



# **WDES**

# Student Handbook

## 2024-2025

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**Principal**

**Terri Adams**

**Assistant Principal**

**Katie Colson**

## Welcome to Weddington Elementary

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 UCPS "Portrait of a Graduate" student leadership opportunities school-wide. Our staff is a wonderful mix of experience and youthful energy.

The school website, social media posts, and weekly Principal messages will provide your family with announcements and 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 Communication Folders. Each student has a Communication Folder or an agenda that is designed for two purposes; information and communication.

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 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 thanks to the help of our wonderful families! As partners in education, we will work collaboratively to make this school year great!

Sincerely,

The Administration and Staff of Weddington Elementary School

## Weddington Elementary School 2024- 2025

**Disclaimer:** This handbook is intended to help school personnel work together. 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 staff of updated sections. Staff will be responsible to read this information and follow any revised expectations.

### **School Mascot**

**Weddington Wildcats**

**Name: Kit Kat**



### **Student Expectations:**

Be on time, present, and prepared for class daily. Always follow all behavior guidelines in the school, on the bus, and on field trips.

### **Dress Code**

Clothing is to be non-disruptive and appropriate for the learning environment.

Extremely short shorts, skirts, and dresses are not allowed. (Please check to ensure all shorts, dresses, and skirts are long enough to reach the tip of your child's middle finger with the arms stretched straight down the side of the leg.) Students wearing shorts/skirts of an inappropriate length will be sent to the office to call their parents and request appropriate clothing. Hats, caps, and hoods are not permitted inside the classroom/buildings. Footwear should be closed toe, have a firm sole, and have ankle straps/support. Our students have physical activity daily. Flip-flops, slides, shoes with cleats or rollers, and soft-soled shoes (like Crocs) are not allowed. All undergarments must be fully covered. Articles of clothing including spaghetti strap shirts, muscle t-shirts, and t-shirts with inappropriate messages are examples of improper dress. No bandanas or other head coverings are to be worn. Tennis shoes should be worn on PE day.

## **Curriculum and Assessments**

### **Benchmark Assessments (3 times a year)**

Every child in grades K-5 will participate in benchmark assessments in reading and math throughout the school year. They will complete a beginning of year, middle of year and end of year assessment to gauge their mastery of grade level content. mClass will be used for reading benchmarks and iReady will be used for math benchmarks. This data will not be used as a grade, but rather as informative data to develop differentiated instruction.

### **Case21 (3 times a year)**

Dual Language students in 2nd grade will complete the Case21 assessment three times a year. The purpose of this assessment is to give teachers the opportunity to assess how a student is progressing in their English language development. It will not be used as a grade, but rather as a way to differentiate instruction.

### **APPL Assessment**

APPL Assessment (DLI 2nd and 5th grade students only) **Spring 2025**

Students in 2nd grade will be assessed in Interpersonal Listening and Speaking (ILS).

Students in 5th grade will be assessed in four language components:

Interpretive Listening (IL), Interpretive Reading (IR), Interpersonal Listening and Speaking (ILS), and Presentational Writing (PW)

Each section of the assessment takes approximately 30 minutes for students to complete. This assessment will not be used as a grade, but rather will act as an indicator on how your child is progressing in their Spanish language acquisition.

### **NC Check Ins**

Students in grades 3-5th will complete the NC Check Ins . This assessment will be online and closely resembles what students will see on the End of Grade assessment. Students will take NC Check Ins in reading, math and science (5th grade only). Teachers will use the results of this assessment to guide instruction, to provide remediation and enrichment opportunities-not as a grade.

### **Beginning of Grade 3 Online Test Fall 2024**

All 3rd grade students will complete the Beginning of Grade 3 (BOG) in September. This assessment will not be used as a grade but will act as the baseline for their growth in third grade. We do not expect our students to “do well” on this assessment, as it is an assessment of all reading standards a third grade student will learn throughout the year.

### **End of Grade Online Test (Spring 2025)**

All students in grades 3-5 will participate in End of Grade Assessments based on the North Carolina Standard Course of Study (NCSCOS). Each assessment is 120 minutes long. Students in 3-5 will participate in reading and math. Fifth graders will also participate in the Science End of Grade Assessment.

Students whose instruction is based on the extended content standards and who do not qualify for medical exemption will participate in the NC Extend End of Grade Assessment. They will complete this assessment in reading, math and science (if in 5th grade).

### **Read To Achieve - 3rd Grade Students Only**

North Carolina [General Statute §115C-83.7\(a\)](#): the North Carolina Read to Achieve Program. The goal of this program “is to ensure that every student reads at or above grade level by the end of third grade and continues to progress in reading proficiency so that he or she can read, comprehend, integrate, and apply complex texts needed for secondary education and career success.”

The Read to Achieve law requires third graders who score at Level 1 or 2 in reading on the third grade EOG be retained and not promoted to the fourth grade. However, in special circumstances students can receive what is called a “good cause exemption” and move to fourth grade.

If your child scores a Level 1 or 2 on the EOG and does not qualify for a good cause exemption, then the school will notify you in writing that your child must achieve proficiency before being promoted to the fourth grade. A student may receive a good cause exemption if he/she shows proficiency on the RTA test (which is given after the EOGs) or achieves a Lexile Level 725 or higher on DIBELS 8 (mClass) assessment.

## Instructional Information

### Homework

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:**

Grade Level	Duration
Kindergarten	15 minutes a night of Reading 10 minutes other work
1st Grade	20 minutes a night of Reading 10 minutes of other work
2nd Grade	20 – 30 minutes a night of Reading 20 minutes of other work
3rd Grade	30 minutes a night of Reading 30 minutes of other work
4th Grade	30 minutes a night of Reading 40 minutes of other work
5th Grade	30 minutes a night of Reading 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, it 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.

### **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 front door. The office staff will meet parents at the door to then proceed to the office to sign the child in.**
- 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.**

### **Make-up Work**

Students have the opportunity to do make-up work. This is the responsibility of the student, and the work must be submitted within 2 days of the absence. Contact your child's teacher for details about make-up work. Please do not expect the teacher to provide this during the school day. Classwork for topics that have not been taught will not be sent home in advance.

### **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.*

## Attendance Information

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### EXCUSED vs. UNEXCUSED ABSENCES

If your Wildcat student must be absent, please use our [Absence Notification Online Form](#) or submit a note (handwritten or email) notifying the Data Manager of the reason for absence. The following reasons will be excused based on UCPS Board of Education (BOE) policy:

- personal illness or injury
- isolation/quarantine order (*Documentation from a doctor is required*)
- death in the immediate family
- medical or dental appointment (*Documentation from a doctor is required*)
- participation in a court proceeding under subpoena
- religious observance (*Please specify the holiday being observed*)
- participation in a valid educational opportunity with prior approval from the principal. PLEASE NOTE: an educational opportunity form must be submitted to Principal Adams at least two weeks before the absence. The form may be obtained from the front office or you can contact the Data Manager to get one.
- a minimum of two days each year for visitation with the student's parent or legal guardian who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone/support posting.

**All other reasons will be considered unexcused. Please see [BOE Policy 4-1](#) for more information.**

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### NOTIFICATION OF ABSENCE

When submitting a note or email for an absence, please include the following information: full name of student, dates of absences, and the reason for the absence.

Parents can submit five notes per semester for illness, for those days with a short illness not requiring a visit to the doctor. Otherwise, a doctor's note is required. The parent notes will only be accepted during the 9-week grading period in which the absence occurred. Doctor's notes will be accepted at any time. If a student misses five consecutive days for illness a doctor's note is also required.

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### EXCESSIVE ABSENCES

UCPS BOE requires that parents be notified when their student has 3, 6, and 10 unexcused absences. 10 unexcused absences may require a conference with the principal to develop a plan to remedy the problem.

Students who miss 20 or more days in a single academic year – excused or unexcused – may be retained.

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## **Tardies**

All tardies/early leave will be addressed on a school-by-school basis. 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.

## **Check Out Procedures**

A student must remain in school until 11:00 AM to be counted present. If necessary for your child to leave early, please send a note to the teacher indicating when the student will be picked up and by whom, so that necessary arrangements can be made prior to check-out. These procedures should be followed:

- Come to the office door to sign your child out.
- The office will call your child's teacher to have him/her sent to the office for dismissal.
- Wait in the office.
- Parents may not ask the office to have children waiting on them when they enter the building. Children must remain in their classroom until you arrive.
- The adult picking up the child must be listed as an approved contact and will be asked for a photo ID.

Regularly picking a child up early can negatively affect learning. Records are maintained on early dismissals and late arrivals.

## **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 2024-2025 school year.

Grading Period	Report Card Date
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1	October 25, 2024
<u>2</u>	January 16, 2025
3	March 20, 2025
4	June 6, 2025

### **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 (3-5)
- 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, Mrs. Nelson, @ [Shannon.Nelson@ucps.k12.nc.us](mailto:Shannon.Nelson@ucps.k12.nc.us) 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:

A-	90-100	Excellent
B-	80-89	Good
C-	70-79	Average
D-	60-69	Below Average
F-	0-59	Failing

#### Grades on Effort

S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

## **Honor Roll Criteria**

### **For "A" Honor Roll**

- 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.
- Students must have an "S" in the following areas: Art, Music, PE, STEAM
- Students must have an "S" in all areas of Citizenship, Behavior & Work Habits

### **For "A-B" Honor Roll**

- 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.
- Same criteria as in #2 for "A" HONOR ROLL.
- 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 should 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.

\*\*\*Please see [BOE Policy 5-12 Student Promotion and Accountability](#) on the UCPS website for the full description of the policy.\*\*\*

## **Communication**

Parents will receive various forms of communication throughout the school year such as the school website, Blackboard ConnectED calls, emails, texts,

Facebook, Instagram, and student folders or agendas. All staff members have an email account which you may use to communicate with your child's teachers.

**Grades K-1:** Students will have a daily folder which is designed for information, graded work, and communication.

**Grades 2-5:** Students will have a daily agenda which is designed for information, graded work, and communication.

Please check and sign your child's agenda every night for daily information.

### **Conferences**

Parents will have a parent-teacher conference in the first semester to discuss their child's progress. Parents may also contact the school to request a conference with their child's teacher, counselor, or administrator to discuss how best to work with their child in meeting his/her educational and social needs.

### **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 a student's cumulative folder 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*

\*\*\*Please see [BOE Policy Student Records](#) on the UCPS website for the full description of the policy.\*\*\*

### **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.)

\*\*\*Please see [BOE Policy 4-6 Administration of Medicines](#) on the UCPS website for the full description of the policy.\*\*\*

### **Health and Safety**

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.

\*\*\*Please see [BOE Policy 4-12 Communicable Diseases Students](#) on the UCPS website for the full description of the policy.\*\*\*

### **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:

<b>Types of Drills</b>	<b>How Often</b>	<b>When</b>
Fire	1	First 10 days of School
	11	Per Month during the School Year
Lockdown	2	Per Semester
Tornado	1	In the Spring
<b>Other drills as needed and/or required</b>		

Fire 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.

### **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.

## **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 as well as individual classroom rewards and recognition. Our School Counselor, Laurie Harper, will communicate information concerning the ceremonies and recognitions throughout the school year.

### **Kiwanis Terrific Kids Program**

Five times per year, each teacher/classroom will nominate a Terrific Kid winner. Students earn this award by effectively displaying a UCPS "Portrait of a Graduate" characteristic (innovative leader, resilient problem-solver, key contributor, effective communicator, and skilled collaborator). The characteristics are part of our school goals and lessons in special area classes. Families of selected students will be invited to a celebration breakfast at school.

### **Honor Roll**

Students who earn "Honor Roll" recognition will receive a special badge at the end of the 1st semester and 2nd semester terms (2x/year).

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 “individual and classroom currency” throughout the school day.

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

**P** - Please be respectful

**A** - Always responsible

**W** - Willing to work

**S** - Safety first

## **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.

### **For Minor Offenses:**

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 Major Offenses:**

A student will be automatically referred to administration. Major offenses which result in an automatic office referral may include but are not limited to:

- Abusive Language and Gestures
- Aggressive Behavior
- Bullying
- Chronic Disruptive Behavior
- Insubordination
- Theft
- Unauthorized Use of Technology
- Vandalism

## **Bullying**

**UCPS Definition (BOE Policy 4-7):** Bullying behavior is defined as any pattern of gestures, or written, electronic, or verbal communications, or any physical act or any threatening communication that:

1. Places a student in actual and reasonable fear of harm to his/her person or damage to his/her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

**Student Definition:** Bullying is done on purpose and usually happens more than one time. Bullying is when someone does not treat another person with respect and hurts them physically or emotionally.

**Cyber-Bullying:** Cyber-bullying 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. Cyber-bullying is usually not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm.

**Examples of Bullying Behaviors:**

Bullying may include, but is not limited to, cyber bullying, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats and may be directed at the same or different individuals. This rule includes hate-motivated behavior (including injuring or intimidating due to the victim's race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability). (Code of Student Conduct 4-3)

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.**

\*\*\*Please see [BOE Policy 4-7 a&b: Prohibition Against Racism, Unlawful Discrimination Harassment and Bullying \(Students\) and Racism, Discrimination, Harassment, and Bullying Complaint Procedure for Students](#) on the UCPS website for the full description of the policy.\*\*\*

## **Cafeteria/Food Services**

A nutritious lunch is served daily through a self-service 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 7:15-7:30 am on school days only. **Breakfast will be served each morning from 7:00 to 7:25 a.m.** For further questions, you may contact Lisa Powell, Cafeteria Manager at (704) 849-7304 or [lisa.powell@ucps.k12.nc.us](mailto:lisa.powell@ucps.k12.nc.us).

**ELEMENTARY SCHOOLS STUDENT****Reimbursable Meals Prices by the Day****Breakfast & Lunch:**

	<b>PAID BREAKFAST 2024-2025</b>	<b>REDUCED BREAKFAST 2024-2025</b>	<b>PAID LUNCH 2024-2025</b>	<b>REDUCED LUNCH 2024-2025</b>
<b>Elementary/Middle Schools</b>	<b>\$ 1.75</b>	<b>\$ .00</b>	<b>\$3.75</b>	<b>\$ .40</b>
<b>High Schools</b>	<b>\$ 1.75</b>	<b>\$ .00</b>	<b>\$3.85</b>	<b>\$ .40</b>
<b>UCPS Employees**</b>	<b>a la carte</b>		<b>a la carte</b>	
<b>Visiting Child</b>	<b>a la carte</b>		<b>a la carte</b>	
<b>Visiting Adult</b>	<b>a la carte</b>		<b>a la carte</b>	

## **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.
- Provide “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.

\*\*\*Please see [BOE Policy 4-10 Food Allergens](#) on the UCPS website for the full description of the policy.\*\*\*

## **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 1 Infraction Information**

<b>LEVEL I Infraction</b>	<b>Disciplinary Action</b>
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

<b>Examples of LEVEL I Infractions</b>	
<ul style="list-style-type: none"> <li>• Delaying the bus schedule</li> <li>• Refusing to obey the driver's instructions</li> <li>• Tampering with property</li> <li>• Getting on or off the bus at undesignated stops</li> <li>• Jumping or tumbling over/under seats</li> <li>• Throwing objects on the bus without injury</li> <li>• Standing/moving while bus is in motion</li> <li>• Placing any body part out of the windows</li> <li>• Horse playing/pushing students</li> <li>• Drinking/Eating</li> <li>• Failure to sit in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>• Loud talking, shouting or yelling</li> <li>• Abusive language &amp; gestures /profanity</li> <li>• Disruptive behavior</li> <li>• Failure to walk in front of the bus when loading or disembarking</li> <li>• Electronic Devices (Disruptive or inappropriate use)</li> <li>• Getting on or off the assigned bus at an undesignated stop</li> <li>• Tobacco – refer to Policy 4-3 (a), 12 b.</li> </ul>

**LEVEL II Infraction Information**

<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

<b>Examples of LEVEL II Infractions</b>	
<ul style="list-style-type: none"> <li>• Abusive language &amp; gestures (toward staff)</li> <li>• Bullying</li> <li>• Hazing</li> <li>• Cyber bullying</li> <li>• Threats</li> <li>• Extortion/Blackmail</li> <li>• Sexual behavior</li> <li>• Sexual Harassment Possession of pornography</li> </ul>	<ul style="list-style-type: none"> <li>• Theft or vandalism</li> <li>• Throwing objects out of the bus window</li> <li>• Throwing objects on the bus causing injury</li> <li>• Dangerous chemicals</li> <li>• Aggressive Behavior</li> <li>• Throwing objects at staff</li> <li>• Possession of violent or profane materials</li> <li>• Behaviors that incite riot</li> </ul>

**LEVEL III Infraction Information**

<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
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Examples of LEVEL III Infractions	
<ul style="list-style-type: none"> <li>• Prescription Medicines</li> <li>• Offensive touching</li> <li>• False alarms</li> <li>• Bomb Threat</li> <li>• Illegal drugs, controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>• Terrorist threat</li> <li>• Possession of weapon</li> <li>• Arson</li> <li>• Alcohol</li> <li>• Chronic disruptive behavior</li> </ul>

### **LEVEL IV Infraction**

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
<ul style="list-style-type: none"> <li>• Firearm and Destruction</li> <li>• Physical violence toward staff</li> <li>• Use of weapon</li> </ul>

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 Tammy Davis at 704-296-0244 Ext. 2211 or [Tammy.Davis@ucps.k12.nc.us](mailto:Tammy.Davis@ucps.k12.nc.us) . All concerns of discipline should be directed to the school administration.

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 transportation department 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: [EduLog Parent Portal App \(https://www.ucps.k12.nc.us/domain/5583\)](https://www.ucps.k12.nc.us/domain/5583) will also keep you informed of any delays and give you live time upon arrival.

**Many buses will have to run a double route this year.** That means potential delays in your child's arrival time. Please monitor the **EduLog App** or contact Tammy Davis at 704-296-0244 Ext. 2211 or [Tammy.Davis@ucps.k12.nc.us](mailto:Tammy.Davis@ucps.k12.nc.us) regarding the transportation questions.

## **Change of Transportation Information**

Parents must notify teachers of any transportation changes. All transportation changes must be submitted online, emailed, or written. Transportation changes can not be made over the phone. This includes sending transportation changes for after school clubs and tutoring. Without proper documentation, we will not allow transportation changes to occur.

[Change of Transportation Online Form- new](#)  
[Printable Change of Transportation Form](#)



## **Car Rider Information**

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

- The morning bell rings at 7:00 a.m. **Students must remain in their vehicle until the 7:00 a.m. bell rings**, when staff supervision is available.
- 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.

- Students may also be dropped off on the middle school side between 7:00am and 7:30am.

### **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 or complete the [Change of Transportation Online Form](#). 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 pull 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.
- All transportation changes must be submitted online ([Change of Transportation Online Form](#)), emailed, or written ([Printable Change of Transportation Form](#)). *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.

### **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 (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.

\*\*\*Please see [BOE Policy 5-20 Computers, Networks, and Related Technology](#) on the UCPS website for the full description of the policy.\*\*\*

\*\*\*Please see [BOE Policy 5-21 Internet Safety](#) on the UCPS website for the full description of the 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. Monthly, 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**

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.**

### **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. **Room parents should collect emails/addresses of parents who wish to give permission to have their contact information shared with other families in the class for this reason. 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 call or 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/6566>. All volunteers must be approved by UCPS.

**All visitors and volunteers are required to check-in at the front office with our receptionist and our Verkada visitor management system. Identification is needed for this process.**

\*\*\*Please see [BOE Policy 5-8 Parent Involvement](#) on the UCPS website for the full description of the policy.\*\*\*

## **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 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 *Paylance* 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).

## **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**

- Academics: <https://www.ucps.k12.nc.us/domain/142>
- North Carolina Department of Public Instruction: <http://www.dpi.state.nc.us/>
- Menus:  
<https://ucpsschoolnutritionservices.com/index.php?sid=1305151850267381&page=menus>
- Lunch Prepay: <https://www.k12paymentcenter.com/Default.aspx>
- Volunteer Management System (VMS): <https://www.ucps.k12.nc.us/Page/6566>
- Online School Payments: <http://osp.osmsinc.com/unionNC/>
- After School Website: <https://www.ucps.k12.nc.us/afterschool>