



# **Weddington Elementary**

## **STUDENT HANDBOOK 2020-2021**

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Emily Kraftson

**Principal**

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**Assistant Principal**

# **Weddington Elementary School**

## **2020-2021**

**Disclaimer:** This handbook is intended to help parents, students, and school personnel work together. The information included in this handbook pertains to the current Plan B & Plan D options for the start of school. As new policies or regulations are developed by the BOE, state, federal statutes, or school, additions and/or deletions will be made to this manual. Administration will notify families of updated sections and school staff will help students understand what is expected of them.

### **Weddington Elementary Vision**

*Empower, Strive, Succeed, Excel*

### **Weddington Elementary Mission**

*We will empower our students to be lifelong learners and 21st Century scholars by striving to provide rigorous learning opportunities. This will enable our students to succeed in the classroom and excel to their greatest potential.*

*\*Based on staff feedback, our goal is to work with all stakeholder groups to reflect upon and revitalize our WDES vision and mission statements. More information to come!*

### **School Mascot**

*Weddington Wildcats*

## **Welcome to Weddington Elementary, a Dual Language Immersion, STEAM, and Service Learning School!**

The staff of Weddington Elementary would like to welcome your family to our school! There are many exciting things that will occur during this school year, including our focus areas of empowering students to own their own learning through connection, collaboration, and creation that are part of the UCPS EmpowerED framework. We will also continue to build our global, STEAM, and Service Learning opportunities school-wide.. Our staff is a wonderful mix of experience and youthful energy.

The school website, social media posts, and weekly Principal ConnectEd messages will provide your family with announcements and feature stories about the school. All staff members have an email account which you may use to communicate with your child's teachers. Classroom teachers will send families weekly communication with updates via email and/or Canvas announcements. Each student has an agenda that is designed for two purposes; information and communication. The daily calendar pages are to be used for correspondence between school and home.

The school handbook is available on the WDES website. The handbook is filled with useful information about the school guidelines, policies and procedures. Please take some time to discuss the contents of this handbook with your child and note that it will likely be updated several times throughout the school.

Thank you in advance for your support, which will enhance your child's educational experience. We are blessed to have such a supportive community of thanks to the help of our wonderful families! As partners in education, we will work collaboratively to make this year great!

Emily Kraftson  
Principal

Banks Spicer  
Assistant Principal

## **Communication**

Parents will receive various forms of communication throughout the school year such as the school website, email, Blackboard ConnectED calls, Twitter, Facebook, Instagram, and student agendas. All staff members have an email account which you may use to communicate with your child's teachers. Each student will receive a student agenda. The student agenda is designed for information and communication. Please check and sign your child's agenda every night for daily information.

### **Conferences**

Parents are encouraged to call the school to request a conference with their child's teacher, counselor, or administrator at any time to discuss how best to work with their child in meeting his/her educational and social needs. **This year, conferences will occur virtually.**

### **Student Use of Phone**

Students will not be called to the office to receive a phone call. The school office will take the message and relay it to the student. Parents will be called in the event of sickness, injury, or any other emergency. Students should refrain from calling home for missing or forgotten work, assignments, or notes.

## **Records and Reports**

### **Confidential Records**

Addresses and telephone numbers are part of the student's file in school and are not intended for any other use apart from school. Parents may view student's cumulative folders only by request to the school counselor or administrator.

### ***§ 1232g. Family educational and privacy rights (FERPA)***

*(a) Conditions for availability of funds to educational agencies or institutions; inspection and review of education records; specific information to be made available; procedure for access to education records; reasonableness of time for such access; hearings; written explanations by parents; definitions*

### **Emergency Information**

In case of an emergency, each student is required to have a file in the school office, listing people to notify in the event of an emergency. **Please assist the school in keeping this source updated as changes may occur during the school year.**

### **Medications**

If a student needs to take any type of medication at school, a form is available in the office, and must be filled out and signed by a parent. If it is a prescription, the doctor's signature is also required. All medications must be brought in an official prescription container. Parents/Guardians are the only

ones permitted to transport medication to and from school. UCPS policy will be followed for the dispensing of all medications. Medications include ALL over-the-counter pain relievers, ointments, and sun-block. The health room is not equipped with any medication. (A copy of the complete policy is available upon request in the office.)

## **Health and Safety**

COVID-19: All WDES staff are required to follow the required procedures outlined in the [StongSchoolsNC: Public Health Toolkit \(K-5\)](#) according to the current plan the state and/or district are under (A, B, or C). Please pay special attention to pg. 23, the Screening Flow Chart for information related to criteria for exclusion from school. In addition, in order to make sure all the children at WDES stay healthy and ready to learn, please follow the following guidelines:

1. Students with a fever of 100.6 or who have been diagnosed with strep throat, shall stay home until their fever is gone for 24 hours without the use of Tylenol or Advil. If the student has been diagnosed with the Flu, then they must stay home for 24 hours if their fever is 100.0 or more without Tylenol or Advil.
2. Students who vomit and have a fever or illness will be sent home. Vomiting due to a sensitive stomach or gag reflex does not require that a student be sent home.
3. Students who have 2 or more episodes of diarrhea, or diarrhea with a fever will be sent home.
4. Students who appear to have conjunctivitis ( pink eye), at school or at home must be seen by a doctor and be on prescribed eye drops for 24 hours, or per a doctor's instructions to return to school.
5. Students with live lice will receive a phone call and be informed that their child has live lice. Since lice is a nuisance, not a disease, per UCPS policy students will be allowed to stay in class away from the other students until someone can pick them up. Once treated with a lice treatment, students shall be checked before they return to class to make sure they have no live lice. Students are allowed to return to class with nits, but we recommend that you remove all nits that are visible.

Please feel free to contact our School Nurse if you have any other concerns or questions.

## **Immunization Records**

Proof of required immunizations is needed for enrollment. This is for the protection of students/staff.

- 5 DTP/DT Shots (Fifth dose not required, if fourth dose is after fourth birthday)
- 4 Oral POLIO Vaccine Doses (If third dose is after fourth birthday, fourth dose not required)
- 2 MMR doses (1<sup>st</sup> dose on/after 1<sup>st</sup> birthday)
- 1 Hib Dose (At least 1 Hib on/after 1<sup>st</sup> birthday and before 5 years of age)
- 3 Hepatitis B doses (required for everyone born after July 1, 1994)

## **EMERGENCY AND SAFETY DRILLS**

In accordance with local and state laws and regulations, WDES will conduct monthly and annual fire/safety drills. The fire and safety drill schedule is as follows:

- 1 fire drill the first ten days of school (for each cohort under Plan B)

- 1 fire drill per month during the school year
- 2 lockdown drill per semester
- 1 tornado drill in the Spring
- Other drills as needed and/or required

Drills will be announced in advance. Fire and safety escape plans are posted in each classroom. Staff will review the safety plan for all drills. **\*While under Plan B, drills will be “simulation” and students and staff will not be required to leave the classroom. Procedures will be reviewed.**

## Academics

### Report Cards

Report cards are issued every nine weeks. The first reporting period will be a virtual conference between the parent and teacher. Report cards will be sent home on the following dates during the 2020-2021 school year.

**October 29, 2020**

**March 26, 2021**

**January 26, 2021**

**May 28, 2021**

### Powerschool (Parent Access)

Powerschool is the online tool for Parents/Legal Guardians to obtain 24/7 access to their student's information.

A web browser allows parents to view:

- Detailed attendance information
- Detailed grade information from each teacher's grade book
- Summary grade information
- Personal Demographic Information
- Emergency Contact Information

### LOGGING ON TO POWERSCHOOL:

For help with Powerschool access, you may also contact our WDES data manager or call the school at (704) 296-6317.

### Grading Standards

Grades K, 1, & 2: Students are rated on a 1-4 scale as follows:

- 4- Exceeds grade level expectations
- 3- Meets grade level expectations
- 2- Work is nearing grade level, but still below expectations
- 1- Work is consistently below grade level

Grades 3 - 5:

Grades on Effort

A-	90-100	Excellent	S-Satisfactory
B-	80-89	Good	N-Needs Improvement
C-	70-79	Average	U-Unsatisfactory
D-	60-69	Below Average	
F-	0-59	Failing	

## **Honor Roll Criteria**

### **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’s in any subcategories.
2. Students must have an “S” in the following areas: Art, Music, PE, STEAM
3. Students must have an “S” in all areas of Citizenship, Behavior & Work Habits

### **A-B HONOR ROLL**

1. Students must have “A’s” or “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’s in any subcategories.
2. Same criteria as in #2 for “A” HONOR ROLL
3. Same criteria as in #3 for “A” HONOR ROLL

## **Union County Public Schools Student Promotion and Accountability Standards**

Union County Public Schools believes that required standards or accountability reviews for student promotion are optimum for student success. In general, students in grades 3-5 must score at or above grade level on the End of Grade reading and math tests in order to be promoted to the next grade level. Assessments used in grades K-2 are also used to make decisions regarding the promotion and retention of students.

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests.

Union County Board of Education Policy regarding student promotion and retention, can be reviewed in entirety at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). If you have any questions regarding the progress of your child you are encouraged to speak with his or her teacher, school counselor, or principal.

### **Special Areas**

Special areas (Art, Music, PE, and STEAM) will assign a grade of S, N, or U based upon the student’s participation, conduct, and performance. Participation will center on constructive

engagement with peers and teachers related to the learning process. Conduct will be based on the student's ability to participate and behave in the classroom. Performance will relate to achievement on assignments and assessments.

### **Homework (applies if/when we return to Plan A)**

Homework is an important part of a student's education. However, it is only one part of an overall picture of how a student is performing in school. Homework alone will not be used to decide whether a child passes or fails a particular subject or grade but will help staff determine a student's overall ability level and readiness for the next grade. Listed below are some general beliefs regarding homework that the Weddington Elementary staff uses as a guide:

- Homework is a reinforcement of what has already been taught in school.
- Homework should include some independent reading on a regular basis.
- Parent input should be minimal. Parents should concentrate on making sure homework is completed and not on whether homework is correct.
- If a student struggles to complete an assignment, the teacher should be informed.
- Homework is feedback for the teacher as to who has mastered the concepts and who will need additional help. If a parent completes homework for a student or corrects student homework the teacher will assume the student has mastered that skill when in fact they may need extra help.
- Completed homework should be checked by the teacher.

#### **The length of homework assignments should be as follows:**

- Kindergarten – Reading – 15 minutes a night, 10 minutes other work
- 1<sup>st</sup> Grade – Reading – 20 minutes, 10 minutes of other work
- 2<sup>nd</sup> Grade – Reading – 20 – 30 minutes, 20 minutes of other work
- 3<sup>rd</sup> Grade -- Reading – 30 minutes, 30 minutes of other work
- 4<sup>th</sup> Grade – Reading – 30 minutes, 40 minutes of other work
- 5<sup>th</sup> Grade – Reading – 30 minutes, 50 minutes of other work

· Each teacher varies in the amount and frequency of homework they assign. If a teacher gives more or less homework than another is not a reflection on that teacher's ability or effectiveness. However, they should adhere to the maximums above.

· The consequence for not completing homework is either a reduction in the student's overall grade OR the assignment of a letter (from our PBIS - positive behavior system), but not both. The size of the reduction will be dependent upon the individual teacher's policies and procedures.

## **Behavior**

### **Behavior Expectations**

WDES has behavior expectations that are implemented throughout the school, as part of the PBIS model (Positive Behavior Intervention and Support). These are designed to make student transitions smoother and to provide a clear framework of expectations for students, staff and parents. We are excited to highlight the positive qualities, leadership skills, characteristics, and work ethic our



students continue to demonstrate. WDES students will be honored through ceremonies such as the Kiwanis Terrific Kids program, the Weddington Honor Roll recognition, the Weddington Paw program as well as individual classroom rewards and recognition. Our School Counselor, Laurie Harper, will communicate the information concerning the ceremonies and recognitions throughout the school year.

#### Kiwanis Terrific Kids Program:

Every other month, each teacher/classroom will nominate a Terrific Kid winner. Students earn this award by effectively displaying a specific character trait. The character traits are part of the school counseling program.

#### Honor Roll:

Students who earn "Honor Roll" recognition will receive a special Certificate at the 1st semester and an Honor Roll pin for the second semester. To receive Honor Roll recognition, students must earn grades according to the Honor Roll policy located in this student handbook.

#### **Positive Behavior Intervention and Support (PBIS)**

PBIS is a district wide program implemented at WDES to create school-wide consistency with behavior expectations. PBIS will encourage all students to work together as a class to demonstrate teamwork and practice respect and responsibility, positive relationship building, strong work ethic, and student safety through the opportunity to earn "PAWS" as a class throughout the school day.

#### **The PAWS acronym stands for:**

P - Please be respectful

A - Always responsible

W - Willing to work

S - Safety first

PAWS will accumulate throughout the month. Each class has a goal of earning 100 PAWS by the last day of the month. When each class reaches their goal the entire class will earn a monthly incentive. Each class will start over on the first day of each month to earn another 100 PAWS. All classes that earn their monthly goal of 100 PAWS will be showcased on a communal bulletin board in a central location in the school and will be recognized on the morning broadcast.

#### **School Rules and Opportunities for Reflection/Corrective Actions:**

The Weddington School Rules and Consequences have been established to provide consistency with behavior management throughout the school building. ***The school rules and corrective actions will apply to all WDES students during the entire instructional day.***

### **School PAWS Rules:**

- Please be Respectful**
- Always Responsible**
- Willing to Work**
- Safety First**

### **School Corrective Actions:**

The staff leadership team and PBIS Team created the following actions to support our students.

1. **1st offense - Verbal Warning - Teacher**
2. **2nd offense - Student completes reflection sheet**

**\*Reflection sheet will be completed immediately and sent home with the student. Parents, please sign and return the form to the teacher.**

3. **3rd offense - Parent Contact via telephone or email.**
4. **4th offense - Office Referral**

Disciplinary action is administered according to school PAWS rules and the UCPS BOE Policy 4-3(a), Code of Student Conduct. Administration will practice due diligence to ensure individual student needs and patterns are considered.

For severe offenses, a student will be automatically referred to administration. Severe offenses which result in an automatic office referral may include one or more of the following:

**Bullying, fighting, slapping, kicking, verbal or written threat, possession of a weapon, destruction of school property.**

### **Bullying**

Weddington Elementary has a zero tolerance policy against bullying. Bullying behavior, under North Carolina Law, is defined as any pattern of gestures, or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property. Bullying can occur in various forms including: physical, verbal, social, psychological, and cyberbullying. Bullying behavior may include, but is not limited to: physical aggression (i.e. kicking, hitting, pushing, pinching, biting), verbal harassment (i.e. taunting, name calling, spreading rumors, threats), social intimidation/exclusion, stealing, and cyber-bullying.

Cyberbullying is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen, or teen using the Internet, interactive and digital technologies, or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor.

Students who feel bullied, harassed or intimidated at school by an adult or another student or who witness such conduct should immediately report the conduct to an adult. Both the accused and victim will be referred to the school counselor.

\*The WDES Anti-Bullying Policy can be found on the WDES website.

## **Attendance**

*\*Please see BOE [Policy 4-1 Attendance](#) on the UCPS website for the full description of the attendance policy and information such as excused absences, excessive absences, and tardies.*

### **School Schedule**

Weddington Elementary School will comply with the following schedule:

7:00 Doors open – No students are permitted to be on campus before this time

7:30 Tardy Bell – **Parents must walk their child to the door. School staff will meet the child and parent and sign the child in after conducting the temperature check and screening.**

2:00 Students Dismissed – **Parents must not walk up to pick students up from the car rider line. All parents must drive through the car rider line and wait for their child to be called.**

### **Early Dismissals**

Our instructional day ends at 2:00pm. Early dismissals are discouraged. A student will not be permitted to leave school early unless the parent comes to the front door to sign the child out. A student must always receive office approval before leaving. If a student is to go home with someone other than how he/she normally does, parents must send a note with the student.

**There will be no early dismissals after 1:30pm.**

### **Attendance Information**

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Class attendance, as well as reporting to school on time, is essential to high student achievement.

**\*Under Plan B/D: Please note that at this time due to daily virtual learning for students, attendance will be monitored through daily participation in Canvas activities, assignments, and/or live sessions with a Weddington staff member. There is a designation in Powerschool to note that a child is “Present off-site” or “Present on-site”. Teachers will take attendance daily and will update attendance based upon participation at least 2x per week in Powerschool. Parents are encouraged to check Powerschool regularly in order to monitor their child’s attendance.**

**NCDPI has released updates related to the attendance process and calendar types. Please click on the following [LINK](#) to this document.**

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. 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 in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) can be retained.

### **Consequences for Excessive Absences**

The principal shall notify parents and take steps required by G.S. 115C-378 for excessive absences.

1. Elementary - Students in grades K-5 who are absent (excused, unexcused, or OSS) for 20 days or more in a single academic year may be retained.

### **Procedures for Excessive Absences**

1. Three unexcused absences. When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences.
2. Six unexcused absences. When a student has accumulated six unexcused absences, the principal or designee shall notify the parent/guardian/custodian by mail that the student has accumulated this number of absences. The attendance counselor shall work with the student and his/her parent/guardian/custodian to analyze the causes of the absences and to develop a plan to eliminate the attendance problem.
3. Ten unexcused absences. When a student has accumulated ten unexcused for any reason, the principal or designee shall have a conference with the student and his/her parent/guardian/custodian to discuss the accumulated absences, ensure that the proper notices have been received and determine if the parent has worked in good faith to implement the plan developed pursuant E. 2. above. Should the principal determine that there has not been a good faith effort on the part of the student and/or parent/guardian/custodian to comply with the attendance requirements, s/he shall notify both the district attorney and the director of the department of social services.[4]

### **Educational Opportunity Absence:**

An educational opportunity absence can be considered a lawful absence with prior approval from the principal. To be considered an educational opportunity, the trip must be an extension of the grade level Common Core and Essential Standards. Parents/guardians should contact our front office at (704) 296-6317 the WDES Data Manager, to obtain the **application** for an educational absence a minimum of 10 days prior to the absence. The application will be forwarded to the Principal for review. Parents will be notified via a hard copy of the signed form or via email. **No more than 5 excused days will be granted for an Educational Opportunity Absence.**

### **Tardies**

All tardies/early leave will be addressed on a school-by-school basis. However, at the 10th unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15th unexcused tardy or early leave, the student and his/her parents will meet with the principal to determine a plan that allows the student to be on time and in school all day. For a student who has been tardy/left early 20 times, and when guardians fail to comply with attendance requirements, the principal/designee may notify both the district attorney and the director of the department of social services.

## **Cafeteria/Food Services**

A nutritious lunch is served daily this year in a “grab-and-go” container line. Students are encouraged to participate in the lunch program. Students may also pay in advance for the upcoming month for lunch or breakfast on <https://www.k12paymentcenter.com/>. Your child will be given a number for their lunch account. Accounts may be verified or paid in the cafeteria from 7:15-7:30am on school days only. Breakfast will be served each morning from 7:00 to 7:25 a.m. For further questions, you may contact Scott Baldwin, Cafeteria Manager at (704) 849-7304 or [scott.bladwin@ucps.k12.nc.us](mailto:scott.bladwin@ucps.k12.nc.us).

### **ELEMENTARY SCHOOLS STUDENT Reimbursable Meals Prices by the Day**

#### **Breakfast:**

- Paid - \$1.25
- Reduced - \$0.40
- Free - Free

#### **Lunch:**

- Paid - \$2.40
- Reduced - \$0.40
- Free - Free

### **FOOD ALLERGENS POLICY 4-19**

The Union County Board of Education recognizes the increasing frequency and intensity of allergic reactions to foods by certain students and the impact these reactions may have on all children in the educational environment. While it is not possible for the district to eliminate totally the risk of exposure of students with life-threatening allergies to certain foods, UCPS will:

- Make reasonable efforts to promote and protect the health of children in school by providing food choices that are safe as well as nutritious; and
- Provide environments that reduce the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies.

This year under Plan B, to ensure a safe eating environment for all students, our classrooms will be equipped with “Allergen Free” tables per student IHP or 504 needs. Students with food allergies are welcome to sit at the tables with a friend. The friend must also possess a lunch that is free of the food allergen. We ask for you to arrange this procedure with your child's teacher.

## **Transportation**

### **BUS DISCIPLINE CONDUCT RUBRIC**

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 is consistent with the UCPS Code of Conduct BOE 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)
  - Getting on or off the assigned bus at an undesignated stop
  - 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

Level II Infraction	Disciplinary Action
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
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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
- Dangerous chemicals
- Throwing objects at staff
- Bullying
- Cyber bullying
- Extortion/Blackmail
- Sexual behavior
- Possession of pornography
- Theft or vandalism
- Throwing objects on the bus causing injury
- Aggressive Behavior

Level III Infraction

Disciplinary Action

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
- False alarms
- Bomb Threat
- Illegal drugs, controlled substances
- Terrorist threat
- Possession of weapon
- 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
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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.

## Bus Riders

Bus transportation is provided for all students upon request. The transportation specialist, for the Weddington Area, coordinates bus routes and schedules. Concerns and questions about bus routes and safety should be directed to this office (704) 296-6359. All concerns of discipline should be directed to the school administrator.

Due to unforeseen circumstances, our school buses may be delayed picking up and/or dropping off students. ***When the bus is more than 15 minutes delayed, the school will send out an emergency mass email to inform parents of the delay.*** Your email address must be on file to receive the emergency message. The email will also note the expected arrival time of the bus. You should also download the app: Here Comes the Bus this will also keep you informed of any delays and gives you live time upon arrival.

### **Change of Transportation Information**

Parents are to notify teachers of any transportation changes. Without proper documentation, we will not allow transportation changes. We need written documentation that a change will occur.

**Transportation changes will not be made over the phone. Students will not be permitted to ride the bus home with another student this year.**

### **Car Rider Information:**

#### **Morning Carpool Arrival Procedures:**

- Student temperatures and health screening will take place while the student is still in the vehicle. Please wait patiently until the staff member has completed this required procedure before your child exits the vehicle.
- The morning bell rings at 7:00 a.m. Students must remain in their vehicle until the 7:00 a.m. until their screening has been completed.
- When approaching the sidewalk, please stop directly behind the car in front of you and do not stop at the front doors to minimize walking distance for your child.
- Students should only exit the car where the sidewalk is painted yellow.
- *Students must exit the car only from the passenger side onto the sidewalk.* Please refrain from letting students out in the grass area before the sidewalk.
- At no time should vehicles pass other cars using the left lane.
- Parents should stay in their vehicle at all times. Staff will assist students on the sidewalk. Older students should proceed independently.
- Students who arrive after the 7:30am bell must be escorted to the front door with an Adult. A staff member will meet you at the door to sign the child in.

#### **Afternoon Carpool Dismissal Procedures:**

- The instructional day ends at 2:00pm and students must be picked up by 2:15pm.
- Please be sure to pull up to the designated station when your child's name is called.
- All parents/guardians picking up students in the carpool line are required to post an official "WDES Car Rider" tag. The car rider tag should be displayed in the front window of the car.



- Any adult picking up students in the carpool line is required to wait in the carpool line. Parents may *not* park at the middle or elementary school and walk up to pick up their child from the car rider line.
- Should there be a change in the approved driver picking up your child, a note must be sent to the office. The approved driver must be prepared with a picture ID to show staff.
- Once the child's name and car rider number is announced, you should park directly in front of the number posted at the front of the school.
- Students should safely and quickly enter the vehicle. WDES staff members will monitor the stations and assist where needed.

#### **Student Walkers:**

- Students walking to and from the building must be escorted by an adult. The same procedures for obtaining an official "Weddington Car Rider" tag will apply to student walkers. Adults walking with students must use an official "WDES Student Walker" tag.
- A WDES staff member is required to witness a child leave with an approved adult.

#### **General Carpool Procedures:**

- At no time should the adults exit the car during arrival and dismissal procedures.
- We ask that you place sibling car seats on the driver's side of the vehicle to ensure our WDES students are able to safely step in and out of the vehicle on the passenger side.
- Any change in transportation *must* be in writing from the parent/guardian and sent to the office. *Transportation changes should not be made after 1:30 p.m.*
- Students may only be dropped off and picked up in the carpool line.

## **Miscellaneous**

### **Weddington Elementary Safe Schools Plan**

School safety is a top priority at WDES. Our Safe Schools Plan is on file in the school office. WDES adheres to a strict emergency plan regarding student safety. This plan is outlined in the staff handbook and charges all staff members with specific duties during an emergency.

#### **Dress Code**

A student's attire reflects the quality of the school, of the student's conduct, and of the student's academic motivation. Students should wear clothing that is clean, comfortable, and appropriate for a learning environment. Clothing that is distracting to others, may be offensive to others, or cause any disruptions or disruptive behavior should not be worn to school. The principal will make the final decision regarding appropriate dress. Students who do not dress appropriately will be asked to contact a parent/guardian for a change of clothes. The student will remain in the office, completing school work until the parent/guardian can bring a change of clothes to school.

Extremely short shorts or skirts are not allowed. When holding arms by the side, shorts or skirts should be at the child's fingertip length or lower. Hats, caps, and cleats are permitted outside the

buildings only. Heels, flip-flops, spaghetti strap shirts, or bandanas are not allowed. At no time should students mid sections or underwear be visible to others. Students may be asked to put on a longer shirt to cover their mid-section or a belt to hold up their pants if these situations occur. Tennis shoes should be worn on PE days.

## **Electronic Devices**

Students will refrain from carrying and possessing any electronic devices to school unless given specific permission by the teacher for an educational purpose. If a student is in possession of an electronic device, the teacher will forward the item to the office. Office personnel will contact the parent/guardian to claim the item. Cell phones are an exception to this policy. Should a student possess a cell phone during the school day, the phone must be turned off and stored out of sight (preferably backpack). This includes the bus. WDES is not responsible for loss or damage of any device. Unauthorized use of a cell phone during the school day will result in confiscation. Office personnel will contact the parent/guardian to claim the cell phone. **Additional information on the possession of electronic devices may be found in [UCPS Policy, 4-3a](#).**

## **Unauthorized Use of Technology:**

All students in grades 2-5 are issued a UCPS chromebook. The chromebook is the property of UCPS and shall only be used for instructional purposes. Students in Grades 2-5 should never use the search engine for anything other than curriculum and instruction related information. Administration will follow [UCPS policy 4-3a](#), as listed below, for violations of this policy.

## **Lost and Found**

Our school Lost and Found is located on the hanging rack near the cafeteria. Occasionally the items will be taken out and displayed in the hallway for students to pick up. Any items that remain unclaimed are given to a local charity. **Parents are strongly encouraged to label coats, gloves, sweaters, lunch boxes, etc. for proper identification.**

## **Classroom Parties**

**If/when we reach Plan A:** Grade room parent chairpersons plan two parties yearly for students in each class. The chairpersons will contact parents in each classroom who express a willingness to serve as grade parents in that classroom. Only prepared and packaged food is allowed. (NO HOMEMADE ITEMS). **Parties cannot coincide with lunch time; students are required to access cafeteria lunch during their scheduled time.**

**Under Plan B: Grade levels will develop a plan to celebrate student success. Celebrations will be virtual in order to ensure all students can participate.**

## **Birthday Parties**

Special invitations to birthday celebrations outside of school are not allowed to be distributed to students unless all students in the class are invited. **Balloons should not be sent to school for celebrations due to possible student allergies.**

## **Visitors and Volunteers**

We welcome and encourage your involvement and participation in our school. Please make arrangements in advance with your child's teacher if you would like to schedule a virtual conference. Instructional time is extremely important and we want to protect that time as much as possible.

**Parent – teacher conferences will not be held during instructional time unless prior arrangements have been made.** If you wish to volunteer please contact our office staff for a volunteer application. You may also visit the UCPS website to complete the volunteer application online at: <https://www.ucps.k12.nc.us/Page/5862>. All volunteers must be approved by UCPS.

**\*Please note, while the district is operating under Plan B, volunteers and visitors will not be permitted, except in rare circumstances.**

## **PTO**

The PTO is highly involved in improving our school. All parents are urged to actively participate. Meetings for the year will be announced at the beginning of the year. Each year the PTO sponsors several fundraising projects. With the help of all parents, these projects are very successful. These projects enable the PTO to fund many important activities and resources at the school. Information about the PTO board can be found on the [WDES PTO website](#).

## **Returned Check Policy**

Due to the volume of uncollectible checks that the district receives, UCPS has contracted with *Payliance* for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks; however, 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:

- Drivers License #
- Full Name
- Street Address
- Phone Numbers

*The school reserves the right to not accept checks that do not have the above information.*

## **Child Custody**

Parents/guardians with specific custody agreements should provide the school office with the current notarized copy of court documentation. If a custody agreement is not on file in the school office, the school staff will allow the parent(s) listed on the birth certificate access to the student.

## **HELPFUL LINKS**

Elementary Education Department: <http://elemed.ucps.k12.nc.us/>

North Carolina Department of Public Instruction: <http://www.dpi.state.nc.us/>

Breakfast/Lunch Menus: <http://nutrition.ucps.k12.nc.us/php/menus.php>

Lunch Prepay: <https://www.k12paymentcenter.com/Default.aspx>

Volunteer Management System (VMS): <https://volunteers.ucps.k12.nc.us/>

Online School Payments: <http://osp.osmsinc.com/unionNC/>  
After School Website: <http://asp.ucps.k12.nc.us/>

**Wildcats, 2020-2021 will be a GREAT year!!!**