

WELCOME

The administration and staff would like to take this opportunity to welcome you to Oklahoma Union School.

This information has been carefully prepared to help you succeed at Oklahoma Union. This information is in compliance with the Board of Education policies, copies which are available in the principal's office. The support staff, teachers, counselors, and administration are all here to assist you with your education.

MISSION STATEMENT

Learning our ABC's: Achieving, Believing, and Changing

OKLAHOMA UNION GRADUATION POLICY

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from Oklahoma Union High School with a standard diploma, students shall complete the college preparatory/Work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for High school graduation, a student may enroll in the curriculum for high school graduation, upon written approval of the parent or legal guardian of the student. The total units of credit to graduate from Oklahoma Union are 25 for students entering the ninth grade.

Student must take curriculum classes that have an end of instruction test from the staff at Oklahoma Union or Tri County Tech.

To meet graduation requirements, students may include courses taken by concurrent enrollment, approved distance learning classes and approved computer utilized courses for credit recovery and non-core classes (English, Math and Laboratory Sciences classes by computer software may only be used for credit recovery).

The High School Counselor and Principal will make Students entering the eighth grade and their Parents or legal guardian aware of the Oklahoma Higher Learning Access Program and the curricular requirements for it.

OKLAHOMA UNION SCHEDULE POLICY

The High School Schedule will be designed to have four class periods after lunch (11.20) to allow Tech students more time for credits.

SCHOOL CLOSINGS

School closings, because of inclement weather, will be announced on local radio, T.V. stations, school messenger, and facebook. Unscheduled closings due to equipment failure or weather

also occur. Unscheduled closings will be posted on facebook and school messenger. Each child should know where to go if an emergency arises and school is dismissed early.

EARLY DISMISSAL OF STUDENTS

For the safety of each child, when it becomes essential that a student be dismissed early from his/her daily schedule, the parent must visit or contact the office (from phone number on file) to properly release the student (administrative approval, completion of log book) and notify the teacher. We will not release any student to anyone other than parents or legal guardians without express written permission from parents.

CELL PHONE POLICY

Cell phones can be used during non-instructional time, which includes before/after school, during lunch, and during passing periods. Phones are not to be used during class time. (unless it is for educational purpose) The first violation will result in the phone being sent to the office. The student's parent or guardian must come to the school to claim the phone. This does not constitute a discipline referral. The second offense is considered a discipline referral. The office phones are available for you use, with permission. If your parents need to talk to you, they may call the office at 918-255-6551.

CLOSED CAMPUS POLICY

Students are not allowed to leave school facilities once they get to school unless they have administrative approval. Students are not allowed to leave school facilities during the noon hour. Oklahoma Union schools have a closed lunch period. Visitors during this time must be cleared with the office before they will be allowed to stay.

ATTENDANCE POLICY

Oklahoma law requires the regular school attendance by children of school age. School districts are required to record all student absences and the reasons for them and to report excessive absences to the proper authorities. Although regular school attendance is essential for a student's success in school, the Oklahoma Union Board of Education recognizes that an occasional absence is unavoidable.

1. Students must be in attendance in each class 90% of the time. Students will be allowed nine (9) absences in each class each semester for illness, personal business, funerals, etc. Students who miss more than nine (9) days from class may not earn credit in that class. In the event a student exceeds nine (9) absences in a semester from a class the student's parent may request a review by the attendance committee of the decision that the student will not earn credit in that class, by letter to the building principal. If no request is received within five (5) days of the student's or parent's receipt of the report card, or notification of excessive absences, the decision will be final and not appealable. The attendance committee will consist of the principal, counselor, one teacher. The committee will take into consideration any extenuating circumstances for each case of excessive absences. After deliberation, the committee will determine whether the student will or will not earn credit.

2. The parent may request review of the committee's decision by letter to the superintendent. If no request is received within five (5) days of the parents receipt of the committee's written notification of his it's decision, the committee's decision will be final and no appeal can be made.
3. The parent may request review of the superintendent's decision by letter to superintendent or the Clerk of the board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Oklahoma Union Board of Education meeting at which the decision will be reviewed. The Oklahoma Union board of Education's decision will be final.
4. If a parent disagrees with the Oklahoma Union Board of Education's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become part of the student's permanent cumulative record.
5. Any student who is ten minutes late to class will be considered absent. Also, three (3) tardies to a class will result in a recorded absence for that class.

Absences

When a student is absent from school, his parent **Should** telephone the school as early as possible that school day to report his absence. When student returns to classes, a dated note from the parents explaining the reason for the absence should be brought to the principal's office.

Student absences will be recorded as excused or unexcused. Absences will be excused only if:

1. Due to illness
2. Due to death in the family or other family emergency.
3. Due to an approved reason stated on a note signed by parent or guardian.

Excused absences will allow the student to be given 3 days to make up any work missed and the work will receive full credit if returned within 3 days. Unexcused absences will result in a grade of 0 earned for each assignment missed.

Students attending Tri-County technology center in Bartlesville, if for any reason do not attend Tri-County Technology in the morning, must report to school. If they do not report, the absence will be unexcused.

Tardiness

It is the obligation of each student to be on time to class, to have all the requested supplies, and be in their assigned seat prior to the tardy bell ringing. These supplies include, but are not limited to paper, pencil, planner, book, etc. Discipline for unexcused tardiness will be subject to any of Oklahoma Union discipline policies. The severity will depend upon the number of unexcused absences.

Three tardies in one class is equal to an absence. Habitual tardiness will result in a required parent meeting. If student is assigned ISS the must complete all academic work that is sent to ISS before they will be permitted to return to mainstream classes. Any tardy may result in lunch detention.

Truancy

Any student is considered truant when he/she leaves school without permission from the office or if he/she remains away from school without the knowledge and consent of his/her parents or guardian. Any truancy will result in an automatic office referral and truancy will be reported to appropriate authorities. Habitual truancy could result in out-of-school suspension or expulsion from school.

MAKE-UP WORK

Students who have an excused absence have the privilege to make up class work missed. However, it is the student's responsibility to get the assignments from the teachers. Students will be given a reasonable time to make up any work missed. For an excused absence, the make-up work will get full credit. (Refer to attendance section)

For any unexcused absence, the student will receive a grade of "0" for each class missed.

DISCIPLINE RESPONSIBILITIES

Students' Responsibility

All students are expected to follow the rules and regulation of the Board of Education, the school administration, and the teachers. Students are required to be courteous and polite and contribute to good school climate.

Parents' Responsibility

Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should visit the school and check with school officials concerning their child's progress.

School's Responsibility

It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers, and others connected with the school district shall provide positive models that are observable as good examples for students to follow. (Refer to Oklahoma Union Discipline Policy on school website)

DRESS CODE

All students grades PK-12th grade will adhere to the following dress code policy.

1. Writing or emblems that are objectionable, suggestive, or in poor taste shall not be a part of or attached to the student's clothing and/or supplies.
2. Head coverings should be removed upon entering the school building for both boys and girls. (examples: hats, visors, scarves, do-rags)
3. All students will wear jeans, slacks, and shorts at the waistline. These articles of clothing will be clean, worn in good taste, and free of holes.
4. No shirts with large armholes.
5. Tights or leggings may be worn as outerwear when worn with an appropriate upper garment that extends down to the middle of the thigh.

Students' grades 3rd through 12th will adhere to the aforementioned dress code with the following additions.

1. Students will not be permitted to wear tank tops, spaghetti straps, or net type shirts or dresses without a shirt underneath.
2. Shirts above the midriff will not be permitted. All shirts and blouses must be below the waistline.
3. Tops may be sleeveless, if not revealing. Immodestly low necklines are prohibited.
4. Shorts, skirts and dresses must be at least to the middle of the thigh. The thigh begins at the bend in the leg at the hip and extends to the top of the knee.

Extra-Curricular Activity Dress Code

All students representing Oklahoma Union Schools at public events (athletic, music, homecoming, prom or other activities that take place before the public) will dress in a manner so as to project the best image possible on our school and community. It is the expectation of the administration that activity sponsors establish and enforce standards for dress at public events that meet or exceed standards previously set forth in this regulation. All attire for homecoming must be pre-approved by event sponsors approximately one month prior to each event (a picture will suffice). Students are expected to dress appropriately for prom. At this time, there is no pre-approval process for prom attire. However, if students are not dressed appropriately, the pre-approval process will be considered on a year-to-year basis.

Any other dress code issues are at the discretion of the building principal.

BUS REGULATIONS

Most of our students live a distance from school, making bus transportation a necessity. All students receive bus transportation. Proper behavior on the bus is required of all students in the interest of safety for all passengers. The cooperation of parents is required to assure your child a safe ride to and from school.

To assist in this effort, the following rules are to be applied to all students riding the bus:

1. Riders must be on time. The bus will not wait beyond the regular schedule for those whose are tardy.
2. Riders must obey the driver promptly and respectfully.
3. Students must never stand in the roadway to wait for the bus.
4. Conversation with the driver is unnecessary.
5. Ordinary conversation with classmates is permitted. Classroom conduct is to be observed.
6. Riders may not extend arms, legs, or heads out the windows on the bus.
7. Riders may not move about or stand in the aisles while the bus is in motion.
8. Damage to a bus will be the responsibility of the parents of any child who defaces or damages a bus.
9. Do not throw anything out of the bus windows.
10. Fighting on buses is not permitted and will be considered a serious offense.
11. A student may be suspended from any bus by a school administrator for a serious offence.

MOTOR VEHICLE REGULATIONS

1. All students must have a valid driver's license to drive to and from school.
2. Students arriving and leaving school must do so in an orderly fashion and observe posted speed limit.
3. The main student parking area is east of high school. The small parking area south of the elementary school is reserved for faculty. Parking accessing the sidewalk at the High School and Elementary is limited to Visitors and Faculty only.
4. All motorized vehicles should be parked when arriving and not driven again until departing after school is over. Park in an orderly fashion. Don't park past the south end of high school, and don't double park. Upon arrival at school, students must promptly enter respective school buildings.
5. Failure to follow regulations will result in disciplinary action and/or loss of driving privileges.

TELEPHONES

The office telephone is a business phone and will not be used by pupils except for emergencies with administrative approval. Parents should call for students only in cases of real emergency.

PUBLIC DISPLAY OF AFFECTION

Display of affection other than holding hands does not have a place at any time in our school. Displaying of affection that goes beyond handholding in the school or on school grounds or at school sponsored activities is prohibited. Teachers should warn students of inappropriate display of affection and report offense to office. Failure to follow guidelines will result in disciplinary action.

- a. Parents notified of behavior. (2nd offense)
- b. Parental conference. (3rd offense)
- c. Suspension (4th Offense)

LOCKERS

Each individual student is assigned a locker in Jr./Sr. High School. All students are expected to keep their lockers neat and orderly. Lockers are the property and responsibility of the Oklahoma Union School District. **Lockers can be searched.** The Oklahoma Union Administration reserves the right to search any or all lockers at any time, without the student's knowledge and/or presence.

Points assigned for discipline referrals

Swats/Detention/1day ISS=1 point, 3days ISS=3 points, 3 days OSS=5 points, 5 days OSS=8points, 10days OSS= 20 points

Per Year Totals	First Semester	School Year	Action Taken
	5 pts.	10 points	Parent Conference
	7 pts.	15 Points	Meeting with teacher discipline committee
	12 pts.	25 Points	Administrator expulsion meeting

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Away from assigned area	1 Det/2 Swats	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS
Bullying	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Cafeteria Violation	1 Det/2 Swats	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS
Cheating (No Assignment Credit)	1 Det/2 Swats	1 Day ISS	3 Days ISS	3 Days OSS	5 Days OSS
Skippping Detention	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Cell Phone Violation	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Disrespectful Behavior	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Disruption of Class	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Profanity	1 Day ISS/2 Swats	3 Days ISS	3 Days OSS	5 Days OSS	10 Days OSS
Open Defiance	3 Days OSS	5 Days OSS	10 Days OSS	Long term Suspension	
Stealing (Police?)	10 Days OSS	Long term Suspension			
Threats	3 Days OSS	5 Days OSS	10 Days OSS	Long term Suspension	
Dress Code Violation	School supplied cover	Sent home to change/ISS	1 Day ISS	3Day ISS	3 Day OSS

Tobacco Use or Possession	3 Days OSS/swats	5 Days OSS	10 Days OSS	Long term Suspension	
Vandalism Restitution and Possible Police Involvement	3 Days OSS	5 Days OSS	10 Days OSS	Long term Suspension	
Alcohol	*Six Weeks OSS	Long term Suspension			
Drugs/Narcotics	*Six Weeks OSS (Police will be notified)	Long term Suspension			
Weapons/Threats of mass destruction *	Long term Suspension				

* Possibility of a two week reduction may be granted if the student and parents agree to the following:

1. Meet with student assistance counselor/obtain from licensed practitioner, an alcohol/drug use assessment that may recommend counseling, education, treatment and/or drug testing. All expenses for these will be the sole responsibility of the parents.
2. A second one-week reduction may be granted if compliance with the assessment recommendations is verified and documented.
3. If the student complies with both 1 and 2 as stated above, the suspension may be reduced to five (5) days OSS and ten (10) days ISS.
4. Police will be called for all alcohol and drug related discipline referrals.

GUIDANCE SERVICES

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, help with homework, school and/or social concerns, or any questions or problems the student may wish to discuss with the counselor.

CAFETERIA REGULATIONS

1. Students will not take food from the cafeteria to other sections of the building without administrative approval.
2. Teachers and teachers' assistants may correct inappropriate cafeteria behavior at once.
3. Breakfast will be served to students each morning between 7:50 a.m. and 8:20 a.m. Eating breakfast is not a legitimate excuse for tardiness.
4. Classes are in session during each lunch period. Keep the noises down.

STUDY SKILLS

1. A student who Studies Well:
Brings notebook, paper, pen or pencil, and other necessary materials to class.
2. Is an active participant in the classroom - listens well and takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before leaving class.

5. Strives to do his/her best, not just enough to get by.
6. If the assignment is a long-term project, he/she does a little of it each day. He/she doesn't let it go until the last minute.

REPORT CARDS

Report cards will be issued every nine weeks. Parent-Teacher Conferences will be scheduled once every semester.

OKLAHOMA UNION SCHOOL DISTRICT GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
59-below	F

SCHOOL ACTIVITIES POLICY

A good program of interscholastic competition is available to Oklahoma Union students, and you are encouraged to participate. To be eligible to participate in any sport, a student must meet scholastic requirements and have parental consent and approval of a medical examiner. An activity absence will be defined as any type of absence resulting from an activity, initiated by any group, organization, team, club, or person/persons sponsored or recognized by the school, that causes a student to miss any class for a period of 15 minutes or longer in any one class period.

1. No teacher will ask for students out of classes other than his/her own for an extracurricular activity without the permission of the principal.
2. All organizational meetings will be scheduled at such a time that they do not exceed 15 minutes of the class period.
3. If the organizational meeting or meetings exceed the time limits, they must be counted as an activity absence.
4. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.
5. The classroom teachers will be responsible for keeping a weekly record of absences. The building principal's and activity sponsors (list of students supplied to office) will be responsible for assigning activity absences.
6. The teacher will make available, at any time, the number of activity absences a student has when the student requests.
7. The principal's office keeps the master record of activity absences for inspection by outside interested parties that have the authority to inspect the records.
8. In the event a student accumulates ten activity absences in any class, the student will not be allowed to miss that class for any activity the remainder of the school year.

(Activity committee may meet and extend activity absences based on academic standing and regular absence amount)

9. Because the student is charged with the activity absence it is his/her privilege to decide if he/she needs to be out of class for an authorized activity.
10. The teacher and the student share the responsibility to ensure the student does not exceed his/her allowed 10 activity absences.
11. A review committee designated by the School Board of Education will monitor the master activity absence record monthly. The principal's secretary will be responsible for making this available to the committee.
12. School assemblies in which the teacher takes his/her class to the assembly and remains with them for the duration of the assembly, and if it does not exceed one class period, will not count as an activity absence.
13. A field trip in which the teacher takes his/her class on the field trip, and that trip is educational in nature and approved through the committee and board, will not count as an activity absence.
14. Any regular, approved activity must be scheduled to float in a different hour every meeting.

EMERGENCY DRILLS

Fire, tornado, intruder, and other emergency drills are required by law at regular intervals and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible.

The alarm for fire will be short rings of the school bell. When a fire alarm is given, all students should follow their teacher and walk single file to the designated area. When a fire drill is held, the return-to-class signal will be a siren.

The alarm for a tornado will be a continuous ring of the school bell. When a tornado alarm is given, all students and faculty should walk single file to the designated areas. When a tornado drill is held, the return-to-class signal will be a siren.

COMMUNICABLE DISEASE POLICY

CONJUNCTIVITIS (PINK EYE)	It is not medically necessary to exclude from school more than a day or two unless indicated by school health personnel or child's physician.
IMPETIGO	Children are allowed in school at the discretion of the School health personnel and as long as sores are properly treated and covered with a bandaid.
POISON IVY, OAK	If the child is comfortable, they may safely attend school.
STREP THROAT, SCARLETINA, SCARLET FEVER	May return to school 48 hours after appropriate treatment and medication is started.
PENDICULOSIS (LICE, SCABIES)	May return to school when treatment of child and home have been completed and reported to school health personnel.
RINGWORM	Are allowed in school after first treatment.

MUMPS	May return to school after swelling subsides.
MEALSES	May return to school when skin is clear, and written consent from physician.
CHICKEN POX	All lesions should be dry and hard before returning to school.
FIFTH DISEASE	No exclusion from school is necessary.

DISTRICT TELPHONE DIRECTORY

Superintendent's Office 918-255-6550 ext. 17

High School Principal's Office 918-255-6551 ext. 36

Middle School Principal's Office. 918-255-6910 ext. 10

Elementary School Principal's Office. 918-255-6552 ext. 14

Middle School & High School Guidance Counselor . . . 918-255-6551 ext. 38

Elementary School Guidance Counselor 918-255-6552 ext. 26

Athletic Director. 918-255-6551 ext. 30

Bus Barn/Transportation 918-255-6555

Field House 918-255-6554

Vocational Agriculture 918-255-6555

Toll Free Number 1-866-524-5391

Oklahoma Union Website www.okunion.k12.ok.us