

**WEDDINGTON ELEMENTARY SCHOOL**  
**2018-2019 STUDENT HANDBOOK**



***Weddington Elementary School Vision:***  
***Empower, Strive, Succeed, Excel***

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



**Weddington Elementary**  
**3927 Twelve Mile Creek Rd.**  
**Matthews, NC 28104**  
**Phone: 704.849.7238**  
**Fax: 704.849.2238**  
**Website: [wdes.k12.nc.us](http://wdes.k12.nc.us)**

**Principal: Kristen Sebek**

**Assistant Principal: Banks Spicer**

Dear Weddington Elementary Parents/Guardians:

Welcome to the 2018-2019 school year at Weddington Elementary School! We are excited to begin another wonderful year at Weddington!

New this year is our Weddington cluster identity, Global Education and Service Learning. Throughout the school year, staff and students will consistently engage in global education lessons, projects, and presentations. Our 5th grade students will be completing a service learning project as well as school-wide service learning project.

Our wonderful PTO Board is dedicated to funding the purchase of new playground equipment and assisting with the update of our Media Center for our Wildcat students. We ask that you support their efforts by participating in our fundraising events throughout the year.

The 2018-2019 Weddington Student Handbook will be your resource when questions arise. The pages of the handbook are filled with important information regarding school policies and procedures as well as references to the Union County Public School Board Policy Manual. We ask for you to review with your child the content of the Weddington Student Handbook to ensure the understanding of school and UCPS policies and procedures. Items highlighted in yellow are new for the 2018-2019 school year. We also ask you to complete the form at the end of this document confirming your understanding of the policies and procedures set forth by Weddington Elementary School and Union County Public Schools. Please return the form to your child's teacher by ***Monday, September 10th***. If you have further questions after reading the Weddington Student Handbook or the UCPS policies and procedures, feel free to call the school. You may also find both handbooks on the Weddington Elementary School website.

Thank you in advance for efforts at home to support your child's education. With our collective efforts, we will experience another exceptional school year at Weddington.

Yours in education,  
Kristen Sebek, Principal

Banks Spicer, Assistant Principal

## **ARRIVAL AND DISMISSAL PROCEDURES:**

**INSTRUCTIONAL DAY: 7:30 A.M. - 2:00 P.M.**

***\*Warning bell rings at 7:25 A.M. Tardy bell rings at 7:30 A.M.***

Student safety continues to be the first priority at Weddington Elementary School. The arrival and dismissal of students is an area where all Weddington students, staff, and parents must practice due diligence to ensure students safely arrive and dismiss. We ask for all parents/guardians to adhere to the following arrival and dismissal procedures for the carpool line.

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

- **The morning bell rings at 7:00 a.m. Student must remain in their vehicle until the 7:00 a.m. bell rings. Student safety is compromised when exiting his/her vehicle prior to 7:00 a.m. as they are not monitored by an adult. While we understand the need to start your day, we must work together to maintain the safety of our students. Parents who drop students off prior to 7:00 a.m. will be addressed by administration and the Weddington School Resource Officer.**
- To expedite the movement of the vehicles, students should be prepared to exit as soon as the vehicle comes to a stop. Backpacks should be on their shoulders and their hands should be free of all objects. Vehicles should also be free of any items that could fall out of the car during your child's exit.
- When approaching the sidewalk, you must stop directly behind the car in front of you. We ask that you 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.* Students should not exit the vehicle prior to pulling up to the sidewalk. Please refrain from letting students out in the grass area.
- At no time should vehicles pass other cars using the left lane.
- Parents must stay in their vehicle at all times. If your child needs assistance, a staff member or safety patrol student is stationed on the sidewalk to assist small children. Older students should proceed independently.
- **Students who arrive after the 7:30 A.M. bell must be escorted into the building and signed in as "Tardy", this includes any student dropped off at the middle school. Every minute of instruction counts and we ask for your due diligence to ensure your child is seated and ready at 7:30 a.m.**

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

- The Weddington instructional day ends at 2:00 P.M.
- All car riders and walkers will be dismissed from inside the building.
- All parents/guardians picking up students in the carpool line are required to post an official “Weddington Elementary Car Rider” tag. Tags can only be obtained in the school office and a picture ID is required. The maximum number of car rider tags are two per family. Both parents/guardians/family must be present to receive the official tags. The Weddington Elementary Car Rider tag should be displayed in the front window of the vehicle.
- Any adult picking up students in the carpool line is required to wait in the carpool line. **The adult should also refrain from waiting in the office or in the school lobby while the children exit the building. Parents may *not* park at the Middle School and walk to the elementary school to pick to retrieve their child.** We welcome you to wait on the benches or outside of your vehicle; however, we ask for you to return to your car at the start of carpool dismissal. At no time should an adult park in the parking lot and walk up to the students to claim his/her children.
- Should there be a change in the approved driver picking up your child, a note must be sent to the office. The approved driver must be prepared with a picture ID to present to the Weddington carpool staff.
- Once the child’s name and car rider number is announced, you should park directly in front of the number posted at the front of the school. Please refrain from stopping or pausing prior to the directed number.
- Students should safely and quickly enter the vehicle. Weddington staff members will monitor the stations and assist where needed.
- The carpool line typically ends at 2:15 p.m. Please be prompt when picking up your child(ren).

### ***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 obtain an official “Weddington Student Walker” tag from the office. A photo ID is required to obtain the tag.

- Adults student walkers must wait at the front doors and make contact with a Weddington staff member prior to leaving with the child. The staff member is required to witness the child leave with the approved adult.

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

- ***Cell phone usage is strictly prohibited during morning arrival and afternoon dismissal. Please adhere to this important safety policy.***
- Our school will conduct “**Independence Day**” on **Monday, September 10th**. This is the day when all students will exit from the vehicle and proceed into school independently. After September 10th, parents will not be permitted to escort students to class. This procedure will encourage student independence and will ensure the teacher and students are prepared for instruction. This includes students who are tardy after 7:30 a.m.
- At no time should the adults exit the car during arrival and dismissal procedures.
- We ask for you to position sibling car seats on the driver’s side of the vehicle to ensure our Weddington students are able to safely step in and out of the vehicle on the passenger side.
- Any change in transportation *must* be in writing from the parent/guardian and sent to the office. **Changes cannot be made after 1:15 p.m.**
- Students may only be dropped off and picked up in the carpool line. At no time should an adult drop off or pick up a child at any other area on the school campus. Vehicles should not enter the bus lot before 2:15 p.m. This includes parents/guardians picking up students from the Weddington Afterschool Program.
- Our school has a considerable amount of car riders and the Weddington staff practices due diligence to ensure cars move safely and efficiently while maintaining traffic control on Twelve Mile Creek Road. We ask for your patience and cooperation as we ensure the safety of all students during arrival and dismissal.

### ***Bus Transportation:***

Union County Public Schools Transportation Department provides bus transportation for all students residing in the Weddington attendance zone upon parent request. The “New Bus Rider Information Form” must be completed for all students who do not currently have a bus assignment. The bus rider form can be found by going to the Union County Public Schools homepage. Click on the “Parents and Community” tab. Click on “Frequently Requested Forms” and input “Bus Ridership Form” in the search engine.

Students riding the bus must be at the assigned stop 10 minutes prior to the scheduled time. This allows the driver time to account for traffic or other unforeseen delays. It is also important that students arrive at 10 minutes ahead so they are not running to the bus. This is critical for student safety, especially during the dark mornings. Any change in bus transportation *must* be in writing from the parent/guardian and sent to the office. Changes cannot be made after 1:30 p.m. Requests for a change in stop or bus number will be granted only in cases of emergency.

### ***Delayed Buses:***

Due to unforeseen circumstances, our school buses may be delayed picking up and/or dropping off students. ***When the bus is more than 15 minutes delayed, the school will send out an emergency mass email to inform parents of the delay.*** Your email address must be on file to receive the emergency message. The emergency email will also note the expected arrival time of the bus. To ensure you receive all Weddington Elementary email blasts, please contact Norma Felipe at [norma.felipe@ucps.k12.nc.us](mailto:norma.felipe@ucps.k12.nc.us).

In the event a bus is delayed, parents/guardians are still required to be at the stop at least 10 minutes prior to the bus arrival time.

Bus routes and schedules are coordinated by the Transportation Specialist for the Weddington cluster. Concerns and questions about bus routes, safety, and bus drivers should be directed to the Weddington Transportation Department at (704)296-6359. You may also email Patrick Hoagland at [Patrick.Hoagland@ucps.k12.nc.us](mailto:Patrick.Hoagland@ucps.k12.nc.us). All concerns of discipline should be directed to school administration.

### ***Bus Rider Expectations:***

***The following bus expectations have been adopted by UCPS:***

- ***Be Responsible - Follow the Code of Conduct***
- ***Be on time***
- ***Keep the bus clean***
- ***Water only please***
- ***Use Respect - Talk Softly***
- ***Respect yourself, others, and property***
- ***Use headphones or earphones with technology***
- ***Stay Safe - Stay seated***
- ***Listen to the driver***
- ***Bring school items only***
- ***Get on and off the correct stop***

### ***Consequences For Failure To Follow Bus Expectations:***

Maintaining student safety and bus driver focus is our first priority. Failure to follow bus rider procedures and expectations will result in an administrative referral.

1. Verbal warning from the bus driver.
2. Written warning from the bus driver and administration. Administration will call the parent.
3. Removal of bus privileges according to UCPS Board Policy for Code of Student Conduct, 4-3a. Written referral and a call to parents.

\*Administration reserves the right to omit consequence #1 and #2 for severe infractions.

\*Cameras are mounted in the school buses. Administration and transportation will review cameras for incidences that require additional information.

## **STUDENT ATTENDANCE**

A missed instructional day is a lost opportunity for teachers to instruct their students. With the emphasis on student accountability and achievement, we urge parents/guardians to make every effort to ensure students are on time and present in the classroom. While we support learning opportunities outside of the school building, we encourage you to plan such events and activities while school is not in session.

### ***Absences:***

All students are expected to be in attendance each day school is in session, for the entire school day. It is expected for students to report to school on time and not be signed out early unless extenuating circumstances exist. Following any absence or tardy, students are required to present written documentation from the parent/guardian stating the reason for the absence or tardy. Written documentation must be presented within three school days after the student returns to school; otherwise the absence or tardy will be recorded as unexcused. Upon review of documentation, the absence or tardy will be coded lawful or unlawful based on the criteria set forth below. The note must document the following information: **student**

**name, teacher name, grade, date(s) of absence(s), reason for absence(s), printed name of parent/guardian, signature of parent/guardian.**

*A written note from a parent does not automatically result in an excused absence. To be considered excused, the absence must be due to one or more of the following:*

- Illness or injury
- Death in immediate family
- Quarantine
- Court or administrative proceedings
- Religious Observances - a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal.
- Educational Opportunity with prior approval by principal
- Medical or dental appointments
- Military Deployment - for students attending ceremonies related to military deployment of family members

The note must document the following information: **student name, teacher name, grade, date(s) of absence(s), reason for absence(s), printed name of parent/guardian, signature of parent/guardian.** *A written note from a parent does not automatically result in an excused absence.*

### ***Consequences for Excessive Absences:***

When a student has accumulated six unexcused absences for any reason, the Weddington Attendance Officer will notify the parent/guardian by mail the numbers of absences and possible future consequences. If a student has accumulated ten unexcused absences for any reason, the Weddington Attendance Officer will meet with the parent/guardian to discuss the accumulated absences and to develop a plan of support. Administration will determine if there has been a good faith effort put forth by the parent/guardian to comply with the attendance requirements. A notification to both the district attorney and department of social services shall be made, if appropriate. Any student, regardless of the reason, who has 10 consecutive days absent, will automatically be withdrawn from the Powerschool database. Parents are required to re-enroll the student and must have all appropriate registration forms.

Students who are absent 20 days or more, (lawful or unlawful) can be retained.



***Educational Opportunity Absence:***

An educational opportunity absence can be considered a lawful absence with prior approval from the principal. To be considered an educational opportunity, the trip must be an extension of the grade level Common Core and Essential Standards. Parents/guardians must contact Mrs. Norma Felipe, the Weddington Data Manager, to obtain the application for an educational absence at a minimum of 10 days prior to the absence. The application will be forwarded to the Principal for review. Parents will be notified via a hard copy of the signed form.

**\*Teachers may only assign reading homework , journal writing, or a project when students are scheduled to be absent.**

***Tardies:***

A student is considered "Tardy" when he/she arrives after 7:30 a.m. **When this occurs, parents/guardians are required to report to the office to sign the student in, this includes the Middle School drop off line.** Students will be provided a Tardy pass to proceed to class. To protect teacher and student instruction, parents/guardians will refrain from walking students to class. Early dismissal is also coded as a "Tardy". The Attendance Officer will send a letter once a student reaches 6 unexcused tardies. At the 10th unexcused tardy or early leave (see Early Dismissal procedures), the student will be referred to the school attendance counselor for discussion with parents. At the 15th unexcused tardy or early leave, the student and his/her parent/guardian will be required to meet with administration and the attendance counselor to create a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court.

***Tardies Continued:***

Being on time is a life skill we continue to reinforce to our students. We ask for our parents to model this important skill by ensuring our Wildcats arrive to school and are seated by 7:30 a.m. When a student is tardy, not only is the learning of the student interrupted, but the learning of the entire class, as the teacher needs to stop to provide the student directions. A pattern of continued tardies will be addressed by the Weddington Attendance Counselor to create a plan for assistance.

### ***Early Dismissal:***

If a student must leave school during the instructional day, a note from the parent/guardian is required. Please note, students will not be released after 1:30 p.m. to ensure the safe and correct dismissal location. To sign a student out of school, parents/guardians must report to the office. The office personnel will contact the teacher upon the parent/guardian arrival to the office. We ask for you to build in transition time for the office to locate the class/student and for he/she to walk to the office. When a student is signed out after 11:30 a.m. and prior to 1:30 p.m., this is considered a "Tardy" and will be noted in the student records as such. For security purposes, photo identification may be required for student release.

### ***Early Dismissal Continued***

We highly encourage all students to stay in school the entire day. Please advise, when students are signed out early, this calls for the Front Office Manager to call the classroom teacher and retrieve the student. As a result, the classroom instruction is interrupted. If more than one parent signs out a student in the classroom, the instruction of the classroom is interrupted that many times. We understand emergencies arise and early dismissals cannot be avoided. We encourage all families to assist with the protection of instructional time for all students.

## **TRANSPORTATION CHANGES**

\*Transportation changes must be kept to a minimum in order to maintain a safe arrival home.

\*Transportation changes must be in writing for each day there is a change, this includes teacher clubs and afterschool programs. For example, if a child attends a club on Tuesday and Thursday and rides the bus on Monday, Wednesday, and Friday, parents are required to write a note on Tuesday for the child to attend the club. Another note must be written on Thursday for the child to attend the club. ***This is does not include WDES Afterschool program.***

\*Club facilitators are responsible for communicating cancellation of clubs.

***\*New for the 2018-2019 school year!*** Transportation changes will not be accepted after 1:15 p.m. The office staff needs ample time to notify the teacher of the change.

**Transportation changes for afterschool clubs: Transportation changes for clubs will need to be turned in every six weeks (this correlates with each new session). The transportation change must note which club the student is attending and on which day of the week the transportation change is for. If a child cannot attend club for any reason, parents will need to submit an additional transportation change.**

### ***General Attendance Procedures:***

Student attendance is monitored by the Weddington Data Manager and Administration. In cases of excessive tardies and absences, the Data Manager will contact Administration and the Weddington Attendance Officer.

Families who are enrolled at Weddington Elementary with UCPS Board Approval are required to follow attendance policies as stated in the Board Approval letter. Failure to follow attendance procedures may result in the revocation of student transfer.

**\*For further information on student attendance and tardies, please refer to the UCPS BOE Policy 4-1(a), Elementary School Attendance.**

## **STUDENT BEHAVIOR MANAGEMENT**

Weddington Elementary School supports positive behavior and classroom management policies and procedures. We are excited to highlight the considerable amount of positive qualities, leadership skills, characteristics, and work ethic our students continue to demonstrate. Weddington students will be honored through ceremonies such as the Kiwanis Terrific Kids program, the Weddington Principal Awards, Principal and Assistant Principal Children's Chat, Special Lunch Bunch, the Weddington Honor Roll recognition, the Weddington Paw program as well as individual classroom rewards and recognition. Amanda

Jewell, our Weddington Guidance Counselor, will communicate the information concerning the ceremonies and recognitions throughout the school year.

Kiwanis Terrific Kids Program:

Every other month, each teacher/classroom will nominate a Terrific Kid winner. Students earn this award by effectively displaying a specific character trait. The character traits are part of the school counseling program. Students who earn this award are honored at a breakfast in the school cafeteria and will go home with a special envelope of prizes.

Principal's Award:

Alternating months with the Terrific Kids program, students have the opportunity to earn the Principal Award. To earn the Principal's Award, students should demonstrate leadership qualities, both in and out of the classroom. Students who receive this award are recognized in a ceremony with his/her parents in the Media Center. Students will receive a Principal's Award certificate along with a special prize.

Honor Roll:

Students who earn "Honor Roll" recognition will receive a special Honor Roll Certificate at the 1st semester and an Honor Roll pin for the second semester. To receive Honor Roll recognition, students must earn grades according to the Honor Roll policy located on page 18 of the student handbook.

Children's Chat:

This year, Ms. Sebek and Mrs. Spicer will meet periodically with students to seek their input on current state of affairs at Weddington. Ms. Sebek or Mrs. Spicer will notify teachers of which child has been randomly selected for this event. Times and dates will be communicated in advance. This will be a small event, of about ten students. Input and feedback from students will be shared with the WDES staff. This is another opportunity for us to focus on continual improvement of our school.

## Positive Behavior Intervention and Support (PBIS)

PBIS is a district wide program implemented at Weddington Elementary to create consistency across Weddington's expectations for student behavior. PBIS will encourage all students to work together as a class to demonstrate teamwork and practice respect and responsibility, positive relationship building, strong work ethic, and student safety through the opportunity to earn "PAWS" as a class throughout the entire instructional day.

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

P - Please be respectful

A - Always responsible

W - Willing to work

S - Safety first

PAWS will accumulate throughout the month. Each class has a goal of earning 100 PAWS by the last day of the month. When each class reaches their goal the entire class will earn the monthly incentive which will be decided upon through "Children's Chats" at the beginning of the school year. Each class will start over on the first day of each month to earn another 100 PAWS. All classes that earn their monthly goal of 100 PAWS will be showcased on a communal bulletin board in a central location in the school. Administration will also announce those classes who have earned 100 PAWS on the morning broadcast.

### ***School Rules and Consequences:***

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

#### **School Rules:**

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

#### **School Consequences:**

1. Verbal Warning - Teacher
2. Visual Reminder (classroom visual)
3. Alternate Setting (within the classroom or a classroom within the same grade level)
4. Parent Contact (will include one or more of the following: phone call, communication form sent home, email)
5. Office Referral

**Procedures for Office Referral:**

1. Teacher completes the Weddington Elementary Student Online Discipline Referral Form and sends the student to the office with the form.
2. Administration conducts investigation and documents the statement of the student(s) and their recollection of the incident. In cases where more than one student is involved, students are interviewed individually. The school Guidance Counselor may be involved in this process.
3. **Disciplinary action is administered according 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.
4. Administration will contact the all parents/guardians of all parties involved. A copy of the referral form will be sent home. \*Administration practices due diligence to contact parents during the school day, prior to the students arriving home. On rare occasions, time constraints may prevent the contact from occurring. You should also expect contact from administration when your child is involved in an investigation.

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

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

**For further information on student behavior and consequences, refer to UCPS Board Policy Manual 4-3(a), Code of Student Conduct.**

Parents of UCPS students have the opportunity to appeal the decision of administration. **Please refer to UCPS BOE Policy 4-18, Appeals.**

**CAFETERIA**

A nutritious meal is served in the cafeteria for breakfast and lunch daily. The breakfast and lunch food selections comply with the federal and state nutrition standards. Students are encouraged to participate in the child nutrition program.

Breakfast will be served each morning from 7:00 a.m. - 7:25 a.m. School cafeteria personnel assist and monitor the participating students. Students eating breakfast should finish consumption of their meal no later than 7:25 a.m. and report directly to his/her classroom following breakfast.

Students should bring money to school in a sealed envelope with the student's name, cafeteria number, and teacher's name on the outside of the envelope. Checks must be made out to the Weddington Elementary School Cafeteria. Accounts may be verified or paid in the cafeteria only during the hours of 7:00 a.m. - 7:30 a.m. during 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. Charging breakfast food is not permitted. On the occasion where a student forgets his/her lunch money, lunch can be charged for that day. Parents and siblings may not charge food to the student's lunch account.

Any food purchased from outside of the school cafeteria is considered "competitive food". According to UCPS Board Policy, 4-20, Student Wellness, competitive food is defined as "foods offered at school other than through the National School Lunch or School Breakfast Program". This includes classroom parties. Classroom parties should consist of small snacks. ***\*As we continue to support our school cafeteria and protect the safety of students with food allergies, we respectfully request parents and visitors refrain from bringing restaurant food to school.***

We are happy to host friends and families for lunch with the students. To protect classroom instruction and student learning, we ask for you to meet the class at the cafeteria doors. When lunch is completed, visitors should refrain from escorting the child to the classroom. When having lunch with multiple children at staggered lunch times, please follow the procedure of waiting at the cafeteria doors.

When students are celebrating a birthday, we encourage parents to order the delicious baked goods from our cafeteria in lieu of purchasing from outside vendors. You can contact the cafeteria and they will prepare the treats and have them ready on the day of your child's

birthday. \*Some students at our school have various food allergies. Please contact your child's teacher to ensure allergy safe treats and snacks.

***\*PLEASE NOTE - To provide students with the opportunity to become acclimated with the new school year and procedures, we request all family and/or friends refrain from joining your child(ren) for lunch until after September 10th for 1st - 5th Grades, with the exception of a student birthday. Should your child celebrate a birthday prior to September 10th, you are welcome to join him/her for lunch and ask that you arrange this with the classroom teacher.***

***\*\*Family and friends of Kindergarten students may join the students for lunch after October 10th.***

To ensure a safe eating environment for all students, our cafeteria is equipped with "Allergen Free" tables. 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. For further information on food allergens, see **UCPS BOE Policy 4-19, Administrative Guidelines for Food Allergens.**

#### **Cafeteria Rules:**

1. Students should not talk while entering and exiting the cafeteria.
2. Students should only eat his/her own food.
3. When the music is playing, students may not talk. When the music is turned off, students may talk quietly.
4. Students must clean their area prior to leaving the cafeteria. All trash and food items must be picked up and thrown in the trash bins.

Monthly menus, breakfast prices, and lunch prices are available on the UCPS website. Go to <http://www.ucps.k12.nc.us>, click on "Parents and Community", then click on "Breakfast and Lunch Menus".

*For further questions concerning the Weddington School Cafeteria, you may contact Scott Baldwin at 704-849-7304 or as [scott.baldwin@ucps.k12.nc.us](mailto:scott.baldwin@ucps.k12.nc.us).*



## **DROPPING OFF STUDENT MATERIALS**

To reinforce the Weddington Elementary school rule, “Be Responsible” and to minimize classroom disruptions, **all student materials, supplies, homework, lunch, snacks, water bottles, etc., must be dropped off in the office no later than 9:00 a.m.** We respectfully request for all families to work together on responsibility and ensure our students are packed and prepared for his/her school day prior to arriving at school. While we understand there are rare occasions when items are left at home, we ask for the items to be brought to the office before 9:00 a.m.

**Items dropped off will be delivered. Parents may not take items to the classroom.**

## **STUDENT DRESS CODE**

Weddington Elementary believes student attire and appearance should be conducive to learning and not distracting to students. *We ask for all students to refrain from wearing the following:*

- Spaghetti straps, halter tops, and bare midriff shirts
- Low cut shirts
- Tank tops which are cut low on the sides unless a t-shirt is worn underneath
- Shorts and skirts must come to the student’s fingertips when holding their arms at their sides
- Flip flops
- Any type of clothing that references alcohol, drugs, violence or contains obscene or vulgar language
- Any type of grooming that is disruptive to the learning environment of the students

We request the students wear closed toe and closed back shoes to school. Safety issues arise when students wear flip flops and loose shoes, particularly on the playground. Students should also keep a jacket and/or sweatshirt at school during cool weather and winter months.

School staff will contact parents due to violation of the stated dress code and will be required to bring a change of clothing.

**For further information on Student Dress Code, see UCPS BOE Policy 4-17, Student Dress and Appearance.**

## **ELECTRONIC DEVICES**

Students will refrain from carrying and possessing any electronic devices to school unless given specific permission by the teacher for an educational purpose. If a student is in possession of an electronic device, the teacher will forward the item to the office. Office personnel will contact the parent/guardian to claim the item. Cell phones are an exception to this policy. Should a student possess a cell phone during the school day, the phone must be turned off and stored out of sight (preferably backpack). **This includes the bus.** Weddington Elementary 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, Electronic Devices #8.**

### **Unauthorized Use of Technology:**

*All students in grades 3-5 are issued a UCPS chromebook. The chromebook is the property of UCPS and shall only be used for instructional purposes. Students in Grades 3-5 should never use the search engine for anything other curriculum information. This includes inappropriate words, songs, phrases, items, games, toys, or any other topics not related to school instruction. Administration will follow UCPS policy 4-3a, as listed below, for violations of this policy. This includes both intentional and unintentional searches.*

**UCPS Policy, 4-3a Unauthorized Use of Technology:** A student shall refrain from the inappropriate use of district owned technology or from using the district electronic communications and wireless connection network without proper authority. This includes authorized use of sign on codes and unauthorized attempts to contact any district computer site from any computer. Violations of other rules through the unauthorized use of technology will be considered under both rules. Repeated violations of this rule may result in technology privileges being limited or removed.

- Elementary: 0-5 day suspension
- Secondary: 0-10 day suspension or 0-6 days if on a Condensed Academic Term.

## **EMERGENCY AND SAFETY DRILLS**

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

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

Fire and safety escape plans are posted in each classroom. School staff will review the safety plan for all drills. While most drills are unannounced, school staff will review drill procedures with students prior to the first drills.

## **STUDENT ENROLLMENT**

All parents must complete a Weddington Elementary registration packet. To access the requirements for registering a child, you may go to the UCPS website, [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us), and click on the “Enrollment Information” on the left side.

For students attending Weddington Elementary out of the attendance zone and have UCPS board approval, parents are required to complete the Board Approval forms prior to each school year. Board approval is only applicable for the current academic year and does not carry over from one school year to the next.

If at any time during the school a family relocates to another residence, updated proofs of residency must be submitted to the office. Periodic resident checks are conducted to verify the parent/guardian residence and/or attendance zone.

**For further information on student enrollment policies and procedures, you may go to UCPS BOE Policy 4-13, School Assignment**

## **FIELD TRIPS**

Every grade level will participate in two field trips each academic year. Each grade level will participate in two specific trips/locations, which will be consistent from one school year to the

next. Field trips/locations will vary in grades K-5 and students will not have duplicate trips/locations.

In an effort to maintain student safety, we encourage parents/guardians to volunteer to chaperone our class field trips. Any adult who wishes to chaperone a field trip is required to have an approved volunteer status. \*For further information, please see the section, "Volunteers", in this handbook.

The role of parent/guardian chaperone is to assist with maintaining student safety. Chaperones are required to monitor students in their care at all times. At no time should the chaperones leave the students. Personal cell phones should only be used in the case of an emergency.

Siblings of students may not accompany parent chaperones on field trips.

All students are required to have a signed parent permission slip for the field trip.

All students should ride the school bus to and from the field trip location. Exceptions will be made in the case of an emergency. Parents are required to provide written documentation of responsibility in such a case.

## **FOOD ITEMS**

Parents/guardians have the option of sending in food items for various school events/celebrations/activities throughout the school year. Food items brought into the school are required to be purchased from a store and remain in the original packaging. Homemade goods/food are not permitted for student consumption.

For students who have documented food allergies, Weddington Elementary will initiate reasonable precautions to avoid reactions by these students. School personnel are trained prior to the first day of school on managing allergic reactions should they occur. If your child(ren) has a documented food allergy, please contact your child's teacher and the school nurse to discuss health plan options.

**We also encourage families to send in small celebration treats that are not edible. The Weddington Administration and PTO Board will practice due diligence in notifying all families of any special treats being served at school.**

**Teachers reserve the right to request non-edible birthday treats.**

Further information on Food Allergens can be found in the UCPS BOE Policy 4-19.

## **STUDENT ACADEMICS**

Weddington Elementary School personnel and administration strongly believe in high-level, differentiated instruction while implementing innovative teaching strategies and use of technology. Our students are successful because of the positive partnership between school and home. We strongly encourage all parents/guardians to maintain consistent communication with your child's teacher. We also encourage parents/guardians to reach out the teacher when questions arise.

### ***Report Cards:***

Student report cards will be issued every six weeks. Parents/guardians of students in grades 3-5 can monitor student grades using the Parent/Student Portal. You may visit the UCPS website, click on "Homebase", "Parent/Student Portal", click on "Parent and Student Information". You may contact the office to obtain the password for the link.

Grading Scale: 90-100 - A  
80-89 - B  
70-79 - C  
60-69 - D  
59 and below - F

### **Grading Period End Date:**

October 10th  
November 27th  
January 18th  
March 5th  
April 16th  
June 6th

### **Report Card Release Date:**

October 18th  
December 6th  
January 31st  
March 14th  
May 2nd  
June 6th

### ***UCPS Criteria for Honor Roll:***

### **"A" HONOR ROLL**

1. Students must have all “A’s” in Reading, Math, Science/Health and Social Studies. They must have a “3” or “4” in written composition. There cannot be an “N” in any subcategories.
2. Students must have an “S” in the following areas:
  - Art
  - Music
  - Physical Education
  - Computer Technology
3. Students must have an “S” in all areas of Citizenship, Behavior, and Work Habits.

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

1. Students must have all “A’s” or “B’s” in Reading, Math, Science/Health and Social Studies. They must have a “3” or “4” in Written Composition. There cannot be an “N” in the subcategories.
2. Students must have an “S” in the following areas:
  - Art
  - Music
  - Physical Education
  - Computer Technology
3. Students must have an “S” in all areas of Citizenship, Behavior, and Work Habits.

***\*An Honor Roll certificates from the Principal will be given to “A” Honor Roll students at the end of the first semester. “A” Honor Roll pins will be given at the end of the 2nd semester. A-B” Honor Roll certificates will be provided to teachers to send home with students.***

### ***Student Accountability:***

According to the North Carolina state requirements, students in grades 3, 4, and 5 are administered End of Grade tests. Our school follows the state guidelines for administering the tests. The End of Grade tests are administered the last 10 days of school. We strongly encourage all families to avoid family vacations and trips during the testing window. For additional information on student accountability and promotion, you may refer to **UCPS BOE Policy 5-12, Promotion Standards.**

### ***Homework:***

Homework is an extension of classroom instruction and is considered “student practice”. We encourage all students to complete their homework independently. If there is a question concerning the assignment, students should seek out the assistance of the teacher. As a guide, homework should take approximately 10 minutes per grade level, with the exception of Reading. For example, a First Grade student should be assigned approximately 10 minutes of homework.

**In grades 3-5, students should receive a “Participation” grade for homework. Completing homework should only improve their grade. If a student is consistently not completing homework, the parent will be contacted.**

***\*Students will not be permitted to go to the classroom to retrieve forgotten homework/materials after the instructional days ends. Parents/Guardians should contact the teacher via email when homework/materials are forgotten.***

**“Ketchup and Mustard”** - The Weddington Elementary staff have scheduled a time during the instructional week for students to receive additional instruction as well as complete class work, missed homework and/or quizzes. The scheduled time is called “Ketchup and Mustard” and will occur on the days the students do not have recess due to P.E. class. Students who need this instructional time will meet with the teacher to complete work and receive further instruction. For further information on “Ketchup and Mustard”, please see your child’s teacher.

### ***Student Records:***

Student records are confidential and are secured in a locked room in the school office. As per FERPA, parents/guardians may request to inspect and/or review the records as they related to his/her child at any time. Please see the Weddington office staff should you have questions concerning your child’s records. **For further information on student records, you may refer to UCPS BOE Policy 4-14, Student Records.**

### ***Materials, Equipment, and Supplies:***

It is an expectation for all Weddington students to be responsible for their materials and equipment. Please encourage your child(ren) to exercise responsibility for all UCPS materials, supplies, and equipment. Administration will refer to the UCPS Code of Student

Conduct for damaged or lost items. The Media Center Specialist will send a statement for lost Media Center books. If the book(s) are recovered following payment of the books, the book(s) becomes the property of the student.

## **COMMUNICATION**

Our students excel due to the partnership and collective efforts of our teachers and parents. We strongly encourage all parents/guardians to maintain consistent communication with your child's teacher.

***When questions or concerns arise, parents must contact the classroom teacher first as they have the most knowledge of situations as they arise. If the question or concern does not get resolved, parents should contact administration.***

### ***Communication from Administration:***

Weddington Elementary is dedicated to ensuring all stakeholders are well informed of the events and activities taking place at our school. Weddington Elementary communicates important information using the following avenues:

- Weekly mass email from administration - every Sunday at 6:00 p.m.
- Blackboard Connect mass telephone messages
- School website (wdes.k12.nc.us), Weddington Elementary Facebook page, PTO website, and Twitter
- PTO email blasts
- Weddington Site Based Management Team
- Electronic Newsletters
- Response to emails and telephone calls within 24 hours

### ***Communication from Teachers:***

- ***Every grade level will have a grade level website that will post instructional information, important dates, important instructional links, daily schedule, and homework information***



- *Expect a weekly email from your child's teacher. The weekly email will contain information on instruction taking place in the classroom, notice of projects, tests, quizzes, and information about homework*
- *All communication (emails, telephone calls, notes) will be responded to within 24 hours*
- *Teachers will be proactive in contacting parents when concerns arise*

**\*Any parent who does not receive the communication from the teacher as it is listed above, should contact administration.**

**\*Any parent who does not receive a positive experience when calling Wedddington Elementary School should contact the Principal, Kristen Sebek.**

**\*Monday Folders - all student work, flyers, and school information will be sent home in the Monday Folder. This is an expectation for all teachers/grade levels. If you child's folder is not being sent on Monday, please fall communication procedures listed above; contact teacher first, then administration if it does not get resolved.**

### ***Wedddington Parent Teacher Organization:***

The Wedddington PTO plays an active role in the success of our school. We encourage all families to volunteer and be involved with the wonderful events our PTO holds. For further information on joining our PTO, you may contact Angela Helms, President, at [wdesptopresident@gmail.com](mailto:wdesptopresident@gmail.com).

### **Opportunities to volunteer with PTO:**

- Race, Rock, and Roar Event
- Fall and Spring Book Fair
- Winterfest
- PTO Talent Show
- Beautification Projects
- Grandparents/Grandfriends Day

### ***Volunteering in our School:***

Wedddington Elementary continues to be a school of excellence with the exceptional support of our parent volunteers. We encourage parents to volunteer and assist during the school as well as during the various PTO sponsored events. There are opportunities in all facets of our

school throughout the academic year and we welcome all parents to volunteer. Any adult who wishes to volunteer must complete a Parent Volunteer application.

**Approved volunteers:** If you would like to remain an active volunteer for the 2018-2019 school year, visit [www.ucpsvolunteers.com](http://www.ucpsvolunteers.com) and click on "New Volunteer? Click Here to Register" to sign up in the new volunteer management system. All volunteers from previous years will need to register as NEW volunteers this year. Please complete the UCPS Volunteer Registration form and click submit.

**New volunteers:** If you wish to volunteer with UCPS please refer to the volunteer process below. In order to become a UCPS Volunteer, candidates must apply, register and submit information for a background check.

We always invite our Weddington parents, grandparents, and community members to support our school. The list below provides you with opportunities to volunteer.

1. Read A Loud/Mystery Reader
2. Flash card work
3. Clerical work
4. Reading with students
5. Whole class activities when teacher and TA are working with small groups
6. Special events/projects/activities in the classroom
7. Duty Free lunch
8. Class parties
9. UCPS Initiative - Read with U - dedicate 30 minutes every week to a 1st grade student
10. Global Education lessons
11. Class or school speaker

### ***School Site Based Management Team:***

The primary goal of the Site Based Management Team shall be to improve student performance. Weddington Elementary elects a school Site Based Management Team that is comprised of school personnel and Weddington parents. Any Weddington parent/guardian with a concern and/or suggestion is encouraged to contact the SBT parent representatives to be included in the next month's agenda. The parent must plan to present the concern and/or suggestion to the SBT within five minute increments. The SBT team will discuss and/or vote on the item after the parent exits the meeting. For further information on the Weddington Site

Based Management Team as well as minutes to the meetings, please refer to the Weddington Elementary website and click on "Site Based Management".

### ***Inclement Weather:***

Please listen for radio/television announcements regarding weather related to school closings/delays. A system-wide automated telephone message will call all 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).

## **MEDICATION ADMINISTRATION**

The following guidelines are in place in regard 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.

**You may refer to UCPS BOE Policy 4-6, Administration of Medicines, for additional information.** You may also direct your questions to the Weddington School Nurse, **Vanessa Evans**, [vanessa.evans@ucps.k12.nc.us](mailto:vanessa.evans@ucps.k12.nc.us)

## **PEST MANAGEMENT**

IPM is a comprehensive approach that combines effective, economical, environmentally sound, and socially acceptable methods to prevent and solve pest problems. The UCPS IPM program will do the following to manage pests:

- Minimize any potential health, environmental and economic risks from pests or the use of pest control methods.
- Minimize loss or damage to school structures or property.
- Minimize the risk of pests spreading into the community.
- Enhance the quality of facility use for the school and community.

The School Children's Health Act and Union County Public Schools Board Policy (3-32) are both in place to help maintain and control pest problems as well as to keep all people in the school community safe from pest and pesticide applications.

The School Children's Health Act and UCPS Board Policy 3-32 both require notification to be done for any chemical application made in or around schools. UCPS has a scheduled application of herbicide (weed killer) that can be applied once a month. It will always be the first full week of each month that any herbicide application will be made unless unwanted weather comes into play. If weather doesn't cooperate with this schedule then a 72 hour notice will be required before any application can be made. This 72 hour notification will also take place for fire ant treatments and any other unscheduled application of pesticides in or around school grounds. This notification will be done by a recorded phone message that parents, staff, and students will receive prior to application. If an emergency situation occurs then the application will take place and you will be notified after the application. All unscheduled applications will take place when either the students are not in the school or not in the area that needs to be treated.

## **VISITORS**

Parents/guardians/family members are always welcome in our building. While on the school campus, visitors are required to adhere to the school procedures for visitations.

**All visitors to Weddington Elementary are required to report to the office upon their arrival.** Visitors must sign the Ident A Kid electronic visitors system and obtain a "Visitor's" sticker that must be worn while on the school grounds. Our school office staff makes every effort to ensure student safety so we ask for your cooperation should photo identification be requested.

**All visitors must enter and exit through the front doors of the school only.** For the safety of all students and staff, visitors may not use any door other than the front doors. The Weddington personnel will address adults not following this important safety procedure.

**While on our campus, you should only report to the destination you signed in to visit. We ask that you refrain from visiting other areas of the building other than was documented on our Visitors Log. All school staff is trained to address adults not reporting to assigned destination.**

Items dropped off in the office will be delivered to class. Parents will not be able to deliver items unless approval is provided by administration.

### **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. All students should have their name written on the inside of coats, jackets, sweaters, hats, and sweatshirts to avoid confusion among students.

Parents who wish to visit the Lost and Found bin must come at 2:15 p.m., following the instructional day. Parents must sign in at the office and log the specific item(s) they are looking for. Parents must sign out in the office before exiting the building.

To observe a classroom, parents/guardians are required to contact administration to schedule the observation. Observations are limited to 30 minutes with an administrator accompanying the observer.

### **CHILD CUSTODY**

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

\*NOTICE: The Weddington Administration reserves the right to modify/amend the school policies with advance notice.

## **UNION COUNTY PUBLIC SCHOOL POLICIES**

Union County Public Schools maintains a comprehensive website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). The homepage contains the [Board of Education Policy Manual](#), news, current events and links to each department and school.

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 which is also available at the UCPS website.

### **HELPFUL LINKS**

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

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

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

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

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

Online School Payments: <http://osp.osmsinc.com/unionNC/>

After School Website: <http://asp.ucps.k12.nc.us/>

**HAVE A GREAT YEAR!**

**2017-2018 WEDDINGTON STUDENT HANDBOOK**  
**Signature Form**

***Please sign and return this form to your child's teacher no later than Monday, September 28th.***

**I have reviewed all of the 2017-2018 Weddington Student Handbook information. I understand that I am responsible for adhering to the policies and procedures set forth by the Weddington Elementary Administration and Staff, along with the UCPS Board Policy Manual.**

**Parent Name: \_\_\_\_\_ (Please Print)**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student Name: \_\_\_\_\_ (Please Print)**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Teacher:** \_\_\_\_\_