

Western Union Elementary

Where We SOAR and Explore the World Around Us

Student & Parent Handbook

2020 - 2021



4111 Western Union School Rd.

Waxhaw, NC 28173

Phone: (704) 296-6355 Fax: (704) 843-9019

Cafeteria: 704-843-3632 • After School Care: 704-843-5080

<https://www.ucps.k12.nc.us/Domain/58>



Western Union Elementary

4111 Western Union School Rd.

Waxhaw, NC 28173

"Home of the Eagle - Rocky"

Kristi Williford - Principal

704-296-6355

Suzanne Thompson - Asst. Principal

Dear Parents,

Welcome to the 2020 - 2021 school year! This will be a year like no other in my 24-year career. While some things have changed and there may still be some unknowns, what I do know is that the staff at Western Union Elementary is committed to ensuring the safety and well-being of every child while engaging them in lessons to help them grow as a learner. We are going to continue to build excitement in our students through global, STEM lessons and activities as well as provide social and emotional supports throughout the day. While things at school may look different than ever before, we are still the Western Union Eagle Family! We will continue to work together to meet the needs of our school community. We ask that you remain flexible and understanding as we continue to go through uncharted territory with new guidelines from the state due to Covid-19.

This handbook is designed to keep you informed of several policies and procedures of Western Union Elementary and those of the Union County School System. Although a few selected policies are included in this handbook, all school board policies could be found on the UCPS website at <http://www.ucps.k12.nc.us/>. Please also refer to the UCPS publication 2020 - 2021 Student Code of Conduct for student related district policies that you may find helpful.

Our accomplishments as a school community could not be possible without the hard work of students, the preparedness of teachers and the level of parental support. As you know, your direct involvement in your child's education does more to determine their academic success than just about any other indicator. At WUES, we recognize that parental involvement comes in many forms. I encourage good communication between you and your child's teachers through notes, calls or email messages.

I know that with your support, we will continue to be able to make things happen for our students and I look forward to a great year! Please know that I am here for you and your child. If you have something on your mind or need help with a situation please give me a call to talk or an email.

Mrs. Kristi Williford, Principal



WESTERN UNION ELEMENTARY

Vision Statement

We envision an innovative and inspiring learning environment where all students receive an individualized, quality education which optimizes their gifts while challenging them to succeed. We will cultivate a thriving school where our community has pride and a vested interest in the achievements of all.

Mission Statement

WUES empowers students to be responsible citizens and life-long learners by providing a nurturing environment that supports creativity, critical thinking and active learning.

School Colors: Royal Blue and White **School Mascot:** "Rocky" the Eagle

Introduction

This handbook has been developed to be a quick reference for students and parents. These guidelines are to help answer questions you might have about our school. We believe that good communication between home and school is essential for success. Read and discuss this handbook with your child and contact us if we can help in any way. Also, reference the UCPS Student Code of Conduct publication guide and discuss as needed.

WESTERN UNION ELEMENTARY FACULTY & STAFF



OFFICE & ADMINISTRATION

Kristi Williford	Principal	Suzanne Thompson	Assistant Principal
Carrie Johnson	Secretary/Data Manager	Ashley Deese	Bookkeeper
Katie King	Instructional Coach	Whitney Herwig	School Counselor
Virginia Caesar	After School Program Director CEU Counselor	Sarah Broome	School Nurse
		Klova Hauser	Cafeteria Manager

CLASSROOM TEACHERS & INSTRUCTIONAL SUPPORT

Stephanie Kermes	Kindergarten Teacher	Maria Sanguinetti	1 st Grade DLI Teacher
Cindy Earley	Kindergarten Teacher	Kendal Whitaker	1 st Grade Teacher
Hollie Davidson	Kindergarten Teacher	Andrea Downs	1 st Grade Teacher
Marisa Diaz	Kindergarten DLI Teacher	Miranda Thomas	1 st Grade Teacher
Dawn Duty	2 nd Grade Teacher	Kari Bassett	3 rd Grade Teacher
Linda Elam	2 nd Grade Teacher	Emily Holbrook	3 rd Grade Teacher
Marcela Forero	2 nd Grade DLI Teacher	Jennifer St. Clair	3 rd Grade Teacher
Jennifer Deering	2 nd Grade Teacher	Indira Soto	3 rd Grade DLI Teacher
Despena Combs	2 nd Grade Teacher	Tabitha Rogers	3 rd Grade Teacher
Khristy Burnette	4 th Grade Teacher	Nick Brooks	5 th Grade Teacher
Amber Gordon	4 th Grade Teacher	Kelly Geiler	5 th Grade Teacher
Orosia Cortez	4 th Grade DLI Teacher	Orosia Cortez	5 th Grade DLI Teacher
Ashley Aragon	4 th Grade Teacher	Tina Richards	5 th Grade Teacher
Jennifer Dobbins	4 th Grade DLI English Teacher	Jennifer Dobbins	4 th Grade DLI English Teacher

INSTRUCTIONAL ASSISTANTS

Shelly Bernabe	Fonda Hardison	Nikki Myers	Gina Warner
Jennifer Barnes	Danielle Kaelin	Amanda Stubbins	
	Ashley Lee	Therese Turman	

RESOURCE SPECIALISTS & SUPPORT

Lisa Shaw	Media Specialist	Stephanie Nino	2 nd /3 rd DLI English Teacher
Ethan Ford	PE Teacher	Tiffany Brown	EC Teacher
Cathy Reese	Music Teacher	Joan Lewis	Speech Pathologist
Caroline Turner	Art Teacher	Gina Roberts	EC Teacher
Molly Warren	ESL Teacher	Misty Wojtkowiak	EC Teacher
		Tracy Vassil	AIG Teacher



DAILY SCHEDULE

7:00 AM	Student Drop off Begins
7:00 - 7:20 AM	School breakfast is served for student pick up
7:30 AM	Moment of Silence/Tardy Bell/Instructional Day begins
1:55 PM	Afternoon Announcements
2:00 PM	Bus Rider/Car Rider Dismissal
3:30 PM	Office Closes

VERY IMPORTANT NOTICE!!

Students and parents - please be advised that proper supervision of students is provided during the official student hours of operation of WUES which are 7:00 am until 2:00 pm. It is not safe to drop off in any traffic line or parking lot. Also, students need to be picked up no later than 2:15 (by the end of the PM car rider line).



Attendance & Absences

Class attendance is essential to student achievement. All students are expected to be in attendance each day school is in session. Following any absence(s) or tardy(ies), a student is required to present a written document from the parent or guardian with the date of the absence/tardy and stating the reason for the absence or tardy including parent signature and phone number. All absences will be coded unlawful in the computer until a written note or email is received from the parent or guardian. Written documentation must be presented within three (3) school days after the student returns to school; otherwise the absence will be recorded as unlawful. Lawful absences are excused, but not automatically waived. See criteria to Waive Absences in UCPS's Elementary School Attendance Policy. Unlawful absences are unexcused; the absence will be coded accordingly. Lawful reasons for an absence or tardy includes: 1. Illness or injury; 2. Death in immediate family; 3. Medical or Dental appointment; 4. Court or administrative proceedings; 5. Religious observances (a minimum of 2 days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with a written prior approval from the principal.); 6. Educational Opportunity (this must be pre-approved by the Principal and does not include family vacations!); 7. Quarantine; 8. Military Deployment activities

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. Parents/guardians will also be notified of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of NC and the UCBOE. A student must remain at school for $\frac{1}{2}$ day to receive attendance credit for that day. 11:00 a.m. marks the $\frac{1}{2}$ day at WUES.

If a student must leave school for a part of the day and another person besides the guardian/parent/emergency contact is picking them up, a written request signed by the parents/guardians must be submitted with contact information to the office. The authorized party must come to the office and show identification to sign the student out of school.

Upon returning from a lawful absence, the student is responsible for obtaining missed assignments. He/she will be given two school days to make up the work missed for each day absent. When arrangements are not made to complete the work, the student will receive no credit.

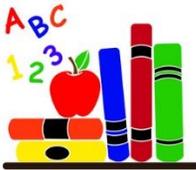
According to UCPS's policy, students in elementary school who have in excess of 19 absences can be retained in their current grade.

Absences include those excused, unexcused, or due to suspension.

When students accumulate 20 or more absences and documentation is on file at the school which indicates circumstances beyond the control of the student and parents contributed to the accumulation of 20 or more absences, an appeal may be made to the principal to waive absences and allow the student to pass. An appeal of the principal's decision may be made to the Superintendent.

EDUCATIONAL OPPORTUNITY ABSENCES

Parents who wish to take their child on an educational opportunity must complete an educational opportunity approval form at least 2 weeks prior. Depending on the nature of the educational opportunity requested, approval for excused absences by the principal will be given for no more than 5 school days each school year. The form can be located on the school webpage.



Academics



Homework

Homework is an extension of class work and is a vital part of the learning process. Students must assume responsibility for their class work and homework just as they will assume job responsibility in the future. Students are responsible for turning in all completed work according to teacher direction and on a timely basis.

Books

The textbooks, classroom library and media center books issued to students are the property of the Union County Board of Education and/or WUES. The books should be used with care and returned in good condition. Students will be responsible for books, which are lost, stolen or damaged beyond use.

Report Cards

Report cards are issued every nine weeks. At the first reporting period a conference between the parent and teacher will take place. Report cards will be sent home on the following dates during the 2020-2021 school year: **October 29, 2020; January 26, 2021; March 26, 2021; May 28, 2021**

Book Bags

Students may bring a book bag to school to carry school books and other belongings. NO ROLLING BOOK BAGS allowed.

CHEATING and PLAGIARISM

Each person is responsible for his/her honesty and integrity. A person must not copy, receive, or give information or answers on a test, project, homework, or other type of schoolwork. Plagiarism is defined as using others' ideas and words without clearly acknowledging the source of that information. Cheating and plagiarism will be addressed according to the current UCPS Student Code of Conduct and school policy.

Grading Scale

Elementary schools operate on a 9-week reporting period. Teachers will enter grades into Powerschool on a consistent basis.

Grades for students in Kindergarten-2nd grade are assigned on a scale of 1-4 for subject areas. 4=Exceeds grade level expectations; 3=Meets grade level expectations; 2=Work is nearly grade level, but still below expectations; 1=Work is consistently below grade level expectation. Grades on report cards are assigned by numerical equivalents rather than a letter grade in 3rd-5th grades. The following scale can be used in comparing numerical grades to letter equivalents: 90-100=A; 80-89=B; 70-79=C; 60-69=D; Below 60=F. Grading codes for other areas are E,S,P,N, U (Excellent, Satisfactory, Progressing, Needs Improvement or Unsatisfactory)

Honor Roll

A Honor Roll

1. Students must have all "A's" in Reading, Math, Science/Health, and Social Studies. They must have a "3" or "4" in written composition. There can be no "N" in any sub categories.
2. Students must have an "S" in the following areas: Art, Computer Technology, Music, Physical Education, and other special area classes where applicable.
3. Students must minimally have an "S" in all areas of Citizenship, Behavior, and Work Habits.

A/B Honor Roll

1. Students must have a combination of "A's" and "B's" in Reading, Math, Science/Health, and Social Studies. They must have a "3" or "4" in written composition. There can be no "N" in any sub categories.
2. Same criteria as in #2 for "A" Honor Roll.
3. Same criteria as in #3 for "A" Honor Roll.



Arriving Late and Leaving Early

WUES will observe the following procedures when a student arrives to school late or must leave early:

1. School doors open promptly at 7:00 am. Students must remain in their vehicle until 7:00 a.m. bell rings. Do not bring or drop off your child prior to 7:00 a.m.; they will not be allowed inside and there will be no adult to supervise them. Starting at 7:00 a.m., students will have their temperature checked before getting out of the car or off the bus. Once the students enter the building they will go to either pick up breakfast and return to their homeroom or go directly to their homeroom.
2. Students who report to school after 7:30 am must be accompanied to the front door and someone from the front office will meet your student at the door, check their temperature and bring them into the building. Parents will NOT be allowed to walk their child to class.
3. We encourage parents to ensure students have a FULL DAY of school. Please schedule appointments for after school when possible. Students leaving during the school day will need to be SIGNED OUT through the School Dismissal Manager App by a parent or other authorized person.
 - a. Picking up students between 1:30 -2:00 **will not** be allowed as this is a very important time of the day wrapping up and getting assignments.
 - b. **Students will not be called from class for pick up to wait in the office;** students will be called at the time an adult comes to pick them up.
4. A parent or guardian must pick up a student leaving early or preauthorize other individuals to pick up a child by contacting the office in writing/via school dismissal manager app. Office personnel will verify your permission before releasing your child.
 - a. Photo Identification of the person picking up will be sought.
 - b. If an adult comes to pick up a student, and that adult is not listed on your child's records as someone who is authorized to pick them up, we will not allow the child to leave with them unless we speak with a parent.
5. Parents coming to pick up a child early must report directly to the office, ring the bell and someone in the office will come to the door to assist you. You must provide a Driver's License. The office will call the classroom from which your child will be released. Visitors are NOT allowed in the building (except the front office) or on the playground at anytime even to pick up a student.
6. Students signed out before or brought to school after **11:00 am** will be marked absent for the entire day.
7. Transportation Changes - must be received **in the office, in writing by 1:30 pm** to ensure the message of the change is delivered to the child and

to the teacher. The most effective way to communicate transportation changes is through the school dismissal manager app. A written note to your child's teacher is acceptable. Without a note, we will send the child home via the normal routine.

Procedures for Car Riders



**** We will have a new procedure called School Dismissal Manager. There will be an app shared with families. This will help with ensuring safety of students. Please be patient with us as we adjust to this new procedure. **These directions will be updated as we learn more information on the new program.****

1. Car riders will be dismissed for pick up at 2:00 pm from their classroom.
2. The first parent to arrive should pull in the first lane in the lot near the playgrounds. There are 4 lanes that need to be filled with 7 cars each. Once those lanes are filled, then fill in the "U" (around the spirit rock), 2 lanes.
3. A student name card will be provided that will need to be displayed in the window of your car. As the car approaches, a staff member will assign a number (0 - 6) for pick up. Your child will be called to report to that numbered station to meet you.
4. Students must be picked up no later than 2:30. If a pattern develops with a child getting picked up late, the parent will be contacted by administration to address the issue. Persistent issues may result in a meeting to determine the best afternoon plan for the child's safety.

Bus Rider Information



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

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)
- Bullying
- Hazing
- Cyber bullying
- Threats
- Extortion/Blackmail
- Behaviors that incite riot
- Sexual behavior
- Sexual Harassment
- Possession of pornography
- Possession of violent or profane materials
- Theft or vandalism
- Throwing objects out of the bus window
- Throwing objects on the bus
- Aggressive Behavior causing injury
- Throwing objects at staff
- Dangerous chemicals

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
- Use of weapon
- Physical violence toward staff

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.

Emergency Information



Every student and their parent should supply the school with necessary information in case of emergencies. Students can better be protected if we have at least one phone number where a parent can be reached should an emergency arise. Students should also have personal knowledge of phone numbers and their parent's place of employment. If you do not have a personal phone, please provide a telephone number where someone can be reached who will be able to contact you. We will use our phone messaging service to inform you of school events, delays, emergency release or closings. This phone service is also used by the school district. We will send home an information verification form at the start of the year- please update and return this

form to your child's teacher or to the main office. Parents must keep the school apprised of all address and phone number changes made during the school year. Proof of residence is required with each change.

Head Lice

While this is an unpleasant situation, it does happen in all schools. We have a procedure for addressing head lice in the district and have trained staff to support this process. The biggest problem we have encountered has been with families treating at home without informing the school. This information is kept confidential and it is helpful when determining if there is an isolated case or not. In the event of identified incidents in the same setting, we send notification letters to parents in that particular setting so they could keep an eye out. Students may be in class with nits, we send home only when active louse are present. Parents/guardians must be present at school the morning students return while the nurse or trained staff is checking the student in the office. Contact our nurse with questions, concerns and support as needed.



Lost & Found

The best way to retrieve lost items is to have your child's name on it somewhere. Students who find items are asked to turn them in the Lost and Found section. If a student has lost something at school, please have your child check the lost and found near the auditorium first before asking the office. Periodically, unclaimed items will be donated to local charities. WUES nor UCPS are responsible for lost, damaged or stolen items.

Student Medications



Medicine **CANNOT** be administered to a child at school without the written authorization of a physician. The **REQUIRED** Physician's Authorization of Medication for a Student at School form is available from our nurse in the school office. If you think medication might be prescribed by a doctor that will be taken at school, we have forms in the office that need to be completed by the doctor's office. Forms are also available online on the website.

With proper authorization, the following procedures for administering medication are:

1. **A parent or guardian (not the student) must bring the medicine to the office** in the original prescription container, identifying the medication and dosage. (The pharmacist may make up two bottles if you let him/her know you need one for school).
2. A completed Physician's Authorization form must accompany all medications.
3. The student will report to the office when it is time for his or her medication.

Medications will be securely maintained. The school nurse and designees will be responsible for the security and administration of medications. A log of the medications administered to students will be maintained in the nurse's office.

A.E.D.

An Automated External Defibrillator (AED) is located in the front office workroom for use in emergency situations that require it. It is in a case that has an alarm that sounds when the case is opened. This device is checked monthly by our nurse. Staff is trained on its use.



Cell Phones/Electronic Devices

Students are not permitted to use school phones unless they are assisted by a school employee. Students will not be called to the office to take outside calls. Emergency messages will be given as appropriate. Cell phones are not permitted to be used during school hours by students; these should be turned off and out of sight. Students using a cell phone will have it sent to the office for a parent to pick up. Continued violations will face further consequences set forth in school board policy. The school is not responsible for lost/damaged items. This includes electronic items such as iWatches, iPads, iPods, DS games, Nooks, etc. This includes during the school day, on buses and participation in clubs or other school sponsored events.

Student Birthdays, Deliveries or other Celebrations



Students' birthdays are important to us; however, birthday party and other "social" invitations may not be passed out as school. Teachers have been asked not to use instructional time or other delegated time to celebrate student birthdays. However, the cafeteria will be happy to work with you in providing a treat for your child during their lunch! Please contact our cafeteria manager at 704-843-3632. **All food**

brought in must be store bought and not homemade. We cannot accept floral deliveries, balloons or other items for students at any time through the year.



Visitors

***** At this time, nonessential visitors will not be allowed to enter the building.** Our campus is secured with a door entry system. All essential visitors will need to press the buzzer to gain entry to the building once the tardy bell rings. All visitors must enter through front doors after temperature is checked and screening questions answered to obtain a visitor pass with each visit. All visitors must bring a driver's license or state issued ID. Visitors should check out and dispose of visitor tag upon exit. Parents/Visitors are not allowed to walk students to class, or eat lunch/breakfast with students.

Parent Teacher Conferences



If you wish to speak with your child's teacher, or arrange a conference, please call the main office to leave a request for the teacher to return your call during a break or after school. Teachers will return calls within a 24 hour period. You could also send a note with your child or an email to request a call or meeting. Teachers cannot conference with parents when they have scheduled classes. All meetings will be conducted virtually and must be set up in advance.

Required parent conferences will be held near the end of the first nine weeks. Each teacher will communicate a schedule of available times. Parents may request additional conferences throughout the school year as needed.

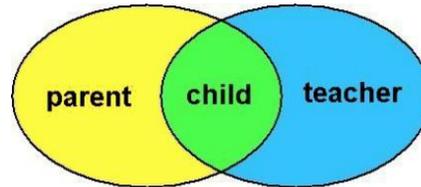
Important UCPS Calendar Items

Holiday Closings/Breaks		Remote Learning Days	
September 7 th – Labor Day		September 25 th	
November 11 th – Veteran’s Day		October 22 nd	
November 25 th – 27 th – Thanksgiving		February 12 th	
December 22 nd – January 4 th – Winter Break		March 4 th	
January 18 th – Martin Luther King, Jr.		April 12 th	
April 1 st – 9 th – Spring Break			
May 31 st – Memorial Day			
Teacher Workdays	Report Period Quarterly End Dates	Report Cards	Inclement Weather Make Up dates:
September 28 th	1 st : October 22 nd	October 29 th	

October 23 rd November 3 rd January 4 th March 5 th	2 nd : January 15 th 3 rd : March 19 th 4 th : May 28 th	January 26 th March 26 th May 28 th	Teacher work days, breaks or Saturdays
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A copy of the calendar can be found at the following link <http://www.ucps.k12.nc.us/Page/2>.

WUES PTO



President: Angelica Hernandez

Vice-President: Kristie Metz

Secretary: Renee Boroughs

Treasurer: Jill Martin

To contact your PTO please email: wuespto@outlook.com

The PTO at WUES strives to bring our community resources together to support and enrich the educational environment of our children. We welcome all parents, guardians, and grandparents of WUES students, as well as teachers and staff. Our PTO supports students and teachers in a variety of ways through fundraisers, projects, celebrations and family events. We will need your help to make things happen for our kids! Classroom support with technology, literacy, globalization, outdoor/STEM learning and family events are a few areas of financial focus. Ideas and events will be shared out in newsletters, bulletins, flyers, connect ed messages, emails and on our school web site.

Some ongoing fundraisers that are easy for every parent to take part in are: saving Box Tops for Education labels, along with using your Harris Teeter VIC card and Food Lion MVP card. You must re-register every school year by telling them your school number when you use your store cards. Don't forget to indicate your school as WUES on your Target card as well. We also have monthly restaurant nights where a portion of the sales come back to our school.

We have many opportunities for you to help our school. Be on the lookout for specific event dates.



School Food Service

The school cafeteria will begin serving on the first day of school. Breakfast and lunch are served daily. Students may choose to either bring lunch from home or purchase it from the cafeteria. Cafeteria Prices are as follows: Paid Breakfast,

\$1.25, Paid Lunch, \$2.40. Cafeteria prices for others are a la carte. Menus can be found on the UCPS website <http://nutrition.ucps.k12.nc.us/php/menus.php>. Written notices and phone calls will be made to alert parents when accounts go negative.

Free and reduced price meals are available for those who qualify. Application forms are available online at www.lunchapplication.com Additional applications are available in the cafeteria. One application qualifies for both breakfast and lunch. If status changes during the school year a new application could be completed. One application is needed per family each year. If you have questions about this program, please contact the cafeteria manager at 704-843-3632.

- **** Students will begin the year eating in their classroom in order to follow the social distancing guidelines.**
- Breakfast and snacks may not be charged. All balances will transfer within UCPS.
- Beverages brought from home must be in an unopened can or plastic bottle and must be consumed during lunch. However, energy drinks or sodas of any sort are not allowed at WUES; if found these items will be confiscated and discarded.
- All food/drinks must remain in the cafeteria (except for water.)
- Refrain from sharing food off of one another plates.
- To use the online prepay system, parents will need to visit www.k12paymentcenter.com and set up an account. The only information needed to set up an account and monitor account activity is the child's PowerSchool number and the child's name.
- Only one visit is allowed into the serving area. Attaining condiments, silverware, desserts, etc. should take place during the one trip through the line; cutting in line is prohibited;
- Stealing is not tolerated--proper disciplinary action will be taken;
- Students may talk at a low level when the music is not playing. When the music is playing, students are to not talk and focus on eating their lunch/breakfast.
- Everyone is required to properly dispose of his/her plate, silverware, and trash.

WUES Approach to Discipline

It is the responsibility of every staff member to help our children understand and follow all school expectations and regulations. It is a student's responsibility to cooperate. It is the parent's responsibility to help their child understand why they come to school and the type of behaviors we all expect our students to exhibit. With that in mind, we will continue with the implementation of Positive Behavior Intervention Support (PBiS). This approach has proven to be very successful in reducing the number of office referrals and the number of out of school suspensions while increasing teaching time.

We will continue to use S.O.A.R. Students will be reminded of the expectations to: Show Respect, Be Obedient, Have an Awesome Attitude, and Be Responsible. Our

school wide discipline plan will center on accentuating these positive qualities, teaching alternate behaviors and encouraging student to make appropriate choices. Expectations will be clearly defined and posted for each area on campus as reminders.

In addition to following our behavior matrix for our school rules, we utilize school board policy as guidance for consequences given. See the behavior matrix for more detailed information. Classroom incentives/prizes and grade level celebrations will be given for students who SOAR above the line.

Western Union Expectations and Rules Matrix

Hallway Expectations		Cafeteria Expectations	
Show Respect	<ul style="list-style-type: none"> Level 0 (level 1 at dismissal) Give others 6 ft of space Admire student work without touching Quiet feet 	Show Respect	<ul style="list-style-type: none"> Show good manners Say "Please", "Thank you", "Yes ma'am/sir", "no ma'am/sir" Be kind by not saving seats Speak kindly to others
Be Obedient	<ul style="list-style-type: none"> Walk and move safely Keep hands and feet to yourself while moving quickly to your destination Walk single file with your class and keep your place in line following social distancing rules 	Be Obedient	<ul style="list-style-type: none"> Pay for all items you take Move safely without running or pushing Stay seated facing forward 6 ft. away from others for social distancing Maintain level 0 in line Only eat your own food
Awesome Attitude	<ul style="list-style-type: none"> Quietly wave and smile 	Awesome Attitude	<ul style="list-style-type: none"> Wait patiently in line Offer to help others
Be Responsible	<ul style="list-style-type: none"> Stay on the right side of the hall Keep clean Wear your face covering over your nose and mouth at all times. 	Be Responsible	<ul style="list-style-type: none"> Clean up after yourself Pick up all needed items the first time through the line Only touch if you are going to take it Have your money and badge ready Wear your face covering over your nose and mouth at all times.
Classroom Expectations		Bathroom Expectations	
Show Respect	<ul style="list-style-type: none"> Respect property of others Use appropriate voice levels Listen quietly when others are talking 	Show Respect	<ul style="list-style-type: none"> Wait your turn 6 ft. away from others for social distancing. Respect the privacy of others Level 0
Be Obedient	<ul style="list-style-type: none"> Stay on task Follow directions the first time 	Be Obedient	<ul style="list-style-type: none"> Use quickly without playing Keep hands, feet and body to self giving others 6 ft of space for social distancing
Awesome Attitude	<ul style="list-style-type: none"> Be kind with your words and actions Be helpful to others while keeping 6 ft away for social distancing Give your best Keep trying 	Awesome Attitude	<ul style="list-style-type: none"> Be polite and wait your turn 6 ft away for social distancing

Be Responsible	<ul style="list-style-type: none"> • Be prepared • Complete classwork and homework • Store belongings in assigned area. • Wear your face covering over your nose and mouth at all times. • Take home water bottles and masks for cleaning daily. 		Be Responsible	<ul style="list-style-type: none"> • Wash your hands with soap and water for 20 seconds • Keep the restroom clean • Remember to flush • Use 1 paper towel and 1 pump of soap to avoid waste • Wear your face covering over your nose and mouth at all times.
Bus Expectations			Car Rider Line Expectations	
Show Respect	<ul style="list-style-type: none"> • Level 0 when instructed • Level 1 at all other times • Treat bus with care • Use kind words 		Show Respect	<ul style="list-style-type: none"> • Level 0 • Admire student work without touching
Be Obedient	<ul style="list-style-type: none"> • Follow directions of bus driver • Sit properly and face forward • Keep hands and feet to yourself and out of aisle 		Be Obedient	<ul style="list-style-type: none"> • Stay behind blue line • Keep hands and feet to yourself, giving others 6 ft of space for social distancing. • AM- Step out of car and move hair off forehead for temperature check and answer screening questions honestly.
Awesome Attitude	<ul style="list-style-type: none"> • Help others as needed while 6 ft away for social distancing 		Awesome Attitude	<ul style="list-style-type: none"> • Treat others kindly • Wait patiently
Be Responsible	<ul style="list-style-type: none"> • Stay in assigned seat • Place book bag and hands in lap • Keep all items in book bag • Keep the bus clean • Wear your mask over your nose and mouth at all times. • Move your hair off of forehead for temperature check in the AM and answer screening questions honestly. 		Be Responsible	<ul style="list-style-type: none"> • Be alert and attentive to directions • Move to spot the first time when name is called keeping 6 ft away for social distancing
Playground Expectations			Remote Learning	
Show Respect	<ul style="list-style-type: none"> • Enter and exit the building on level 0 • Apologize for accidents • Admire nature without touching 		Show Respect	<ul style="list-style-type: none"> • Sit appropriately • Listen quietly • Keep mute on except when speaking • Raise your hand to be called on to unmute and speak • Avoid distractions from siblings, pets, and toys.
Be Obedient	<ul style="list-style-type: none"> • Play with others while keeping hands and feet to yourself and giving others 6 ft of space for social distancing 		Be Obedient	<ul style="list-style-type: none"> • Stay on task • Follow directions • Avoid using chat unless directed by teacher

	<ul style="list-style-type: none"> Keep rocks, mulch and sticks on the ground 			
Awesome Attitude	<ul style="list-style-type: none"> Show good sportsmanship by not arguing Compromise to solve disagreements Take turns with the games ensuring to stay 6 ft away for social distancing Be active Have fun 		Awesome Attitude	<ul style="list-style-type: none"> Do all tasks right away Participate in the class session
Be Responsible	<ul style="list-style-type: none"> Play safely with others while keeping 6 ft. away for social distancing Use equipment appropriately Remain in sight of teacher 		Be Responsible	<ul style="list-style-type: none"> Attend class sessions Be on time Be prepared with materials needed Complete classwork and homework

Desks and cubbies (students' storage areas): Desks and cubbies (students' storage areas) are the property of UCPS and Western Union Elementary. Administration has the right to search any and all book bags, desks, cubbies (students' storage areas) and other areas with reasonable cause.

School Appearance and Dress Code



WUES takes pride in the appearance of its grounds, buildings and furnishings. The physical appearance of the school reflects the care and effort of caretakers, students, and faculty in maintaining attractive surroundings for school activities. All students, staff and visitors are called upon to do their part in observing common courtesy and in being mindful of all efforts made on their behalf.

Students, staff and visitors are expected to dress appropriately for the classroom, recess, PE and the weather. School dress contributes to the school atmosphere. Their 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 "tank" shirt straps must be at least the width of a credit card (i.e.- no spaghetti straps, including cold-shoulder tops)
- No undergarments may show
- No midriff revealed

- No revealing tops
- No backless or strapless tops / dresses

BOTTOMS

- Pants must fit so there is no underwear showing when student is sitting and / or standing
- Skirts / shorts / dresses is at least fingertip length
When the student stands with hands at their side, the hemline must be below the student's fingertips

SHOES

- No shoes with more than a 1 inch heel
- Sandals or flip-flops may be worn under the condition they do not endanger the student
- Shoes having or needing laces must be tied
- No shoes with "wheels"

OTHER ITEMS

- Only prescription eyewear
- No hats or bandanas worn during the school day
- Logos/items may not promote alcohol, drugs, tobacco, profanity or inappropriate sayings / pictures
- Face Coverings must be worn at all times unless directed by teacher for an assigned "mask break"

If a student is not dressed appropriately, a parent will be notified to bring that child a change of clothes. We do have a small selection of clothing in our clothing closet that could be provided.

General Information

ANNUAL CONSENT NOTIFICATION

Parents/guardian may withhold consent for the following items: the release of student directory information about his/her child to outside organizations; a student's participation in curriculum related to 1) prevention of sexually transmitted diseases including AIDS, 2) the avoidance of out-of-wedlock pregnancy, 3) abstinence until marriage, and 4) abstinence based on sex education; a student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources on issues of a private nature, as well as information on where to obtain contraceptives or abortion referral service. Neither parental notification nor parental permission is required for large group sessions, initial consultation intended to identify the student's needs or counseling where child neglect is suspected. A parent/legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities are presumed.

ANNUAL NOTIFICATION of RIGHT Per UCPS's policy 4-14 (found on the UCPS website under BOE policies), all student records will be current and maintained with appropriate measures of security and confidentiality. As per FERPA, parents (or students over the age of 18) have the right to: inspect and review the student's educational records and the

procedure for exercising this right; to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights, and the procedure for exercising this right; to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; the type of information designated as directory information and the right to opt out of release of directory information; that the school district releases records to other institutions that have requested the information and in which the student seeks or intends to enroll; the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information; a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the school discloses or intends to disclose personally identifiable information to school officials without consent; and the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

CLOSINGS - emergency or weather related school closings

Please stay tuned to media stations during the working day in the event school may be closed early due to inclement weather. Due to communication demands at the school, please refrain from calling Western Union in order to keep telephone lines open. Remember that a Blackboard Connect message will be issued from the school district office in the event school is cancelled or delayed. Parents can also check the UCPS website at www.ucps.k12.nc.us for up to date information.

CONNECT-ED

Connect-Ed is a communication tool that will be used to notify you of important school messages. This system relies on the use of the telephone and e-mail to notify you of such things as school delays or closings, PTO meetings and other special announcements. It is extremely important that we have your correct telephone number and e-mail address so that you can receive our messages. **If your telephone number/e-mail changes at any point throughout the school year, please notify your child's teacher and the front office with the correct number.**

COUNSELOR

Our counselor is available to talk with parents individually and/or with students. Individual and small group counseling is available for students. You may also contact the counselor if you have any questions concerning a 504 (or if your child has a medical diagnosis that you believe is affecting them academically).

Drills--Fire, Tornado, and Safety Alerts

Fire drills, tornado drills, and safety alert/lockdown drills are held at scheduled times throughout the school year. Teachers will explain rules, procedures, and routes to take for their individual classes. Good behavior, following of directions, and regular school and county rules apply during these drills. During the pandemic, we will conduct assimilated drills and teachers will explain all safety procedures to students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to provide a parent access to their child's educational records, as well as an opportunity to seek correction of records believed to be inaccurate or misleading. With some exceptions, written permission of a parent will be obtained before disclosing information contained in the student's educational records. (Refer to BOE Policy 4-14)

RETURNED CHECKS

Union County Public Schools has contracted with Payliance for the electronic collection of checks returned for insufficient funds (NSF). In the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of North Carolina (currently \$25.00.) Please include the following on your check:

Driver's License, Full Name, Street Address, Phone Number

If there are any questions, please send an e-mail to finance@ucps.k12.nc.us

SELLING of ITEMS at SCHOOL

All sales not connected/approved in any way with WUES are prohibited; such items will be confiscated.