UNION ELEMENTARY SCHOOL STUDENT HANDBOOK 2026-2027

This student handbook was developed to answer many of the commonly asked questions that Union Elementary students and parents may have during the school year and to provide specific information about certain board policies and procedures. This handbook contains important information. Please take time to become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to Mrs. Brown, the principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the board's policies and the school's rules. Current copies of board policies and administrative guidelines are available on the county site https://www.upshurschools.com/

UNION ELEMENTARY STAFF 2026-2027

Principal	Mindy Brown	**Pre-K**	Kristina Dale
Secretary	Shelley Phillips	**Kindergarten**	Elizabeth McClain
Counselor	Ashley Woody	**Grade 1**	Shanah Carpenter
Communities in Schools Coordinator	LouEllen Blake	**Grade 2**	Tonya Jeffries
Cafeteria Manager	Cynthia Reed	**Grade 2**	Rebecca Wilfong
Cook	Annie Stimson	**Grade 3**	Christine Flanagan
Custodian	Glenda Fisher	**Grade 3**	Paige Phillips
Custodian	Mark Russell	**Grade 4**	Kristen Hines
Support Aide	Tia Dowell	**Grade 4**	Terri Burch
Support Aide	Melissa Kelley	**Grade 5**	Lauren Cain
Support Aide	Bobby Tenney	**Special Education**	Bob Clay
Support Aide	Jannie Hoover	**Speech**	Tamara Smithson
Support Aide	Ashley Tenney	**Music**	TBA
Support Aide	Crystal Frederick	**Art**	Eri Hayes
Support Aide	Heidi Harper	**Physical Education**	Dustin Carlyle
Support Aide	Carma Simons		

VISION

At Union Elementary, we believe every child has the potential to soar. Guided by the principles of **Respect, Integrity, Safety, and Encouragement**, our mission is to create a supportive and inclusive learning environment where every student can thrive.

As Eagles, we **RISE** to excellence:

- **R**espect ourselves, others, and our community
- **I**ntegrity guides our actions, in and out of the classroom
- **S**afety is our priority, ensuring a welcoming space for all
- **E**ncouragement empowers each student to reach their highest potential

MISSION

Here at UES, staff and students are offered opportunities for achievement and leadership in a respectful student-centered environment.

PBIS INTRODUCTION

We are an educational system that believes our approach to student discipline is focused on changing behaviors and not punishing students. We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices to reach their academic potential and contribute to the school community. School safety and academic success are created and strengthened when students are effectively and actively engaged in their learning. These outcomes are enhanced when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes. In Upshur County Schools, students have rights and privileges as well as responsibilities. While the school system has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for development and school readiness skills so that children can problem solve, recognize their own feelings and those of others, refrain from impulsive behavior, and manage their anger. Positive Behavioral Intervention & Supports (PBIS) is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving positive social and learning outcomes while preventing problem behaviors. PBIS uses a collaborative team approach to analyze and respond to discipline-related behavioral patterns. The focus of this handbook is to guide student behavior, to link interventions to improve student behavior, and to inform others that will assist school staff in creating safe and orderly environments. The rules and expectations outlined have been developed so that a combination of consistent and fair strategies will be implemented in every classroom.

SCHOOL WIDE EXPECTATIONS

	Respect	**I**ntegrity	**S**afety	**E**ncouragement
Arrival	∉ Polite and use good manners. ∉ Share the hallway.	∉ Arrive on time. ∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences.	∉ PAX Hands and Feet ∉ 3-inch voice in the hallway. ∉ Use second tile; single file ∉ Right side of the hall	∉ PAX Quiet symbol ∉ Show kindness- Give a verbal Tootle ∉ Help others ∉ Greet others with kindness
Cafeteria	∉ Polite and use good manners. ∉ Clean up your eating area and floor. ∉ Raise your hand for help.	∉ Report problems to an adult. ∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences.	∉ 0-inch voice in line and while eating. ∉ 3-inch voice when finished eating ∉ Remain in your seat or place in line. ∉ PAX hands and feet in line. ∉ Eat your own food.	∉ Use please/thank you. ∉ Speak kindly to and about others. ∉ Show kindness- Give a verbal Tootle
Hallway	∉ Share the hallway.	∉ Report problems to an adult.	∉ PAX Hands and Feet	∉ PAX Quiet Symbol

	∉ Quietly close locker doors. ∉ Respect school and others' property. ∉ Keep your hands to yourself.	∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences.	∉ 0-inch voice in the hallway. ∉ Tuck everything in the locker. ∉ Use second tile, single file. ∉ Go straight to your destination and back	∉ Show kindness-Give a verbal Tootle ∉ Help others
Bathrooms	∉ Use bathroom and supplies the way they were meant to be used. ∉ Give privacy to others.	∉ Report problems to an adult. ∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences. ∉ Use the bathroom quickly and only when needed.	∉ Keep the area clean. ∉ Wash your hands. ∉ Stay off the floor. ∉ Put items in the trashcan. ∉ Use equipment appropriately.	∉ Help others ∉ Use PAX hands and feet. ∉ Wait patiently. ∉ Show kindness- Use a verbal Tootle.
Playground	∉ Respect school and others' property. ∉ Share.	∉ Report problems to an adult. ∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences.	∉ Listen to adults and respond appropriately. ∉ Follow game rules. ∉ PAX hands and feet.	∉ Include others and ask friends to play. ∉ Show kindness- Use a verbal Tootle.
Dismissal	∉ Polite and use good manners. ∉ Share the hallway. ∉ 0-inch voice during announcements.	∉ Report problems to an adult. ∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences. ∉ Leave on time. ∉ Wait patiently to be called.	∉ PAX Hands and Feet ∉ 3-inch voice in the hallway. ∉ Use second tile; single file ∉ Right side of the hall	∉ PAX Quiet symbol ∉ Show kindness- Give a verbal Tootle ∉ Help others Greet others with kindness
Assemblies	∉ 0-inch voice ∉ Stay seated on bottom. ∉ Pay attention to assembly with eyes on speaker.	∉ Report problems to an adult. ∉ Do the right thing always. ∉ Admit when you've made a mistake. ∉ Accept consequences.	∉ PAX Hands and Feet. ∉ Stay seated. ∉ Raise your hand to be called on. ∉ Listen to adults and respond appropriately.	∉ Polite applause. ∉ Eyes on speaker.

ARRIVAL AND DISMISSAL

Classroom Instruction begins at 8:00 a.m. Any students arriving after 8:00 a.m. will be considered tardy. **Classroom instruction ends at 3:10 p.m.**

While rare occasions such as medical appointments may require students to be dismissed early, regular requests to pick up students early interrupt the instructional day for every other student in the class. We ask that parents not

pick up students before 3:10 p.m. unless necessary. If you need to pick up your child near dismissal time and it is not an emergency, you will need to use the designated parent pick-up loop. Please do not enter the bus loop at any time after 2:45 p.m. This will help ensure a safe and orderly dismissal process for all students.

Morning Arrival:

Students may start arriving at school at 7:20 a.m. Breakfast will be served from 7:20 a.m-7:50 a.m. daily in the cafeteria. We encourage students to take advantage of our hot breakfast in the morning. You cannot learn on an empty stomach! Students not eating breakfast will report to their classrooms upon arrival.

Parent Drop-Off:

Parents may only drop off their students in the loop located behind the school at any time between 7:20 am-7:55am. Parents are not permitted in the bus lane during that time due to safety issues. Students arriving after 7:55 a.m. and before 8:00 a.m. should come through the main door. Any students arriving after 8:00 a.m. must sign in at the front office.

Afternoon Dismissal:

At the end of our instructional day at 3:15 p.m., students will be dismissed to buses from their classrooms. The first buses will leave at approximately 3:15 p.m. Please refer to the Upshur County Schools website to obtain bus information. Parents who have students in Grades PreK-3 MUST be present at the bus stop or the child will not be permitted to exit the bus and will be returned to the school.

Parent Pick-Up:

Students not riding a bus must be picked up by a parent or guardian by 3:40 p.m. Each student will be given a pickup pass for their car. The person picking up your child MUST have that pick-up pass displayed in their vehicle window so that it is noticeable from the front window of the vehicle.

Changes in Student Dismissal / Early Pick-Up:

If for any reason your child is to leave school early or transportation arrangements are to be different, a note must be sent to the school office in advance. Personal phone calls will be prohibited due to the security of our students. We cannot verify identification over the phone. If you are picking your child up early, please sign them out in the front office.

Visitors:

All visitors, including classroom volunteers and/or chaperones, are required to report to the school office to be given a visitor's badge upon entering the school building.

Lost and Found:

A "lost and found" collection is maintained in the school. Articles not claimed at the end of each nine-week grading period will be given to a charitable organization.

School Library:

Students may have a visit to the school library each week where they will be able to choose and check out books. Students with overdue books may lose the privilege of checking out additional items until the overdue materials are returned. Lost or damaged books must be paid for or replaced. In the case of a student who finds the lost book prior to the end of the year and returns it to the library, money paid for the lost book will be refunded.

ATTENDANCE

We miss you when you are not in school! Regular attendance at school is directly related to student success. Every day your student is absent from school; primary guardians will be contacted by telephone to inform you of your student's absence via the automated call system issued by Upshur County Schools. Parents/guardians must send a note explaining the reason for their student's absence within 2 days or send a doctor's excuse for the absence to be considered excused. All absence notes may be submitted electronically through the online form available at wdes.upshurschools.com.

Excused Absences

Excused absences consist of student illness, family emergency or death in the family. If a student accumulates three consecutive days, they must return to school with a doctor's excuse. They are allowed five total days of parent excuses for illness in any one semester. A doctor's excuse must accompany any additional absences for illness during the remainder of that semester. Otherwise, it is recorded as an unexcused absence.

Unexcused Absences

After three unexcused absences, parents/guardians will be notified by the school office. After five unexcused absences during a semester, a meeting will be scheduled with the principal. After more than 10 unexcused absences, the county attendance director shall serve written notice to the parents/guardians, and the Prosecutor's office will be contacted. Excessive tardies may also result in an absence. Leaving school early is another form of absence (depending on the time of day) that causes your student to miss instruction. Please remember that students are not excused from the office until 3:10 PM, once the early bus has pulled away from the school.

Tardiness

Students are considered tardy beginning at 8:00 AM. Students arriving after 8:00 AM must be signed in through the office. For more information related to Student Attendance, please review Upshur County Schools Policy 4003.

SCHOOL CANCELLATION, DELAYED START, EARLY DISMISSAL

It is sometimes necessary for a decision to be made concerning the closing of schools, delayed start or early dismissal. These decisions take place only during extraordinary circumstances such as inclement weather, equipment failure, or public crisis. The decision to do so affects all schools throughout Upshur County and is made only by the Superintendent. Every practical means is used to notify parents of an impending cancellation, delayed start or early dismissal including local radio and television stations, Rooms, school and county phone/ text notifications, and social media.

It is important that every family has backup plans for their children during these times. We would not want your child to be home by themselves!

SCHEDULES

Classroom instruction begins at 8:00 a.m. every day. Academic instruction schedules will vary based on teachers, but every classroom will receive lunch, recess, and a special area (art, music, physical education time daily. Our classroom instruction ends at 3:15 p.m.

Grade	Lunch	Recess	Special Area
Pre-K	11:10-11:40	11:40-12:10	
Kindergarten	10:50-11:20	11:20-11:50	9:20-10:00 M,T,W 1:50-2:30 Th, F
1st Grade	10:40-11:10	11:10-11:40	9:20-10:00 M,T,W 1:50-2:30 Th, F
2nd Grade	10:45-11:15	11:15-11:45	10:00 – 10:40 M,T,W 1:50-2:30 Th, F
3rd Grade	11:30-12:00	12:00-12:30	1:10-1:50 M,T,W 9:20 – 10:00 Th,F
4th Grade	11:35-12:05	12:05-12:35	1:50 – 2:30 M,T,W 10:00 –10:40 Th, F
5th Grade	11:40-12:10	12:10-12:40	2:30-3:10

STUDENT & SCHOOL SERVICES

Change of Contact Information:

It is very important that each student maintains an up-to-date address and phone record at the school office. Please notify the school immediately if you have a change of address or phone number during the school year.

Classroom communication is key to making sure that our students are successful. Problems that may arise relating to the classroom are most effectively resolved by communication DIRECTLY with the teacher. Every classroom teacher will communicate through the Rooms App, which is a free download through Upshur Strong. Please contact the classroom teacher to become connected with the classroom. This is the most effective and quickest way to reach our classroom teachers. Should you need to talk to one of our teachers, they will be available during their special area time. Phone calls will not be transferred to them during times of instruction. Students may use the office phone only if they receive permission from a teacher or office personnel. **Parents are not to enter the classroom areas during the day to deliver lunches, books, etc. These items may be left in the office for delivery to the students at an appropriate time so that instruction will not be interrupted.**

Illness or Injury:

If a student becomes ill or injured, the school nurse or a member of the school staff will care for a child temporarily until a parent/guardian is able to arrive or is contacted about the situation. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parent/guardian will be immediately contacted. If contact cannot be reached, the student will be taken to a hospital emergency room.

Breakfast and Lunch:

Breakfast and lunch are provided to all students free of charge as a collaborative effort between our dedicated cooks, a registered dietician, and the West Virginia Department of Education. Only food that is commercially prepared should be brought into the school. This would include prepackaged foods and foods which are purchased at licensed facilities. No water-based products (tea, Kool-Aid, etc.) or home-made items may be brought to the school. However, a student packing their own lunch may bring food and drink prepared at home for his/her consumption only. Due to food allergies, students should not share food whether purchased or prepared at home.

School Parties:

Each class will have themed holiday parties throughout the year during school hours. The announcement of guidelines pertaining to each party will be sent home as the date approaches. Each classroom teacher will send home additional information when looking for assistance in helping with parties. Individual class student birthday celebration treats are not permitted. We will celebrate once a month as a school with birthday treats from the cafeteria.

STUDENT CODE OF CONDUCT

Everyone has the responsibility at Union Elementary to assist in maintaining an environment that allows maximum opportunity for learning. Union Eagle PAX Leaders are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of other students or staff members during the school day or at any school sponsored activity. We believe that students will behave their best when there are clear expectations of them and when encouragement and recognition of success outweigh discipline. Expectations for each area of the school are posted throughout the building, discussed with the students, and integrated into everyday activities. Classroom teachers and/or school administration will be in communication with parents if there is a disciplinary issue. Disciplinary action shall be taken which addresses the seriousness of any misconduct. Union Elementary shall follow the WV Board of Education Guidelines for the Student Code of Conduct: Policy 437 and the Upshur County Schools Student Code of conduct Policy:5500.

5500 - STUDENT CODE OF CONDUCT

The purpose of this policy is to classify inappropriate student behavior and to provide schools with guidance that creates and ensures an orderly and safe environment that is conducive to teaching and learning. **Upshur County Schools Student Code of Conduct can be found at the following link:** Upshur County Schools Student Code of Conduct

Dress Code

5511 - DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program and process of the schools. The Board authorizes the Superintendent to establish a reasonable dress code to promote a safe and healthy school setting and to enhance the educational environment.

Accordingly, the Superintendent shall establish such dress and grooming guidelines as necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health, safety, or welfare of the student himself/herself or to others in the school.
B. materially interferes with schoolwork, creates disorder, or disrupts the educational process.
C. distracts or is indecent to the extent that it interferes with the teaching and learning process.
D. displays or promotes a drug, alcohol, or tobacco-related product that is prohibited in school buildings, on school grounds, in school-leased or owned vehicles, and at all school-affiliated functions.
E. cause excessive wear or damage to school property
F. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the Upshur County School District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building.
B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.
C. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Bus Conduct

The following expectations have been established to ensure the safety of all students who ride a bus:

1. Observe the same conduct as in the classroom.
2. Be courteous, use appropriate language.
3. Do not eat or drink on the bus.
4. Keep the bus clean. Do not throw anything out the bus window.
5. Cooperate with the driver.
6. Keep hands, head, and feet inside the bus.
7. Stay in your seat.

8. Students may not ride a bus other than the one they are assigned except in cases of emergencies and only with a note signed by a parent/guardian. Students will need a bus note from the school to ride a different bus.
9. Bus drivers are authorized to assign seats.

Parents will be notified of any violations of the above rules. Repeated violations of bus rules may result in the revocation of bus privileges.

Cell Phone/Communications Device Policy: Electronic Devices/Cell Phones

Cell phones, ear buds and any other personal electronic or communication devices may not be used while on campus during school hours. If you feel your child must have a cell phone, it must remain in their locker and TURNED OFF while at school. Texting and video recording are not permitted anytime during the school day. Failure to follow these guidelines will result in consequences as outlined in the state discipline matrix and confiscation of the phone. This policy is in effect throughout the entire school day. Requests to use the phone or cell phone will be screened and the conversation monitored.
Steps when a phone is taken by staff:
First Offense: Students are warned for the first time, and students take device/phone to their locker. Parents are notified by the teacher.
Second Offense: The second time the school will collect the phone for students to pick up from the office at the end of the day, and the parents are notified by the teacher.
Third offense: The parent is called by the teacher, and the parent must pick the phone up, and it is then prohibited to be at school for the remainder of the year.

** when a phone is taken it will be secured in a safe place in the office
If a student needs to reach a parent during the day, they may go to the office or ask to use the classroom phone to make that phone call

Homework:

The purpose of homework is to enrich and extend the learning begun at school. It is intended to promote independent study and initiative, to provide opportunities for students to draw upon resources outside the school and to allow the parents/guardians an opportunity to understand and provide support for the work that their child is doing at school. In most cases, homework assignments are due on the following school day or the following day of school attendance in situations of personal illness or other excused absence. If because of any emergency or circumstances beyond the student's control, a homework assignment is not completed; parents should send a written explanation to the classroom teacher. All homework should be marked and/or graded. Please remember that homework may be figured into the grade for each nine-week grading period.

Recess:

All children are expected to participate in outdoor activities during recess periods. Children should be sent to school with adequate outer clothing for these play periods each day. This includes boots when there is rain or snow. Boots, gloves, hats, and coats are needed for winter play. A spare pair of pants is recommended for younger children. A physician's note must be sent if, for a health reason, your child is not permitted to play outdoors. During rain or severely cold weather, indoor recess will be held.

Safety:

It is the policy of Ridgeview Elementary School to take every possible precaution for the safety of all students, employees, visitors, and others present on school property. **Fire, tornado, and evacuation drills are conducted on a regular basis.** These drills provide both students and personnel with practice in responding to emergency situations should occur.

ANNUAL NOTICE TO PARENTS REGARDING STUDENT RECORDS AND SPECIFIC EVENTS/ACTIVITIES

The school district maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all such directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to view the student records policy by visiting Student Records Policy.

Other than directory information, access to all other student records is protected by (FERPA) and West Virginia law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying the requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. The full text of the ANNUAL NOTIFICA TION TO be found on the county website upshurschools.com Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student's record in writing, and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to

submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

A. political affiliations or beliefs of the student or the student's parents.
B. mental or psychological problems of the student or the student's family.
C. sex behavior or attitudes.
D. illegal, anti-social, self-incriminating or demeaning behavior.
E. critical appraisals of other individuals with whom respondents have close family relationships.
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
G. religious practices, affiliations, or beliefs of the student or his/her parents.
H. or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period after the request is received by the building principal. The superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period after any substantive change in this policy. In addition, the superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be
scheduled:
A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.
The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with the office below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco
Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and
PPRA@ED.Gov.

Notification to Public Regarding Inspection of Instructional Materials:

The principal, Mrs. Mindy Brown, is the contact for coordinating inspections of instructional materials at the school. Mrs. Brown can be reached by calling 304-472-1394.

Parent Involvement

Union Elementary is committed to the belief that for our students to succeed and grow, we must involve our school families. We encourage all our school families to get involved one way or another! Look for important information monthly about how to be involved or tell a classroom teacher you want to volunteer!

Union PTO

The Union Elementary School PTO (Parent-Teacher Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled each month during the school year. Each year the PTO sponsors fund-raising projects. With the help of all parents, these projects can be very successful. They allow the PTO to fund many important activities at the school, including field trip opportunities for all children and playground development.

As required by federal laws and regulations, the Upshur County Board of Education does not discriminate based on sex, race, religion, disability, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to the, Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, phone no. 215-596-6795

Please review the Union Elementary Student/Parent handbook with your child, complete the form below, and return the form to your child's classroom teacher

As part of the Union Elementary School Family, we have read and discussed the Student/Parent Handbook of Union Elementary School for the 2026-2027 School Year.

We understand that these school expectations are guidelines for us to have a safe and successful school year, and we will do our best to make Union Elementary School a place where respect, integrity, safety, and encouragement allow Eagle Leaders to RISE!

Student Signature: ▪ _____

Parent Signature: ▪ _____

Date: ▪ _____