

**UNION ELEMENTARY SCHOOL**  
*A Leader In Me and National School of Character*  
481 HEAVNER ROAD  
BUCKHANNON, WV 26201  
<http://ues.upshurschools.com/>  
*Like us on Facebook: Union Elementary School*

**Ms. Leah Moss**  
Principal

**304-472-1394**  
**FAX 304-472-2780**

Dear Family and Friends of Union Elementary School,

Welcome back to a new school year! This year's we decided to keep our theme; **Growing West Virginia Leaders**. As we know, West Virginia is a great place to live and learn. Union Elementary is proud to inspire and celebrate great leadership demonstrated in our school, and community. We are an active school who looks forward to providing opportunities for our students to excel academically, socially and emotionally. Students visit a different college campus each year at Union, they serve their community through project based learning as each class engages in a service project selected by the students. We are preparing our students for an unimaginable future! With a focus on STEM (Science, Technology, Engineering, and Mathematics) Education and character development. Our school was awarded the Governor's Grant for STEM Education, which will lead to the completion of projects. Our school garden is well underway as we expand our crops to include pumpkins and strawberries. We welcome members of our families and community, as you offer support, skills, and guidance in educating our future leaders. We are dedicated to creating a school where your children feel safe and engaged! Truly it takes a village! Your time is always the greatest gift you can offer a child, even if it includes something as simple as spending thirty minutes to eat lunch with a group of children.

Our goal as a staff is to center on what is best for our students. We have high expectations for our students and offer support to assure that they achieve their goals. Union is a school based on traditions of excellence and history of success, and I am honored to serve the families of this school community. I welcome your input as we embark on the adventures of a new school year. Union is a **Leader In Me** school, consequently, leadership is embedded into all learning experiences. Union celebrates as the only school in the state of West Virginia to be named as a **National School of Character**. This achievement was a collective effort of ALL Union stakeholders.

The greatest resource a successful school has is its people. Parent, community and business support are essential to accomplish our goals. I am confident that together we will continue the tradition of excellence at Union. We pledge to continue to work hard to make our academic and extracurricular programs even stronger to ensure our students are successful and prepared for their bright futures. They deserve no less. Together we can do more while **"Growing West Virginia Leaders!"**

Warmest regards,

Ms. Leah Moss, Principal

# *UNION ELEMENTARY*

*A LEADER IN ME AND NATIONAL SCHOOL OF CHARACTER*



STUDENT & FAMILY  
HANDBOOK

**2018-2019**

**Union Elementary School**  
**2018-2019**



**ARRIVAL AND DISMISSAL**

Homeroom will begin at 7:50 am. If parents transport your child, they should arrive before 7:50 a.m. If for any reason your child is to leave school early or transportation arrangements are to be different, a note must be sent to the school office in advance. **Children are to ride only their assigned bus, unless there is an emergency, in which case arrangements can be made in the school office. Students will not be permitted to ride a bus other than their own without a note from the parent and signed by the principal.**

**Parent Drop-Off**

Union Elementary now has a parent drop-off loop. It is located behind the school building. Parents will drive through the parking lot and come around to the door located near the Kindergarten classrooms. There WILL be a **Teacher** on duty to make sure your student gets in the building safely. **Please do NOT drop your students off in the bus loop.** This is a safety concern and will not be permitted. Teachers begin duty at 7:05 AM. Please do not drop off your students before that time.

**Instruction time for all students will begin at 8:00 a.m. daily.** Students riding home on the first bus will be dismissed at 3:15 p.m. Students being picked up by parents will be excused at 3:10 pm. If you pick up your child daily after school, we would appreciate if you would wait for your student in the pick-up loop and display your number in the windshield. There will be a teacher on duty and a sign out form. **PLEASE DO NOT PARK IN THE BUS LOADING ZONE AT ANY TIME.**

**VISITORS**

All visitors are required to report to the school office upon entering the building. Parents are welcome and encouraged to visit the school. As part of our safety measures under county policy, it is required for parents who work as parent volunteers, or who need to go to their child's classroom, to stop in the office to get a visitor badge before going to the classroom. If you do not have a badge, you will not be permitted to enter the room or take your child. This is for your child's safety.

**ATTENDANCE**

Regular attendance at school is directly related to student success. Every day your child is absent from school, we will attempt to contact you by telephone to inquire the reason for the absence. It is helpful if you are able to call the school to let us know your child will be absent. Parents may also write a note explaining the reason for their child's absence.

Excused absences consist of student illness, family emergency or death in the family. If a student accumulates three consecutive or five total days in any one semester because of illness without a doctor's excuse, any additional absences for illness during the remainder of that semester must be accompanied by a doctor's excuse otherwise it is recorded as an unexcused absence. If a child accrues five unexcused absences during a semester, a meeting will be scheduled with the principal. After ten unexcused absences, the county attendance director shall serve written notice to the parents.

**RELEASE OF STUDENTS**

Students will be dismissed from the office, NOT from the classroom. Any parent who wishes to pick up a student MUST report to the office to sign the student out. To minimize classroom disruption, if it is necessary for a student to be released before 3:10, please send in a note the morning of the early dismissal. Students will be released from the classroom under the direction of the office staff. All students must be signed out in the office. Anyone other than the student's parent or guardian must have written permission from the parent before release. This, again, is for your child's safety.



## AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Additionally, recognition is given for attendance, cultural achievements and character building, to name just a few.

## EMERGENCY DRILLS

Drills are conducted regularly to ensure the safety of all students and personnel.

## BUS CONDUCT

The following rules have been established in order to insure the safety of all students who ride buses:

1. Observe same conduct as in the classroom.
2. Be courteous, use appropriate language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Keep head, hands and feet inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Stay in your seat.
9. Students may not ride a bus other than the one they are assigned except in emergencies and only with a note from the parents signed by the principal.
10. Bus driver is authorized to assign seats.



Bus rules have been printed in the local paper and will be explained and posted on each bus. Infractions of the above rules will be brought to the attention of parents. Continual abuse of bus privileges will result in the denial of transportation.

## CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.



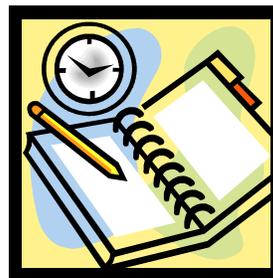
We will notify parents through a computerized phone system. **It is important to notify Mrs. Osburn regarding change in phone numbers.** In addition, every practical means is used to notify parents of an impending cancellation, including radio, DoJo, TV, REMIND and newspapers. *It is important that every family have contingency plans for children, in the case of early closings or delayed openings, whenever no one is home at the time the students return or leave.*

## CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address during the school year.

## DAILY SCHEDULE

7:05 a.m.	Teacher supervision begins. Buses arrive and students report to the gym. Students report to breakfast upon arrival.
7:50 a.m.	Home Room/Morning News and Announcements
<b>8:00 a.m.</b>	<b><i>Class Instruction Begins for All Students</i></b>
10:50 a.m.	Lunch — Kindergarten and 1 <sup>st</sup> Grades
11:30 a.m.	Lunch --- 2 <sup>nd</sup> and 3 <sup>rd</sup> Grades
12:05 p.m.	Lunch --- 4 <sup>th</sup> and 5 <sup>th</sup> Grades
3:10 p.m.	Parent Pick-ups signed out in Cafeteria
3:15 p.m.	Dismissal for First Bus Students
3:25 p.m.	Dismissal for Bus Students to Gymnasium



## SCHOOL COLORS AND MASCOT

The Union Elementary School mascot is an Eagle and the school colors are red and blue. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

## CONFERENCES (PARENT-TEACHER)

Parent-Teacher Conferences occur on two separate dates during the school year. These conference times, if spent wisely, can be very valuable to the overall education program. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

## DIRECTORY OF STAFF

Principal	Ms. Leah Moss
Secretary	Mrs. Ronda Osburn
Pre-K	Mrs. Charliena Eubank
Kindergarten	Mrs. Ronna Smallridge Mrs. Carrie Bowers
1 <sup>st</sup> Grade	Mrs. Katie Keener Miss Courtney Stafford
2 <sup>nd</sup> Grade	Miss Kayla Yoakum Mrs. Ashley Woody
3 <sup>rd</sup> Grade	Mrs. Destiny Brady Ms. Gabrielle Rhodes
4 <sup>th</sup> Grade	Mrs. Courtney Beach-Frame Mrs. Florence Tenney
5 <sup>th</sup> Grade	Mrs. Megan Bacorn Mrs. Deidra Casto
Special Education	Mr. Brian Brandish Mrs. Diana Chewing-Hunte
Gifted	Miss Paige Phillips



Title I	Mrs. Sabrina Loudin Mrs. Aimee Payne	
Speech	Mrs. Elizabeth McClain	
Counselor	Mrs. Katherine Heatherly	
Nurse	Mrs. Connie Riggleman TBA	
Art	Ms. Lena Sample	
Music	Mr. Brandon Williams	
Physical Education	Mr. Jacob Orr	
Aides	Mrs. Tia Dowell, Mrs. Terry Karickhoff, Mrs. Beverly Lewis, Mrs. Paula Snyder	
Cooks	Mrs. Sandy Day, Mrs. Kelli Dean, Mrs. Brandy Spotloe	
Custodians	Mr. Tim Cogar, Mr. Randy Daughtery	

### FACULTY SENATE

The Faculty Senate, consisting of the professional staff of Union Elementary School, meets five times during the year as required by State Law to discuss ways to improve instruction at Union Elementary School. We will be attempting to inform parents of the outcome of the meetings in order to make parents more aware of the importance of these meetings.

### FOOD SERVICES

Lunches are served in three sessions. School lunches are prepared by professional cooks working in cooperation with a registered dietician. Students are encouraged to take advantage of this service.

If your child will be arriving late to school and plans to eat hot lunch, please call the school by 9:00 a.m. so your child can be included in the Lunch Count.

Breakfast is served daily. Lunch and Breakfast menus are sent home with each child the first of each month.

### PRICES FOR MEALS

**Student prices** ALL ELEMENTARY STUDENT'S  
RECEIVE FREE MEALS

**Adult prices** \$3.60 per meal

We will send home lunch bills at the end of each month. When you receive the bill, please send the money to school with your child the next day, if possible. Make your checks payable to **UNION ELEMENTARY SCHOOL**. Please return the bill and your payment in the envelope provided. The old lunch bills incurred prior to free meals for all, must be paid.

### LUNCH SHIFTS:

K & 1<sup>st</sup> .... 10:50  
2<sup>nd</sup> & 3<sup>rd</sup> .... 11:30  
4<sup>th</sup> & 5<sup>th</sup> .... 12:05

### EARLY DISMISSAL LUNCH:

K & 1.... 10:20  
2<sup>nd</sup> & 3<sup>rd</sup> .... 10:50  
4<sup>th</sup> & 5<sup>th</sup> ... 11:20

## **FIELD TRIPS**

A field trip is considered to be a trip away from school property, the purpose of which must be relevant to current curriculum. All trips must be approved by the Upshur County Board of Education. All school rules apply on a field trip. Any student who has demonstrated serious misconduct at school, which would possibly cause a safety hazard to themselves or others, may be considered to be excluded from participating in a field trip during the school year.

## **SCHOOL DISCIPLINE**

At Union Elementary School we believe that it is of the utmost importance that our students be given the opportunity to achieve excellence and to receive the best possible education. Providing a safe, secure and disciplined learning environment is essential to the education process. Proper discipline involves the mutual respect, support and cooperation of the school administration, parents, students, teachers, school staff and the community. Disciplinary action shall be utilized which addresses the seriousness of any misconduct. Discipline would include at least one of following actions: Student's referral to the office; Principal-Student Conference; Parent Conference; Student's loss of privileges; Noon Hour Detention; I.S.S.; Out-of-School Suspension; Recommendation to the Board of Education for Student Expulsion. Union Elementary shall follow the WV Board of Education Guidelines for the Student Code of Conduct: Policy 4373, and the Employee Code of Conduct: Policy 5902. Our school shall use the Level I, II, III & IV categories as guidelines, describing violations and disciplinary action. The Student Code of Conduct is provided, along with the following policies: Harassment and Abuse, Tobacco Control, Substance Abuse, Attendance, Alternative Education and Medication Administration, to all families in the Upshur County Schools Policies Handbook.

## **VANDALISM**

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that damage caused by vandalism be paid for before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Students will be given a reasonable amount of time to complete assignments when absent. Parents need to contact the school to pick up necessary homework whenever an extended absence occurs.

## **HONOR ROLL**

The Honor Roll is a very special recognition for academic achievement. It is based on the total grade point average for each quarter. The minimum grade point required for Honor Roll recognition, based on all subjects taken by the student is 3.0 for the B HONOR ROLL, 3.5 for the A HONOR ROLL, and a 4.0 for the STRAIGHT A HONOR ROLL. We will also be recognizing students who may not have made the Honor Roll but have shown great improvement.

<b>Grading Scale:</b>	90-100	A (Grades 1-5)
	89-80	B
	79-70	C
	69-60	D
	59-0	F

## ILLNESS OR INJURY

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first-aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital.

***Remember, an emergency telephone number, where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.***

## LOST AND FOUND

All clothing found at the school, regardless of its value, is placed in the lost and found box in the office area. Money, jewelry or any other articles of value are turned in to the office. These will be taken to the Parish House and donated quarterly.

## MEDICATION

ALL MEDICATION IS TO BE KEPT IN THE SCHOOL'S OFFICE. ***Students are not allowed to carry medicine to and from school. Parents are requested to deliver and collect all medication at the school office.*** If your child must take medication in school, the following requirements must be met:

### **Prescription Medications --**

1. Must be clearly identified as to the name and type of medication.
2. The prescription must be current and must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
4. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times and other instructions if necessary. Refrigeration is available.
5. Medication will be given by authorized school personnel.

### **Non-prescription medications --**

1. Must be in the original container (cough medicine bottle, Tylenol bottle, etc.)
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication.

## PARENT INVOLVEMENT POLICY

Union Elementary School Staff is committed to the belief that in order for any school to ensure that all students will learn the adopted curriculum, parents and school staff members must work closely together.

- a. Union Elementary School encourages parents to work closely with and be actively involved in their child's education by attending PTO, SAT's, Class Dojo, & parent activities or conferences.
- b. All parents will be given opportunities to participate in Parent-Teacher Conferences, Student-Led Conferences and Parent-Teacher Organization monthly meetings various times of day.
- c. All parents will be given opportunities to participate in school procedure and curriculum decision making as members of the School Improvement Council, Parent Advisory Council, and as members of the school Parent-Teacher Organization.
- d. All parents will be given opportunities to make suggestions for improvement of school programs and the curriculum through surveys, notices, school/parent compact, and bulletins.
- e. An annual meeting is held with the Upshur County Federal Programs Director to complete the Title I plan for the upcoming school year. If you are interested in serving on

- the Parent Advisory Council, please contact Dr. Stankus, principal.
- f. The school receives funds for parent involvement activities to enable parents to participate in school related meetings and training sessions.

### **PARENT-TEACHER ORGANIZATION**

The Union Elementary School PTO (Parent-Teacher Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled each month during the school year. Each year the PTO sponsors fund-raising projects. With the help of all parents, these projects can be very successful. They allow the PTO to fund many important activities at the school, including field trip opportunities for all children and playground development.

### **PHYSICAL EDUCATION**

Physical Education classes are provided for students in Kindergarten to 5<sup>th</sup> Grade. Please send a note if your child is to be excused from physical education on any particular day, as we will include him/her in physical education activities otherwise. Students should be dressed appropriately for physical education classes, including acceptable footwear.

### **SCHOOL IMPROVEMENT COUNCIL**

Union Elementary has an active School Improvement Council made up of parents, teachers, service personnel, as well as a business member, a community member and the principal. The Council meets regularly to promote innovations and improvements in the environment for teaching and learning at the school.

### **BUSINESS PARTNERSHIPS**

School-Business Partnerships are a joint effort between the school and the business community. They are designed to develop an understanding between these two vital groups. Each partnership is different, designed to meet the needs and personalities of the groups involved. Union Elementary School is most fortunate to continue the positive partnerships in education relationships with the following Business Partners: **Eastern American Energy Corporation, Hydrocarbon Well Services, Elaine Sorcan, Pierson Family Medicine, Prestige Housing Wendling's and Premier Bank.**

### **SCHOOL SCHOLARSHIP**

Union Elementary Scholarship Program provides a graduating senior who attended Union \$500 scholarship if he or she is planning to continue his or her education. Any interested student is invited to complete an application in the spring. Mrs. Oldaker is the faculty chairperson for Union Scholarships.

### **ATTENDANCE AND TARDINESS**

Student achievement is directly related to regular school attendance. Please be sure that your child attends school regularly and comes to school well rested. When your child is absent from school, it is the responsibility of the parent or guardian to contact the school via letter or telephone explaining the reason for the child's absence. If a student misses five or more unexcused days of school, the principal will request a conference with the parent/guardian and refer the matter to the Attendance Officer. Prompt arrival at school is expected of all students. Late arrivals disrupt classes and cause a loss of instructional time. Any child who arrives at school after 8:00 a.m. is considered tardy. Three tardy arrivals in one semester will prompt a call to the student's parents.

### **TOBACCO-FREE SCHOOLS POLICY**

Tobacco of any kind is strictly forbidden at school and on school property. This is a State Law.

### **APPROPRIATE DRESS**

Student attire that detracts from the educational environment shall not be allowed at school. This includes any article that depicts tobacco use or substance abuse messages. **The Upshur County Dress Code shall be the ultimate authority in any issue that may arise.**

## **PEST MANAGEMENT**

The Upshur County Integrated Pest Management policy directs schools to notify parents if a Level 3 or Level 4 treatment (the use of sprays) is to be applied at school. We will notify all parents in a timely fashion of any plan to use these treatments at school.

## **WEB SITE**

We are getting a new website this year. This information will be coming soon. Each parent is encouraged to obtain an Engrade account for both parent and student. Grades (3<sup>rd</sup> -5<sup>th</sup>) will be available via the internet for parents during the school year. In addition, the web site will be updated regularly in order to highlight school activities and keep parents informed regarding celebrations. Also, if you have a Facebook account, please consider liking "Union Elementary School." We frequently post events and news of upcoming events.

## **DIGITAL CITIZENSHIP AND ACCEPTABLE USE OF INTERNET**

The Internet is a vast global computer network, which provides access to major universities around the world, government agencies, other school systems and commercial data banks. These are a set of guidelines for exploring and using Internet resources to enhance learning and teaching activities. Any use of the network, which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited. Based upon the acceptable use guidelines outlined in this document, the system administrators and /or their designees will deem what is inappropriate use and their decision is final.

### **User Responsibility:**

Users must take the responsibility for their actions and words.

1. Users are reminded that they are representatives of Union Elementary and the Upshur County School System as a whole. They must conduct themselves in accordance with the policies thereof.
2. Use language that is appropriate for school situations.
3. Electronic Mail (e-mail) may be sent and/or received by students only with permission of the teacher that assigned a project involving e-mail.
4. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there are materials on the Internet that may be deemed inappropriate for young people, and access to these types of materials for any reason is unacceptable.
5. Adhere to copyright rules and licensing agreements when accessing materials.
6. To reduce the risk of spreading computer viruses, files will be imported with direct permission from school personnel only. Student-owned diskettes may not be used unless checked for viruses under the supervision of school personnel.
7. Impersonation and anonymity are prohibited.
8. Any use of the Internet for personal profit or any illegal activities is prohibited.

*As required by federal laws and regulations, the Upshur County Board of Education does not discriminate on the basis of sex, race, religion, disability, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Jodie Akers, Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 472-5480; to Mr. Dilly 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, phone no. 215-596-6795.*