

Union Elementary School

Student Handbook 2024-2025



**4875 Reepsville Rd
Vale, NC 28168
704-276-1493**

Please refer to the Lincoln County Schools Parent & Student Handbook for more detailed information regarding Policies and Procedures.

Lincoln County Schools Mission Statement

Lincoln County Schools will work together with students, families, and the community to ensure a quality, innovative educational program in a safe environment where students become responsible, contributing citizens and lifelong learners.

UNION ELEMENTARY

Vision- Our vision is to ENGAGE all stakeholders to become involved citizens in our community. Our students will EXPLORE opportunities and EMPOWER them to make confident decisions in life!

Mission- Union Elementary School communicates a purpose and direction which will **engage** students in activities, allow them to **explore** possibilities and **empower** our children in the 21st century workforce so that they will find their wings and soar high above all others. We strive to meet the social, emotional and academic needs of each individual student by providing a safe and nurturing environment. Involving all stakeholders, we embrace these endeavors to teach our students to be lifelong learners and productive citizens.

Pledge - O- owning our own Actions
W- working hard to Succeed
L- leading with Kindness
S- showing Respect

DAILY SCHEDULE

- 7:20 AM** Student supervision begins. Students may not be let out of vehicles until a staff member is present on the sidewalk. Breakfast service begins at 7:30 AM.
- 7:50 AM** Classes begin/tardy bell rings. After this time, parents must bring their children to the office to sign in and be admitted to class.
- 2:40 PM** Car riders/bus riders dismissed.

EARLY DISMISSAL

Parents who must pick up students **before** dismissal will come to the school office to check the child out. A student will be called from their classroom once the parent/guardian has arrived in the office. **NO early dismissals will be granted after 2:15pm**, due to preparing for afternoon dismissal. **PARENTS ARE ASKED NOT TO CHECK OUT STUDENTS EARLY FROM SCHOOL ON A ROUTINE BASIS.** Lost instructional time can hinder your child's progress. It also interrupts the classroom learning when students are called to the office.

ARRIVAL/DISMISSAL PROCEDURES

- All car riders are expected to be dropped off at the cafeteria entrance. The side entrances are for staff. Students are encouraged to enter the building on their own. Staff or peer helpers are available to assist students.
- Bus Rider Times–
 - approximate times will be given at the beginning of the school year
 - please give or take 5 minutes for traffic, closures, etc.
- Bus riders are dropped off at the back entrance.
- In the afternoon, **PARENTS ARE REQUESTED TO WAIT OUTSIDE THE BUILDING UNTIL THE BELL RINGS.** Students should not be picked up from school after 2:15 from the office. Your cooperation will make for a safe and orderly dismissal. Car riders will be loaded from the cafeteria entrance walkway. Children must be picked up by 3:00 PM. Any student not picked up by 3:00 PM will be sent to the office.
- If your child is to leave school using a method other than his/her usual method of transportation, notify the school by sending a written note in the tracker. Phone messages will only be honored in emergencies approved by the principal. This helps ensure proper documentation for your child's security and safety. Arrival and dismissal are critical times for teacher supervision of children.
- When needing to speak with your child's teacher during the school day, you must check in the office and have the secretary contact the teacher. Teachers are available during their planning periods during the school day.

AFTER SCHOOL PROGRAM (YMCA)

Students at Union Elementary may participate in the After School Care Program provided by the Lincoln County YMCA. Please contact the Lincoln County YMCA for additional information.

PICTURE DAYS

Fall pictures will be a headshot to be used in the yearbook. This is a **prepaid** sale. There will be a make-up day. Christmas Pictures will be a **prepaid sale**. Spring pictures will be a **proof sale** and there will not be a make-up time. Thank you for your support of the picture program. All proceeds are used for the instructional program.

Picture Dates

Fall Pictures- September 12th
Make-up Pictures- October 3rd
Class/Group Pictures- January 29th

Christmas Pictures- November 21st
Spring Pictures- March 25th
Pre-k Cap & Gown- April 10th

EDUCATIONAL OPPORTUNITY

Partial absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval must be gained **prior** to the absence by the principal, and students must keep a daily journal while on the trip, as well as make up any work missed.

NORTH CAROLINA COMPULSORY ATTENDANCE LAW

Students are required to be in attendance in public schools in North Carolina as required in General Statute 115C-378. A student must be present at least one-half of the school day, (until 11:30), to be counted in attendance. School officials can accept the following reasons as valid excuses for school absences provided satisfactory evidence of the excuse is provided to the appropriate school official:

- **illness or injury of the student**
- **quarantine**
- **death in the immediate family**
- **medical or dental appointments of the student**
- **court or administrative proceedings if the student is required to attend**
- **religious observation**
- **educational opportunity (such as educational travel): *obtain a form from the office and have approval granted by the principal prior to the absence, special emergencies as determined by the principal, short-term suspension***

The Compulsory Attendance Law requires the school to notify parents or guardians of **unexcused absences**. Notification by mail will be made after the third unexcused absence. Six unexcused absences will result in notification by mail that the student may be in violation of the Compulsory Attendance Law. The school social worker will investigate at this time. After the tenth unexcused absence, the parent or guardian will be notified by mail and must justify the absences with the principal.

ATTENDANCE

Regular school attendance is imperative if your child is to obtain the maximum benefits from the educational program. However, there are times when your child may not be able to attend school due to illness. For each absence, the school will be in daily contact with the home. When your child is absent, if possible, please contact the school office between 7:30 and 9:00 AM. This contact can serve as an excuse. If personal contact is not possible, a dated note signed by the parent or guardian, stating the exact reason for the student's absence is required within 3 days of return to school. **Excuse notes signed by parents will be accepted for the first 10 absences during the school year. After 10 absences the excuse note must come from doctors, dentists and/or the court in order for them to be accepted as excused absences.** Lincoln County Board of Education policy states that students with less than a 94% attendance rate (12 absences) will be reviewed on an individual basis by the principal or his/her designee and his/her teacher to determine if retention or referral for assistance or legal action is appropriate.

MAKE-UP WORK

Any work missed during an absence must be made up. When the child returns to school, the responsibility for getting the required make-up work will be on the student. For extended absences, the teacher will leave assignments in the office for parents to pick up after school. Please call by 9:00 AM to request assignments by 3:00 PM.

INSTRUCTIONAL PROGRAM

Union's instructional program is an important responsibility for our teachers and staff. We plan curriculum activities on a level the child can best perform whether the teaching is in small groups, large groups, or on an individual basis.

The school has an excellent collection of computer programs and media materials. Students have daily access to the media center during open checkout. Help your child take care of his/her textbooks and library books. Fees are charged for lost or damaged books.

TESTING PROGRAM

The North Carolina End-of-Grade Tests will be administered during the month of May-June to students in grades 3, 4, and 5. Students scoring III, IV, or V are considered proficient. The North Carolina Science Test will be given to the 5th-grade students during the month of May. The Test of Cognitive Skills (IQ) is given to all second-grade students at the end of the school year. Curriculum pacing guides have been developed at the district level. District-level testing in grades 3-5 is administered every nine weeks. Grades K-2 complete diagnostic testing in math and reading at BOY, MOY, and EOY.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards will be issued at the end of the nine weeks grading period during the school year.

Progress reports will be sent between each report period. Ending the first nine weeks' grading period, **conferences will be scheduled with every parent.**

Conference day is scheduled for September 26th

Parents or teachers may request conferences at other times throughout the year. To arrange a conference, send a note in your child's planner or call the school office and ask the secretary to give the teacher a message to call you to schedule a conference.

CONFERENCES NEED TO BE SCHEDULED IN ADVANCE. Please do not expect to come to school and always have the opportunity to meet with the teacher unless an appointment has been scheduled. Before and after school, teachers' schedules often include supervised duties, staff meetings, and staff development. The following parent-teacher conference guides may be helpful:

- Jot down specific questions that you would like to ask your child's teacher.
- Stress the fact with your child that you and the teacher are on a team – your child's team.

Please know that your child's teacher welcomes you in a spirit of goodwill and cooperation. They are glad to meet you. Do not hesitate to ask about anything that impacts your child's life at school or on the bus. You might want to ask about discipline, curriculum, testing, grades, aptitude, social traits, special interests or abilities, homework, grouping, rumors, study and work habits, personality, punctuality, your child's likes and dislikes, medical concerns, etc. Information concerning grading practices is available through your child's classroom teacher.

HOMEWORK

Homework is assigned to reinforce skills taught in the classroom. Parents should encourage and assist their children with homework assignments. Homework is important because it allows the parent to see what is being taught and what is being learned. This time also affords the parent a chance to encourage and praise their child. Homework should be neat and turned in on time. Teachers stress supplementary reading nightly at home as part of the homework assignment. All subject areas are improved as reading skills improve. Please read with your child daily and make reading a pleasurable time. Students are encouraged to participate in Reading Counts, RAZ-Kids, Splash Math, and more to improve their skills.

STUDENT ACCOUNTABILITY STANDARDS

The Student Accountability Standards are expectations for student achievement in all North Carolina public schools. If students are struggling, an intervention plan will be created by the teacher to support their success. Intervention opportunities are during school and the extended day.

PHYSICAL EDUCATION

According to the state law, all students must engage in physical education activities for 30 minutes daily. Students will attend classes with the physical education teacher weekly. Other times, students will use the playground, track, and blacktop areas. We encourage all students to wear tennis shoes. Sandals and flip flops are loose fitting, boots are difficult to participate in activities, and can place your child at risk of injury.

*You may leave a pair of tennis shoes in your child's backpack to change into for Physical Education or Recess. If you need a pair of tennis shoes, please let your child's teacher know and we will assist you in receiving a pair for your child. We want to ensure your child is safe at all times and appreciate your cooperation and understanding.

EMERGENCY DRILLS

Detailed escape plans are posted inside the door of each classroom or area. Drills will be discussed and practiced with students and staff as well as other emergency procedures.

INCLEMENT WEATHER

Have an understanding with your child about where they are to stay if you should be at work or away from home if school is dismissed early. In your enrollment packet will be a form telling us what to do if school is dismissed early. We will attempt to send a phone message to all parents in case of an early dismissal. When bad weather threatens, listen to your local radio and television stations. We are usually notified at the same time they are. The Lincoln County Schools homepage www.lincoln.k12.nc.us and the LCS social media application also post school delays and closings. *It is almost impossible to reach the school by phone during early dismissal.* **That is why we must know ahead of time how and with whom your child is to leave school. Remember, the YMCA After School program does NOT operate when school is dismissed early.** When inclement weather threatens before school begins, please listen to your radio or television stations for school cancellations or delays. **When school is canceled, the YMCA after-school program is also canceled. When school is on a two-hour delay, the buses will run exactly two hours later than the normal time. For example, if the bus comes at 7:15 AM, it would arrive at**

9:15 AM for a two-hour delay.

HEALTH OF STUDENTS

In case of illness or injury, the parent will be notified. Please make sure we have an emergency contact for your child. **Keep the home and work phone numbers current.** However, in the event we cannot locate you and emergency medical treatment is necessary, we will see that your child is taken care of.

You should keep your child home if your child exhibits the following symptoms:

- Has a temperature of 100 degrees or more. Your child should remain at home in bed for the day and should be fever-free for 24 hours before returning to school as many children will rebound with a temperature and become sicker than before.
- Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning to school.
- Has vomited during the night and into the morning.
- Has a persistent cough, chest congestion, or discolored nasal discharge
- Has an unidentifiable rash
- Has red, swollen eyes that itch and are draining pus and have yellow crusting.
- Has persistent diarrhea during the night and into the morning.

Our school nurse is available to students two days a week. Any questions, please call 704 276-1493.

MEDICATION

If under exceptional circumstances a child is required to use medication during school hours and the parent cannot be at school to administer the medication, the principal's designee will administer the medication in compliance with the following regulations:

- Written instructions signed by the parent **AND** physician will be required and will include: child's name, name of medication, date it is prescribed, purpose of medication, time to be administered, dosage, possible side effects, and emergency contact information.
- The parent must supply the medication to the school in a container labeled by the pharmacist. Pharmacies will provide two containers upon request when medications must be given both at school and at home.
- The parent must bring the medication to the office. **The child is not allowed to bring the medicine.**
- NO OVER-THE-COUNTER MEDICATION MAY BE GIVEN AT SCHOOL UNLESS PRESCRIBED BY A PHYSICIAN. **THIS INCLUDES ASPIRIN, COUGH DROPS, ETC.**

SCHOOL COUNSELOR

Our school has a full-time school counselor who is available to students. We are concerned with the safety and well-being of every child. If you feel your child is feeling uncomfortable or unsafe at any time, please call the school counselor or administration.

SCABIES (ITCH) AND TICKS

Students with scabies will not be allowed to stay at school until proper treatment has been administered. Scabies are contagious and easily spread. Ticks are possible carriers of serious illness. Parents will be informed of an embedded tick as soon as possible. Only the parents/guardians can remove the tick.

LOST AND FOUND

Unclaimed items are taken to the lost and found rack in the lobby area. Efforts are made to help students find items and to return items to their original owners. **Please label your child's coat and all other belongings with his/her name.**

PERSONAL BELONGINGS AT SCHOOL

Toys, all electronic devices including cell phones, smart watches (watches that call or text), i-pads, tablets, i-pods, games, trading cards, etc. should not be brought to school without prior approval by the teacher for a classroom activity. Items brought without permission may be stored in the office for parents to pick up. Water bottles should have a lid and **only** contain water. Animals should only be brought (transported by parent) with prior approval by the teacher. Items to share should be brought in plastic containers (**NO GLASS CONTAINERS**). Book bags on wheels are not allowed at school. Students should bring only the amount of money that will be needed for school purchases. Students should not accept or give money to classmates. **Students are not to trade or sell any items at school.**

VISITORS AND VOLUNTEERS

For the safety of our students, parents and visitors must state their purpose at the door, report to the office, and **sign in using their driver's license** in our district's system for a visitor's badge. Without the proper ID, we will not be able to allow you to visit the school. We regret the inconvenience, but it is for the protection of our students and staff.

Parent and community volunteers make an important contribution to our school. The dedicated and unselfish people who volunteer in our school provide services to our students through individual instruction. For student security and safety, all volunteers are screened. Parents planning to attend any field trips must also be screened at the beginning of the year. If you are willing to serve as a volunteer, please contact your child's teacher, PTO volunteer coordinator, or the school office.

TELEPHONE

We discourage the use of the telephone by students. Students are not called to the phone for personal calls. Messages will be given to the student. **Only emergency phone calls will be forwarded to the teacher during the instructional day.** Non-emergency calls will be returned at the teacher's earliest convenience.

DRESS CODE

Students at Union Elementary School need to be appropriately dressed for the day's activities. Not acceptable for school wear are halters, hats, bandanas, spaghetti-strap tops, short shorts, clothing that exposes the stomach and hips, pants that drag the floor or expose underwear, and T-shirts monogrammed with distracting words and pictures. Please note no hats for boys or girls inside the building (unless they have a pass or it is hat day). **In general, clothes that distract or interfere with the learning environment should not be worn.**

CHARACTER EDUCATION

Character education is considered part of the curriculum. Lincoln County Schools has adopted the following character traits to be integrated into classroom activities, guidance, morning news, and school banners.

■ Responsibility	August
■ Respect	September
■ Fairness	October
■ Courage	November
■ Caring	December
■ Cooperation	January
■ Honesty	February
■ Self-Discipline	March
■ Perseverance	April
■ Citizenship	May/June

POSITIVE BEHAVIOR INCENTIVE SCHOOL

Our primary goal is to help students assume responsibility for their behavior and learning. Union Elementary is a PBIS School that focuses on Positive Behavior Intervention Support. Our school-wide plan includes expectations, procedures, student voice levels, and incentives to support our students throughout the school environment. In addition, each classroom will develop procedures aligning with our school-wide plan to address behavior in the classroom. Guidelines governing behavior have the best interest of the individual student, the student body, and the school at heart.

PBIS Incentives

Students will have the opportunity to attend monthly incentives based on individual data.

Consequences for Misbehavior

Student behavior is managed under school board policy (Section 4000). In the event your child is referred to the school office for misbehavior, he/she will be provided an opportunity to make up any missed assignments. Your child will be provided access to any textbooks and resources needed. Parents will be notified when a referral for misbehavior is made to the school office. You will also be made aware of any consequences incurred.

Individual Behavior Management

As a school, we will use the PBIS model. Students will earn tickets for positive behavior which can be used for prizes and special privileges at the classroom level. Consequences for negative behavior will be addressed based on above-the-line and below-the-line procedure protocol.

The above-the-line procedures will be handled by the teacher through their classroom management plan, which will be sent home to you after the first 10 days of school. If an infraction is made, parents will be notified. The below-the-line procedures are behaviors that will be handled by the administration.

Above the Line (teacher-managed)

1. Name-calling
2. Excessive talking
3. Lack of supplies
4. Non-participation in class
5. No homework
6. Mild disrespect with interventions
7. Horse playing: Including accidental hitting, pushing in line, shoving in the hall, etc.
8. Nuisance items (Example: toys, electronics, cards, etc.)

Below the Line (administration managed)

1. Fighting: Including physical confrontation between two or more students causing INTENTIONAL bodily harm through pinching, biting, punching, kicking, pulling, or utilizing any object as a weapon to cause injury.
2. Excessive aggressiveness/bullying/threats
3. Continual/repetitive disrespect
4. Cursing staff/students
5. Weapons
6. Tobacco
7. Destruction of school property
8. Stealing

Responsibility for the positive development and maintenance of disciplined behavior is shared by parents, guardians, students, teachers, principals, administrative and support personnel, the superintendent, and the board of education. The goal of Lincoln County Schools in the area of student behavior is self-discipline for each student. [G.S. 115C-391.1](#), clarifies the permissible use of seclusion and restraint in Public Schools and within the Lincoln County Schools. The provisions of this statute will be implemented at all levels and the duties and responsibilities as set out will be followed by the appropriate school personnel. **(Regulation Code: 3135-R)** For more information concerning student behavior, please refer to the following LCS Board Policies: Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety – **LCS Policy 4333** Theft, Trespass and Damage to Property **LCS Policy 4330** Drugs and Alcohol – **LCS Policy 4325**

Union Elementary Procedures

Assembly Procedures

1. Enter designated area in a single file line at a voice **level 0**
2. Be seated on your bottom with your hands in your lap remaining still
3. Listen to presenter and participate appropriately
4. When dismissed exit in a single file line at a voice **level 0**

Bus Procedures

1. Walk to the bus at a voice **level 0**
2. Voice **level 1** except **level 0** when the lights are on
3. Remain in assigned seat on your bottom facing the front
4. Keep your hands, feet, and objects to self

Cafeteria Procedures

1. Enter cafeteria in a single file line at a voice **level 0**
2. Get all items before being seated
3. Sit facing the table talking to your neighbor at a voice **level 2 (level 1 breakfast)**
4. Use good table manners (chew w/mouth closed, eat only your food, clean up your area)
5. Remain seated until dismissed by teacher exiting at a voice **level 0**

Car Rider Procedures

1. Sit in designated area on bottom with legs crossed
2. Voice **level 0**
3. All items remain in book bag
4. Listen for your name and number
5. Walk and remain behind cone

Hallway Procedures

1. Enter the hallway at a voice **level 0** in a single file line
2. Walk on the right side keeping your hands, feet, and objects to self
3. Remain in a single file line following the person in front of you

Playground Procedures

1. Stay in your designated area
2. Voice **level 4**
3. Use equipment properly
4. Take turns and include all peers

Restroom Procedures

6. Voice **level 0**
7. Flush toilet
8. Wash hands using soap
9. Put paper towel in trash
10. Return promptly

HARASSMENT/BULLYING

Lincoln County Schools Board of Education Policy addresses the issue of harassment/bullying. Below are excerpts of those policy components. The policy in its entirety is located on the Lincoln County Schools website (www.lincoln.k12.nc.us).

Policy Code: 4331 Assaults, Threats, Harassment and Bullying

The board will not tolerate assaults, threats, harassment, or bullying from any student. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. The superintendent is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school district. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules. Union Elementary embraces the policy of being "violence free" and violence is not an acceptable procedure for handling conflicts. Daily on WOWL (school broadcast system) students are reminded of the school rules and good character is addressed.
(**Exhibit Code: 1510/4200/7270-E School Safety**)

Policy Code: 1710/4021/7230 Prohibition Against Discrimination and Harassment

Student procedures for filing grievances in cases of harassment or discrimination are found in policy **1740/4010** and sexual harassment in policy **1745/4027**. As relating to harassment, note the following: The administration takes a 'zero tolerance' attitude. All reports of harassment will be investigated. Lincoln County Schools Policy will be followed

SCHOOL BUS BEHAVIOR

The Lincoln County Board of Education is committed to creating the safest, efficient, and effective transportation system possible. Therefore, the Board recognizes the following components of a safe transportation system:

- Bus transportation is a privilege, not a right, for students. The school district and the state invest money to provide the opportunity for fee-free transportation to and from school; but, there is no inherent right for any student to participate in this transportation of students.
- Appropriate behavior by students on school buses is vital to student safety.
- The Lincoln County Board of Education will not tolerate the concept that one student may place other students' lives in jeopardy by being involved in activities that distract the bus driver from his primary responsibility of the safe transportation of students.
- Please have your student arrive at their bus stop approximately 5 minutes before their stop time. This will help with ensuring timely pick-up due to daily bus time fluctuations.

These guidelines are for violations on the school bus that include: failure to follow instructions of the bus driver to remain seated, keep hands, feet, and objects to self, or other instructions for safe and efficient operation of the bus, as well as throwing or launching objects on the bus or destruction of property. Failure to adhere to these guidelines will result in:

- **FIRST OFFENSE: Verbal warning** given to the student by the bus driver and/or administration. Action will depend on severity of the offense.
- **SECOND OFFENSE:** Student is placed on **probation and given upto a 2 day suspension**. Parents will be notified in writing and by telephone.
- **THIRD OFFENSE:** Denial of bus privileges for up to **3 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.
- **FOURTH OFFENSE:** Denial of bus privileges for up to **5 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.
- **FIFTH OFFENSE:** Denial of bus privileges for up to **10 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.
- **SIXTH OFFENSE:** Denial of bus privileges for up to **20 days** depending on the maturity of the student and the severity of the offense. Parents will be notified.
- **SEVENTH OFFENSE: Permanent removal** from the bus for the remainder of the year.

Fighting, assaults, weapons, drugs, etc. Students involved may be removed from the bus for an extended period of time up until the end of the school year. Other school rules affecting fighting, assaults, weapons, drugs, etc. will apply. *For more information concerning bus behavior, see (LCS Board Policy Code 4317 R-1)*

The principal may skip the initial steps of discipline and move to more stringent steps if severity of the offense justifies more severe punishment.

CHANGES IN TRANSPORTATION

Due to safety and bus capacity regulations, students **may not ride** home with friends on the bus if the student does not ride that bus. If your child is to leave school using a method other than his/her usual method of transportation, notify the school by sending a **written note in the planner. Phone messages will only be honored in emergencies. This helps ensure proper documentation for your child's security and safety.**

MONEY, VALUABLES, WEAPONS

Please place all monies in an envelope with your child's name, amount, and written explanation of the purpose of the monies. A child should not carry more money to school than is needed for the day.

Toys, electronics, dangerous items, wallet chains, or living animals should not be brought to school without prior approval by the teacher for a classroom learning activity. **DO NOT LET YOUR CHILD WEAR VALUABLE JEWELRY TO SCHOOL.** The school is not liable for lost items. Knives and other dangerous weapons brought to school may result in expulsion or suspension of the students possessing them. For more information concerning student behavior concerning weapons, please refer to the following LCS Board Policies: Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety – **LCS Policy 4333**

CAFETERIA

Our cafeteria prepares wholesome and nutritious meals. We solicit your support in encouraging your child to eat in the school cafeteria. However, your child may bring his/her own lunch to school. Lunch payment/money for extras may be sent at any time. Please place your child's first and last name and his/her account number on the check

and/or on the front of the envelope for proper credit. In addition, parents may view a detailed report of purchases and make payments online at www.k12paymentcenter.com.

Parents and relatives are invited to have lunch with their child(ren) in our cafeteria. However, lunch guests must be listed under student contacts. Union Elementary reserves the right to make changes in the lunch schedule without notice due to field day, field trips, extended testing time, or other special events. The menu will be sent home with students and posted on the Lincoln County Schools Website. Please refrain from calling the school for the daily lunch menu. We ask that parents eat lunch with their children only and sit at the tables along the left wall of the cafeteria.

Our cafeteria provides UNIVERSAL BREAKFAST free of charge daily for all students, guest/adult breakfast is \$2.00

Lunch Prices

All Students- \$0.00

Adults/non-school children- \$4.00

Single Items- a la carte prices

- Snacks- \$.60 or higher
- Milk- \$.70

Free lunch will be provided to all students this school year.

Students with medical conditions such as allergies and diabetes may request modification to school meals by completing a Diet Order Form. Parents may obtain a diet order form from the Child Nutrition Manager or School Nurse. Diet order forms should be updated annually or as medical conditions change.

ICE CREAM

Ice cream is sold in the afternoon after all lunches have been served. The cost is **\$.75** and is payable daily or by teacher request. **Please do not send money for the week. Children do not have individual ice cream accounts.**

SCHOOL PARTIES and BIRTHDAY CELEBRATIONS

Lincoln County Board Policy **permits two parties a year for students.** The PTO grade parents host the parties. Birthdays may be celebrated with a special treat to be enjoyed by the class at lunchtime (**NO HOMEMADE ITEMS ARE ALLOWED. ONLY STORE BOUGHT ITEMS DUE TO STATE AND BOARD POLICIES.**) Please schedule this with the teacher.

INSURANCE

School accident insurance is optional. **The check or money order is sent directly to the company.**

PTO

By joining the Parent Teacher Organization (PTO), parents, staff, and community show their support for their school and their children. We want every family represented as members of the PTO.

Please refer to the Lincoln County Schools website at www.lcsnc.org for a complete listing of Annual Public Notices.

Annual Notice Regarding Parents/Guardians' Right of Access to Student Records

Each year parents and students need to be reminded of the student's record policy of Lincoln County Schools. Parents of students or 18 year-old students who wish to review any or all of their school records pertaining to the student should contact the principal for an appointment. The records will be reviewed with school personnel and parents may have a copy of the records for a standard copying fee.

Asbestos Management Plan

Our school is free from any asbestos materials. Our school has an asbestos management plan located in the school office. If you would like to review the plan please make an appointment during normal school hours.

Equity Notice

The Lincoln County School System does not discriminate against any person on the basis of sex, race, color, national origin, age, handicap, political affiliation or belief in any educational or employment program or activities.