

# Union East Elementary School

**3550 Union Road  
Cheektowaga, NY 14225**



## Student/Parent/Guardian Handbook



**Main Office: 716-686-3620**

**Fax Number: 716-686-3666**

**School Nurse: 716-686-3623**

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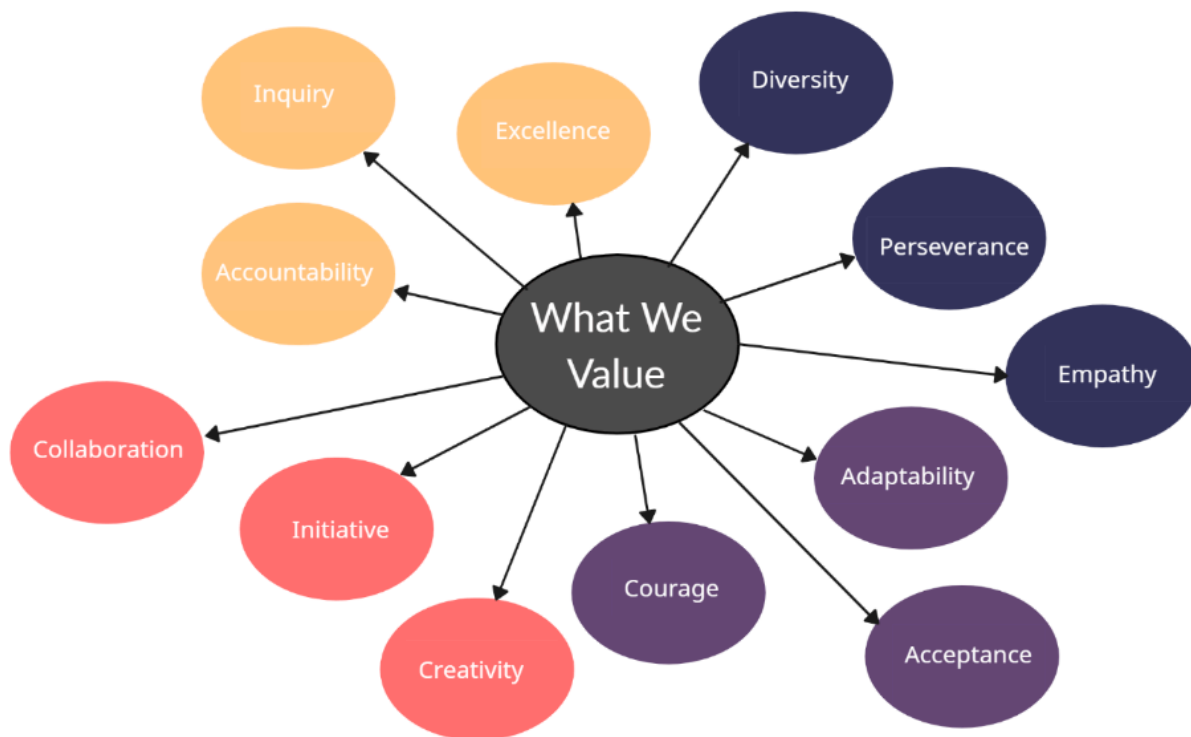
# Welcome to Union East Elementary!



**Vision:** Where character, curriculum, and community connect

**Mission:** Create a structured and engaging environment that fosters positive relationships and the well-being of ALL in reaching their full potential

**Priorities:** Well-being, Structure, Engagement & Relationships



## 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.

## **GENERAL INFORMATION**

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 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 “56 years of academic excellence!” 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, technology/STEM, physical and wellness education, and library media services. Students also receive tailored instruction during “What I Need” (WIN) time to meet their individual needs in the areas of reading and math.

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 threaded 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](mailto:mmitchell@ccsd-k12.net)
  - 716-686-3620
- Mrs. Julia Hamels, Assistant Principal
  - [jhamels@ccsd-k12.net](mailto:jhamels@ccsd-k12.net)
  - 716-686-3620
- Mrs. Stephanie Anderson, Assistant Principal
  - [sanderson@ccsd-k12.net](mailto:sanderson@ccsd-k12.net)
  - 716-686-3620

**Main Office: 716-686-3620**

**Fax Number: 716-686-3666**

## **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 five 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 5 B’s.”

### **The 5 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 a 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 in the daily operations of our school to promote positive behaviors and learning opportunities for all of our students, including but not limited to Positive Behavioral 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 5 B focus. Individual classroom rewards 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:

<div>  <b>The 5 B's: Classroom</b>  </div>				
On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> <li>✓ Be present</li> <li>✓ Be ready to listen and learn</li> <li>✓ Have materials ready</li> <li>✓ Follow routines</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen &amp; participate</li> <li>✓ Love learning!</li> <li>✓ Use the 4 C's: Collaborate, Communicate, Be Creative, Think Critically</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use time wisely</li> <li>✓ Do your best work</li> <li>✓ Organize yourself, your space, and your materials</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow rules &amp; expectations</li> <li>✓ Think before making a choice</li> <li>✓ Use supplies correctly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use kind words and actions</li> <li>✓ Be open-minded to others' words and actions</li> <li>✓ Be patient</li> <li>✓ Have sympathy and empathy</li> </ul>



<div>  <b>The 5 B's: Bus</b>  </div>				
On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> <li>✓ Be at your bus stop, on the sidewalk, and ready to board</li> <li>✓ Pay attention to signals</li> <li>✓ Follow all directions given by your driver</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen to your driver</li> <li>✓ Use a quiet voice (Level 1) to talk with your friends</li> <li>✓ Keep your hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sit in your assigned seat at all times</li> <li>✓ Keep your bus clean</li> <li>✓ Save your snacks and drinks for home</li> </ul>	<ul style="list-style-type: none"> <li>✓ Remain seated at all times **Bottom to Bottom **Back to Back</li> <li>✓ Walk to and from the bus</li> <li>✓ Wait for the bus to <b>STOP</b> before boarding and exiting</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use kind words when speaking to others</li> <li>✓ Say, "Good morning!" and "Thank you!" to your driver every day</li> <li>✓ Make room for others</li> </ul>



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<div>  <h2>The 5 B's: Cafeteria</h2>  </div>				
On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> <li>✓ Arrive and leave at scheduled time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use your manners when going through the line (i.e. Please and Thank you)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Throw all of your trash into the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay in your seat; raise your hand to get up</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use kind, positive words when speaking with peers and staff</li> </ul>
<ul style="list-style-type: none"> <li>✓ Know your lunch choice ahead of time</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use a level 2 voice; speak with the classmates near you</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eat your own lunch without sharing with others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include everyone at your table in conversations</li> </ul>
<ul style="list-style-type: none"> <li>✓ Have everything you need to eat your lunch</li> </ul>	<ul style="list-style-type: none"> <li>✓ Obey lunch monitors and cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stack your trays neatly like a puzzle</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use your utensils for eating</li> </ul>	<ul style="list-style-type: none"> <li>✓ Let others sit at the empty seats at your table</li> </ul>

<div>  <h2>The 5 B's: Bathroom</h2>  </div>				
On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> <li>✓ Go at designated times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your hands, feet, and eyes to yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use only when necessary</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wait your turn quietly and patiently</li> </ul>
<ul style="list-style-type: none"> <li>✓ Use as quickly and neatly as possible</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Throw trash in garbage cans</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use kind words like "excuse me," "please," and "thank you"</li> </ul>

	✓ Flush the toilet	✓ Wash your hands with one squirt of soap	✓ Keep soap in the sink	
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<div>  <b>The 5 B's: Playground</b>  </div>				
On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> <li>✓ Line up with your teacher quickly</li> <li>✓ Line up quietly to enter the building</li> </ul>	<ul style="list-style-type: none"> <li>✓ Share equipment</li> <li>✓ Take turns</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep the playground clean</li> <li>✓ Put borrowed equipment back where it belongs</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use equipment properly</li> <li>✓ Stay in designated area(s)</li> <li>✓ Keep your hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Take turns</li> <li>✓ Share</li> <li>✓ Invite friends to play</li> </ul>

<div>  <b>The 5 B's: Hallway &amp; Stairs</b>  </div>				
On Time & Ready	Respectful	Responsible	Safe	Kind
<ul style="list-style-type: none"> <li>✓ Line up with your materials quickly and quietly</li> <li>✓ Pay attention, stay with your class, and keep the line moving</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep your hands &amp; feet to yourself</li> <li>✓ Mouths are quiet; level 0</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hands at your sides</li> <li>✓ Be aware of other classes working</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walking feet &amp; eyes facing forward</li> <li>✓ Keep space in front of you</li> </ul>	<ul style="list-style-type: none"> <li>✓ You can smile and wave at others but remain quiet</li> <li>✓ Open/hold doors for others</li> </ul>



✓ Walk in a straight line	✓ Stay to the right of the hallway	✓ Follow directions	✓ Hold onto railings; one foot on each step	✓ Be aware of others who are working in the hallways
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## **DISCIPLINE PROCEDURES**

Discipline is most effective when it deals directly with the problem at the time, 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. If your child receives an office behavioral referral, you will receive a phone call regarding the incident. A copy of the child's referral will also be mailed home for your records.

Below are "Restorative Questions" that teachers and staff are trained to utilize when students present various behaviors. After that, is a flowchart that 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 that 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**

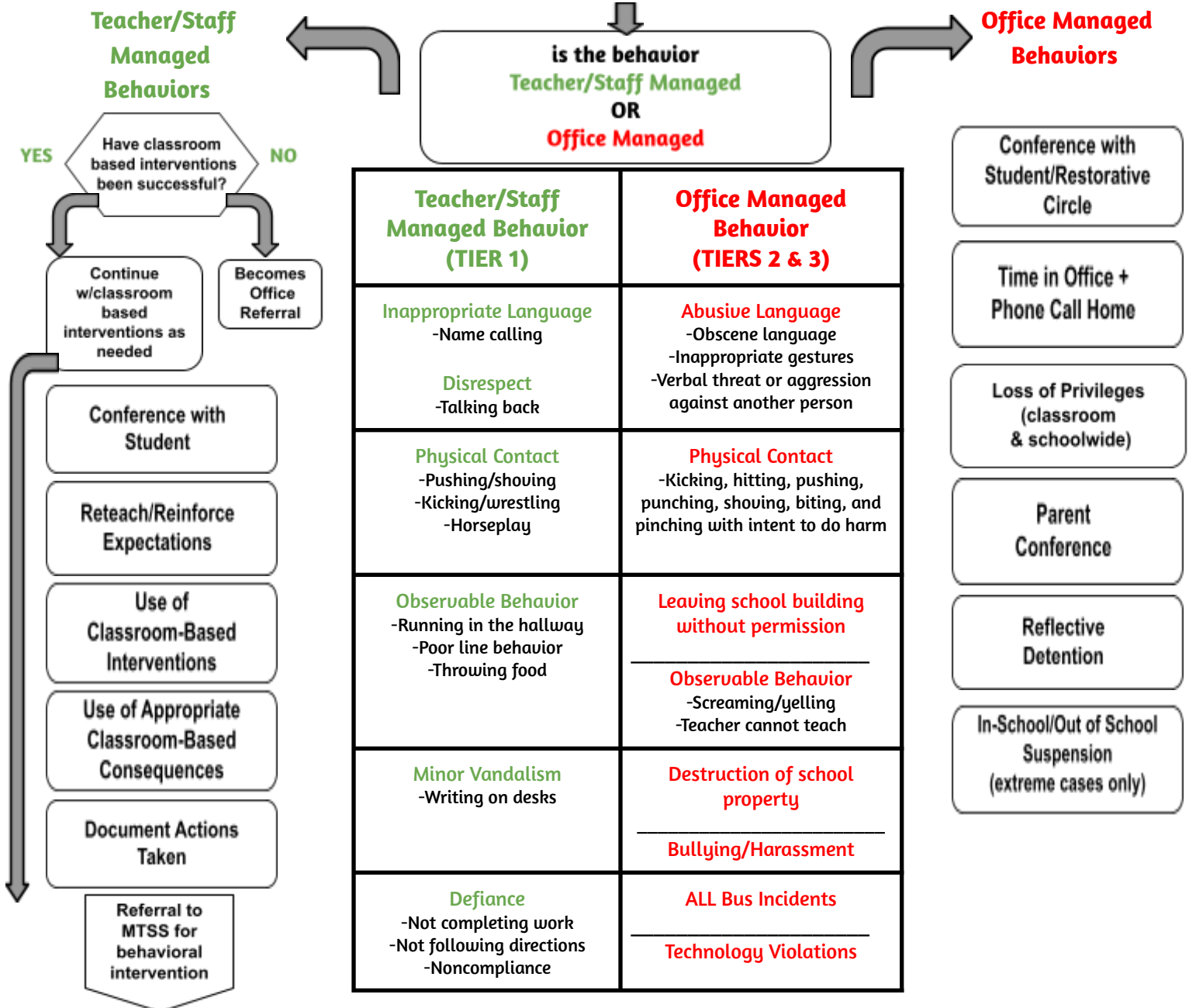
1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen



# Union East Elementary School Behavior Flow Chart



## Observable Problem Behavior



### Classroom Interventions

- Reteach Expectations
- Provide Choices
- Reminders/Prompts
- Restorative Questions

- Change Seat
- Reflection/Think Time
- Student Conference
- 2 x 10 strategy

- 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 dropping off and/or picking up your child from school. 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 a.m; students **WILL NOT** be permitted in the building prior to 8:40 a.m (with the exception of before school activities).
- UPK students-UPK Door
- K-4 students-Main Entrance
- 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; **NO** exceptions

### **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 p.m (2:25 p.m. on Wednesdays)
- Everyday early dismissals **WILL NOT** be honored.

### **Dismissal Procedures**

- Dismissal begins at 3:25 p.m. (2:25 p.m. on Wednesdays)
- UPK Students (and siblings)-dismiss from outside their classroom door
- 2-4 Students-dismiss at the main entrance
- K-1 Students dismiss from door 309
- 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 p.m. daily.
- Please **DO NOT** communicate dismissal changes to your child’s teacher through Class Dojo.

## **ATTENDANCE POLICIES**

### **Absenteeism**

When a child is absent, parents/guardians are required to send a written note with their child on the first day back to school after an absence. The note should include the date(s) absent, the reason for the absence, and a parent/guardian'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
- Doctors' 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 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 the Student Support Team (SST)
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.



**Attendance Works**

Advancing Student Success By Reducing Chronic Absence

[www.attendanceworks.org](http://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. **Children who have fevers of 100 degrees or above and those who have vomited need to be symptom-free for 24 hours before coming back 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 the 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, or 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.



## **ADDITIONAL SCHOOL INFORMATION**

### **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 the provision of bus transportation for a period of time. **A bus suspension is not a school suspension, so a parent/guardian will need to provide transportation to and from school for the duration of the loss of bus riding privilege.**

### **Cafeteria Procedures**

Breakfast is eaten 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 (See “The 5 B’s: Cafeteria”).

### **Parent Teacher Conferences**

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

### **Student Support Team (SST)**

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 support (MTSS), a framework that 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). Permission from the parent/guardian is **not** required to bring up a child to SST.

## **Visitors**

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

## **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 Teacher conferences. All items unclaimed will be regularly donated to GoodWill at the beginning of each new month.

## **Birthday Treats**

Birthday treats are permitted at Union East. Please make arrangements with your child's teacher and be sure to inquire about any food allergies that may be present in the classroom. Treats can be dropped off at the Main Office on the day of the celebration. The secretaries will notify the teacher.

## **Extracurricular Activities**

Union East has a variety of before-school activities, including clubs and intramurals, in which our students can participate. Information on the activities will be made available to you throughout the year.





# Union East Communication Plan

2024-2025



## 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



- Update contact information
- Access student report cards
  - Trimester 1 - November 15
  - Trimester 2 - March 14
  - Trimester 3 - June 26

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



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

<b>STUDENT NAME</b>	
<b>HOMEROOM TEACHER</b>	
<b>MORNING BUS #</b>	
<b>AFTERNOON BUS #</b>	

**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](http://www.cheektowagak12.org)

**E-mail:** All teachers and administrators 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](mailto:jdoe@ccsd-k12.net)**



























