As part of our efforts to maintain proper security on school grounds, the following procedures are in effect:

As of 8:00 a.m., all school gates are closed.

- Be screened by the security guard on duty.
- Receive a visitor’s pass in exchange for their ID (which will be returned on their way out).
- Sign the visitor’s log.
- Be escorted to the front office by a security personnel posted at the entrance to the Administrative offices.
- All cars driving onto school grounds must have a security decal or sticker. Please claim those at the receptionist’s desk. It is important to note that once our gates are closed, vehicles will not be permitted to drive onto the area closest to the building. The security guard will indicate the designated area reserved for parking. Thank you for your cooperation and understanding.

- We ask that parents notify the school of their armed guards and provide copies of their identification cards.

We count on the cooperation of all Union School families and ask for your understanding and support.

Union School is a weapons-free campus for everyone’s protection!

To Parents and Guardians:

- For the safety of all of our students and staff, the gates to the school will remain locked during the school day. If you come to school during the day, please sign in at the gate and drive down to the parking area. Once there, school security personnel will be there to guide you to the reception area, where our school receptionist will assist you.
- Everyone is required to enter via the reception entrance. This includes parents, community members and visitors.
- If you are coming in to pick up a student who is ill, you have to secure an off campus pass in order to exit the campus.
- If you are coming in for an appointment or to request one, you will have to wait in the reception area until the person you are meeting with is ready to meet with you or provide you with a date and time for your appointment.
- Parents and drivers who come on campus early for dismissal and pick-up are asked to drive in, park and remain in the vehicle or outside the inner gate until the bell rings.
- Parents and drivers dropping off students in the morning are asked to drive all the way up under the covered area. Students should not exit the vehicles until they are in front of the inner entrance gates.
- Although this process may take more time and effort, it is designed to address concerns for the safety of our students and staff.
- The school has installed security cameras at the entrances and in the hallways to further enhance our security measures.
- In the interest of safety for all of our students and staff, we ask that you please observe these procedures when you visit the school.

Thank you for your assistance!
To Our New Students

As you begin your school year at Union School, We want to say hello and welcome. This should be an exciting, rewarding year for you, one that will be both a learning experience and an adventure. We believe you will like your classmates at Union as you become acquainted with them and join in their activities. We are sure they will do whatever they can to make your experiences rewarding and fulfilling.

You will be learning from a fantastic group of dedicated professionals, who are willing to provide the time during and after classes to work with you and your parents to make your experiences at Union valuable and meaningful.

Indeed, all of us at Union are pleased that you have joined us. You are now and will always be a PAN- THER! If we can be of service in any way, please do not hesitate to call on any of us - the students, the teachers, or the administrators.

Our offices are open to you at all times.

Best wishes for a successful school year.

Staff Training / Development

A number of staff development activities are planned for this academic year. These activities allow the opportunity for our teachers to work on topics related to Curriculum, Assessment, Technology Integration, Discipline, Best Practices and much more. The workshops are geared towards planning strategies to improve student performance and behavior.

The workshops require early dismissal and or full in-service days, so please take note on your calendar for the month of September. On Wednesday, September 12th, students in grades PK-12 will be released from school at 12:30 pm. The day will be used for staff training and Development.
Parents, Welcome to Union School!

Your son/daughter may already have filled you in on some of the details of life at Union School - whether the other kids are friendly, what the teachers are like here, the quality of the lunches served, and whether Union is easier or harder than the school she/he last attended. We like to think that after the first ten days all new students feel like veterans.

We are pleased to have you as partners in this educational year. As the year progresses, and as you become either more informed or more puzzled, we encourage you to call the school and talk with those who might be of help. If your question deals with in-class events, the overall program, curriculums, or activities, please contact us immediately.

One of our goals is to see that the parents and guardians of students - like the students themselves - feel at home at Union. To accomplish that, Panther Paws Newsletter is published twice per month. The text of these newsletters can be found on the school’s website (www.unionschool.edu.ht) throughout the school year, providing you with information about events and activities.

You will also want to visit the Moodle spaces. Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a venue that our teachers use to create effective online learning opportunities for our students. Power School is another opportunity for you to keep up with the daily activities of your students. You are able to view grades, attendance, comments, assignments, scores and much more... right from the teacher's electronic grade book. Information on how to access the two information systems will be communicated to you soon by our technology staff.

We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience academic, social, and emotional growth. We embark on a new school year with joy and enthusiasm, and thank each of you for your support of our institution. With your help and cooperation, this should be an excellent school year.

CELEBRATING BIRTHDAYS

Birthday parties may be celebrated at school if parents give at least one week prior notice to teachers. The party will be kept minimal and shall consist of a birthday cake, and juice. Parents are required to provide the utensils necessary such as plates, forks…

The birthday parties may be celebrated during the lunch period. We cannot allow for more time in order not to disrupt our teaching day.

At the elementary level, invitations for parties outside of school which do not include all students will not be distributed on school grounds by our staff. We are concerned about feelings of rejection among classmates and ask that this consideration be respected and extended to our students by all families.
"A little late is too late"

At Union School we believe that punctuality is not only a sign of responsibility and self-respect, but a life-long habit which is vital for future success. Being on time for school is crucial to academic success. We encourage all our parents to make arriving on time a priority.

Students should be at school by 7:30 a.m. (The first bell rings at 7:43 a.m. and the late bell at 7:48 a.m.). All students who arrive after the 7:48 a.m. bell has rung will be considered tardy. On PLC Wednesdays, the arrival time is 8:15 a.m. (The first bell will ring at 8:25 a.m. and the first period bell will ring at 8:30 a.m.)

TARDINESS

When possible, all appointments should be made after school hours. The practice of removing students from school for vacation, early leaves for holidays or early withdrawal before the end of the year is strongly discourage. If it is necessary for a student to be dismissed during the school day, the office must receive a written request from the parent or guardian for early dismissal before 7:30 a.m. The following information must be listed.

- Student’s name
- Time of dismissal
- Time of return
- Reason for request
- Signature of parent or guardian

Students are responsible to contact the teacher and arrange to make up the work of all classes that they will not attend because of early dismissal.

The administration reserves the authority to determine if requests for early dismissal will be excused or unexcused.
We continue to work to improve the Dismissal Procedure at the elementary. Parents have the responsibility of making sure their children are picked up on time from school. At dismissal, our elementary students in grades 1-6 are seated by the Drop-Off / Pick-Up Area. Pre-K and Kinder students are dismissed from their respective classrooms. Their teachers will remain with them for the first 15 minutes. The students who remain after that time are then accompanied to their various activities e.g. After School Program, Tutorials, etc. Those students who are not enrolled in an after school program are placed in the Homework Supervision group, at a cost to parents.

A fee of SUS20.00 will be CHARGED every half hour or fraction thereof. Parents will be billed through our Business Office. The charge to parents is a means of discouraging the late hours our young ones are left at school. The Business Office will bill parents for the supervision service.

We begin to charge parents of students Pre-Kinder-Grade 6 remaining on campus, as of 3:15.

It is important to note that the students who are not picked up at the end of their respective activities will also be included in the after school supervision.

We ask that parents not leave younger siblings on campus to wait for the older ones to end their sports practice, or any other activities they may be enrolled in. Also, we are unable to allow for third parties to come on campus to supervise individual children. Therefore, parents are asked not to send unauthorized people to watch their children while they remain late on campus. Our aim is to make sure that our students are always supervised whenever they are on campus.

We count on your support and cooperation and ask that you make the necessary arrangements to ensure that your children are picked up on time.

HEALTH INFORMATION

A child who is entering the Union School for the first time is required to submit a certificate of physical examination completed by a doctor. Allergies must be noted.

If a student becomes ill in school, he/she should report to his teacher who will send him/her to the school nurse.

If your child is injured while at school, the school nurse will administer first aid, and make every effort to reach the parents at home or work. Parents are asked to please inform the school of any change in their telephone/e-mail/cellular numbers.

The health office is authorized to administer first aid only. If medication is required during the school day, the school nurse must be notified in writing by the parents. All medications are to be brought directly to the nurse and will be administered by the nurse.

The school nurse will inform the teacher, parent and principal of any broken bone injury.

The nurse's office is open during regular school hours. Parents picking up their children due to illness must report to the reception desk for an Off Campus Pass.
Communicating Concerns

We realize the need for members of our community to express their concerns with us. As such, we encourage open communication to resolve conflicts which may arise. It is our belief that mutual respect and trust are crucial for communication and for finding solutions for particular concerns and or conflicts which may arise.

The proper order of communication regarding concerns about a teacher is: Contact the teacher to discuss the problem with him/her. It is important that the focus remain the benefit of the child entrusted to our care. Many times a particular problem can be worked out just by informing the teacher about the particular concern.

The principal may be contacted if the concern has not been resolved.

Telephones

Students may only use telephones at the front Desk to call home with special permission. The office telephone is for school business and should be used by pupils for emergencies only. Cell phones are not to be used during school hours. However students have permission to use their phones before and after classes only.