



Union Elementary

2018-2019 Student Handbook

A great place to learn!



Union Elementary 2018-2019

School Colors: Red and Navy Blue
School Mascot: Wildcats
Principal: Dr. Trina Resler

Receive REMIND messages via text or email. Send text @drtres to 81010 or send an email to drtres@mail.remind.com. You may send messages to the front office through DOJO at OFFICE. All grade progress, attendance, and notifications will take place through PowerSchool.

School Creed

We are Wildcats
We are confident, capable, and strong.
We are thinkers, and we are powerful
together.
We follow the Wildcat Way and
we are the future.



Welco me

The information in this handbook will attempt to answer any questions you may have concerning your school. Should you have any questions about the content or any school procedures, please call the office at 767-8035.

We extend a warm invitation to you to visit our school, attend programs, join and be active in the PTA, and volunteer. We are happy to have your family at Union Elementary.

Our Vision

To empower all individuals to dream,
explore, and succeed.

Disciplinary Core Beliefs at Union

- We believe that every attempt should be made to maintain the dignity of both adult and student.
- We believe that students should be guided and expected to solve the problems they create without making a problem for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the result whether the consequences are good or bad.
- We believe that misbehavior should be handled with natural consequences instead of punishment whenever possible.
- We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- We believe students should have the opportunity to tell their side of the story when consequences appear unfair.
- We believe that there should be a logical connection between misbehavior and its resulting consequences.

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CELL PHONE POLICY

All cellphones will be turned off and stored inside
backpacks inside lockers between the hours of
7:55 am and 3:10 pm. Students needing to make
phone calls will be asked to use school land
lines. Cell phones that are causing a distraction
will be confiscated. Students are prohibited from
recording other students while at school.

Attendance

Regular and prompt attendance is necessary for the academic
and social development of all students.

Under Oklahoma law, it is unlawful for a parent, guardian or
other person having custody of a child who is over the age of 5 years
and under the age of 18 years, to neglect or refuse to cause or compel
such child to attend and comply with the rules of some public, private or
other school, unless other means of education are provided. This law
makes it a misdemeanor crime to fail to compel a child to attend school
and provides for a fine each day that the child is absent from school
without a lawful excuse. Further, failure to compel a child to attend
school may result in partial loss of financial assistance through DHS.

**You must call the school office when your child is
absent or tardy for any reason! You may also
contact the OFFICE through Class DOJO.**



767-8035
**Unexcused absences will be reported to the
District Attorney**

**Students who miss over 10% of the school year may be
retained due to lack of attendance. Page 12 of this handbook
outlines the Ponca City Schools Attendance Policy in regards to
retention.**

**Please do not pick up children early unless it is an
emergency. All students *MUST* be checked in/out through the
school office during school hours. *DO NOT* go to the classroom or
take children from the playground.**

**Children *WILL NOT* be allowed to leave the building with
anyone whose name is not on their enrollment card unless the
parent or guardian notifies the office in advance.**

Arrival

Our opening assembly begins promptly at 7:55 A.M. in the gymnasium. Students are allowed to eat breakfast at 7:30 A.M. in the cafeteria. All other students are allowed in the gym at 7:45 A.M. Teachers will begin dismissing students from the gym immediately following the assembly. Please do not send your students to school before 7:45 A.M. unless they are eating breakfast.

Dismissal School will be dismissed at 3:10 P.M. Children ARE NOT allowed to enter the parking lot unless accompanied by an adult. Walkers are expected to leave campus immediately.

Emergencies

If any emergency should occur, it is of the utmost importance that contact information is current. This can be changed using the parent portal.

Recess

The Ponca City School District places top priority on the safety of students. With this in mind, the decision on whether to send students outside during recess is at the discretion of the building principal; however, the following protocols are used in making this determination: If the temperature or wind chill is below 32 degrees, students will stay inside for recess. If the temperature is hovering around 32 degrees the building principal will make the decision considering such factors as length of recess, wind direction, etc. If you want your child to stay in during recess, send a **DATED** note each day you want them to stay in. This helps the teachers in facilitating our recess time. There is only one scheduled recess which occurs after lunch. Teachers may take their class out for an additional 10 minute recess in the morning or afternoon.

General Information

1. Place names on all articles of outer clothing. Lost and found items are placed in the Lost & Found cabinet and will be given to charity if unclaimed before Christmas Break and at the end of the school year.
2. It is a violation of school policy and as well as state and federal laws for students to bring dangerous weapons or articles to school such as guns, knives, tobacco products, matches, lighters, or laser pens.
3. Do not allow your child to bring distracting articles to school such as cell phones, iPads, yo-yos, water guns, trading or card collections of any type, toys, skateboards, scooters. **Fidget spinners** should be reserved for instances when the teacher and parent have determined a need. **Flip-flops are not allowed at Union Elementary because of safety issues.**
4. Students may ride bikes to and from school. **Bikes are to be walked on the school ground at all times. Bike locks should be used for security purposes. Walkers and bike riders MUST use the crossing guard for assistance to cross Union St.**
5. Please do not bring party invitations to school unless everyone in the class is invited. Otherwise, send them through the mail or deliver them at the homes of children.
Birthday Parties - **With teacher approval**, birthdays may be celebrated with healthy treats. NO CUPCAKES or COOKIES. Class time cannot be used for birthday parties. Do not send someone to the school to surprise and entertain your child. (i.e. clown with balloons).
7. Candy is allowed only as part of lunch or as determined by the individual teacher. NO GUM, PLEASE!
If you have concerns, contact the classroom teacher immediately.
Encourage cleanliness and good manners.
Do not allow your child to bring expensive items to school such as tablets, portable music players or cell phones. We will not spend school time looking for lost electronics.
12. No hats are allowed at Union in the school building.

Child Find Effort of the Ponca City Public Schools
Special education services for children with disabilities, ages three to 21, are available through the Ponca City Public Schools.

For Information, call Zuri Mayo at 767-8037

School Rules

Practice mutual respect; it is extremely important for your success at Union Elementary.

Use only appropriate language.

Fighting, bullying or any physical or verbal aggression is not allowed and may result in removal from the classroom, suspension and/or loss of privileges.

Practice the GOLDEN RULE. Treat others how you would like to be treated.

Inside Rules

When coming to school in the morning, enter the cafeteria or the gymnasium at the north end of the building.

FOR STUDENTS SAFETY, ONLY THE MAIN DOORS WILL BE UNLOCKED AFTER 8:05 A.M.

Students will be counted tardy after 8:05

2. Students will be allowed in the building at 7:30 A.M. for breakfast.

When walking in the halls, be respectful of classes that are in session.

Always pick up trash in the hallways. We want to have pride in our building!

Cafeteria Rules

Eat your own lunch.

Carry your tray with both hands.

Use good manners and a quiet voice.

Stay seated until you are dismissed to go to recess.

Food is eaten in the cafeteria.

Walk in the lunchroom.

Clean your area before you leave the table.

Notice to Parents Regarding School Meals

The Ponca City Schools Enforce an "No Charge Policy". Only three lunch or breakfast charges are allowed. After that, payment must be made for your child to eat breakfast or lunch at school. If you have any questions regarding your lunch account, call Miss Gregg at 767-8035.

Playground Rules

Permission from the playground supervisor is needed to go inside for any reason.

Students may not play in parking area.

Do not throw balls against the building. Assist others when their ball is in your area.

Ropes are only used for jumping rope.

Four-Square and basketball are played on the concrete area. All other games involving balls are played on the grass.

TACKLING IS NOT ALLOWED!

Any unsafe act is prohibited. Use good judgment and follow directions of the supervisor.

Do not throw or kick rocks, sticks, sand, dirt, or snow.

Leave entrance areas clear at all times.

Stay dry and out of puddles, snow, or wet areas.

Report broken glass to the playground supervisor.

No gum or candy is allowed on the playground.

Touch games only are allowed on the playground. contact games are not allowed.

Stop playing immediately when the whistle blows. Line up quietly and wait for your teacher to give you instructions.

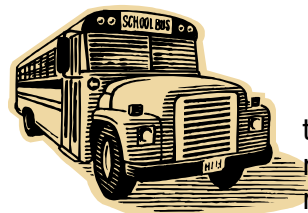
Play fighting WILL NOT be tolerated. Anything that "appears" to be fighting will be dealt with as fighting.

Use appropriate language. Profanity is not allowed.

The site administrator reserves the right to restrict games and privileges as situations become dangerous to students.

Bus Rules

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from the school or an activity. Students are to obey their drivers at all times. Students are expected to help keep the busses clean and neat. Rules for bus conduct will be given to each bus student at the beginning of the school year. Parents and students are requested to sign and return the form saying they have read and are aware of the rules and consequences. **District policies state that 5 bus tickets will result in a loss of riding privileges.**



Bus Information

Bus conduct reports are filled out by the bus driver if a rule is broken. Conduct reports are handled in the following manner:

- 1st Offense: Child visits with principal.**
- 2nd Offense: Child visits with principal and parent called.**
- 3rd Offense: 5 day bus suspension.**
- 4th Offense: 10 day bus suspension.**
- 5th Offense: suspension for the remainder of the semester.**

Students should know the arrival time of the bus and must be ready. Drivers will make every attempt to be on time. In case of bad weather, the superintendent will decide whether or not it is safe to run any or all of a route. Local radio stations are notified as soon as a decision to cancel classes is made.

Parking Lot Safety

Please observe the no parking and bus loading zones (marked with yellow lines) in front of our school.

For safety reasons, we ask all parents to follow these parking lot safety rules:

- 1. Students need to be dropped off to the south of the crosswalk behind the bus loading zone.**
- 2. Load and unload students next to the curb or park in the parking lot and walk students to the building using crosswalks.**
- 3. Do not park in bus loading zones, in a crosswalk or in the traffic lane.**
- 4. Students must be with and adult when they enter the parking lot via crosswalks.**

Remember: It is against the law to block a bus loading Zone!!

Student safety is out number one concern. We want all students to arrive and leave school in a safe manner.

Please do not be offended if we remind you of our rules!

Support Staff

Lunchroom and playground supervisors are trained on building rules each year. Each supervisor or assistant fully understand these rules and the appropriate consequences. Any disciplinary action involving school detention or suspension is made by the building principal after a thorough investigation of the situation.

After School Daycare

The YMCA Daycare Program is available for those families needing after school care. The goal of the program is to provide a safe and caring environment for school age children after school hours. The YMCA also offers developmentally appropriate activities and opportunities that will enhance the child's social, emotional, physical and intellectual growth.

Hours of operation are 3:15-6:00 P.M. on school days. Rates are reasonable. DHS assistance is available if you qualify. Drop-in space is available for pre-registered children.

If you need time to run errands after work, or need a permanent, safe place for your child to have fun while you are unavailable, contact the YMCA at 765-5417. Students will ride bus 7 to the YMCA after school.

Violence Free Schools

It shall be unlawful for any student, employee or patron to have in his possession or participate in any person's possessions of any dangerous weapon on premises owned by the Ponca City Schools. Any Person found to be in violation of this policy will be subject to all penalties outlined in Board of Education Policy, state statute and federal law.

Immunizations

State law requires parents or guardians of all minor children who enroll in public schools in the state of Oklahoma to present a certificate of completed immunizations: or to complete an exemption form for medical, religious or parental objections. Immunization requirements for the school year 2014-2015 are as follows:

Kindergarten-5th grade: **5 DTP/DTaP/TD**, 4 OPV**, 2 MMR*, 3 HEP B, 2 HEP A, VARICELLA (or signed & dated statement of when child had chickenpox).**

* All MMR does must have been administered on or after the child's first birthday.

** If the 4th does of DTP & 3rd does of OPV are administered on or after the child's 4th birthday, then the 5th dose of DTP and 4th dose of OPV are not required.

*** Hepatitis A must be administered on or after the child's 2nd birthday.

Free Immunizations

Kay County Health Department (762-1614)

433 Fairview, Ponca City

Mondays, Tuesdays, Thursdays and Fridays from 8-11 A.M. & 1-3:45 P.M.

If your child is unable to be vaccinated due to a vaccine shortage, you must submit a Temporary Exemption form signed by your health care provider at the time of enrollment.

Procedures for Dispensing Medication

State law and Ponca City Public School Procedures strictly govern the administration of medication to students in the school setting.

Guidelines are as follows:

Prescription or nonprescription medications may be given only upon written authority of the parent(s) or legal guardian (signed consent form).

Medication is to be administered according to written instructions from the physician (prescription **AND** non prescription).

Medication must be in the original container or most recent prescription container.

a. Prescription label must contain directions, name of student, name of medication and physician's name.

b. "PRN" and "take as directed: do not constitute physician's instructions in the school setting (need directions such as "take one by mouth every 4 hours for pain").

c. Nonprescription container must have student's name attached.

Each prescription or nonprescription requires a separate authorization form and a separate medication record.

All medication will be kept in a secure area in the office.

Any medication considered a controlled substance will be counted when received at school (Ritalin, Phenobarbital, etc.)

Medication must be brought to the school office by parents or legal guardian. the Parent Authorization Form will be signed at the time.

Unused medication will be returned to parent or legal guardian when treatment is complete or at the end of the school year.

a. Parents or legal guardian should be notified to pick up any unused medication.

b. Any medication not picked up will be destroyed by the District Nurse.

Accident Insurance

The Ponca City Public Schools offer optional accident insurance to all students enrolled in school. Insurance is available through K&K Insurance/Nationwide Life Insurance Company. Insurance information can be located at www.PCPS.us under District Quick Links or available at the Board of Education upon request.

The Ponca City Public School District DOES NOT provide

accident coverage to students.

School Safety

Every Effort is made to protect your child at school. During regular school hours, all doors are kept locked except the main entrance. Our school has an active Safe School and Crisis Intervention Team that meets four times a year to ensure a safe and orderly environment. We conduct practice drills and instruct students on emergency evacuations for fire, tornado and crisis situations. Your "backup" on safety procedures will also help greatly. Show your child his/her route to and from school whether walking or bike riding. Your child should know their address, phone number and the name and telephone number of their sitter, relative, or someone we can contact. Discuss with your child what to do if you are late in picking them up, or if you can't be home when they arrive or what to do when things are different from normal. Caution your child not to leave school and certainly not to leave or ride with strangers. If our students are displaced, we have two re-unification areas: The Opportunity Center and the Community Center at Meadow Brook Village.

Open Door Policy

Parents and patrons are encouraged to visit the school anytime. Dr. Resler's door is always open to discuss any issue a parent or patron deems important.

Newspaper and Yearbook -We believe it is important to inform the community about the exciting things happening at Union. To increase communication, we will make every effort to utilize the city newspaper on happenings at school. Parents are encouraged to help take pictures or write articles that could be submitted to the Ponca City News or published in the yearbook.

An Approach to Discipline

The Union Elementary Discipline Plan emphasizes the positive and recognizes the value of children and their feelings yet strongly believes in accountability and being responsible for one's own actions and behavior. Therefore, disciplinary actions are conducted fairly and respectfully using natural or appropriate consequences rather than punitive types of punishment.

Building Standards of Behavior:

- At Union Elementary School we walk appropriately in the building including hallways, lunchroom, classrooms, restrooms, library, office and bus lines.
- At Union Elementary School people are polite and courteous, use socially acceptable language, display good manners, and age appropriate behavior.
- At Union Elementary School people show respect for the rights and property of others as well as themselves. We have pride in our school.
- At Union Elementary School we are enthusiastic and responsible academic learners, We are cooperative with everyone in out building.

Appropriate Behaviors are Modeled:

We do not assume that every child automatically knows the desired behavior that we wish to see exhibited at our school. Therefore, teachers instruct children on the specific behaviors and give them opportunities for guided practice followed by independent practice. When students understand what is expected of them they will act appropriately. Logical consequences will be used when inappropriate behaviors are noticed and praise will be given for showing respect, honesty, cooperation and good citizenship.

When There is a Problem

Teachers typically handle discipline problems that arise with their students in their own style which may differ from one another. However, all strive to be consistent and fair while recognizing human dignity. Private consultations and consequences that are most logical, based on the inappropriate behavior, are commonly used. Teachers set up the lines of communication with parents at the beginning of the year to establish positive teamwork between home and school. Early and continued communication tends to prevent bigger problems.

All discipline incidents involving bullying, disorderly conduct, destruction of property, physical altercations or verbal attacks are logged on our computer system. A report is then generated and the parent is notified by telephone, letter or in person if necessary.

Depending on why the child was sent to the office, there may or may not be a loss of a privilege or some other form of consequence of their misconduct. Often times conferencing with the principal and or parents is adequate for elementary aged students. However, bullying and physical incidents may result in in-school detention or suspension.

Board policy regarding suspension and expulsion will be adhered to should the need arise. Please be aware that student s may be suspended for violations of school regulations such as: bullying, fighting, encouraging or inciting violence, disruption of class activities, smoking or possession of cigarettes, destruction of school property, use of obscene and vulgar language being disrespectful to a teacher or fellow students, or possession of a dangerous weapon. Students assigned to in-school detention or suspended from school are ineligible to participate or attend any school activity during the day or evening hours. Our goal is to keep all children in school to learn while behaving appropriately.

We encourage our students to SAY SOMETHING, IF THEY KNOW SOMETHING.

Title I Parent Involvement Policy

Statement of Purpose:

Union Elementary is committed to providing a climate where staff and parents create a partnership that empowers all students to be active and successful in a competitive and changing world. By providing a quality and equitable education and in developing an innovative curriculum all students will be encouraged to become productive citizens and lifelong learners.

Components of the Policy:

Good communication is an important element of Union's Parental Involvement Plan. Parents will be contacted by the staff through newsletters, parent messages and Union's Home Page. An annual meeting will be held at the beginning of each school year to inform parents of the student opportunities to participate in different school-wide programs.

Parents are encouraged to be involved in their child's education by attending parent/teacher conferences, parent meetings and school assemblies. Union will encourage parents to give input on the education of the students with the use of surveys, parent/staff compacts, the parental involvement committee, school improvement action teams and parent/teacher meetings and conferences. Union will provide assessment information, test scores, school performance profiles and individual student data for parents to review several times during the school year. Union will endeavor to break down all barriers that stop parents from working in partnership with the staff will review and evaluate the effectiveness of our Title I plan. Changes will be implemented as needed. In a collaborative effort, the Ponca City Public Schools and Union Elementary will provide the following:

Assistance, materials and training to parents on how to work with their child in improving achievement.

Activities for parents to learn about child development and parenting skills.

A partnership with parents, community-based organizations and businesses.

Visitors and Conferences

Parents are always welcome at Union. Please remember that a teacher's responsibility is the his/her classroom. Therefore, please schedule a conference if you have concerns about your child. Regular class time and school functions are not appropriate times to discuss your child's progress. The district also provides two parent/teacher conference days during the year. Parents are encouraged to visit the school, not only on special occasions or by special invitation, but on any day. Your visit gives the child a feeling of security through knowing there is cooperation between parents and teachers.

When you visit the school:

Stop by the office and obtain a visitor's badge to identify yourself in our building.

Schedule your meeting with the teacher either before school or after school. Be considerate of your child when you discuss problems in his/her presence.

Parents Right-to-Know

At the beginning of each school year, a student's parent/guardian may request information regarding the professional qualifications of their child's teachers. Specifically, the parent has the right to know:

whether a teacher has met state qualifications for license and certification
whether the teacher is teaching under an emergency or provisional certificate
the baccalaureate and graduate degree majors of the teachers

Additionally, parents may request information concerning whether the students will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.

Timely notification also is required if a student receives instruction from an unqualified teacher for four or more consecutive weeks.

Special Needs

We believe that all students can learn. Currently, Union has teachers available to help with a variety of special needs. We serve students, ages three through fifth grade, that are multi-handicapped, developmentally delayed, physically handicapped, speech impaired, in need of a smaller classroom environment, and learning disabled. Union believes in responsible inclusive practices. Students should be educated in their neighborhood schools and remain in the regular classroom as much as possible. Special education teacher collaborate with regular education teachers to create the least restrictive environment for each child.

Title I School/Parent Compact

Union Elementary offers Title I services to students to support academic progress. Recognizing that education is a mutual responsibility of school and homes, we come together as families, administration, teachers, and school staff to exchange information, share decision-making and support children in their learning.

The staff at Union Elementary pledge to:

- Promote high expectations for students and staff
- Create a safe and drug-free learning environment
- Respect the cultural differences of students and their families
- Encourage communication between families and school
- Encourage families to be included in the school decision-making process

Offer opportunities to promote and improve student learning

Our Union families pledge to:

- Monitor student attendance
- Monitor homework completion
- Attend conferences and school activities
- Help their child learn to resolve conflicts in a positive way
- Communicate and work with school staff to support and challenge their child
- Read with their child and ensure that students have reading time at home

Elementary Student Handbook Notification for the Ponca City Public Schools

Vision Screening

Good vision is essential to your child's learning. Beginning in the 2007-2008 school year, it is required by the State Department of Education and Senate Bill 1795 that the parent or guardian of each student enrolled in Kindergarten, at a public school in the state of Oklahoma, shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year.

Students enrolled in first or third grade at a public school, in the state of Oklahoma, shall provide, within thirty (30) days of the beginning of the school year, certification to school personnel that the student passed a vision screening within the previous twelve (12) months. Due to the Oklahoma Vision laws students from PreK - 5th grades will be screened annually.

Hearing Screening

Hearing screening may be performed by the school nurse consultants on students that present hearing concerns. Routine hearing screening is done on grades Kindergarten and 1st grade student but all other students may be tested at the teacher, counselor or parent request.

Dental Screening

Dental Screening is offered to students on an annual basis by dental professionals to address dental concerns.

Speech/Language Screening

Speech/Language screening may be needed to assist students with communicating effectively. This screening will be provided by speech professionals.

IF YOU DO NOT WANT YOUR STUDENT SCREENED FOR ANY OR ALL OF THE PONCA CITY PUBLIC SCHOOL SCREENINGS YOU MUST NOTIFY YOUR STUDENT'S SCHOOL IN WRITING.

Age Act Coordinator (for questions or complaints based on age)
Director of Personnel
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Director of Personnel
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Outside Assistance may be obtained from:
U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination (Board policy 3.2-3.0, Section III)***. Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, www.pcps.us under the Board of Education link.

SCHOOL CLOSING

Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible.

School closures will be announced as follows:

PCPS App push notifications

PCPS Facebook

PCPS Website, www.pcps.us

Local radio stations

Ponca  ty News, Ponca City Now

Oklahoma City & Tulsa area TV stations

ASBESTOS NOTICE

As a requirement of the Asbestos Hazardous Emergency Response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

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