

Union East Elementary School

**3550 Union Road
Cheektowaga, NY 14225**

Student/Parent Handbook



Main Office: 716-686-3620

Fax Number: 716-686-3666

School Nurse: 716-686-3623

At Union East Elementary we follow the five B's...

Be On Time & Ready!

Be Respectful!

Be Responsible!

Be Safe!

Be Kind!



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WELCOME TO UNION EAST ELEMENTARY!

Who We Are

Union East Elementary School is a public elementary school located in Cheektowaga, New York, which is in a small city setting. Our school community -- comprised of students, parents, teachers, administrators and support staff -- is united through shared core values that drive our mission.

What We Value

Diversity

Excellence

Accountability

Inquiry

Perseverance

Collaboration

Adaptability

Initiative

Creativity

Courage

Empathy

Acceptance

What We Believe

- All students can learn.
- Success builds self-esteem and self-esteem leads to success.
- Prevention/early intervention reduces the need for remediation.
- A non-coercive environment fosters individual responsibility.
- Student performance improves when the school community uses current data and research to meet evolving needs.

ABOUT UNION EAST ELEMENTARY SCHOOL

Union East Elementary School is located east of Buffalo with convenient access to major transportation arteries including both rail and air terminals within minutes from the schools. As a first ring suburb to the city of Buffalo, our school boasts of a diverse culture where all students celebrate their uniqueness as well as their unity as members of the Cheektowaga Central School District. Union East Elementary is celebrating “55 years of academic excellence!” Opened in 1968 our school currently serves approximately 950 students in UPK through fourth grade. According to the Public Schools Review (2023), Union East Elementary ranks in the Top 5% of Most Diverse Schools across New York State.

In addition to classroom instruction, students at Union East Elementary have the opportunity to participate in programming such as vocal and instrumental music, art, physical and wellness education, and library media services. Individual needs may also be met through our enrichment program (WIN) and/or pupil personnel staff.

To accomplish our vision and mission to inspire a high level of learning, the district has set three priorities:

- to inspire a high level of learning for all students
- focus on developing the whole child
- creating opportunities for students to incorporate 21st century skills

The board of education goals also focus on community involvement. Union East Elementary encourages parents and community members to become involved in the school through volunteering. Union East Elementary School emphasizes high standards, technology integration, parent/community involvement and personal student development. Commitment to the district vision and mission starts at the top with the Board of Education and is thread throughout each building and the community at large.

Our handbook was written in a spirit of cooperation hoping to provide a wide range of school information. However, the office is always available to answer questions at any time.

Our Leadership Team

- Mrs. Melissa Mitchell, Principal
 - mmitchell@ccsd-k12.net
 - 716-686-3626
- Mrs. Julia Hamels, Assistant Principal
 - jhamels@ccsd-k12.net
 - 716-686-3699
- Mrs. Stephanie Anderson, Assistant Principal
 - sanderson@ccsd-k12.net
 - 716-686-3605

UNION EAST ELEMENTARY CODE OF CONDUCT

CCSD Learning & Behavioral Expectations

A concerted effort was made to establish a consistent social culture and a common language across all of our buildings district-wide, through the application of 5 common learning and behavior expectations. District administrators collaborated and agreed on five behaviors that they felt were crucial for a student to demonstrate in order to be successful both in school and out in the community, regardless of their age. In each building, these expectations are referred to as “The Five B’s.”

The Five B’s

These expectations are explicitly taught, modeled, and reinforced with our students daily. Students are acknowledged when they demonstrate these desired behaviors.

- Be On Time & Ready
- Be Respectful
- Be Responsible
- Be Safe
- Be Kind



Project Positive

Project Positive is an overarching, district-wide, multi-tiered framework for creating and cultivating a positive learning environment for all of our students and staff here at Cheektowaga Central School District. We utilize evidence-based practices into the daily operations of our school to promote positive behaviors and opportunities for learning for all of our students, including but not limited to Positive Behavior Intervention Supports (PBIS).

Union East staff consistently reinforces positive behaviors to improve communication skills, prevent bullying, and create a community of good character and citizenship. These positive behaviors are tracked daily through Class Dojo. Included in our PBIS model, incentives can be earned for individual students demonstrating excellence with each month's Five B focus. Grade-level classrooms and building-wide incentives are also introduced and awarded when targeted behavioral goals are met.

All of Union East has embraced a common code of conduct:



The Five B's: Classroom



On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> ✓ Be present ✓ Be ready to listen and learn ✓ Have materials ready ✓ Follow routines 	<ul style="list-style-type: none"> ✓ Listen & participate ✓ Love learning! ✓ Use the 4 C's: Collaborate, Communicate, Be Creative, Think Critically 	<ul style="list-style-type: none"> ✓ Use time wisely ✓ Be and do your best work ✓ Organize yourself, your space, and your materials 	<ul style="list-style-type: none"> ✓ Follow rules & expectations ✓ Think before making a choice ✓ Use supplies correctly 	<ul style="list-style-type: none"> ✓ Use kind words and actions ✓ Be open-minded to others words and actions ✓ Be patient ✓ Have sympathy and empathy



The Five B's: Bus



On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> ✓ Be at your bus stop, on the sidewalk and ready to board ✓ Pay attention to signals ✓ Follow all directions given by your driver 	<ul style="list-style-type: none"> ✓ Listen to your driver ✓ Use a quiet voice (Level 1) to talk with your friends ✓ Keep your hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ✓ Sit in your assigned seat ✓ Keep your bus clean ✓ Save your snacks and drinks for later 	<ul style="list-style-type: none"> ✓ Remain seated at all times **Bottom to Bottom **Back to Back ✓ Walk to and from the bus ✓ Wait for the bus to STOP before boarding and exiting 	<ul style="list-style-type: none"> ✓ Use kind words when speaking to others ✓ Say, 'Good morning!' and 'Thank you!' to your driver every day ✓ Make room for others



The Five B's: Cafeteria



On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> ✓ Arrive and leave at scheduled time ✓ Know your lunch choice ahead of time ✓ Have everything you need to eat your lunch 	<ul style="list-style-type: none"> ✓ Use your manners when going through the line (i.e. Please and Thank you) ✓ Use inside voices; speak quietly with your neighbor ✓ Obey lunch monitors and cafeteria staff 	<ul style="list-style-type: none"> ✓ Throw all of your trash into the garbage can ✓ Eat your own lunch without sharing with others ✓ Stack your trays nicely like a puzzle 	<ul style="list-style-type: none"> ✓ Stay in your seat ✓ Keep your hands and feet to yourself ✓ Use your utensils for eating 	<ul style="list-style-type: none"> ✓ Use kind positive words when speaking with peers and staff ✓ Include everyone at your table in conversations ✓ Let others sit at the empty seats at your table



The Five B's: Bathroom



On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> ✓ Go at designated times ✓ Use as quickly and neatly as possible 	<ul style="list-style-type: none"> ✓ Keep your hands, feet, and eyes to yourself ✓ Clean up after yourself ✓ Flush the toilet 	<ul style="list-style-type: none"> ✓ Use only when necessary ✓ Throw trash in garbage cans ✓ Wash your hands with one squirt of soap 	<ul style="list-style-type: none"> ✓ Keep your feet on the floor ✓ Keep water in the sink ✓ Keep soap in the sink 	<ul style="list-style-type: none"> ✓ Wait your turn quietly and patiently ✓ Use kind words like 'excuse me,' 'please,' and 'thank you'



The Five B's: Playground



On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> ✓ Line up with your teacher quickly ✓ Line up quietly to enter the building 	<ul style="list-style-type: none"> ✓ Share equipment ✓ Take turns 	<ul style="list-style-type: none"> ✓ Keep the playground clean ✓ Put borrowed equipment back where it belongs 	<ul style="list-style-type: none"> ✓ Use equipment properly ✓ Stay in designated area 	<ul style="list-style-type: none"> ✓ Take turns ✓ Share ✓ Invite friends to play



The Five B's: Hallway & Stairs



On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> ✓ Line up with your materials quickly and quietly ✓ Pay attention and stay with your class & keep the line moving ✓ Walk in a straight line 	<ul style="list-style-type: none"> ✓ Keep your hands & feet to yourself ✓ Mouths are quiet ✓ Stay to the right 	<ul style="list-style-type: none"> ✓ Hands at your sides ✓ Be aware of other classes working ✓ Follow directions 	<ul style="list-style-type: none"> ✓ Walking feet & eyes facing forward ✓ Keep space in front of you ✓ Hold onto railings; one foot on each step 	<ul style="list-style-type: none"> ✓ Smile and wave at others but remain quiet ✓ Open/hold doors for others ✓ Be aware of others who are working

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. At Union East, we understand that school is a place to learn and grow. This includes learning about rules which may be different from home. We do not expect perfection. We expect that there will be infractions and have crafted a plan to intervene to best support each child.

As a general rule, discipline will be progressive. That means that both the number of violations and severity of the behavior will be considered when determining consequences. For example, a student's first offense will usually merit a lighter consequence than subsequent violations. In addition, discipline will include an educative component, providing students with an understanding of the effects of their behavior upon others and an opportunity to repair the harm done as a component of the process. The following flowchart clearly outlines how every adult in our school will respond when rules are enforced and consequences are implemented.

Please note that interventions are planned (not reactive) and positive. If you can think of a positive intervention which would positively impact your child, please reach out to us!

RESTORATIVE QUESTIONS

When Challenging Behavior

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think needs to happen to make things right?



To Help Those Affected

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?



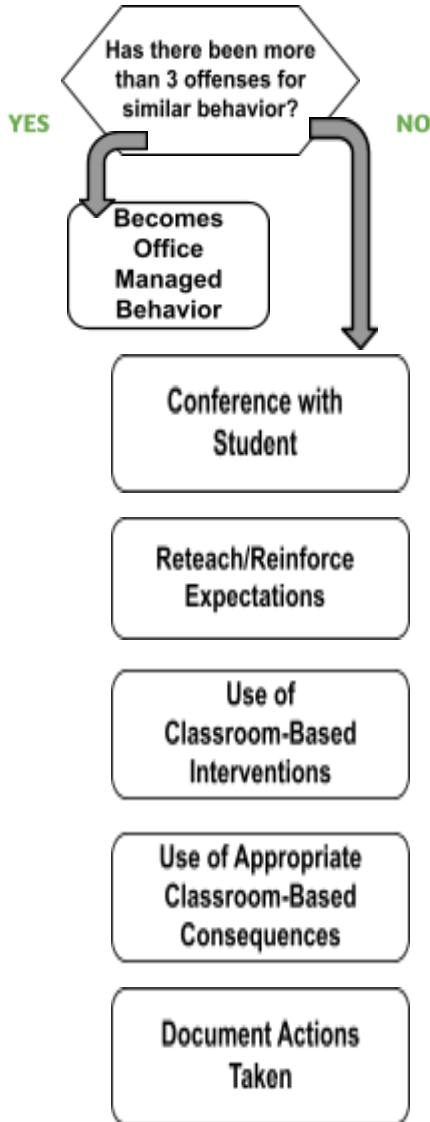
Union East Elementary School Behavior Flow Chart



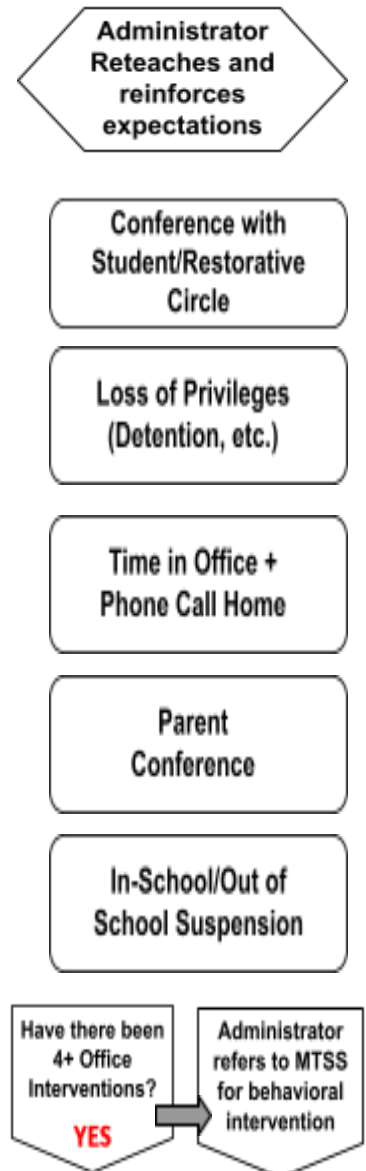
Observable Problem Behavior

Teacher/Staff Managed Behaviors

Office Managed Behaviors



Teacher/Staff Managed Behavior (MINOR)	Office Managed Behavior (MAJOR)
Inappropriate Language -Name calling Disrespect -Talking back	Abusive Language -Obscene language -Inappropriate gestures -Verbal threat or aggression against another person
Physical Contact (reactive) -Pushing/shoving -Kicking/wrestling	Physical Contact (with intent) -Kicking, hitting, pushing, punching, shoving, biting and pinching with intent to do harm
Observable Behavior -Running in the hallway -Poor line behavior -Throwing food	Leaving school grounds without permission Observable Behavior -Screaming/yelling -Teacher cannot teach
Minor Vandalism -Writing on desks	Major Vandalism of Personal or School Property & Stealing
Defiance -Not completing work -Not following directions -Non compliance	Bus Incidents Technology Violations



Classroom Interventions

-Reteach Expectations
-Provide Choices
-Reminders/Prompts

-Change Seat
-Reflection/Think Time
-Student Conference

-Curricular Modifications
-Restorative Circle
-Remove Distractions

-Positive Statement
-Positive Note/Call Home
-Student of the Month

-Student Shout-Out
-Lunch with Teacher
-Table Leader

-Positive "Sticky Notes"
-Dojo Points
-Line Leader

ARRIVAL AND DISMISSAL

The following procedures will be used when picking up your child at the end of the school day. Please note it is important to follow the procedures for both morning drop-off and afternoon pick-up.

ARRIVAL PROCEDURES

- Morning drop-off begins at 8:40 am.
- UPK students-UPK Door
- K-4 students-Main Entrance
- With the exception of before school activities, please **DO NOT** drop off before 8:40 am as there is no supervision.
- Students arriving “*ON TIME & READY*” **DO NOT** have to sign in

TARDINESS

- Attendance is taken promptly at 9:00 a.m
- If your child arrives **after 9:00 a.m.**, your child **must** be signed in at the main office by a parent or guardian

EARLY RELEASE

- Written permission must be provided stating who will be picking up the child and at what time.
- An adult must come to the main office to sign out the child before the child can be released.
- All students will remain in their classroom until the adult arrives.
- Early release is permitted for emergencies only. Please try to limit early dismissals as instruction goes until 3:25 pm.
- Everyday early dismissals **WILL NOT** be honored.

DISMISSAL PROCEDURES

- Dismissal begins at 3:25 pm (2:25 pm on Wednesday)
- UPK Students (and siblings)-dismiss from outside their classroom door
- K-4 Students-dismiss at the main entrance
- An adult must sign out the child(ren)
- Proper ID is **required** each day
- Any changes to your child’s dismissal routine must be communicated to the Union East Main Office, preferably in writing, prior to 1:30 pm daily.
- Please **DO NOT** communicate dismissal changes through Class Dojo.

VISITORS

All visitors are asked to report to the main office. Proper ID is required to enter the school building. Visitors are allowed during pre-arranged volunteer time and during special events.

ABSENTEEISM

When a child is absent, parents are required to send a written note with your child on the first day back to school after an absence. The note should include the dates absent, the reason for the absence and a parent's signature.

COMPULSORY ATTENDANCE

Minors must attend school full-time until the last day of school of the session in the school year in which the minor turns 16. If children under 17 do not attend school then law enforcement officers and/or Child Protective Services (CPS) may become involved.

According to NYS Law, excused absences include:

- Student sickness
- Death in the family
- Doctor's appointments
- Religious observations

ATTENDANCE PROTOCOL

State law requires that students who are enrolled attend school consistently. Students are expected to arrive on time each day and to remain for the entire school day. We ask that parents stress the importance of school attendance and make every effort to avoid scheduling appointments or other activities that conflict with school hours. This protocol includes a total of excused and unexcused absences, as well as, tardies. The following protocol will be implemented to ensure we are in compliance with state statutes:

1. Student misses 4 consecutive days without notifying the school = Parent call home
2. Student misses 10% of the quarter = Formal attendance letter mailed home #1
3. If there is no improvement after steps 1-2 = Formal attendance letter mailed home #2
 - a. Along with a requested parent conference
4. If there is no improvement after steps 1-3 = Referral of student to Student Support Team
5. If there is no improvement after steps 1-4 = Formal attendance letter mailed home #3
 - a. Along with a possible home visit by our School Resource Officer
 - b. Along with a possible call to Child Protective Services (CPS)
 - c. Along with possible retention of student

FACTS ABOUT ATTENDANCE

Getting Your Child to School Really Matters



Did You Know... ?

In a School Year, If Your Child is Late Every Day By...

Your Child Would Have Lost Approximately...

or They Would Have Missed Approximately...

5 Minutes	3.5 Days from School	20 Lessons
10 Minutes	7 Days from School	41 Lessons
15 Minutes	10 Days from School	55 Lessons
20 Minutes	14.5 Days from School	82 Lessons
30 Minutes	22 Days from School	123 Lessons

Please Encourage Punctuality to Maintain Attendance

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



ELEMENTARY STUDENTS

read well by the end of third grade



MIDDLE SCHOOLERS

pass important courses



HIGH SCHOOLERS

stay on track for graduation



COLLEGE STUDENTS

earn their degrees



WORKERS

succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



www.attendanceworks.org

HEALTH OFFICE INFORMATION

If there is any change in the health status of your child, the school nurse should be notified so the information can be added to the child's permanent health record. If any injury requiring medical attention occurs, the parents are informed of the condition as soon as possible, so medical care of their selection may be provided. The school nurse is not in a position to care for injuries that have been received outside of school. Children who show symptoms of illness in the morning should not be sent to school.

PHYSICAL EXAMINATIONS

New York State Education Law requires physical examinations before entry into UPK, kindergarten, second and fourth grades. Students new to the district are also required to have an exam. Exams may be done by a family physician or by the district's physician during the school year and if not within the school year will automatically be done by school physician.

COMMUNICABLE DISEASES

When a contagious disease is reported in an elementary classroom, a notice will be sent home with each student in that class. If your child is diagnosed as having a communicable disease, please inform the school nurse. According to New York State Education Law, any child with an undiagnosed rash, temperature over 100 degrees, any suspected communicable disease, will be excluded from school until diagnosed and/or treated. Parents/guardians will be notified.

If your child has lice, or you suspect the occurrence of lice, please contact the school nurse. Your child must be examined before being readmitted to school. This procedure is very important in preventing the spread and reoccurrence of lice.

MEDICATIONS

According to New York State Health Education Law, any medication to be administered must be brought to the school **by an adult** in the bottle or container in which the medicine was purchased or prescribed. It is necessary to receive **written** permission from the **physician** before any prescription medication will be given. Certain over-the-counter medications such as Tylenol, Motrin, OTC eye drops, or non-drowsy OTC allergy medications may be given with a written note from the parent. The note should include permission for school personnel to administer the drug, along with a statement of the reason, the name of the drug, the amount and the time to be given. This includes prescription medication as well as over-the-counter medication. All medications must be kept in the Health Office and used under the supervision of the nurse.

TRANSPORTATION

Bus schedules and pick-up/drop-off locations are established during the summer and parents are notified by mail. Good student behavior is imperative for safe bus operation. Bus drivers are responsible for bus behavior and may recommend that a child who repeatedly creates an unsafe situation on the bus through improper behavior be disciplined by school administration. This will be in the form of a bus behavior referral form. Should your child receive 3 referrals, your child may lose provision of bus transportation for a period of time.

CAFETERIA PROCEDURES

Breakfast is served in the classroom each day, and lunch is provided daily in the school cafeteria. Information is sent home at the beginning of each school year detailing the breakfast/lunch program, including the free and reduced program for those eligible. Menus are sent home monthly and are posted on ClassDojo and the district website. Students are scheduled for a 35 minute lunchtime. During this time, they should remain seated and raise their hands if they need help. Appropriate behavior is expected at all times.

PARENT TEACHER CONFERENCES

Conferences are held at the request of the teacher or parent at any time. Formal conferences are scheduled by the teacher once a year.

STUDENT SUPPORT TEAM

Union East strives to meet the individual learning needs of each child through a rigorous yet differentiated academic program. At times, however, some students demonstrate a need for additional support in order to meet the New York State Learning Standards in English language arts and mathematics. As a result, Union East provides targeted academic support through a collaborative process to help students succeed. The following plan outlines the multi-tiered system of supports (MTSS), a framework which includes Academic Intervention Services (AIS), Response to Intervention (RTI), and Positive Behavioral Interventions and Supports (PBIS). At any time, parents and teachers may refer a student to the Student Support Team (SST)

LOST AND FOUND

A container is located in the Main Office closet. Please have your child check it regularly for any lost articles. If items of value are found, we ask that they be turned in at the office for safekeeping. If an item is lost on the bus, check the main office first, then you can call WNY Bus Co to see if the driver may have found the item. Any items left in the lost and found will be put on tables during Parent Teachers conferences. All items unclaimed will be regularly donated to GoodWill.

BIRTHDAY TREATS

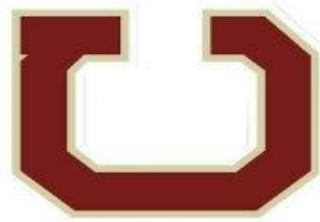
Birthday treats are permitted at Union East. Please make arrangements with your child's teacher. Treats can be dropped off at the Main Office the day of the celebration. The secretaries will notify the teacher.

EXTRACURRICULAR ACTIVITIES

Union East has a variety of before-school activities in which your child can participate. Information on the activities will be made available to you throughout the year.



Union East Elementary School Communication Plan



2023-2024



BLACKBOARD CONNECT

Voice Calls

- Emergency Announcements
- Reminders of Schoolwide Events
- Important Information
- Student absence
- E-Mails & Text Messages
 - Weekly Principal Message & Newsletter
 - Reminders of events



CLASS DOJO

- Weekly post by the classroom teachers on the Class Story
- Reminders of school, grade level and classroom activities
- Direct messaging with teachers and school staff (All messages received after 4:30 pm will be answered the following day)



Union East Website

- Virtual Backpack - flyers and other communications home
- Newsletters
- Daily Announcements
- Monthly Calendar
- Supply Lists
- Link to Renaissance Learning



FACEBOOK

- Photos from schoolwide events
- Emergency announcements
- Reminders of Schoolwide Events

To contact your child's teacher regarding individual concerns:

- message directly on Class Dojo
- send an email
- leave a voicemail & the teacher will return your call



- Update contact information
- Access student report cards

- Trimester 1 - November 29
- Trimester 2 - March 20
- Trimester 3 - June 25



PLEASE FILL IN THE NECESSARY INFORMATION
AND USE THIS PAGE FOR A HANDY REFERENCE

STUDENT NAME		
HOMEROOM TEACHER		
MORNING BUS #		
AFTERNOON BUS #		

Main Office: (716) 686-3620 (call for absences or dismissal changes)

School Nurse: (716) 686-3623

WNY Bus Co: (716) 681-2100

Web Site: www.cheektowagak12.org

E-mail: All teachers have email. The email address is the initial of the teacher's first name followed by the teacher's last name

Example: To address email to Jane Doe, type:

jdoe@ccsd-k12.net

cut here and return this

I have received and read through the Union East Elementary Student/Parent Handbook for the 2023 - 2024 school year in its **entirety**.

I agree with the terms and conditions contained within this document, as I understand that it was created to ensure that my child is given the best opportunities for academic, social and emotional growth and success.

Child's First & Last Name: _____ Grade _____

Parent/Guardian Signature: _____

Date of Acknowledgement: _____

