



Western Union Elementary School
4111 Western Union School Rd
Waxhaw, NC 28173
Ph. 704-843-2153 Fax 704-843-9019
wues.ucps.k12.nc.us
Kristi Williford, Principal
Kate Anderson, Assistant Principal

2015 – 16 School Year

Welcome to Western Union Elementary School!!

On behalf of the administration, faculty, and staff we would like to welcome you to our Western Union Elementary family. We hope that your family will become an active part of our school.

To make the enrollment process quick and easy, listed below are the items you must bring to register your child:

1. Birth Certificate
2. Immunization Records – see UCPS NC Immunization Law Information sheet
3. Name, Telephone Number and Address of previous elementary school(s) attended.
4. Report Card or Grade Placement Information from previous school(s).
5. TWO proofs of residence listed above.

Please bring all items with you. We can make copies for you.

In this packet you will find WUES Student Enrollment Form and information concerning:

WUES Dress Code	School Supply Lists
2015-16 UCPS Traditional School Calendar	After School Program
How to become a UCPS Volunteer	Cafeteria
WUES PTO	

We look forward to meeting you.

Please call the school if you have questions, 704 843 2153.

Growing Possibilities...

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.



Western Union Elementary School
4111 Western Union School Rd
Waxhaw, NC 28173
Ph. 704-843-2153 Fax 704-843-9019
wues.ucps.k12.nc.us
Kristi Williford, Principal
Kate Anderson, Assistant Principal

BELL SCHEDULE

In order to meet state requirements that elementary school aged children receive 6.5 hours of daily instruction, our bell schedule will reflect such. The instructional day begins at 7:30 AM and ends at 2:00 PM. Please note the following:

Arrival

- 7:00-7:15 am Bus riders and Early Arrival Students report to Auditorium
- 7:05-7:25 School breakfast is served
- 7:15 Students report to classrooms
- 7:15-7:30 am All arriving students report to classrooms
- Students arriving after 7:30 am, MUST be signed in by an adult and walked to class**
- 7:30 am Moment of Silence/ Tardy Bell / Instructional Day begins

Dismissal

All PM Transportation changes must be in WRITING. We will not accept changes over the phone.

- 1:30 pm For safety reasons, students will not be dismissed after this time
- 1:55 pm Afternoon Announcements
- 2:00 pm Car Rider Dismissal / Exceptional Children Bus Dismissal / After School Dismissal
- 2:05 pm Bus Rider Dismissal

AFTER SCHOOL CARE PROGRAM

Western Union is proud to host an After School Program Sponsored by UCPS. The program is open every school day until 6:00 PM. Registration is required. Please contact WUES ASP Coordinator at 704 843 5080 or 704-290-1516 for registration information.

CAFETERIA

Breakfast and lunch are served daily. Students may choose to either bring lunch from home or purchase from the cafeteria. Soft drinks are NOT allowed. Lunch menus can be found on the UCPS website at <http://nutrition.ucps.k12.nc.us/php/menus.php>.

2015-2016 Cafeteria Prices are as follows:

Paid Breakfast-- \$1.15 Paid Lunch-- \$2.30 Reduced Breakfast or Lunch-- \$0.40 each

Students are offered extra servings, snacks, extra milk, juice, ice cream, etc., for an additional fee. **Breakfast and snacks may not be charged.** UCPS participates in the Free/Reduced Lunch Program, these applications are sent home at the beginning of school; however, you may apply anytime during the school year. If you have questions about his program, please contact the cafeteria at 704-843-3632.

PARENT-TEACHER ORGANIZATION (PTO)

Would you like to be involved in your child's school? Our PTO needs you! There are many opportunities and ways to contribute. We invite and strongly encourage all parents/guardians to become active members of this organization which will support our instructional program. Your support will be one of the keys to a successful school year! Their website is <http://wues.digitalpto.com/>.

Growing Possibilities...

STUDENT ENROLLMENT FORM

UNION COUNTY PUBLIC SCHOOLS

Family Information

Father's Full Name _____ Deceased Yes No

Address _____

Home Phone _____

Cell Phone _____

Employer _____ Work Phone _____

Highest Education level completed _____ E-mail address _____

Mother's Full Name (include maiden name) _____ Deceased Yes No

Address _____

Home Phone _____

Cell Phone _____

Employer _____ Work Phone _____

Highest Education level completed _____ E-mail address _____

Stepparent's, Legal Guardian's, or Sponsor's information (if applicable)

Name _____ Relationship to student _____

Address _____ Home/Cell Phone _____

Employer _____ Business Phone _____

E-mail address _____

Other Information

Emergency Contact _____ Pick up Child Yes No

(Other than parent) Name Relationship Phone

Emergency Contact _____ Yes No

(Other than parent) Name Relationship Phone

Emergency Contact _____ Yes No

(Other than parent) Name Relationship Phone

If someone does **not** have your permission to pick up your child, please list name and relationship.

Other children in the family

Name _____ School _____ Grade _____

Name _____ School _____ Grade _____

Name _____ School _____ Grade _____

Date _____ School _____ Grade _____

Has the student ever attended a U.S. school before? yes no _____
If yes, Date of Entry _____

Student's Name _____ DOB _____
First Name Middle Initial Last Name M/D/Y

Address _____
Street City State Zip

Phone Number _____
Home Work

Parent or Guardian's Name _____
First Name Middle Initial Last Name

What is the student's country of origin and ethnicity? _____ / _____
Origin Ethnicity

1. Is the student's first-learned or home language _____ Yes (Please continue survey)
anything other than English? _____ No (**Stop here** and sign below)

2. Which language did your son/daughter learn
when he/she first began to talk? _____

3. What language does your son/daughter speak
most often? _____

4. What language is most often spoken in your home? _____

5. Other than foreign languages studied in school, what
Language(s) does your son/daughter speak? _____

* If the answer to questions 2-5 is a language other than English, the student will be assessed with the State-designated English language proficiency test to ensure appropriate placement and English language assistance if needed.

Parent or Guardian Signature

Date

Proof of Residence
Western Union Elementary Attendance Area
PLEASE PRINT

Student's Name _____ Grade _____

Parent's Name _____

Student's Address _____

Please attach two proofs of residence for the above address AND sign the statement below:

- | #1 | #2 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A notarized statement – Certification of Residence form – from the owner of the house where the person is living, listing the names of the person and their child(ren) and a visit by the Attendance Counselor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rental / purchase agreement for the address. |
| <input type="checkbox"/> | <input type="checkbox"/> | Recent Utility bill (electric, telephone, insurance, or gas) |
| <input type="checkbox"/> | <input type="checkbox"/> | Current Driver's license and automobile registration |
| <input type="checkbox"/> | <input type="checkbox"/> | Current car insurance or property insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Recent Income Tax W-2 and property tax bill. |

You must provide the following documents to the school to enroll your child:

1. Birth Certificate
2. Immunization Records – see UCPS NC Immunization Law Information sheet
3. Name, Telephone Number and Address of previous elementary school(s) attended.
4. Report Card or Grade Placement Information from previous school(s).
5. TWO proofs of residence listed above.

I have read and understand the above attendance area policy. The documents I am submitting as proof of the student's residence are true and accurate.

Parent Signature

Date

*All modifications in seating or restraint must be determined in consultation with a physical therapist and must be addressed on the DEC 4 (IEP) under the section which documents transportation as a related service. Measurements are only needed for students requesting a harness.

☆ Student Name: _____ Power School #: _____

☆ Residence Street Address: _____
(NO PO BOX #'S) _____

☆ Transportation Needs: AM only _____ PM only _____ Both _____

☆ Daily Bus Rider _____ OR Occasional Bus Rider _____

Please record the address in which the student will be picked up and dropped off if different from the residence street address. Three to five (3-5) business days are needed for processing unless an existing stop is available. Each school should review Everyinfo software for transportation start date.

☆ Address for Morning Stop: _____

☆ Address for Afternoon Stop: _____

Fax to Mandy Benton (TIMS Office) during the school year as students receive transportation as a related service or as the school learns of medical issues which would impact transportation AND at the end of the school year for transition.

Fax Number: 704-283-9873

WESTERN UNION ELEMENTARY
4111 Western Union School Road
Waxhaw, NC 28173
704 843 2153
704 843 9019 fax
Kristi Williford, Principal

REQUEST FOR RECORDS

Student's Full Name

Date of Birth

Name of Last School Attended

School Phone

Address of School Last Attended

Please list all schools attended:

Kindergarten

Name of School

City, State

Phone #

1st Grade

Name of School

City, State

Phone #

2nd Grade

Name of School

City, State

Phone #

3rd Grade

Name of School

City, State

Phone #

4th Grade

Name of School

City, State

Phone #

5th Grade

Name of School

City, State

Phone #

Please send all that may apply:

If a NC school, please release from NC WISE.

NC WISE Number

Birth Certificate

Current Report Card / Grades to Date

Test Scores

Health / Immunization Records

Attendance / Discipline Information

Custody Info

Exceptional Children's Records

Psychological Evaluation

Medical/Allergy Info

Accountability Folder

504 Plans

Thank you for your help in obtaining this important information.

Carrie Johnson NC WISE Data Manager

carrie.johnson@ucps.k12.nc.us

Date Faxed _____

Date Records Received _____

WESTERN UNION ELEMENTARY DRESS CODE GUIDELINES

Students should dress appropriately for school every day. Their clothing should not be a distraction in the learning environment and should be comfortable for all school activities. The education of students is our highest priority and students' clothing should not serve as a hindrance to that purpose.

TOPS

- All "tank" shirt **straps** must be **at least 2 inches in width** (ex – no spaghetti straps)
- No undergarments may show
- **No midriff revealed**
- No revealing tops
- No backless or strapless tops / dresses

BOTTOMS

- Pants must fit so there is no underwear showing when student is sitting and / or standing
- **Skirts / shorts / dresses must be at least fingertip length**
*When the student stands with hands at their side, the hemline must be **below** the student's fingertips*
- **Leggings and legging like pants, must be worn with an outer garment that reaches the middle of the thigh.**

SHOES

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

OTHER ITEMS

- Only prescription eyewear
- No hats worn during the school day
- No bandanas / "doo rags"
- No chains and / or jewelry of dangerous and / or disruptive nature
- Logos may not promote alcohol, drugs, tobacco, profanity or inappropriate sayings / pictures

CONSEQUENCES

1. Student will be sent to office for conference with Administration. Student will either:
 - A. Parent will be called to bring appropriate clothing or
 - B. Be given a change of clothing or
 - C. Remove chain, jewelry, hat, etc.
2. If student continues to violate dress code, they will be removed from class and parent called for conference and to bring change of clothes.

All dress code violations will result in letter being sent home with violation specific. Letter must be signed by parent / guardian and returned the next school day.

****ADMINISTRATION HAS FINAL SAY IN ALL DRESS CODE ISSUES****



Western Union Elementary
2015 – 16 School Supply Lists
1st – 5th Grade Open House August 20
Last Name A-K 4 – 5 pm Last Name L-Z 5 – 6 pm
Kindergarten Open House August 28 4 – 5:30 pm

<p style="text-align: center;"><u>Kindergarten Required</u></p> <p style="text-align: center;"><u>SPLASH STUDENTS see separate list</u></p> <p>4 – 8 count Regular size Crayola crayons basic colors 12 – regular size glue sticks 1 – regular size bottles of Elmer’s glue 2 – 70 page wide ruled spiral notebooks 1 – 24 count Crayola crayons 1 – pack of colored pencils 6 – 2 pocket solid color folders w/ brads (red, green, yellow, blue, purple, orange) 1 – package of regular size yellow pencils (no designs please) 1 – package of pink erasers 3 – composition “cow” notebooks</p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>2 – large packs of Seventh Generation baby wipes 3 - large boxes of Kleenex tissues 1 – box of snack size baggies 1 - box of zipper style baggies quart size 1 – box of zipper style baggies – gallon size 1 – pack of fine point Expo dry erase markers</p>	<p style="text-align: center;"><u>1st Grade Required</u></p> <p style="text-align: center;"><u>SPLASH STUDENTS see separate list</u></p> <p>6 – large pink erasers 6 – 70 page wide ruled spiral notebooks (1 of each solid color red, blue, green, yellow, purple) 2 – composition “cow” notebooks 4 – 2 pocket solid color plastic folders NO brads (1 of each solid color – green, yellow, purple, orange) 2 – 2 pocket solid color plastic folders with brads (1 of each solid color – red, blue) 3 – 24 count Crayola crayons 1 – 8 or 12 pack of fat washable Crayola markers 12 – regular size glue sticks 3 – packs of #2 pencils (plain, no design)</p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>1 – pack of colored pencils 3 – large boxes of Kleenex tissue 1 – large pack of Seventh Generation baby wipes 1 – box of zipper style baggies any size 1 – box of latex free band aids 1 – pack of dry erase markers 1 – ream of copy paper</p>
<p style="text-align: center;"><u>2nd Grade Required</u></p> <p>1 - box of 16 or 24 crayons 24 - sharpened pencils (no design please) 24 - pencil top erasers 1 - pair of Fiskars student scissors 6 - glue sticks 1 - box of 12 or 24 colored pencils 4 - plastic, 2-pocket folders w/ brads (red, green, blue and yellow) 3 - composition notebooks (cow) 4 - 70 page wide ruled, single subject spiral notebooks (red, green, blue and yellow) 1 - plastic supply box (cigar box size)</p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>3 – large boxes of Kleenex tissue 2 – large packs of Seventh Generation baby wipes 1 – box of zipper style baggies any size 1 – ream of copy paper</p>	<p style="text-align: center;"><u>3rd Grade Required</u></p> <p>5 – 70 page wide ruled spiral notebooks 3 – packs of 3x3 post it notes –any color 5 – composition “cow” notebooks 1 – 24 count crayons OR colored pencils 10 – regular glue sticks 1 – pack of pink erasers 1 – pencil box 1 – pair of student scissors 1 – graph composition notebook</p> <p><i>Regular size #2 pencils and wide ruled loose leaf notebook paper needed all year long</i></p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>3 – large boxes of Kleenex tissues 3 – large packs of Seventh Generation baby wipes 1 – head phones 1 – box of band aids 1 – box of zipper style gallon size baggies 1 – box of zipper style sandwich baggies</p>

All students will need regular size # 2 pencils all year long.
3rd – 5th grade students will need wide ruled loose leaf notebook paper all year long.
If you have any questions, please contact the school at 704 843 2153.

Western Union Elementary 2015 – 16 School Supply Lists

All students will need a backpack – NO rolling backpacks

<p style="text-align: center;"><u>4th Grade Required</u></p> <p>10 – composition “cow” notebooks 2 – 2 pocket solid color folders w/brads 1 - pencil bag 3 – packs of 3x3 post it notes –any color 1 – pack of markers 1 – pack of colored pencils 1 – pink eraser 4 - large glue sticks 2 – highlighters any color 1 – pair of student scissors 2 – 24 packs of regular size #2 pencils <i>Regular size #2 pencils and wide ruled loose leaf notebook paper needed all year long</i></p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>1 – box of band aids 4 – large boxes of Kleenex tissues 2 – boxes of zipper style baggies any size 1 – pack of Seventh Generation disinfecting wipes 1 – pack of 3x5 lined index cards</p>	<p style="text-align: center;"><u>5th Grade Required</u></p> <p>1 – 1 inch 3 ring binder – no zipper 6 – composition “cow” notebooks 2 – 3 subject notebooks 1 – pencil bag 1 – 2 pocket PLASTIC folder without brads 4 – packs of 3x3 Post It notes 2 – highlighters – any color 1 – large glue sticks 1 – pack of colored pencils (no markers)</p> <p><i>Regular size #2 pencils and wide ruled loose leaf notebook paper needed all year long</i></p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>2 – packs of Seventh Generation disinfecting wipes 2 – large boxes of Kleenex tissue 1 – box of Zip Lock bags – boys – gallon size and girls – quart size 1 – box of latex free band aids 1 – ream of copy paper</p>
<p style="text-align: center;"><u>Mrs. Griffin - Required</u></p> <p>2 – packs of Seventh Generation baby wipes 2 – large boxes of Kleenex 1 - 1 inch 3 ring white binder with clear plastic cover</p>	<p style="text-align: center;"><u>Mrs. Helms – Required</u></p> <p>1 – 1 inch 3 ring binder 3 – 2 pocket solid color folders NO brads 3 – composition “cow” notebook 3 – packs of post-it notes <i>Regular size #2 pencils and wide ruled loose leaf notebook paper needed all year long</i></p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>3 – large boxes of Kleenex tissues</p>
<p style="text-align: center;"><u>Ms. Wojtkowiak - Required</u></p> <p>2– regular size glue sticks 1 – pack of markers 1 – pack of colored pencils 1- pack of dry erase markers 1 – bottle of Elmer’s glue 5 – composition “cow” notebooks 1- Pack of 7th Generation wipes <i>Regular size #2 pencils and wide ruled loose leaf notebook paper needed all year long</i></p> <p style="text-align: center;"><u>Also Appreciated:</u></p> <p>2 – large boxes of Kleenex 1 – box of zipper baggies 1 – roll of paper towels</p>	<p style="text-align: center;"><u>Mrs. Roberts -Required</u></p> <p>2 - 70 page wide ruled spiral notebooks (1 of each solid color - green, orange) 3 – composition “cow” notebooks (1 of each solid color – red, yellow, blue) 1 – pack of markers and 1 – pack of colored pencils 3 – glue sticks and 1 – bottle of Elmer’s glue 1 – pair of Fiskar student scissors 2 – large boxes of Kleenex <i>Regular size #2 pencils and wide ruled loose leaf notebook paper needed all year long</i></p>

All students will need regular size # 2 pencils all year long.
 3rd – 5th grade students will need wide ruled loose leaf notebook paper all year long.
 If you have any questions, please contact the school at 704 843 2153.

Kindergarten SPLASH

- 6– 8 count regular size Crayola crayons
- 2 – 24 count regular size Crayola crayons
- 6– regular size glue sticks
- 1 – regular size bottle of Elmer’s glue
- 1 - Compostion book (Ref:FB 350) available in Lakeshore store
- 3 – picture story composition books (Ref:FG 360) available in Lakeshore Store
- 4 - 2 pocket solid color plastic folders without brads (1 of each solid color – yellow, blue, green and red)
- 1 – pack of regular size yellow pencils
- 1 – pack of colored pencils
- 1 – package of pink erasers
- 1 – plastic pencil box

Also Appreciated

- 2 – large packs of Seventh Generation baby wipes
- 3 –large boxes of Kleenex
- 1 – box of snack size zipper baggies
- 1 – box of quart size zipper baggies
- 1 – box of gallon size zipper baggies
- 1 – small white board eraser
- 1 – ream of white paper

Regular #2 pencils will be needed all year long.

This is for Kindergarten SPLASH students only.

1st Grade SPLASH

- 12 – regular size glue sticks
- 4 – pack of large pink erasers
- 1 – regular size bottle of Elmer’s glue
- 3 – packs of #2 regular yellow pencils plain
- 2 – packs of colored pencils
- 1 – plastic pencil box
- 1 – transparent plastic 6 inch ruler
- 6 – 2 pocket solid color plastic folder without brads (1 of each solid red, yellow, blue, green, purple, orange)
- 1 – 8 or 12 pack of washable Crayola markers
- 5 – 70 page wide ruled spiral notebooks (1 of each solid color – red, yellow, blue, green purple)
- 2 – Mead early learning primary journals (Writing Fundamentals – 100 sheets)

Also Appreciated

- 3 – large boxes of Kleenex
- 1 – large pack of Seventh Generation baby wipes
- 1 – box of zipper style baggies any size
- 1 – pack of dry erase markers
- 1 – small dry erase board eraser
- 1 – pack of Crayola washable paint
- 1 – paint brush set
- 1 – ream of copy paper

Regular #2 pencils will be needed all year long.

This is for 1st Grade SPLASH students only.

Western Union Elementary

2015 – 16 School Supply Lists

1st – 5th Grade Open House August 20

Last Name A-K 4 – 5 pm Last Name L-Z 5 – 6 pm

Kindergarten Open House August 27 5 pm

All students will need a backpack – NO rolling backpacks

All students will need regular size # 2 pencils all year long.

3rd – 5th grade students will need wide ruled loose leaf notebook paper all year long.

If you have any questions, please contact the school at 704 843 2153.

UCPS

UNION COUNTY PUBLIC SCHOOLS

Attention Parent Volunteers

All volunteers must be approved by Union County Public Schools. This is a one-time process. Once approved you simply need to add a new school as your child goes from elementary to middle to high school. This process is handled through our Volunteer Management System (*VMS*), the district's web-based volunteer system. With *VMS*, volunteers will have access to their personal volunteer profiles.

1) If you are an **ALREADY APPROVED** UCPS volunteer:

You will need to update your volunteer school. Simply log into the VMS Home Page, access your profile and **ADD Western Union Elementary** as one of your preferred schools.

2) To **REGISTER AS A NEW VOLUNTEER**, follow the steps below:

Step One

To login, go to the UCPS Volunteer Management Systems website at <https://volunteers.ucps.k12.nc.us>. On the **VMS Home** screen, click the link, "*Apply online to Volunteer with UCPS*".

Step Two

Enter your name, desired username, password, email address and click "Register". A confirmation screen will appear. A confirmation email will be forwarded to you by the Volunteer Management System. This process may take several minutes. If you do not receive an email within 24 hours do not try to login again. Once you receive the email, open and click the email link to confirm your registration.

Step Three

The **VMS Home** screen will appear. Login using your username and password. Complete the application and click "Finalize Application" then enter your password and "Submit".



Union County Public Schools will maintain strict, professional confidentiality regarding the Volunteer Management System. In addition, Union County Public Schools has taken steps to maintain the highest level of security.