

UNIONVILLE ELEMENTARY SCHOOL

Student Handbook 2023-2024

Aimee Jakubik, Principal
10285 Zachary Taylor Highway
Unionville, VA 22567
(540) 661-4540

WELCOME

Welcome to Unionville Elementary School (UES) and the 2023-2024 school year. This handbook provides information specific to UES as well as some of the information included in the Orange County Schools Parent-Student Handbook. Please refer to it as needed throughout the school year.

MISSION

Our mission at Unionville Elementary School is to provide the highest quality education for all our students in a safe, nurturing, and stimulating environment. We utilize effective educational practices to provide our students solid foundations in academics, with a strong emphasis on literacy and mathematics. We strive to enable students to become life-long learners and confident, independent problem solvers.

Dear Parents/Guardians,

Welcome to Unionville Elementary School - Home of the Dolphins! The purpose of the parent/student handbook is to give families an understanding of the general rules and guidelines for attending and receiving an education in our school.

Parents/guardians are vital to the success of your child's educational experience. A cooperative relationship between the school and home, in which students, parents/guardians, and teachers meet their responsibilities, is necessary if every child is to be successful. Please do not hesitate to contact your child's teacher, counselor, or me when questions or concerns arise.

It is imperative that you read this handbook, review it with your children, and ensure their understanding of the rights and responsibilities outlined in it. I ask that you keep it in a safe location for future reference. Please take special note of attendance, drop off/pick-up, and discipline policies.

As we begin the 2023-2024 school year, I hope that we continue to strengthen the connections that make the Unionville community so incredible. Connections create and maintain vibrant communities, and I look forward to our continued partnership.

Respectfully,

Aimee Jakubik
Principal

UES FACULTY AND STAFF 2023-2024

Principal

Jakubik, Aimee

Bookkeeper/Secretary

Krotendofer, Barbara

Registrar/Attendance

Wilkins, Debbie

School Nurse

Neal, Katelyn

Kindergarten Teachers

Constien, Krystal

Floyd, Heidi

McConnell, Amanda

Vess, Kacey

First Grade Teachers

Elliott, Meredith

Hutcherson, Abigail

Jordan, Kristen

Kingsley, Kelly

Second Grade

Hensley, Taylor

Stingo, Andrea

Summers, Rebekah

White, Karry

Connect Team Teachers

Heath, Christina - Art

Newkirk, Tammy - Ph. Ed.

Scott, Danielle - Music

Sheeran, Kelly - Library

School Social Worker

Craiger, Jenny

Student Support Coach

Washington, Michael

Speech Therapy

Torman, Emily

Special Education

Grant, Kimberly

Reading Specialists

Efford, Laura

Paxton, Rebecca

Guidance Counselor

Carter, Jasmyn

ELL Teacher

Gjorgjievski, Brittney

School Psychologist

Reynolds, Corie

TTRT

Shifflett, Wendy

Instructional Assistants

Copperthite, Cresta

Kozura, Natalie (Special Education)

Nesbit, Jackie

Pettit, Tina

Squire, Teresa (Technology)

Walsh, Debra (Library)

Custodians

Miller, Chris - Head Custodian

Herrell, Rodger

Rawlings, Raymond

Cafeteria Staff

Boggs, Susan - Manager

Leistra, Julie

ARRIVAL AND DISMISSAL

UES opens its doors at 8:50 AM, and supervision begins at that time. Students should not arrive before 8:50 AM. **Instruction begins promptly at 9:05 AM.** Students arriving after 9:05 must be signed in at the front desk.

Students will be dismissed at 3:43 PM. We now offer curbside pick up of your child. Parents/guardians who regularly pick up their children after school will receive a placard to keep in their vehicle that will include their child's name. Hang the placard from the rearview mirror and proceed to one of the three pick up lanes to wait for your child to be escorted to your vehicle. Parents who do not have a placard, will need to show a valid ID. Additionally, if someone other than the parent/guardian will be picking up, then please notify the school and this person will need to show a valid ID. Due to limited space on buses, requests to ride a different bus may not be approved.

Medical appointments and emergencies occasionally require a student to leave school early. To assure the safety of our students, written permission should be sent ahead of time whenever possible. Parents/guardians must sign out their child at the front desk. Anyone picking up a student must show ID.

VISITORS and VOLUNTEERS

Upon entering, **visitors will be asked to present an ID** such as a Driver's License, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a US government-issued ID, the school staff member can use any form of official picture identification and manually enter the person's name into the Raptor system. Visitors must present identification to visit our schools past the front vestibule. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

Due to limited space, visitors are not permitted to visit for lunch.

Volunteers will need to complete a volunteer application and submit the paperwork for a Child Protective Services background check. These forms are available from the office. All volunteers must make an appointment with your child's teacher in advance.

CAFETERIA

For the 2023-2024 school year, breakfast and lunch will be free for all students.

EMERGENCY DRILLS

Fire Drills - per the Virginia State Fire Marshal, public schools in Virginia are required to hold a fire drill at least twice during the first 20 school days of school and once a month for the rest of the school session.

Tornado Drills/Earthquake Drills - There will be at least one tornado drill and one earthquake drill every school year in every OCPS school.

Lock Down Drills "Code Red" - In our efforts to make Unionville Elementary School a safe environment for your child, the Orange County Sheriff's Department assists us in multiple Code Red Lockdown Drills. This is a common practice utilized by schools to ensure a safe environment for students. Students remain in their classroom with the teacher while the school is checked by the administration and Sheriff Deputies.

MEDICATION / HEALTH INFORMATION

All medications, including over-the-counter medications, must be brought into the school nurse by the child's parent/guardian in the original container. DO NOT send any medications to school with your child.

MOMENT OF SILENCE AND THE PLEDGE OF ALLEGIANCE

State regulations instruct all Virginia schools to require the recitation of the Pledge of Allegiance and to observe a moment of silence before each school day begins. Students will be led through these activities each morning over the PA system during the morning announcements.

STUDENT ATTENDANCE

(See policy JED and JED-R - revised August 2020 at <https://sites.google.com/a/ocss-va.org/school-board-policies/j--students>)

Regular attendance is essential for your child's success in school. Attendance is required at Unionville Elementary between 9:05 a.m. and 3:43 p.m. Frequent absences and tardies can interfere with your child's academic progress.

Children with a fever or vomiting within the last 24 hours should stay home. Please try to schedule non-emergency medical and dental appointments outside of the regular school day.

If your child has an appointment during the school day, we ask that rather than keep him/her out for the entire day, go ahead and

send him/her to school and come pick your child up from school for the appointment or return him/her to school following the appointment. This will not only improve your child's attendance, but will also improve our overall school attendance.

If you plan on being out of town and taking your child with you, in addition to notifying your child's teacher, please notify Mrs. Wilkins in writing.

Excused absences include but are not limited to: student illness, death or serious illness of a family member, doctor, dentist or therapist appointments, family emergencies or vacation, subpoenas for court, and religious observances. A student is allowed up to ten parent/guardian "excused absence" notes. The principal will require that any subsequent absences will need third party documentation in order to be excused. All absences not properly documented will be considered unexcused, and the unexcused absences policy and regulations will be implemented.

Unexcused absences include but are not limited to the following: missed school buses, oversleeping, recreational activities, child care issues, and transportation issues.

Students who are absent must provide a valid note, send an email to the school (email more than one person to ensure the message is received), or call the school (540-661-4540) and state the reason for the absence at least within 5 days of the first day absent.

Unexcused tardies and/or unexcused early pick-ups will disqualify your child from earning perfect attendance.

Birthdays, Holidays, Special Events

Due to the number of students with food allergies, no home baked food items are allowed. Instead, please purchase store bought products that include a label with the ingredients. **Items must be prepackaged**. Prepackaged treats to be shared with the class must be pre-approved and then checked with the nurse for student allergies. If you have questions, please contact Nurse Neal or Mrs. Jakubik. The office staff will not accept deliveries for birthdays, holidays, or special events, including, but not limited to, balloons and flowers. Food deliveries for students will not be accepted anytime of the year. We are unable to hand out birthday invitations unless there is one for every child in the classroom.

FOOD ALLERGIES

Please be aware that several children and staff members in our school have food allergies, which can be life threatening. An allergic reaction can occur from actual ingestion of or contact with food allergens. Students with severe allergies may experience an allergic reaction from inhaling particles of the offending food, from being touched by or touching another student who has handled the food, or from handling utensils that have touched the food.

There are special tables in the lunchroom for children with tree-nut or peanut allergies. No products containing tree-nuts or peanuts will be allowed at this table. We also use special precautions when cleaning this particular table.

We ask all parents to help your child understand the following:

- Never take food allergies lightly.
- Never share food with other children.
- Wash your hands with soap and water before and after eating.
- Be responsible to help your classmates avoid their allergens.
- Get help from an adult immediately if a schoolmate becomes ill.

We ask parents who have been notified there are children with life threatening allergies or severe intolerances in your child's class to follow additional precautions to keep our students safe:

- For classes with a snack time, we encourage parents to be conscientious in the selection of snacks that your child brings to class in an attempt to limit exposure to stated allergens.
- When planning parties and celebrations for the class, please consider sending non food items such as games, prizes, trinkets, etc. Any food sent in to share with students must be pre-packaged, have an ingredient label, and be free of the stated food allergens.

TITLE I SERVICES

UES is a Title I School. Schools in which children from low-income families make up at least 40 percent of enrollment are eligible to use Title I funds for schoolwide programs that serve all children in the school.

Each year Title I Schools must inform their parents of the school's participation in Title I programs and to explain the purpose of Title I.

I. What is the Title I Program?

Title I is the largest federal aid program for elementary, middle, and high schools. Through Title I, the Federal government gives money to school districts around the country based on the number of at-risk students in each district. The purpose of Title I is to ensure that all children have a fair and significant opportunity to obtain a high-quality education.

Title I is based on three important ideas:

- All students should work toward the same high standards.
- Local districts, schools, and parents know best what their students need to succeed.
- Parents are partners in helping all students achieve.

II. Benefits of being a Title I School :

The main benefit of being a Title I School is that the school receives additional funding in order to provide extra educational services for its students.

III. How we use our Title I funds?

Title I schools have a choice as to how they set up their Title I program as long as the program helps its students meet state academic standards. Title I funds can be used to:

- Provide after-school programs
- Train teachers and other staff
- Purchase equipment and learning materials
- Support parent involvement activities
- Hire additional instructional staff

ITEMS FROM HOME

The school will not be responsible for damage to a student's personal property. Students are directed to refrain from bringing personal property to school. Students should not bring large sums of money or articles of an expensive nature to school. If it is necessary to bring such an item to school for an assignment or a related activity, it should be marked for identification and given to the teacher or office for safekeeping.

Other items, such as toys, should not be brought to school. Children are discouraged from bringing cell phones or other electronic devices. If brought to school it must remain turned off and in the child's backpack during the instructional day. If it is removed during the instructional day, then it will be confiscated and brought to the office to await pickup by the parent/guardian.

Weapons of any kind, toy or otherwise, are strictly prohibited per OCPS School Board Policy JFCD.

Students may not bring animals or pets to school unless scheduled in advance by the teacher.

DRESS CODE POLICY

For safety reasons it is advised that your child wear shoes that have a back strap, and to wear sneakers on days he/she has PE. Flip flops that have buttons on the sole are not allowed.

CHANGE OF ADDRESS/PHONE NUMBERS

Any change of address, telephone or cell number MUST be reported to the office. In case of emergency, accurate up-to-date contact information is essential.

CONFERENCES

Conferences are scheduled during the first and third quarters of the school year. However, arrangements to schedule a conference with your child's teacher to discuss the progress and welfare of your child can be made at any time by contacting the teacher directly or calling the school. Conference requests should be received at least 24 hours in advance and should be scheduled at the convenience of the teacher and parents/guardians involved.

BEHAVIOR

Unionville Elementary School participates in "Positive Behavioral Intervention and Supports" or "PBIS". We use this program to help our students have a safe, positive learning environment and to provide consistency in all areas of our school.

PBIS is a proactive, team based framework for creating and sustaining safe and effective schools. It is based on a system of tools and strategies for defining, teaching, and acknowledging appropriate behavior, and correcting inappropriate behavior. Emphasis is placed on prevention of problem behavior and the development of prosocial skills. PBIS is for the whole school, it is preventative and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. PBIS methods are research based and have been proven to significantly reduce the occurrence of problem behaviors in schools. An important aspect of PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption in PBIS schools that students will learn social behavior automatically or pick it up as they go through life. This critical feature in PBIS leads to its effectiveness.

There are four main elements of an effective school-wide PBIS system:

1. Clearly defining and teaching a set of behavioral expectations
2. Consistently acknowledging and rewarding appropriate behavior
3. Constructively addressing problematic behavior
4. Effectively using behavioral data to assess progress

All students at Unionville Elementary have been learning about the school-wide behavioral expectations. These expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors. At UES we use three consistent school-wide expectations:

- Be Safe
- Be Respectful
- Be Responsible

You will see these expectations posted throughout the building. Teachers use common language to explicitly teach and model these three rules to our students for all areas of the school (cafeteria, playground, classroom, etc.).

This approach to managing behaviors is also a positive one. Students are acknowledged for exhibiting the behaviors that we expect with:

- verbal praise,
- positive notifications home, and

- earning "Caught Doing Good" rewards

The ultimate goal of PBIS is to increase student academic performance, decrease problem behavior, increase safety, and establish a positive school climate through research based strategies and systems.

We want you to be a partner in helping us make our school a more positive place for our children to learn. The behavioral expectation matrix follows. Please review and take the opportunity to talk to your child about the expectations at school and the importance of demonstrating our expected schoolwide behaviors.

- Additional ways to be involved are:
- use the expectations in your home,
- remind your child of the expectations each day before he/she leaves for school
- make sure that your child comes to school on time every day
- ask your child if he/she followed the rules that day
- communicate with your child's teacher

With your continued support and involvement, Unionville Elementary School will remain a school where students feel safe, supported, and can excel academically and behaviorally.