-5 bring a one-subject spiral notebook and a pencil to each class. All students are expected to obey the school-wide classroom rules in CSPAM classes.

### Homework/Class work/Reading Information

Homework is essential to reinforce skills and concepts taught in class and will be minimal based on need. *Students are expected to read a minimum of 30 minutes nightly.* Homework policies and nightly reading expectations will be communicated by your child's teacher at the onset of the school year. **If you feel your child is being assigned too much homework or they are spending an excessive amount of time completing it, please discuss that with your child's teacher.**



### **Unionville's School-Wide Reading Program**

Good reading skills are crucial to a student's success in school and parents play an important role in helping their child develop those skills. Parents should take an active role in monitoring and encouraging students' at-home reading. Students should be exposed to a fluent reading model, including listening to adults reading aloud with expression and enthusiasm and then be provided with an opportunity to practice themselves. Young children might benefit from alternating reading pages with a parent using books that are easy enough to be fun to read. Older students need to read a variety of books to develop their vocabulary and add to their knowledge of the world. While it is an expectation that students will complete their nightly reading, Unionville has incentives to encourage students to excel with their reading efforts. Students receive various rewards, certificates, and earn points towards prizes, as determined by the individual classroom teachers.

### **Report Cards/Grades**

Report cards are issued at the end of every nine week grading period and reflect the child's academic progress. Parents can check student grades on-line with proper user name and password. Parents should review the report card with their child, sign and return it to the child's teacher. (Kindergarten students receive their first written report card during the second nine weeks grading period.) No student shall receive a grade below 50 on a report card during any nine week grading period. Actual grades earned by the student will be recorded in the grade book. A score of 50 indicates the student is struggling in one or more content areas, but allows student an opportunity to recover if achievement improves.

### **Media Center**

Individuals and groups use the Media Center freely each day. Media personnel offer assistance to individual students for book checkout or research. Larger groups are accompanied by classroom teachers who provide assistance with book selection or research. The Media Coordinator provides storytelling, read-alouds, book talks, and instruction in information skills.

### **Checkout Policies**

Students are encouraged to bring their identification badge when using the media center. Identification badges are helpful in maintaining accurate patron records. Students can use up to ten days for each book checkout with the freedom to make exchanges sooner. Students are allowed to check-out books and materials throughout the school day, as their schedule permits. Magazines are available for overnight checkout for grades 2-5.

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

Students with overdue books are asked to return or renew the items before making additional checkouts. Books 30 days overdue are considered lost, and students are responsible for replacement costs. Refunds for lost books will be made if students return the lost book to the Media Center without damage during the same school year or the following school year. Fines may be imposed for defacing books, or purposefully damaging barcodes, labels or call numbers.

### **School Supplies**

Students must have basic supplies in order to be successful with their learning. Students are required to bring their student agenda, textbooks, paper, and pencils to school each day. The school furnishes books and the student agendas. Students are asked to take extra care of their books, as they are used for several years. Students must pay for lost or damaged books.

### **North Carolina Statewide Student Accountability Standards**

North Carolina public school students are required to meet statewide standards for promotion in grades 3, 5, 8, and high school graduation. These standards, also called Gateways, ensure that students are working at grade level in reading, writing and math before being promoted. The standards were developed over a six-year period in response to the public's demands for better schools in our state. Business leaders, students, teachers, parents, principals, education associations, the State Board of Education and the Department of Public Instruction were all involved with the Committee on Standards and Accountability to create these standards. In addition to meeting local promotion requirements, students shall demonstrate proficiency by having test scores at Level III or above on end-of-grade tests in both reading and mathematics. For more information about the state's accountability standards, please check the state's website at [www.ncpublicschools.org](http://www.ncpublicschools.org). In addition to state standards, there are minimum performance expectations for each grade level established by Union County Board of Education. These may be found in the Union County Board of Education Policy Manual from the Union County Public School's website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us).

### **FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA) REGULATIONS**

The United States Department of Education has released final regulations regarding the Family Education Rights and Privacy Act (FERPA) which reflect changes made to FERPA by the Improving America's School Act of 1994 (IASA). The regulations, as amended by the IASA, require that schools afford parents and eligible students access to the educational records they maintain. Such records may include state assessment results and information required to be kept pursuant to the Individuals with Disabilities Education Act (IDEA). On

March 14, 1996, the IASA amended FERPA to permit nonconsensual disclosure of educational records to officials of the State Juvenile Justice System, as permitted by State law, and in certain circumstances, to permit the nonconsensual disclosure of information regarding disciplinary action taken against a student for behavior that posed a significant risk to the student or others. Under FERPA, parents and eligible students have the right to inspect and review the student's educational records. They may seek amendment of any educational records believed to be inaccurate, and may consent to any personally identifiable information, except to the extent that the Act and 99.31 authorize disclosure without consent.

### Student Services

Concerns about student achievement and behavior may arise during the year. There is a Teacher Assistance Team in place to provide direction for students experiencing difficulty. Contact the counselor or your child's teacher for more information.



### Medication Policy

All medications to be given at school (including prescription and over the counter) must have a medical consent form signed by the doctor and parent/guardian. During school hours, medication will be dispensed by the school nurse or principal designee. Please do not send medications with your child on the school bus. Parents are asked to hand-deliver the medication to the front office to ensure the safety of all students. The school will assume no responsibility for students who self-medicate.

#### **Any Medication requires the following before school staff can give the medicine:**

- Signed Medical Consent Form (by parent and doctor) with doctor's orders that give complete administration instructions. (Medication Consent Forms are available in the school office.)
- The parent's signature requesting medication administration must be hand-delivered by parent or guardian.
- A fresh supply of medicine must be hand-delivered by the parent/guardian in original prescription bottle or packaging
- Any change in medicine, dosage, administration time, or stoppage requires a new Medication Consent Form.
- Self-Carry Form on the Medical Consent Forms must be completed for a students to self-carry and self-treat.

#### **As Needed Medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:**

- A fresh supply of medicine in the original package, labeled with the child's name.
- If the medication will need to be carried by the student, be sure to note that on the medication consent form and get the doctor's approval.
- The new UCPS medication policy requires signatures from a parent/guardian AND the student's health care provider for ANY medication to be given at school. This includes prescription as well as over the counter medication.



### Birthdays

Birthday Ribbons are given to the students to recognize them on their birthday. Invitations to birthday parties will not be given out in the classroom unless all children are invited to the party. Treats may be brought in for the birthday; however, parents **MUST** bring in store bought treats to celebrate. Some home-made items made with drier foods are considered to be a relatively small risk for use at school parties and may **NOT** be used. These items include cookies, cakes or cupcakes made with commercial frosting, fruit pies, and canned, bottled or boxed drinks.

### Classroom Parties

Classes may celebrate the following occasions:

**Grades K-1:** Winter Holidays, Valentine's, and End of the Year

**Grades 2-5:** Winter Holidays and End of the Year

### Pets

Pets of any kind are not allowed at school unless first approved by administration. Under **no** circumstance should a potentially dangerous pet be brought to school.

### **Parent and Family Involvement Annual Events**

Each year, our school family enjoys a wide-range of special events and activities. These are annual traditions that you don't want to miss! Further details about each event will be communicated during the year:

**Grandparents' Day**  
**Field Day**  
**Fit for Life Day**  
**International Festival**  
**Unionville Barbecue**  
**Mother-Son Night**  
**Daddy-Daughter Dance**

### **PTO Executive Leadership Board**

Leadership Chair: Delia Carriker  
Communications Chair: Melody Braswell

Promotions Chair: Jennifer Engel

### PTO Sponsored Events

Throughout the year, there will be a variety of PTO-sponsored activities/events in which all are encouraged to participate. Important annual events and activities include:

- Annual fundraising - PTO Fundraising efforts support additions to the campus such as playground equipment, landscaping, our walking track, and our instructional offerings as well. Current fundraising projects include Collection of Box Tops for Education, Harris Teeter VIC cards, Amazon Smile, Boosterthon and more.
- General PTO meetings throughout the year

- Shopping for "Teacher Wish List" items
- Providing staff appreciation events throughout the year and the annual Staff Appreciation Luncheon

Details on how you can get involved with these events will be shared throughout the year.

### **Volunteer Policy**

The outstanding parent and community volunteerism at Unionville makes a tremendous difference in the success of the school and our students. As described above, there are numerous ways for you to be involved, ranging from daily and monthly activities to special events and at-home projects.

In order to ensure the safety of the children, UCPS has implemented a Volunteer Screening Policy. The level of screening for volunteers will be reflective of the degree of supervised versus unsupervised involvement with a child. A complete description of the levels, screening procedures, and applications are available in the school office. **All volunteers who will have contact with students must have a criminal background check. These volunteer applications should be filled out and turned into the front office ASAP to ensure faster approval. It takes a number of weeks to get approval, due to the volume of applications. All who wish to chaperone field trips must be approved UCPS volunteers.** Those who were approved to volunteer last year and did volunteer at least once per semester do not need to reapply. **If there is a lapse in service of one semester or more, the volunteer must reapply.** As always, volunteers are one of our most valuable resources!