

2007-2008

**Parent and Student Handbook
and
Code of Conduct**



Old Union Elementary School

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Section II Old Union Elementary

General Information

ACADEMICS

The following subjects are taught in all grades K – 4:

Reading	Social Studies	Physical Education
Mathematics	Health	Thinking Skills
Science	Science Lab	Study Skills
Language Arts	Fine Arts	Library Skills
Handwriting	Computer Education	

ADMISSIONS

New Kindergarten students must be five (5) years old on or before September 1 of the school year in which they are enrolling. New first grade students must be six (6) years old on or before September 1. A physical examination is recommended when a student enters school for the first time. Ages must be verified by a birth certificate, and immunization records must be complete.

Parents/guardians who wish to enroll a student in school should report to the office with an immunization record, social security card, birth certificate (if enrolling the child for the first time), and withdrawal record from the last school attended. Proof of residency shall be required for every new student. Minimum proof shall consist of the latest electric bill, water bill or utility deposit receipt showing a district residence in which the student and/or his/her parent resides, and other such corroborating proof the district may require. Please call the Old Union Elementary school office if you change your place of residence or phone number during the school year.

ARRIVAL AND DISMISSAL

School Hours

School hours are 7:55 a.m. to 2:55 p.m. for students in grades K-4. Students should not arrive at school before 7:40 a.m. and should leave for home promptly at 2:55 p.m.

Attendance

When students are absent, the work can be made up, however, the level of learning will not be the same as when the student has the opportunity to interact with the teacher and fellow students. Make-up work will not be given prior to an absence. State law mandates that students attend at least 90 percent of the days class is offered. An Attendance Review Committee will meet to determine whether or not academic credit will be awarded if the student does not attend class 90 percent of days offered. After 18 days of absences, the committee will determine if a student will be promoted to the next grade level.

Tardies

Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 7:55 a.m. is considered tardy. Students who are tardy must report to the front office for a tardy slip. Persistent tardies will result in disciplinary action.

Traffic Flow

After buses are dismissed, K, 1st and 2nd grade students will be dismissed from the front of the building. 3rd and 4th grade students will be dismissed from the east side of the building. Older siblings wait with their younger siblings. For our children's' safety, parking in any lanes or driveway is not permitted. During arrival and departure times, do not park in any lanes/driveway.

BULLYING

Students at Old Union Elementary School are encouraged to respect all individuals they come in contact with in the school setting. Bullying will not be tolerated and is considered a Level IV offense in the Student Code of Conduct. Any student who is bullied or has knowledge of this inappropriate behavior is encouraged to contact the administration. Parents and students are invited to partner with the school as together we model respect of individual differences.

BUS CONDUCT

The driver is responsible for discipline on the school bus. Misconduct is reported to the assistant principal, who will take appropriate disciplinary action. Students who do not conduct themselves properly may lose the privilege of riding the bus. Parents are encouraged to supervise children at the bus stop.

When riding a bus to or from school or on a field trip with your class, students are expected to follow these safety rules:

1. Stand off the street and away from the curb while awaiting the bus.
2. Arrive at the bus stop on time both before and after school so that it won't be necessary to run to catch the bus.
3. Wait until the bus is completely stopped before moving toward it. Permit small children to board first.
4. Use the handrail while boarding the bus. Crowding on the steps is unsafe.
5. Go directly to your seat and be seated.
6. Keep all parts of your body in the bus and out of the aisles.
7. Do not distract the driver. His/her full attention should be on safe operation of the bus.
8. The emergency door in the rear of the bus is to be used in an emergency only and not as an entrance or exit.
9. Help keep your bus clean by not throwing trash, candy, or chewing gum on the floor or on the seats.
10. Students may not get off the bus into private cars at any other than the normal stop except in emergencies. If the parent wants the child to get off the bus at any other than the normal stop, a note of authorization from the parent must be given to the principal, and then to the bus driver.
11. When a student gets off the bus, they should move quickly away from the unloading area.
12. A rider is not permitted to throw anything out of the bus.
13. Students must ride their assigned bus.

Bus Safety Goals

1. To provide every student an orderly, safe, timely means of transportation
2. To provide drivers with an environment in which they can transport students in an orderly, safe, and timely manner.
3. To have all student misbehavior corrected in such a way that the student accepts responsibility for the misbehavior, learns from the consequences, and maintains the dignity of the student.
4. To affect and maintain positive relations between students, drivers, parents, and administrators.

Bus Safety Rules

1. Passengers shall follow the driver's directions at all times. Should the student need to talk with the driver, a conference should be arranged at an appropriate time through the school administration. During a route is not an appropriate time for a driver to explain or conference with a student.
2. Passengers shall board and leave the bus in an orderly manner.
3. Passengers shall board and leave the bus at their designated stop.

4. Students must have written permission from their parent(s) to disembark at a stop other than their own.
5. Passengers shall not stand in the bus except to board and leave.
6. Passengers shall not deface the bus and/or its equipment.
7. All bags, band instruments, and other objects must be kept out of the aisle.
8. Arms, hands, heads, legs, and all other objects must be kept inside the bus.
9. Passengers shall not throw objects inside the bus or out of the windows.
10. Passengers shall not possess or use tobacco or illegal drugs.
11. Passengers shall not hold objects out of the window.
12. Inappropriate conduct, such as scuffling, obscene language and gestures, loudness, and rudeness/disrespect shall not be tolerated and will subject the student to disciplinary actions.
13. Upon leaving the bus, the passenger will wait for the driver to signal before crossing in front of the bus.
14. Students will not harass or haze other students.
15. No food or drink will be allowed on the bus.

As with all discipline guidelines, these rules are not inclusive. Should some behavior occur which is not mentioned in the rules, the driver will use his/her best judgment and either implement the consequences on the bus or write up the incident for the building level administrator.

CITIZENSHIP

Students at Old Union Elementary School are taught and encouraged to celebrate diversity in our society. Through the use of programs, plays, thematic units, history, and other methods, students are able to experience the richness and excitement of our surroundings. Parents are invited to partner with the school as we impart knowledge and respect of individual differences, which add value to both our school and community.

COLORS AND MASCOT

The Old Union Elementary School mascot is a dragon and the school colors are green, black and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

COMPLETION OF ASSIGNMENTS

Daily Work / Homework

A reasonable amount of work should be done on a daily basis at home to reinforce skills learned during the school day. Every night, some time should be spent reading and working with math facts. This gives students the opportunity to develop desirable independent study habits and responsibility. Some nights, a student may need to complete work that was unfinished at school. Occasionally, special projects will be assigned.

Daily work/homework is on time when it is turned in during class or first thing the next morning. It will be the teacher's decision to allow students to use the phone to contact their parents to bring up homework or student assignments.

Make-up Work

Make-up work is due the second day following an absence. For example, assignments for a student who is absent on Monday are due on Wednesday. Make-up work may be picked up from the office the second day of an absence.

Late Work

The deduction for late work is 10 points per day. For example, the maximum grade for daily work or homework that is turned in one day late is 90; work that is two (2) days late can receive a maximum grade of 80. Work that is three (3) days late will receive a maximum grade of 70. Make-up work that has not been turned in three (3) days after the absence will receive a zero.

DRESS CODE

A student is not considered appropriately dressed if he/she is, or tends to be a disruptive influence in class or at a school-related activity because of the mode of dress or appearance.

The policy concerning dress and grooming shall be as follows:

Boys

1. Hair should be clean and well groomed at all times.
2. Boys should not wear earrings.
3. No tank tops or muscle shirts will be allowed.
4. Very short shorts, bike shorts, athletic shorts, etc., are not appropriate for classroom wear. Form-fitting shorts or pants (i.e. bike shorts) are not permitted to be worn alone. If they are worn underneath walking length shorts or pants, the shorts or pants that are worn on the outer side need to be of appropriate length.
5. Students shall not be allowed to wear clothing that has hems that are frayed.

Girls

1. Shorts must be first knuckle length of a fist hand in length or longer. Dresses or skirts shall be a reasonable length in proportion to the height of the individual. Foundation garments must be worn.
2. No bare midriffs or halter-tops shall be worn. No backless attire is acceptable.
3. Very short shorts, bike shorts, athletic shorts, etc., are not appropriate for classroom wear. Form-fitting shorts or pants (i.e. bike shorts) are not permitted to be worn alone. If they are worn underneath walking length shorts or pants, the shorts or pants that are worn on the outer side need to be of appropriate length.
4. Students shall not be allowed to wear clothing that has hems that are frayed.

Student Body

1. Students shall wear no head covering within the school building.
2. Prohibited are pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene; that depict a cult; that represent gang membership, or that advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Also prohibited is any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.
3. No sunglasses may be worn within the school building.
4. Specifically prohibited for school are jeans, shorts, or other apparel with rips, holes, or frayed/fringed edges.
5. The building administration will use its discretion in questions concerning the dress code. Where there is a question on the dress or appearance of a student, the school authorities' decision will be final. The dress and grooming standards can be changed if they interfere with the students' education or cause a disruption on the campus.
6. No hair coloring may be worn during the school day.

School administration may approve dress code variances for a special occasion.

If the principal determines that a student's grooming or dress violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the parent will be notified.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone number and parent(s) work phone numbers.
4. Emergency phone number of friends or relatives.
5. Physician's name and phone number.
6. Medical alert information.

FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms. Money may be requested from each student to help defray transportation or facility use costs.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the lost and found in the Cafeteria. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Lost and found items not claimed will be donated periodically to charity.

LUNCHES

All students in grades K-4 have a 30-minute lunch period. Students may have a choice between a hot plate lunch, chef's salad or dragon box lunch each day. Only one dessert may be purchased. Computerized lunch cards will be utilized by the students and may be paid for daily, weekly, or monthly, depending on how much money is deposited into the student's account. A free or reduced price lunch is available to those children who qualify. Parents may pick up an application in the school office.

Parents are not only welcomed but encouraged to join their child for lunch in the cafeteria. We ask that all adults and siblings follow the same procedures and rules as students.

Students will not be interrupted during instructional time informing them to pick up their lunch in the office. Please ask your child to stop by the office if they are expecting lunch to be dropped off.

PICTURES

Individual student pictures will be taken sometime during the fall semester. Class pictures will be taken in early spring. Our photographer is Don Painter Photography.

PETS

No pets of any kind are allowed at school. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances may a potentially dangerous pet be brought to school.

REPORT CARDS

Report cards are a source of information reflecting student progress and performance. Report cards are sent home with students on the Thursday following the end of each six weeks. Report cards must be signed by a parent and returned to school. Report cards are mailed home the last six weeks and will require four (4) postage stamps from the parents. In order to receive a report card, a student must be in attendance three or more weeks of the six weeks reporting period.

The kindergarten report card is unique to other grade levels. It is designed to evaluate individual skills measured each six weeks and indicated accordingly. First grade, Art, Music and Physical Education use the following letter grades:

E = Excellent

N = Needs Improvement

S = Satisfactory

U = Unsatisfactory

Students in grades two, three, and four represent the following:

A 100 – 90

B 89 – 80

C 79 – 70

F 69 and below

A parent may request a conference with his or her child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits.

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

TELEPHONE

All classrooms have telephones. During school hours, calls go to teachers' voice mail and are returned during conference periods or after school. Please be sure that your child knows how he or she will get home and discuss what to do on rainy days. Parents may leave a message concerning a change of transportation plans with the voice mail in the classroom. Messages should not be left prior to 2:00 p.m.

VALUABLES

The school administrator and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important items to school, these items can be safeguarded by registering them and leaving them in the school office.

VISITORS

All visitors must sign in and out, when entering or leaving the building.

In order to provide a safe environment for staff and students, visitors should provide proper identification if requested. Students will only be released to parents or individuals that have been previously identified on students "Emergency Card." Proper identification will be requested at time of release.

Health Services

COMMUNICABLE OR CONTAGIOUS DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to attend school while their disease is contagious. These include chicken pox, mumps, measles, ringworm of the scalp, lice, impetigo, and fever.

HEALTH CLINIC

The school nurse is responsible for health records, hygiene counseling, and general medical conditions. She keeps records of students' health and weight and does vision and hearing screenings on students.

Please do not send your child to school if he/she is ill or has a temperature of 100° or above. The health and safety of all children will be enhanced by following these guidelines. Children should be home 24 hours free of fever before returning to school. Antibiotics should be taken 24 hours before returning to school.

Special Programs

If your child becomes ill, you or someone designated by you will be contacted to pick up your child. It is **imperative** that all phone numbers be completed on the enrollment card and be updated **immediately** should they change during the year.

SCIENCE LAB

Every student will attend the Science Lab weekly. They will participate in science related experiences that will enhance classroom instruction.

COMPUTER LAB

Students are scheduled to work in the computer lab on a regular basis. First through fourth graders are taught keyboarding skills. Both remedial and challenging software is available.

QUEST

QUEST is a class offered for those students who have been identified as gifted and talented. Kindergartners through fourth graders are screened for eligibility on the basis of the criteria for the program.

LIBRARY

The library is open during regular school hours and is supervised by a certified

librarian. Classes visit the library on a weekly basis for checkout purposes. In addition, classes are scheduled for lessons on research and library skills as well as for literature appreciation.

Students are allowed to use the library during the school day with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, or work on special projects. Students are allowed to check out one or two books, depending on their grade level, for a period of one week.

The library collection is constantly updated and expanded. Books are chosen for educational purposes as well as recreational reading. A variety of audio-visual materials are available for teacher use in the classroom. All materials are chosen according to the district selection policy.

GUIDANCE PROGRAM

A counselor is on staff at Old Union Elementary School. The major focus of the OUES Guidance Program is classroom guidance based on *The Comprehensive Guidance Program for Texas Public Schools*. The areas addressed in the OUES Guidance Program are: self-esteem; motivation to achieve; decision-making; goal setting, planning, and problem-solving skills; interpersonal effectiveness; communication skills; cross-cultural effectiveness; and responsible behavior. The counselor also provides service to those students who have personal concerns or problems that may interfere with their continued personal, social, and/or academic development. Parenting materials and seminars, such as *Love and Logic*, are available for parents.

COMMUNICATIONS (NEWSLETTER)

Current and upcoming events are published weekly in the Old Union Weekly. This newsletter contains items of interest to parents and students and is distributed each Monday.

CLASSROOM PARTIES

There will be a maximum of three parties held by each class: Winter, Valentine's Day, and End-of-Year Party. We ask that the students do not bring monies to school for group parties. No elaborate treats or decorations are allowed. No balloons are allowed at any parties due to the safety factor for bus riders. Special treats (cupcakes, etc.) may be brought to the office for your child to share after lunch on his/her birthday. They will be eaten during recess in an area designated by the teacher. The school will not send party invitations home with students.

Parent Involvement

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a non-profit voluntary organization whose membership is open to all persons who are concerned with the welfare of children and youth. It is the goal of the PTO to help achieve better lives for youth and children through providing educational programs, strengthening cooperation between the school and home, supporting projects that help provide a stronger education program, and through communicating and resolving concerns. Membership in the PTO is available when the appropriate dues have been paid. The 2007-2008 Old Union Elementary PTO President is Mrs. Angela Weisgarber. She can be reached at 817.251.1003 (home), 817.372.7208 (cell), or aweisgarber@charter.net.

PARENT VOLUNTEERS

Old Union Elementary School considers parent volunteers a valuable resource. We are not able to accommodate small children or siblings during volunteer time. Therefore, we ask that you do not bring them with you when working in the school. Please contact the parent volunteer coordinator who may assist you with any concerns. Together we make our school a better place to learn and grow.