



Union Elementary School Handbook

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The following is a summary of staff and services provided by Union Elementary School. The Union Elementary Handbook addresses normal concerns and information for parents, student and staff specific to our elementary aged students. The Union High School Handbook is encompassing to cover the broad nature of expectations for ALL STUDENTS with in Union School District, thus should be interpreted as an extension of The Elementary Handbook. If you have any questions, concerns or suggestions, please contact Superintendent Carter Wells, K-8 Principal Bill Johnson or Dean of Students Chris Dunlap.

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Union Elementary Staff Roster

Principal	Bill Johnson
Dean of Students	Chris Dunlap
Office Manager KG - 12	Deb Titus
Kindergarten	Susan Sheehy
First Grade	Rhondie Johansen
Second Grade	Jodi Huffman
Third Grade	Megan McCabe
Fourth Grade	Susan Eder/Chris Dunlap
Fifth Grade	Rene' Mills
Sixth Grade	Don Nowak
Music	Sarah Maxwell
Title 1	Peggy Titus
Special Education & Structured Learning Center	Marria Knight
Directed Studies	Shaunna Ransdall
Speech/Language Diagnostician	Deb Jones
Education Assistants	Scott Hall
	Brandi Tobin
	Susie Sheehy
	Adina Ferguson
	Brenda Carman
	Toni Huston
	Julie Baxter
	Chay Chastain
Head Cook	Levon Baremore
Cook	Julie Thurston
Maintenance	Becky Williams

Elementary Daily Schedule

7:25 Students should **not** be on school grounds before 7:25 AM, there is no adult supervision

7:25 to 7:50 Breakfast is served in Miller Lunchroom

7:50 Warning bell

7:55 School starts

10:40 Kindergarten lunch with recess from 11:00 to 11:20

11:00 3rd/4th grade lunch with recess from 11:20 to 11:40

11:20 1st/2nd grade lunch with recess from 11:40 to 12:00

11:40 5th/6th grade lunch with recess from 12:00 to 12:20

3:35 end of school day

Release of Personal Information

Union Elementary School will release student directory without prior parental consent for the following reasons:

- Press releases

- School Photos Yearbooks

- Charitable Organizations

- Authorized state agencies

- Class Lists

- Other educational activities requiring such information

For other purposes, directory information will be limited to the following:

- Student name, birthday

- Address

- Phone Number

- Photo

No personal information will be released to anyone except person demonstrating proof of guardianship.

Records Review

Parents have the right to review and request amendment to any records the school keeps regarding their child(ren). Such request shall be submitted in writing to the principal and review shall be conducted within the office of the school. Refusal by the school to amend records may be appealed to the Superintendent.

Maintaining a Safe Environment

We request that all elementary parents enter the schools by using the Miller Office Door as their sole means of entry. The office staff will gladly contact your child's teacher to have your child meet in in the office. Other doors will be locked to increase the safety for children and allow staff knowledge as to who is on the premises.

If anyone has a question, concern, or suggestion about the safety of elementary children, please contact your child's teacher or the principal immediately.

Weapons or Firearms

Guns, knives or anything that looks like or is used in a manner to cause harm are not permitted on the school grounds at any time! Any person with such an item will be asked to leave the vicinity and police will be notified immediately. If a student is found or is thought to be in possession of any of the above, they will be isolated, parents will be contacted and appropriate consequences will be determined.

If a child threatens another person saying they have a weapon or they are going to kill or harm a person they will be isolated, parents will be called immediately, and appropriate action will be taken.

Man-Made Disasters

Student safety has to be the school's NUMBER ONE PRIORITY! There may be times when threats to our school forces immediate action to maintain a safe environment for students and staff. We are prepared for these unforeseen incidents by having a systemic plan and employing periodic drills throughout the year. Our staff and students practice leaving the buildings swiftly upon command and directly moving to the dugouts on the softball field where supervision is provided by staff. Students do not return to the school building until their safety is assured. Parents may pick up their own child(ren), and may pick up other children that fellow parents have designated their prior approval for pick up, by having their name listed as an emergency contact, prior to the disaster. Elementary staff will have a list verifying each parent's desire.

Another type of emergency drill is a "school lockdown" where students remain in the building with doors locked and windows covered. Students will not be released from school until school staff and police/fire departments determine conditions are safe for their departure.

If in either of the two case listed above it is determined that school should not resume, students will remain under the staff supervision until parents or designee have been contacted to pick-up students from school.

Threat of Weapon or Harm

If a student were to state they have a weapon in their possession at school or home and make threat to harm another student their parent will be contacted.

Individual Student Safety

Anytime a child is sent to the office after receiving a blow to their head or complains of a hurt to their body, a contact will be made to their parents or designee listed on their emergency card immediately.

Attendance Procedures

Student success in school is strongly influenced by regular and punctual attendance in class. The school believes that the relationship forged between students and teachers in a learning environment are critical to the student's education and personal growth. Poor attendance, coupled with a failure to complete required homework/make-up work is a major cause of student failure.

Even make-up work does not adequately replace the experiences provided by hands-on opportunities with the classroom.

Oregon Law (ORS 339.021) rests the responsibility for ensuring prompt and regular attendance with the parents. The school believes that an atmosphere of cooperation and communication between the school and home will assure regular attendance and successful school experience.

Please account for your child's absence by calling the school office on days child will be absent and followed up with a written note upon his/her return. Lack of communication from the parent to the school will result in absence being labeled as unexcused. Teachers are not obligated by Oregon Statute to provide daily make-up work for unexcused absence.

Being on Time for School

To be successful in life a person needs to be able to set and maintain a consistent routine. It is not normal that it is the child's fault for being late for school. If a child is consistently late, a contact to the parents will be made to develop plan of assistance for improved punctuality, unless previously arranged with a teacher.

Leaving Campus during the School Day

Students are not allowed to leave the school campus during normal school hours. Any change in the daily routine must be accompanied by parent or designee name/signature on a written notice delivered to the office. By law the school is responsible for child's safety from when they leave and return to their homes.

Leaving the School Grounds after School Day

Students are released to ride buses that leave school grounds at 3:45. Any student who is not riding a school bus home should leave immediately after being released by their teacher.

There is no adult supervision at 3:35, therefore students should immediately depart the school's grounds and may return with parents' permission after 4:30, when teachers are no longer on duty.

Student Conduct/Discipline

Union School District believes that students make choices every day in regard to how they behave. It is necessary to have clear expectations for to maintain a safe and effective environment for interaction with others and learning to occur.

The staff will contact parents if a severely inappropriate action takes places or any unacceptable interaction persists.

In the event of a special situation involving health, safety or welfare of the student or others, a suspension may occur without prior written notice or warning. At the time, an emergency situation passes, the regular steps of "due process" will occur to protect the student's rights (ORS 339, OAR 581-21-065.)

Oregon Revised Statutes provide clear guidelines for students conduct at school:

1. Students shall comply with the written rules of the School Board, pursue the prescribed source of study, submit to the lawful authority of teacher and school officials, and conduct themselves in an orderly fashion.
2. Students shall be liable to disciplines, suspension, or expulsion for misconduct, including but not limited to:
 - Theft
 - Disruption of school operations
 - Damage or destruction of private/school property
 - On school premises or during school activity
 - Physical assault, verbal threats or assault, or verbal Harassment
 - Unauthorized possession or use weapons or other Dangerous instruments
 - Unlawful use of drugs, narcotics, alcoholic beverages
 - Tobacco products
 - Persistent failure to comply with the rules or the lawful directions of teachers or other school personnel

Appropriate, Safe and Kind

Union Elementary School has developed expectations for student behavior that take a proactive approach to positive behaviors. Placing the responsibility for appropriate behavior with the child using the philosophy “IF YOU DON’T KNOW AT UNION, A.S.K.” The acronym A.S.K., represents Appropriate, Safe, and Kind.

APPROPRIATE

Examples of APPROPRIATE BEHAVIORS:

Ask an adult if a student needs help or observes/hears of a problem.

Follow the rules when participating in a class or playing a game.

Any student can play in a game, but must follow rules.
Use inside voices as student walk in hallways

SAFE

Examples of SAFE BEHAVIORS:

Keep students' hands, body and feet to themselves.
Only throw ball to hit another students below the waist.
Use playground equipment and railings correctly.

KIND

Examples of KIND BEHAVIORS:

Use only kind words and actions.
Treat other in the way you would like to treat.
Help those that are sad or hurt.
Follow Adults expectations at school.

Consequences will be based on the age of the child, their behavior and severity of intent of specific behavior. Parents will be contacted, if an action is not within normal age level acceptance, repeated, threaten or hurtful to another student. Parents are encouraged to contact their child's teacher or the principal if they have questions or input in the school's behavioral expectations.

Appropriate Student Clothing

There may be a difference of opinion of what is appropriate to wear to school, if it can be determined to be unsafe for an activity or distracting to the learning of others, parents will be called to determine an action.

Health Assessment/Immunization

Immunization: The school will follow all immunization protocols as stated by the State Public Health Department. Students not up to date on immunizations will not be allowed to enroll in school, and those who are not update their immunizations will be excluded at such time as is specified by Public Health Department. Please contact the school office for more specific information regarding this issue.

Students Medication: Pursuant with ORS 336-650, nonprescription and prescription medication must be accompanied with a completed medication released form by the parent/guardian. All medication released must be IN ITS ORIGINAL CONTAINER. The medication will be stored and administered through the office or Structured Learning Center. No medications should ever be sent to school with the child expected to self-medicate, unless prior arrangements are made with the office. Medication requiring unique methods of administration, or a frequency beyond the capabilities of the office, must be administered by the parents.

Symptoms:

Any of the following symptoms will result in immediate parent notification. In the meantime, the child will be isolated from other children in our health room. A child may not remain in school while any of the following conditions exist:

Diarrhea

Vomiting

Fever

Severe coughing

Yellow coloring to the eyes or skin

Any excludable disease as defined by Public Health

Any condition that precludes the child from engaging in the normal activities of the school day, and is only temporary.

Because of the unpredictability of the onset of illness, IT IS VITAL THAT ALL REGISTRATION INFORMATION REGARDING EMERGENCY CONTACTS BE ACCURATE AND BE UP TO DATE. NO CHILD WILL BE REGISTERED WITHOUT AT LEAST ONE LOCAL CONTACT ON THE REGISTRATION FORM! If the principal or designee believes there is reason to believe that a student has one of the following excludable diseases they will call the parent/guardian to remove student from school until cleared by a recognized medical health authority:

- Pink eye
- Mumps
- Whooping cough
- Measles
- Rubella
- Chicken pox
- Head lice/scabies
- Staph infection
- Strep infection
- HIV/HEP B.

The district will adhere strictly to the policies/procedures in ORS and the OAR as they relate to student infected with these diseases. The district recognizes that confidentiality is to be maintained at all cost, and will release no information regarding the situation without written permission. All staff will engage in universal precautions as prescribed in our blood borne pathogen policy.

Curriculum/Assessment

The School District is continuously making efforts to align with State of Oregon's Standards. In the 3rd through 6th grade, students' progress is measured by Oregon Assessment and in-class performance.

Curricular Expectations

The School District opposes censorship if it is based upon race, religion, nationality, political values, or language. Parents have the right to request in writing that their child be exempted from activities or instruction in these areas. Such requests must be submitted in a timely manner to the principal.

Special Services

The elementary school provides services for those who qualify for special education and is a certified Title I School. Staff includes trained diagnostician, Speech/Language Therapist, a Directed Studies Teacher, and a Structured Learning Center. We have access for referral for children's mental and physical health through the Center for Human Development.

Title I School

Title I is a Federally Funded Program that reaches out to lower achieving students who can gain from additional interventions in the area of reading and math. Union School District applied for a Title I Grant and as long as we provided evidence of significant improvement we receive financial support to aide students of need.

Conferences/Assessment

Students' progress is measured to determine if a student is reaching instructional expectations and meeting both individual/grade level goals. Class participation, periodic assessments, completion of student work samples and observed behaviors are shared at parent conferences and used for record keeping for completion of report cards.

In efforts to keep parents informed of their child's progress, we hold four parents teacher conferences each year, followed by the sending of home report cards four weeks later.

In addition to these two forms of communication, you may expect to hear from your child's teacher if there are any difficulties in your child's academic or behavioral development. Of course, we want to hear your input anytime throughout the year.

“Drop In Conferences”

Teachers want to address parents needs/desires. They only two requests, one please make an appointment whenever possible. Before school teacher are preparing for the upcoming day and taking away from this preparation time takes away from the education your child receives. When a teacher has ample notice of parents desire to meet after school and insight into the topics, the conference can be as successful as possible.

Personal Complaints

Most problems and disagreements are the result of poor communication between those persons involved. For this reason, first address any concerns you may have directly to the other person/persons involved. It is not always representative of situation if you talk to someone who is not directly involved. If this solution does not reach a reasonable conclusion, please contact the principal to schedule another meeting.

Food Services

At 7:25am in the Miller Gym breakfast will be offered to students each day that school is in session.

\$1.00 for K-12 breakfast

Both free and reduced students receive free breakfast

\$2.25 for KG-6 lunch

Both free and reduced students receive free lunch

It is unfortunate that we have a reduction in staff that is available at lunchtime. Therefore, we do not have the availability to heat food for students who bring lunches from home to school. A solution that parents may want to consider is to send specific food products in insulated containers.

Federally funded free/reduced lunches and breakfasts are available to those families who qualify, contact the Miller Office for information. Lunch charging will only be allowed up to a count of one meal past their last paid day. Monthly notices will be mailed out. Pre-payment of accounts is the easiest way to maintain this system. When a balance drops below \$2.99 a call is made to home. Any negative accounts will get a call daily. Student will receive a basic lunch until their balance is paid in full or qualify for free /reduced lunch. Please contact the office for more information.

Snacks are not provided by food services, but the K-4 classrooms have a snack time each day. The snack is to be sent from home and it should be nutritious (not candy!) Each teacher handles this a little differently, so discuss snack procedures with your child's teacher.

Personal Technology Devices

There are many options about elementary students bringing and using MP Players, cell phones and other technology devices at school. The staff feels it the parent's decision whether to bring such devices to school, but they must be kept in a backpack or such or if a teacher gives permission to use in a class. Since little supervision of such devices is available and mixed options on their usage, they are not to be used outside of classroom during school hours.

Use of School Phones

School phones are available if related to school assignments or injury/illness, not for permission to make plans to go to a friend's house after school. These type of decision should be made before school.

Use of School Facilities after School Hours

The school building are available for community events if reserved in advance from the district office.

Bus Transportation/Field Trips

Throughout the year, almost every student will ride on a school bus, whether it be to or from school or to participate on a field trip. The school works collaboratively with Mid-Columbia Transportation Company (5410963-6119). If you have any questions or concerns, please contact the Miller Office and we will help you decide the best method for addressing your inquiry. The following rules govern pupils riding buses (OAR 581-53-10). Pupils being transported are under the authority of the bus. Fighting, wrestling or boisterous activity are prohibited on the bus. Pupils shall use the emergency door only in the case of emergency. Pupils shall be on time for the bus morning and evening. Pupils shall not bring animals, firearms, weapons and other potentially hazardous materials on the bus. Pupils shall remain seated while the bus is in motion. Pupils may be assigned seats by the bus driver. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver. Pupils shall not extended their hands arms or heads through bus windows.

Pupils shall have written permission to leave the bus other than at home or school. Pupils shall not open or close windows without permission of bus driver. Pupils shall converse in normal tones; loud or vulgar language is prohibited. Pupils shall keep the bus clean and must refrain from damaging it.

Pupils shall be courteous to the driver, to fellow pupils and passersby. Pupils who refuse to obey promptly the directions of the driver, or refuse to obey regulations, may forfeit their privilege to ride on the busses.

Guests/Visitors to School

We welcome guest and visitors of our students, but in interests of security, confidentiality and disruptions to the educational environment, we ask that all guests/visitors check-in with the office before going to classrooms. Visits to preach, solicit or of disruptive nature are not acceptable at any time.

Party Invitations

Students will not be allowed to use the classroom to distribute private party invitations. Any invitations brought to school will be collected by the teacher and sent back home with the student.

Room Parties during the School Day

Each classroom parties are handled by the teachers. Families whose religious beliefs conflict with the any activity are encouraged to seek alternatives for their children with the teacher ahead of time.

Bicycles/skateboards, etc.

Parents of students riding bikes to school are reminded that Oregon law requires helmets be worn by riders under the age of 16. All student bikes, skateboards and scooters are not to be ridden anywhere on school property, including athletic fields and parked/locked in designated areas.

Labeling Belongings

Every year, several items of good clothing are lost or not claimed by our students. Clothing should be labeled so that it can be identified and returned to the owner. Lost and Found areas are designated in each building, and any unclaimed items will be turned over to the non-profit periodically during the school year.

Equal Opportunity

The Superintendent of the District is the designated appeals office for concerns regarding district compliance in ADA or Equal Opportunity disputes. The District will make every effort to comply fully with the Americans with Disabilities Act, and Equal Opportunity mandates.