



STUDENT HANDBOOK 2011-2012



UCPS Mission: Preparing All Students to Succeed!

THIS AGENDA BELONGS TO:

NAME _____

ADDRESS _____

GRADE _____ TEACHER _____

WEDDINGTON ELEMENTARY SCHOOL
3927 Twelve Mile Creek
Matthews, NC 28104

Office: 704-849-7238 Fax: 704-849-2238

Dear Weddington Elementary Parents/Guardians:

Welcome to a new school year! The pages of this agenda are filled with important information regarding school policy and procedures. I would like to suggest that you and your child review the contents of this agenda along with the Union County Public Schools' Student Handbook with your child to ensure that you both understand the expectations that have been set forth for students by the school and county. If you have unanswered questions after reading this agenda, please call our school office.

The agenda system has proven to aid in keeping student organized and providing a means of communication between school and home. This agenda has been provided for your child so that he/she can organize daily, weekly, and long term assignments. By utilizing the agenda on a regular basis, improvements can be made in your child's organizational and management skills.

In addition to student benefits, this agenda will also serve as a helpful reference for parents as they seek to provide academic support at home. Throughout the year teachers will be communicating with you using a variety of tools such as teacher web (Moodle) pages, letter, phone calls, conferences, emails, notes in the agenda, or a combination of these avenues.

We urge parents to note their classroom comments and observations to the teacher on the pages of this agenda. Please also utilize the agenda to notify your child's teacher when a conference or phone call may be needed. Thank you in advance for all the work you do at home to support your child's education. By working together, we will experience another successful year.

With Regards,

Jessica Blanchard, Principal

DISTRICT WIDE STRATEGIC PRIOTITIES

- 1. High student performance**
- 2. Safe and orderly schools**
- 3. Quality teachers, administrators, and staff**
- 4. Effective and efficient operations**
- 5. Community and parental involvement**
- 6. Equity**

We ask that you review the agenda, UPCS Student Discipline Policy and Bus Riding Privileges with your child. Please sign this form indicating that you and your child have read and understand the agenda, discipline policy, bus riding rules, and school rules for the 2011-2012 school year.

Student Signature

Parent Signatures

WEDDINGTON ELEMENTARY SCHOOL MISSION AND VISION STATEMENTS

Vision

The Weddington Elementary School community collaborates to promote a strong foundation for our students to become lifelong learners, independent thinkers, self-motivators, and effective decision makers.

Mission

Students will achieve their fullest potential in a nurturing atmosphere of consistency, encouragement, and security. A variety of strategies, differentiated instruction, remediation, and intervention will be utilized to deliver the North Carolina Standard Course of Study. Progress will be monitored and data will be used to drive instruction so that each child will experience success.

VISITORS

All visitors (parents, grandparents, relatives) must check in at the front office, sign the visitors log and get a visitor's sticker to wear while visiting on our campus. If at any time you are on school grounds, inside the school building, or serving as a school chaperone, you must adhere to School Board guidelines and sign in at the front office as a "VISITOR". Parents are welcome in our building, however, to maintain high academic standards, we request 24 hours notice to schedule classroom visitation. If you need to meet with the teacher please call or email to schedule an appointment with them. All parent-teacher conferences should be scheduled outside of school hours. Teachers, administration, and other staff will be glad to schedule a time to discuss how to best meet the educational and social needs of any student. Parents volunteering in a classroom should prearrange this with the principal and teacher. Visitors are not allowed to use any entrance other than the school's front entrance.

Lunch Visitors

We welcome parents/grandparents to visit and eat lunch. Please check in at the front office and obtain a "VISITOR" sticker. You may wait for your child at the entrance to the cafeteria.

ARRIVALS AND DEPARTURES

**** See Elementary Student Handbook or www.UCPS.k12.nc.us for specific attendance regulations.**

We ask that children arrive no earlier than 7:00 A.M. because of limited supervision. School instructional day starts promptly at 7:30 A.M. This means children should be in their classrooms at 7:30.

Arrivals

Please pull your vehicle all the way to the end of the car rider line, allowing minimal distance between vehicles. We request that students *exit* their vehicles *promptly* and *independently*. Do not allow your child to walk unattended through the parking lot. We ask that you avoid walking your child to class as the teachers are preparing for their day.

Departures

School dismisses at 2:00 P.M. Safety and security issues prohibit us from releasing students between 1:30 P.M. and 2:00 P.M. Parents should park in line, allowing minimal distance between vehicles. Please state the name/names of your child/children clearly to our staff member.

Parking on the sides of the bus driveway or behind the school during dismissal is prohibited.

*Afternoon transportation changes should be noted using the form available in the front office. This form will also be available on our website (<http://wdes.ucps.k12.nc.us>). Please do not call the school office to relay this information except in case of an emergency. If an emergency arises, please call before 1:30 P.M.

Please be prompt when picking up your child. Children have a much different sense of time, and waiting can cause much uncertainty. Our afternoon departure area for car riders is through the front door. Once again, school dismissal time is 2:00 p.m.

Rules for students' dismissal are:

- 1.) Sit quietly until students' names are called

- 2.) Walk quickly, without running to designated car.

Bus Transportation

Bus transportation is provided for all students upon request. Bus routes and schedules are coordinated by the Transportation Specialist for the Weddington cluster. Concerns and questions about bus routes and safety should be directed to the transportation department at (704)289-2892. All concerns of discipline should be directed to school administration via the assistant principal.

Students are not allowed to ride any bus to which they are not assigned.

TARDIES

Our school day begins at 7:30am and ends at 2pm. Prompt arrival to school is expected of all students. Students must be in the classroom by the sounding of our tardy bell. Late arrival disrupts class routine and delays instructional time. Tardy students are expected to report to the office with a parent to receive a pass to class. Students will not be permitted to class without a pass. Three unexcused tardies will result in an absence. Parents are encouraged to review the UCPS Tardy Policy (BOE policy 4-1). Attendance in school for all classes is essential for student success.

EARLY DISMISSAL

If a student must leave school during the day, a note should be sent to the teacher in advance. For your child's safety, no student will be released from school between 1:30 P.M. and 2:00 P.M. A parent/guardian must enter the front office before 1:30 P.M. if an early release is required. Student check-in/check-out is computerized and denotes tardies or absences. Students leaving school prior to 10:50 A.M. will be counted absent for the day. In addition, if a student leaves before 2:00 P.M., they are marked with a PM tardy. Office personnel will require reason for tardies, absences, or early dismissals. *For security purposes, personal identification may be required.*

WEATHER AFFECTING SCHOOL

Please listen for radio/television announcements regarding weather related to school closings/delays. A system-wide automated telephone message, ConnectEd, will call parents to inform them of weather related changes. The following radio and television stations should have announcements related to inclement weather: WIXE Radio -1190 AM, WBT Radio -1110 AM, WBTV (Channel 2 on Time Warner Cable) and WSOC-TV (Channel 4 on Time Warner Cable).

EMERGENCY PROCEDURES & SAFETY PRACTICES

During the first week of school, there will be two fire drills according to state law. One fire drill must be conducted each month thereafter. Escape plans are posted in each classroom. When the alarm sounds, all students should move quietly and orderly to the closest exit doors. When the "all clear" is given, students should return to their classrooms in an orderly and quiet manner.

Lock down drills will be conducted twice annually. These drills are to help ensure the safety of our students in the event of an intruder or other safety issue occurring on campus.

Our state mandates the annual practice for a tornado drill in March. This drill instructs students on proper procedures to follow during a hurricane or tornado. Students will report to their assigned locations, as indicated by the school's safety plan. Students will be instructed to get into a "duck and cover" position during this drill.

STUDENT RECORDS

Per UCPS policy 4-14, all student records will be current and maintained with appropriate measures of security and confidentiality. As per the Family Educational Rights and Privacy Act (FERPA), parents (or students over the age of 18) have the right to inspect and review any and all official school records directly relating to their child.

Student Information Sheets

Student Information sheets (*current address and telephone numbers*) will be sent home as your child/children enter(s) our school.

Informational updates will be requested several times throughout the year. Because this information is crucial to the safety and well-being of your child/children, current telephone numbers are essential!

ADMINISTRATION OF MEDICATION

The following guidelines are in place in regards to the administration of medication at school:

1. A Medication Consent Form must be signed by the doctor **and** the parent/guardian **for any medications** (prescription or over-the-counter) administered at school.
2. Medication shall be hand-delivered by the parent/guardian to the school in the original prescription bottle or the original over the counter packaging.
3. No student can possess, use or transmit any drug or counterfeit drug prohibited by board policy.
4. No medications will be sent home with children (exception: emergency medicines, i.e. epi pen, inhaler).
5. Each school will have an accurate, written record for student's medication to be given at school.

(see BOE policy 4-6 for more details)

PTA

The PTA (Parent Teacher Association) will be highly active in improving our school. We encourage you to join our Weddington Elementary School PTA and become involved in PTA activities this school year. The cost and procedures for membership will be sent to you at a later date. Meeting dates for the 2011-2012 school year will be sent home with your child and posted on the school website. Each year the PTA sponsors fundraising projects. With the help of all parents, these projects can be very successful. The PTA also has a website and you can get additional information—<http://www.wdespta.org>.

REPORT CARDS

Report cards are issued every six weeks. At the end of the first grading period report cards will be given to parents at the parent/teacher conferences. Report cards will be held each grading period for students who owe money.

The dates for report cards are:

October 12, 2011	March 14, 2012
November 30, 2011	May 2, 2012
January 25, 2012	June 8, 2012

STUDENT ACCOUNTABILITY (ABCs) and NO CHILD LEFT BEHIND LAWS (NCLB)

The North Carolina Testing Program (ABCs) is given to students in Grades 3, 4 and 5 in May. Our school follows the state-testing program with students tested in the areas of reading and math in grades 3-5, as well as science for 5th grade. Please do not schedule any family trips or vacations during the month of May. Parents and students are encouraged to adhere to testing dates designated by the district.

Weddington Elementary School is required to meet the federally mandated laws of “No Child Left Behind” as well as state accountability standards.

HONOR ROLLS

The UCPS criteria for Honor Roll are listed below:

A Honor Roll

1. Students must have all “A’s” in Reading, Mathematics, Science/Health, and Social Studies. They must also have a “3” in Written Composition.
2. Students must have an “S” in the following areas: Spelling, Art, Music, and Physical Education.
3. Students must have an “S” in all areas of Citizenship and Work/Study Habits.

A/B Honor Roll

4. Students must have all “A’s” and/or “B’s” in Reading, Mathematics, Science/Health, and Social Studies. They must also have a “3” in Written Composition.

5. Students must have an “S” in the following areas: Spelling, Art, Music, and Physical Education.
6. Students must have an “S” in all areas of Citizenship and Work/Study Habits.

In order to qualify for Honor Roll, students must be working on grade level in all subject areas.

HOMEWORK

Homework is an extension of classroom instruction. Students are expected to have homework completed on a daily basis. Parents should help with homework and projects, but should not complete assignments for students as this is a way for teachers to know if students understand the material that has been taught. Parents are encouraged to read with their children for at least twenty (20) minutes each night.

Parents are asked to partner with the school by signing agendas on a nightly basis. Questions or comments about your child should be noted to the teacher in his/her agenda.

TEXTBOOKS AND SUPPLIES

Students are required to bring their textbooks, notebook paper, and pencils to school each day. Learning is maximized when students have the necessary supplies and materials to perform tasks and assignments. Textbooks issued to students are the property of UCPS. Please encourage your children to keep up with textbooks and library books and treat them with care. Books should be returned in good condition. Students will be charged for books that are damaged, stolen, or lost. The Media Specialist will send a statement for lost books. If library books are found after they are paid for, it becomes the property of the student.

FOOD ITEMS

Food items brought to share with students must be store-bought. Homemade goods are not permitted for student consumption.

FIELD TRIPS

Students going on field trips must ride the activity/school bus to and from the destination. Each student is required to have a signed parent permission slip before the day of the field trip. All field trips are subject to cancellation depending on safety or national alert status.

BEHAVIOR GUIDELINES

Weddington Elementary School follows the Board of Education policies concerning student conduct. Each case is handled individually and parents are notified by either a phone call or written notice. The Weddington Elementary School Improvement Team selected ten rules of conduct for the 2011-2012 school year, these rules are listed below:

1. Be respectful of all students, adults, and property.
2. Do your own work.
3. Be honest.
4. Practice safe behavior.
5. Make wise choices/decisions.
6. Keep hands, feet, and objects to yourself.
7. Follow directions and procedures.
8. Take care of your school and classrooms.
9. Treat others the way you want to be treated.
10. Dress appropriately for school and all activities.

BUS PLAN FOR SAFE TRANSPORT

Our Philosophy: We believe that all students are capable of behaving appropriately and safely on a school bus. Episodes of student behavior that distract the driver or compromise the safety of other passengers will not be tolerated.

Expectations

1. Respectfully follow directions of the bus driver the first time that they are given.
2. Stay in the seat with feet on the floor and arms in personal space while the bus is in motion.
3. Keep hands, feet, and objects to self.
4. Talking should be appropriate and in a quiet voice.
5. Keep the bus clean and in good condition. Damages caused by a student become that student's financial responsibility.
6. Be respectful and courteous of others students on the bus as well as those outside of the bus.

Bus Policies

*Food and drinks are not permitted on the bus.

*Electronic devices (CD players, radios, video games, ipods, etc.) are not permitted on the bus. *These items are subject to being confiscated by the bus driver.*

Progressive Consequences for Failure to Abide by Expectations and Policies

1. Warning to student
2. Call to parent from school personnel
3. Removal from bus for 1 day
4. Removal from bus up to 5 days
5. Removal from bus for time period specified by school administration
(At this time, a conference with the student's parent/guardian will be requested.)

*Any student who displays behavior that severely distracts the driver or Compromises the safety of bus passengers is subject to consequence #5.

-Public School Law 115-C-245 states that bus riding privileges may be revoked.

DRESS CODE

Students are to dress appropriately for school each day. Spaghetti straps, halter tops, and bare midriff shirts are not allowed to be worn at school or on field trips. Tank tops which are cut low on the sides are also not allowed unless a t-shirt is worn underneath. Shorts and skirts must come to the finder tips when arms are held at sides in order to be worn at school. Flip-flops cannot be worn on PE days. Students should have a jacket at school during the cool and winter months. Parents are also asked to respect the dress code themselves upon entering the school or going on field trips. .

Any type of dress or grooming which is disruptive will not be permitted. This includes any references to alcohol, tobacco, drugs, violence, or any other type of unhealthy behavior. School staff reserves the right to contact parents due to violation of stated dress code. (See School Board policies for further clarification.)

CAMERAS

Cameras have been placed on our buses (and throughout the school) for surveillance purposes.

ELECTRONIC DEVICES

Students should not bring any electronic devices to school. The school is not responsible for loss or damage of such items. These items will be taken and returned to parents only. The parent/guardian will be contacted regarding pick-up of confiscated items.

BREAKFAST AND LUNCH PROGRAMS

A nutritious meal is served in the cafeteria for breakfast and lunch daily in a self-service line. Students are encouraged to participate in the child nutrition program.

Breakfast will be served each morning from 7:00 - 7:25. School personnel will supervise the students. Students eating breakfast should finish consumption of their meal no later than 7:25 AM.

Monthly menus will no longer be provided for students in a print version. However, menus are available on our system's website at <http://www.ucps.k12.nc.us>.

Students are to bring money to school in a sealed envelope with student's name, cafeteria number, and teacher's name on the outside of the envelope. (The check should be made out to Weddington School Cafeteria.) Accounts may be verified or paid in the cafeteria from 7am-9am on school days. You may monitor or make payments to your child's account by going to <http://www.lunchprepay.com> and entering your child's lunch number. Unless a free/reduced lunch form has been approved, all students must pay for breakfast/lunch. Money for breakfast is collected each morning. No charges are allowed for breakfast. Occasionally a student may lose or forget his/her lunch money. If this type of mishap occurs, he/she may charge the lunch for that day only. Parents are encouraged to eat lunch with their child but should not expect to charge their lunch or that of siblings to their child's account.

Please direct questions regarding cafeteria account to the cafeteria staff at 704-849-7304.

Cafeteria Rules

1. Eat all your food before quietly talking. Talk to those beside or across from you.
2. Eat only the food on your tray.
3. Take a seat as you as you come to it.
4. Stand quietly in the line.
5. No soft drinks!
6. Each child must take care of his/her tray and eating utensils when finished with lunch.

Pricing

BREAKFAST PRICES:

Student \$.85

Student (reduced) .30

School Employees/Visitors—a la cart pricing

LUNCH PRICES:

Student \$1.95

Student (reduced) .40

RETURNED CHECKS

Checks returned to UCPS will be forwarded directly to TigerTranz. Collection will include face value and a service charge of \$25.00. (Fee is subject to change allowed by law.) This is a Union County Public Schools' policy and applies to cafeteria account payments, fundraiser payments, and any other payment made to the school by check.

UNION COUNTY PUBLIC SCHOOL POLICIES

Union County Public Schools maintains a comprehensive website at (www.ucps.k12.nc.us). The homepage contains the Board of Education Policy Manual, news, current events and links to each department and school. Parents and students can find curriculum resources, current calendars, lunch menus, school assignment maps and many other items of interest on the site.

UCPS Board of Education policies are revised regularly. Updated information is available at our school or on the UCPS website.

Each student will be issued a UCPS Elementary School Student Handbook.