In an effort to clarify the appropriate channels of communications used at Union School, we have developed a simple flow chart to guide you through the process. It will allow you to determine the appropriate person to contact. We hope you find this helpful and useful in resolving school related issues.

<table>
<thead>
<tr>
<th>Area of Concern</th>
<th>1st Level of Communication</th>
<th>2nd Level of Communication</th>
<th>3rd Level of Communication</th>
<th>4th Level of Communication</th>
<th>5th Level of Communication</th>
<th>6th Level of Communication</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>Receptionist/School Secretary</td>
<td>Teacher</td>
<td>Principals</td>
<td>Director</td>
<td>Board</td>
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<td>Classroom/Student</td>
<td>Teacher</td>
<td>Principals</td>
<td>Director</td>
<td>Board</td>
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<tr>
<td>Counseling</td>
<td>Counselor/SST</td>
<td>Principals</td>
<td>Director</td>
<td>Board</td>
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<tr>
<td>After School Program/Adult ESL</td>
<td>Teacher/Coach</td>
<td>Activities Coordinator</td>
<td>Activities</td>
<td>Director</td>
<td>Board</td>
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<td>Coach</td>
<td>Athletics Coordinator</td>
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<td>Director</td>
<td>Board</td>
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<td>Student Services/Resource Center</td>
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<td>Business Office</td>
<td>Business Office Clerk</td>
<td>Business Manager</td>
<td>CFO</td>
<td>Director</td>
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<tr>
<td>Maintenance</td>
<td>Administrative</td>
<td>Plant Manager</td>
<td>Business Office Manager</td>
<td>CFO</td>
<td>Director</td>
<td>Board</td>
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<td>Registration/Admissions</td>
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<td>ES—Principal</td>
<td>Admissions</td>
<td>Director</td>
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<tr>
<td>Security</td>
<td>Receptionist</td>
<td>HS—Guidance</td>
<td>Committee</td>
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<td>HS School Secretary</td>
<td>Guidance Counselor</td>
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<td>Technology</td>
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<td>Principals</td>
<td>Director</td>
<td>Board</td>
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</tr>
</tbody>
</table>
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 be 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
CELL PHONE POLICY

Cell phones continue to be of major concerns to our school. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes, tests, and they are used to communicate by students among themselves during classes.

In order to put a stop to the disruptions, the following is put into place:

- **All cell phones must be turned off and kept in backpacks.**
- **They must not be visible.**
- **Students may not use their cell phones between the hours of 7:40 a.m. and 2:40 p.m.**
- **The use of cell phones is allowed only on the ground floor before the first bell (7:40 a.m.) and after the last bell of the day (2:40 p.m.)**

The use of cell phones is not allowed during the lunch periods.

If a student is using a cell phone (ANY OF ITS FUNCTIONS) **for any reason** during the restricted time, the following consequences will be imposed:

- **Phone will be confiscated from the student**
- **Progressive discipline will take place (detention may be applied)**
- **The cell phone will be returned ONLY to the Parent/Guardian of the student and $50.00 fine will be imposed**

**THERE WILL BE NO EXCEPTIONS TO THIS POLICY**

Students who have cell phones confiscated more than two times will be placed on a behavior contract and suspended from school for one day for continued defiance. The school may also require the student to check the phone into the office.

Union School is not responsible for lost, stolen or broken cell phones and will not pay for phones that are lost or stolen.

**PARENT MESSAGES AND TELEPHONE CALLS:**

We request your cooperation in not texting and or calling your students during the day. Our school's new phone lines have been made available for you to call. Because classroom time is valuable, we like to minimize disruption. As such forgotten books and assignments, or other items will not be delivered to class. Every time a classroom door is opened, concentration and instruction are interrupted.

In case of an emergency, students may use the telephone at the front desk.
2014-2015 Board of Trustees

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Should anyone have questions or concerns that require Board attention, please email them to boardoftrustees@unionschool.edu.ht.
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## Union School 2014-2015 Calendar

### August 2014
- **1** Tuition Payment Due
- **2** Guidance Returns
- **6** Admin Staff Arrives
- **9** New Staff Arrival
- **11-12** New Staff Orientation
- **13-14** All Staff Orientation
- **16-19** Teachers Work in Classrooms
- **20** 1st Day Grades 1-12 (8:00am - 12:00pm)/Quarter 1 Begins
- **21** First Day Pack (9:00am - 12:00pm)
- **22** Board Meeting
- **29** New Students' BBQ

**8 Days**

### September 2014
- **1** Tuition Payment Due
- **12** Parents' Cocktail
- **17** Mid Quarter 1
- **19-20** Professional Development-No School for Students
- **23** Board Meeting
- **26** Gen Assembly/Back to School Night/Progress Report Sent home
- **29** MAP Testing Begins

**22 Days**

### October 2014
- **1** Tuition Payment Due
- **1-16** MAP Test Continues
- **4** Progress Reports sent home
- **15** Quarter 1 Ends
- **16** Quarter 2 Begins/Dessert Day Activity
- **17** Dessert Day - No School
- **20** Teacher Work Day - No School for Students
- **24** Report Cards sent home
- **28** Board Meeting
- **31** Halloween Activities

**22 Days**

### November 2014
- **3** Tuition Payment Due
- **7** Parent/Teacher Conferences-No School/Bern/LC PT
- **14** Holiday Deli/Cafeteria Activities
- **17** Battle of Verities Activities
- **18** Battle of Verities No School
- **20** Progress Report Sent Home
- **24** Board Meeting
- **27-28** Thanksgiving Recess

**17 Days**

### December 2014
- **1** Tuition Payment Due (Double Payment)
- **5** Board/Staff Holiday Celebration
- **12** Tree Lighting Ceremony/2015 Budget FY
- **16** Board Meeting
- **17-19** Semester 1 Exams/End of Semester 1
- **22** Holiday Recess Begins

**13 Days**

### January 2015
- **5** Classes resume/Second Half Begins
- **16** Teacher Work Day - No School for Students
- **19** MLK Day - No School
- **23** Gen. Assembly/Report Cards Pick up
- **27** Board Meeting
- **30** 100 Days of School

**19 Days**

### February 2015
- **2** Tuition Payment Due/Pre Registration begins
- **6** Mid Quarter 3
- **13** Carnival Activities/Valentine's Activities/Progress Report Sent home
- **16-20** Carnival Races
- **23** Classes Resume
- **27** Mid Quarter 3/Board Meeting

**12 Days**

### March 2015
- **2** Tuition Payment Due
- **6** Progress Reports sent home
- **9** New Student Registration/Pre-Registration Ends
- **11** Registration begins
- **14** Teacher Work Day - No School for Students
- **17-20** Frangipane Week/Quarter 3 Ends
- **23** Quarter 4 Begins
- **24** Board Meeting
- **31** Report Cards Go Home

**22 Days**

### April 2015
- **1** Tuition Payment Due/Quarter 4 Begins
- **2-10** Spring Break
- **13** Classes Resume
- **22** Science/Tech Fair
- **28** Board Meeting
- **30** Mid Quarter 4

**15 Days**

### May 2015
- **1** Labor Day/No School
- **8** Gen Assembly/Board Elections/Progress Reports go Home
- **13** Teacher Work Day - No School for Students
- **15** Flag Day Activities/Progress Reports go Home
- **18** Flag Day School
- **26** Board Meeting
- **27-29** Senior Banquet

**19 Days**

### June 2015
- **5** Senior Graduation
- **9** Pre-K/Kinder End of Year Celebration
- **9-19** Grade Exams
- **9-11** Semester II Exams
- **11** Last Day of School for elementary
- **11** Last Day of School for Secondary
- **12** Graduation Grades 5 & 8 / Quarter 4 Ends
- **16** Board Meeting
- **17** Staff's Last Day
- **24-26** Report Card Distribution

**10 Days**

### Calendar Days
- **Semester I 84**
- **Semester II 100**
- **Total 184**

**Shaded & Bolded = No School**
**Bolded = Teacher Work Day = School for Students**

In order to avoid penalties to students as foreseen in the school policy 
WL 13, "Attendance/Student Absences & Excuses", it is strongly advised that parents plan to travel on school/scheduled school holidays only, unless travel is for documented medical reason.

SAT tests are held on Union School Campus. Please consult the collegeboard.org/advantage/international-dates for the registration deadlines for these tests.