

# Western Union Elementary

Where We SOAR and Explore the World Around Us

## Student & Parent Handbook

2018 - 2019



4111 Western Union School Rd.

Waxhaw, NC 28173

Phone: (704) 435-2153 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

704-843-2153

Kate Anderson - Asst. Principal

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Dear Parents,

Welcome to the 2018 - 2019 school year! I am excited for another year of integrating global content so we can provide opportunities for our students to soar above, through and explore the world around us! By connecting to the world through international teachers, community resources, artifacts, technology as well as our students and staff - we will be able to provide an experience like no other to enhance all students learning. In addition to maintaining our global efforts, I am excited to implement a STEM program for students as well.

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 UCSP website at <http://www.ucps.k12.nc.us/>. Please also make reference to the UCPS publication 2018 - 2019 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. While your work schedule may prevent you from attending events, 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. My priorities are to spend time in classrooms through the day and to collaborate with teachers in planning meetings. If you have something on your mind or need help with a situation please give me a call to talk or set up a time to meet.

Please complete and return the attached confirmation receipt of this handbook and return to your child's teacher.

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	Kate Anderson	Assistant Principal
Carrie Johnson	Secretary/Data Manager		Bookkeeper
Katie King	Instructional Coach	Whitney Herwig	School Counselor
Virginia Caesar	After School Program Director		School Nurse
Dee Ramsay	CEU Counselor	Klova Hauser	Cafeteria Manager

## CLASSROOM TEACHERS & INSTRUCTIONAL SUPPORT

Stephanie Kermes	Kindergarten Teacher	Maria Sanguinetti	1 <sup>st</sup> Grade Teacher
Cindy Earley	Kindergarten Teacher	Linda Elam	1 <sup>st</sup> Grade Teacher
Hollie Davidson	Kindergarten Teacher	Kathy Bennett	1 <sup>st</sup> Grade Teacher
Juliana Palacios	Kindergarten Teacher	Miranda Thomas	1 <sup>st</sup> Grade Teacher
Jennifer Deering	2 <sup>nd</sup> Grade Teacher	Khristy Burnette	3 <sup>rd</sup> Grade Teacher
Stephanie Dill	2 <sup>nd</sup> Grade Teacher	Kelly Karalunas	3 <sup>rd</sup> Grade Teacher
Marcela Forero	2 <sup>nd</sup> Grade Teacher	Tabitha Rogers	3 <sup>rd</sup> Grade Teacher
		Indira Soto	3 <sup>rd</sup> Grade Teacher
Kari Bassett	4 <sup>th</sup> Grade Teacher	Ashley Erb	5 <sup>th</sup> Grade Teacher
Nick Brooks	4 <sup>th</sup> Grade Teacher	Pam Gillard	5 <sup>th</sup> Grade Teacher
Tracy Vassil	4 <sup>th</sup> Grade Teacher	Martin Hughes	5 <sup>th</sup> Grade Teacher
Andreina Gomez	4 <sup>th</sup> Grade Teacher		

## INSTRUCTIONAL ASSISTANTS

Shelly Bernabe	Fonda Hardison	Therese Turman	Mary Wenger
Staci Donaldson	Nikki Myers	Gina Warner	Amanda Stubbins-Helms
	Cindy Tison	Holly Young	

## RESOURCE SPECIALISTS & SUPPORT

Lisa Shaw	Media Specialist	Despena Combs	STEM 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
Jennifer Dobbins	DL English Teacher	Monica Shafer-Mason	AIG Teacher



## DAILY SCHEDULE

7:00 - 7:15 AM	Bus Riders and Early Arrival Students report to Auditorium
7:00 - 7:20 AM	School breakfast is served
7:15 AM	Students report to classrooms
7:15 - 7:30 AM	All arriving students report to classrooms
7:30 AM	Moment of Silence/Tardy Bell/Instructional Day begins
1:55 PM	Afternoon Announcements
2:00 PM	Car Rider, Bus Rider, ASP 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). If you are interested in picking up later, you might want to consider our after school program. Call the office for enrollment details, hours and costs or visit our website.



## Arriving Late and Leaving Early

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

1. Students who report to school after 7:30 am **will need** to be **SIGNED IN** through the main office by the individual bringing them to school. Parents will **NOT** be allowed to walk their child to class.
2. 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 main office 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.
3. 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. 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.
4. Parents coming to pick up a child early must report directly to the office and sign the student out on the computer. You must provide a Driver's License if this is your first time. The office will call the classroom from which your child will be released. **DO NOT** go directly to a classroom or out to the playground to pick up your child.
5. Students signed out before or brought to school after **11:00 am** will be marked absent for the entire day.
6. 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 a written note in your child's agenda. Without a note, we will send the child home via the normal routine.

# Procedures for Car Riders



1. Car riders will be dismissed for pick up at 2:00 pm. They will report to the designated car rider meeting area inside the building.
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 not picked up by the time the traffic circle has cleared will be taken back to their classroom. **Parents will need to come into the office and sign the student out.** 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 <sup>st</sup> Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 <sup>nd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 2 full days or equivalent (mornings/afternoons)
4 <sup>th</sup> 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
- 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.
- Refusing to obey the driver's instructions
- Getting on or off the bus at undesignated 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

<b>Level II Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 0 - 5 days; or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level II Violation	Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
3 <sup>rd</sup> 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
- Sexual Harassment
- Possession of violent or profane materials
- Throwing objects out of the bus window
- Aggressive Behavior causing injury
- Dangerous chemicals
- Bullying
- Cyber bullying
- Extortion/Blackmail
- Sexual behavior
- Possession of pornography
- Theft or vandalism
- Throwing objects on the bus
- Throwing objects at staff

<b>Level III Infraction</b>	<b>Disciplinary Action</b>
1 <sup>st</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for 5 - 10 days; or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level III Violation	Parent contact; bus privileges suspended for 10 days to remainder of year (mornings/afternoons)
3 <sup>rd</sup> 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
- Terrorist threat
- Possession of weapon



- False alarms
- Bomb Threat
- Illegal drugs, controlled substances

- Arson
- Alcohol
- Chronic disruptive behavior

Level IV Infraction	Disciplinary Action
1 <sup>st</sup> 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.**



## 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.

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.

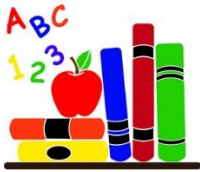
### **EDUCATIONAL OPPORTUNITY ABSENCES**

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.

## **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.



## 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.

### Agendas

Each student will receive an agenda during the first week of school. Homework is written in agendas and they also serve as one of the primary communication sources between teachers and parents. If your child loses the agenda, a replacement can be purchased in the school office for \$5.00.

### Book Bags

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

### Field Trips

Each grade level is permitted to take at least one (1) school sponsored field trip each year in addition to those sponsored by UCPS. Field trips are for those students in each respective grade level and are an extension of classroom learning. ***Siblings of students are NOT allowed to attend school or UCPS sponsored field trips.*** Tickets will only be purchased for students, teachers, and approved parent volunteers selected to serve as chaperones. At times a company may require a deposit and/or an admission payment. **Field trip payments are non-refundable.** The following criteria must be met for participation: all expenses for the trip must be paid, a permission slip must be signed by the parent or guardian, if for the reason of inappropriate behavior, a parent may be required to accompany the student on the field trip in order for the child to go. Students may be denied the privilege of participating in a field trip for violations of the school or county code of conduct.

## Grading Scale

Grades for students in Kindergarten-2<sup>nd</sup> 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 3<sup>rd</sup>-5<sup>th</sup> 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.

## 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 cafeteria at the Lost and Found section. If a student has lost something at school, please check by the lost and found in the cafeteria first before asking the office. Periodically, unclaimed items will be donated to local charities.

## 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. Parents wishing to bring in items for a class celebration are welcome to do so. This needs to be coordinated ahead of time with the teacher. 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.

**HELLO**  
my name is

## Visitors

Our campus is secured with a door entry system. All 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 and obtain a visitor pass with each visit by signing in the computer. All visitors must bring a driver's license or state issued ID on their first visit. Visitors should check out and dispose of visitor tag upon exit. Parents are welcome to join their child for lunch any day of the week. Parents may sit with their child at their lunch table, at the back table, or outside on the picnic tables. Parents can only have their child sit with them outside - other friends cannot join. The visit will conclude with the child's lunchtime.



# 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. Drop in visits will not guarantee meeting with teachers; meetings need to be set up in advance. Required parent conferences will be held near the end of the first six 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		Early Release Dates (11:00 Dismissal)	
September 3 <sup>rd</sup> – Labor Day		September 18 <sup>th</sup>	
November 12 <sup>th</sup> – Veteran’s Day		October 23 <sup>rd</sup>	
November 22 <sup>nd</sup> – 25 <sup>th</sup> – Thanksgiving		December 4 <sup>th</sup>	
December 24 <sup>th</sup> – January 3 <sup>rd</sup> – Winter Break		February 7 <sup>th</sup>	
January 21 <sup>st</sup> – Martin Luther King, Jr.		March 7 <sup>th</sup>	
April 19 <sup>th</sup> – 26 <sup>th</sup> – Spring Break			
May 27 <sup>th</sup> – Memorial Day		*Bag lunches served these days*	
Teacher Workdays	Report Period Quarterly End Dates	Report Cards	Inclement Weather Make Up dates:
September 19 <sup>th</sup>	1 <sup>st</sup> : October 10 <sup>th</sup>	October 18 <sup>th</sup>	Teacher work days, breaks or Saturdays
October 8 <sup>th</sup>	2 <sup>nd</sup> : November 27 <sup>th</sup>	December 6 <sup>th</sup>	
November 21 <sup>st</sup>	3 <sup>rd</sup> : January 18 <sup>th</sup>	January 31 <sup>st</sup>	
January 4 <sup>th</sup>	4 <sup>th</sup> : March 5 <sup>th</sup>	March 14 <sup>th</sup>	
January 22 <sup>nd</sup>	5 <sup>th</sup> : April 16 <sup>th</sup>	May 2 <sup>nd</sup>	
February 22 <sup>nd</sup>	6 <sup>th</sup> : June 6 <sup>th</sup>	June 6 <sup>th</sup>	

A copy of the calendar can be found at the following link <http://www.ucps.k12.nc.us/Page/2>.



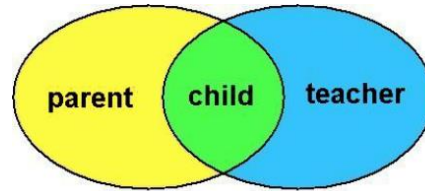
# PICTURES

LifeTouch Studios Inc. has been selected to photograph our students for the 2017-2018 school year. Individual student pictures are taken once in the fall and once in the spring. Fall pictures will be taken on **October 2, 2018**, **Class Group** pictures will be taken on **January 31, 2019** and **Individual Spring** pictures will be taken on **March 12, 2019**. All students must have their picture made in the fall. This picture



is used for the student's identification badge and yearbook. Western Union Elementary, in conjunction with LifeTouch Yearbooks, will publish the 2018-2019 yearbook which is available for purchase by all students. Identification badges are not only used for identification purposes, but for lunch and media center check-out as well.

## WUES PTO



President: Jenny Brzuchowski

Vice-President: Danyele Shaffer

Secretary: Mindy Taylor

Treasurer: Angelica Hernandez

To contact your PTO please email: [wuespto@outlook.com](mailto: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, and family events are a few areas of financial focus. Ideas and events will be shared out at meetings, in newsletter, 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, \$1.15, Paid Lunch, \$2.30, Reduced Lunch, \$0.40. If visiting and eating in the 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 sent home on the first day of school. 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 are offered extra servings, snacks, extra milk, juice, ice cream, etc., for an additional fee. Breakfast and snacks may not be charged. All balances will transfer within UCPS. Students may bring a bag-lunch from home or may buy a lunch from the school cafeteria.

- 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](http://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. Students will have a SOAR card, where they will mark above the lines and/or below the lines for the following (respect, obedience, attitude, and responsibility). 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"> <li>Level 0 (level 1 at dismissal)</li> <li>Give others Space</li> <li>Admire student work without touching</li> <li>Quiet feet</li> </ul>		Show Respect	<ul style="list-style-type: none"> <li>Show good manners</li> <li>Say "Please", "Thank you", "Yes ma'am/sir", "no ma'am/sir"</li> <li>Be kind by not saving seats</li> <li>Speak kindly to others</li> </ul>
Be Obedient	<ul style="list-style-type: none"> <li>Move safely</li> <li>Keep hands and feet to yourself while moving quickly to your destination</li> <li>Walk single file with your class and keep your place in line</li> </ul>		Be Obedient	<ul style="list-style-type: none"> <li>Pay for all items you take</li> <li>Move safely without running or pushing</li> <li>Stay seated facing forward</li> <li>Maintain level 0 in line, while the music is playing, &amp; when the red cup is on the table</li> <li>Only eat your own food</li> </ul>
Awesome Attitude	<ul style="list-style-type: none"> <li>Quietly wave and smile</li> </ul>		Awesome Attitude	<ul style="list-style-type: none"> <li>Wait patiently in line</li> <li>Offer to help others</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Stay on the right side of the hall</li> <li>Keep clean</li> </ul>		Be Responsible	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Pick up all needed items the first time through the line</li> <li>Only touch if you are going to take it</li> </ul>
Classroom Expectations			Bathroom Expectations	
Show Respect	<ul style="list-style-type: none"> <li>Respect property of others</li> <li>Use appropriate voice levels</li> <li>Listen quietly when others are talking</li> </ul>		Show Respect	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Respect the privacy of others</li> <li>Level 0</li> </ul>
Be Obedient	<ul style="list-style-type: none"> <li>Stay on task</li> <li>Follow directions the first time</li> </ul>		Be Obedient	<ul style="list-style-type: none"> <li>Use quickly without playing</li> <li>Keep hands, feet and body to self</li> </ul>
Awesome Attitude	<ul style="list-style-type: none"> <li>Be kind with your words and actions</li> <li>Be helpful to others</li> <li>Give your best</li> <li>Keep trying</li> </ul>		Awesome Attitude	<ul style="list-style-type: none"> <li>Be polite</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Complete classwork and homework</li> </ul>		Be Responsible	<ul style="list-style-type: none"> <li>Wash your hands with soap</li> <li>Keep the restroom clean</li> <li>Remember to flush</li> <li>Use 1 paper towel and 1 pump of soap to avoid waste</li> </ul>

<b>Bus Expectations</b>		<b>Car Rider Line Expectations</b>	
Show Respect	<ul style="list-style-type: none"> <li>Level 0 when instructed</li> <li>Level 1 at all other times</li> <li>Treat bus with care</li> <li>Use kind words</li> </ul>	Show Respect	<ul style="list-style-type: none"> <li>Level 0</li> <li>Admire student work without touching</li> </ul>
Be Obedient	<ul style="list-style-type: none"> <li>Follow directions of bus driver</li> <li>Sit properly and face forward</li> <li>Keep hands and feet to yourself and out of aisle</li> </ul>	Be Obedient	<ul style="list-style-type: none"> <li>Stay behind blue line</li> <li>Keep hands and feet to yourself</li> <li>Sit with your back against the wall</li> </ul>
Awesome Attitude	<ul style="list-style-type: none"> <li>Help others as needed</li> </ul>	Awesome Attitude	<ul style="list-style-type: none"> <li>Treat others kindly</li> <li>Wait patiently</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Stay in assigned seat</li> <li>Place book bag and hands in lap</li> <li>Keep all items in book bag</li> <li>Keep the bus clean</li> </ul>	Be Responsible	<ul style="list-style-type: none"> <li>Be alert and attentive to directions</li> <li>Keep all items in book bag</li> <li>Move to spot the first time when name is called</li> <li>Keep station number on your fingers</li> </ul>
<b>Playground Expectations</b>			
Show Respect	<ul style="list-style-type: none"> <li>Enter and exit the building on level 0</li> <li>Apologize for accidents</li> <li>Admire nature without touching</li> </ul>	<h1>Give your Best and Nothing Less!!!</h1>	
Be Obedient	<ul style="list-style-type: none"> <li>Play nicely while keeping hands and feet to yourself</li> <li>Keep rocks, mulch and sticks on the ground</li> </ul>		
Awesome Attitude	<ul style="list-style-type: none"> <li>Show good sportsmanship by not arguing</li> <li>Compromise to solve disagreements</li> <li>Share and take turns</li> <li>Be active</li> <li>Have fun</li> </ul>		
Be Responsible	<ul style="list-style-type: none"> <li>Play safely with others</li> <li>Use equipment appropriately</li> <li>Remain in sight of teacher</li> </ul>		

# 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

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.