

Union Grove Elementary School



Let's Grow at the Grove!

1314 Sloans Mill Rd
Union Grove, NC 28689

Phone 704-539-4354
fax 704-539-5500

WELCOME TIGER FAMILY!

Welcome to Union Grove Elementary School! We know you will enjoy being a part of our Tiger family and getting to know our staff. Take a few minutes to read through the information contained on the following pages as it will help you have a successful experience as a Union Grove Tiger. Our goal as a group of professionals is to provide a quality education for your child.

We have a lot to celebrate at Union Grove from being able to honor virtual students to finding a way for on-campus students to attend four days a week during this current situation. Make sure you follow us on Facebook. Together we will grow at the Grove! You will learn more about our school's initiatives as we progress throughout the year.

Our Union Grove staff extends an invitation to each of you as parent or guardian to take an active role during the K-5 years. Children who become lifelong learners have supportive adults at home; there just is not any substitute! We ask for your active involvement in your child's education including: joining our Union Grove PTO, assisting with our Tiger Fest, participating in school events, making sure your child reads for 20 minutes and retells the story to you 5 nights a week, and/or regularly checking student planners/assignment sheets/or emailed student assignments.

If you have already completed the attached paperwork online, you do NOT need to complete it again.

With your support, we will continue to provide the best education possible for your child. Please let us know if there is anything we can do to help you and your child have a successful year. Let's Grow at the Grove!

Sincerely,

Keeley Ward , Principal

Forward

This handbook has been prepared as a ready source of information for students and their parents/guardians. **Please sign and return this packet if you have not already completed the documents online.** The information will enable you to answer, for yourself, many of the routine questions that you may have with regard to Union Grove Elementary School. Our goal as part of Iredell/Statesville Schools is to “rigorously challenge all students to achieve their academic potential and to lead productive and rewarding lives. We will achieve this mission with the support of parents, staff and the community.”



School Colors: Red and White

School Mascot: Tiger

Mission: Union Grove Elementary will prepare ALL children to become productive, responsible, independent citizens.

Vision: Our vision is for 21st century learners to be prepared for the future while embracing and celebrating the rich heritage of our community. Union Grove will be a place where school, families, and the community come together to encourage children to chase their dreams and overcome adversity.

Motto: Grow at the Grove!

School Hours

K-5 = 7:30a.m. - 2:20p.m.

Supervision

Supervision is provided beginning at 7:00a.m. Students are not allowed in the school before that time. At dismissal (2:20p.m.), students are to be picked up, ride the bus or report to Prime Time.

Dropping Off Students

Student drop-offs are in the drive, in front of the school. No cars are allowed in the bus lot between 6:45a.m. – 8:00a.m. and 1:30p.m. – 2:45p.m.

Late Students

Do not drop off students after 7:30a.m. If you have an emergency and are bringing your child in late, please park in the front parking lot. A staff member will have a socially distanced table set up and there will be social distance markers on the sidewalk for you to stand in line to sign your child in. Parents must accompany late students to this area with a mask, social distance practice, and sign him/her in. All entrances are automatically locked at 7:30a.m. when the tardy bell rings. Please remember **10 tardies equal ONE absence!**

Attendance

Your child's attendance plays a huge role in his/her education. We ask that you do your best to make sure your child attends school each day he/she is able. Each day students are absent, you will receive an attendance phone call. To make sure you are aware of your child's absences, you will receive an attendance letter when your child is out 3, 5, 6, and 10 days. You are allowed 10 parent notes for the first 10 absences. After 10 absences, a doctor's note is required (state law). Please remember that **10 absences will put your child at risk for grade retention! All non-school trips that require a student to be absent (vacation, family emergency, etc.) must be pre-approved by the Principal to be excused (kward@iss.k12.nc.us or 704-539-4354).** If you have any questions about your child's attendance please contact Mrs. Welborn (kimwelborn@iss.k12.nc.us)

Visitors

Due to state regulations and rules due to Covid-19, guests are not allowed to be throughout the building. This includes lunch visits as we have policies that must be followed. All visitors must report to the school office upon entering the campus. The school office is staffed from 7:00 am to 4:00 pm daily. Please come to the front entrance.

Breakfast and Lunch Program

Students who eat breakfast tend to be more alert and less fatigued during the school day. Breakfast is served in each classroom from 7:00 - 7:25 each morning. We are proud to provide Universal Breakfast so ALL students have an opportunity to eat breakfast daily. Lunch is served between 10:30 and 12:30. Prices are as follows: Breakfast – Universal Breakfast is Free; Lunch – \$2.80

Students are expected to practice good manners and socialize during lunch. Students should:

- Leave the surrounding lunch area clean and orderly
- Return items to designated areas & place trash in proper containers
- Remain seated unless given permission by the teacher or cafeteria employee to do otherwise

* The lunchroom phone number is 704-539-4683

Sending Money to School

May we take this opportunity to caution you to instruct your child concerning their responsibility in caring for any money he/she brings to school. When sending money for the lunchroom, it is best to send checks for the exact amount each week. This keeps students from using cash to spend on suckers, cookies, chips, etc. The school office and cafeteria are operated on separate accounts. In order to assure accurate credit for money sent to school, we ask that you do not combine lunch money with other monies such as field trips or pictures.

Student Dress

1. Shorts – 1” below fingertip length, shoulders down
2. Tank tops – Straps must cover shoulder (approximately 3”). Armholes should not be more than 1” below the armpit.
3. No baggy clothing – Grades K – 5th
4. Pants and shorts must have a belt or an elastic waistband and be worn on the waist – Grades 2nd - 5th (After 3 incidents of not wearing belt and/or pants not on waist, parents will be contacted to pick up)
5. Shirts must cover the stomach when students raise hands.
6. Tie or velcro shoes should be worn daily.
7. No sheer clothing.
8. No shoes with roller blades inside them.

*Parents, we ask you to please dress modestly if you are visiting the school.

School Telephone

School telephones are to be used by students only in emergencies. The teacher/office will determine the validity of the call (Calls should not be made to arrange for a student to go home with another student or to bring forgotten homework). **Please do not call the school to ask to talk to your child. Classroom interruptions impact all children.**

Dismissal

Dismissal time for students begins at 2:20 each day. **Please do not go to the classrooms to pick students up at the end of the day.** This is a hectic time and adults in hallways taking students are unsafe, as we do not have time to determine who is rightfully taking students and monitor approximately 20 students. All students who are car riders are to be picked up from the circle in front of the school. We usually call students in the line for 10-15 minutes so there is no need to sit in or leave your car as long as you arrive by 2:30. Also, **no parents are to go to the cafeteria or gym to pick up students.** The teachers in the cafeteria and gym rotate and they will not know who can legally pick up children. Our goal is SAFETY, and therefore these rules are enforced.

Picking Up Students

Students are to be picked up as soon as school is dismissed in the drive in front of the school. Supervision is provided only until 2:40p.m. **Arrangements for getting home should be made prior to the child arriving at school. All transportation changes must be in writing.**

We will begin loading car riders at 2:20p.m. each afternoon. All sign-outs should be prior to 1:45p.m. Otherwise we expect non-bus students to be picked up in the circle. **Please do not come to the office to sign out students after 1:45. The front door will be locked as we prepare for appropriate social distancing protocols.**

Students released from school at times other than the regular dismissal time must be signed out through the office and will be released only to a responsible parent/guardian or designated adult as listed on the student pick-up form.

Updating Student Information

It is **imperative** that student information (address, phone, emergency phone, etc.) be current. Mrs. Welborn, our Data Manager, and the teacher should be notified as soon as possible as to any change(s) regarding student information (home and work).

Withdrawal/Transfer

Please notify Mrs. Welborn, our Data Manager, a minimum of one day in advance of a change of school assignment. **ALL BOOKS, LUNCH MONEY AND FEES MUST BE PAID BEFORE RECORDS RELEASED.**

Parent's Role and Follow up in Discipline

Parents play a major role in the behavior of their children in school. Please communicate with your child and stress the importance of the positive behavior and work habits necessary to receive a good, quality education.

Set high expectations with your child, and provide appropriate recognition when he/she has followed through. Talk with your child each day before school. Setting guidelines that are fair, consistent, and enforceable make a difference. Communicate regularly with your child's teacher. Each evening talk with your child and ask questions such as, "What did you learn in math today? Reading? Writing? Science? Social Studies? What was your favorite part of your day?" Please do not accept, "Nothing!"

Preparing Yourself as a Parent

- See that your child arrives at school on time and stress the importance of regular attendance.
- Be sure your child has the necessary supplies daily.
- Learn the names of all teachers working with your child.
- Know the school calendar: holidays, conference dates, testing dates, parties, progress reports, report cards.
- Communicate regularly with your child's teacher(s).
- Learn the school and the bus schedules.

Union Grove Elementary Parent - Student - Teacher Compact 2020-21

As a parent, I will...

1. Make sure my child arrives at school on time.
2. Confirm that homework is completed and turned in on time, including nightly reading.
3. Review my child's folder nightly and provide appropriate signature where necessary to indicate understanding and commitment to my child's learning.
4. Provide a quiet time each day for completion of homework and/or reading.
5. Help relate my child's learning at school to relevant and real-world situations.
6. Volunteer in school to enhance learning for all students as Covid policies permit.
7. Reinforce at home the Student Code of Conduct.
8. Ensure that my child receives plenty of rest and sleep.
9. Encourage my child to exercise daily and provide nutritious meals.
10. Set high expectations for academic achievement.

As a student, I will...

1. Follow Student Code of Conduct.
2. Use guidelines and expectations of the school and teachers.
3. Keep assignments updated and current.
4. Come to class prepared to learn and participate with a good attitude, and with homework completed to the best of my ability.

5. Use time wisely in class by listening and focusing on the teacher's instruction.
6. Practice respect for the teacher, other students, and school.
7. Ask for help if you are having difficulty understanding something the teacher is teaching.
8. Get plenty of sleep, daily exercise, and make healthy food choices.
9. Arrive at school on time.
10. Set high academic expectations for myself.
11. Contribute to the learning of my classmates.

As a school staff member, I will...

1. Come to school prepared to teach in motivational and interesting ways.
2. Correspond with parents regularly to keep them informed of needs and goals met for the best possible learning environment.
3. Provide parents with opportunities to volunteer in the classroom.
4. Clearly explain assignments, goals, classroom expectations to parents, students, and other stakeholders.
5. Collaborate with colleagues to share research based instructional practices.
6. Participate in ongoing professional development opportunities.
7. Provide a positive, safe, and effective learning environment for all students.
8. Create additional partners with the community to provide the most effective learning opportunities for students..
9. Integrate technology in the classroom that promotes student collaboration and communication.
10. Use technology to create authentic assessment opportunities for students to publish and share.
11. Follow guidelines and expectations to the best of my ability, I will carry through on the commitments set forth.

NOTIFICATION OF PACKET REVIEW

Dear Mrs. Ward,

We have reviewed the information in this packet and will work as a team at Union Grove so that our child, _____ in grade _____, will have a successful year.

Sincerely, _____ Date _____

Parent/Guardian

Union Grove Elementary

1314 Sloans Mill Road Union Grove, NC 28689

Phone: 704-539 - 4354 Fax: 704 539-5500

Office Hours: 7:00a.m. – 4:00 p.m.

Teacher Hours: 7:00a.m. – 2:30 p.m.