

Union Local Elementary

Student/Family

Handbook

Kindergarten - 5th Grade

2009 - 2010



PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to the Union Local Elementary "Home of the JR. JETS." We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. This handbook has been developed to help you learn as much as possible about our school policies and procedures and the services we offer our students. Have a great school year!

ABSENCES

Regular attendance at school is extremely important for you to be successful at Union Local Elementary School. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc. outside of school hours.

UNION LOCAL ELEMENTARY ATTENDANCE POLICY

Student Absences and Excuses

The educational program offered by Union Local School District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. Calls should be made to the Elementary office, 782-1384 or 695-3418, by 9:00 a.m. on each day of absence.

The principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice by mail. Reasons for which students may be excused by Ohio law include:

1. Personal illness or medical appointment with an accompanying physician's statement.
2. Funeral in the immediate family. (limit 3 days)
3. Illness in the immediate family that requires the student to stay home as determined by the Principal.
4. Required court appearances – written excuse from Representative of Court
5. Religious observation in which a student is personally involved.
6. Quarantines by doctor for contagious disease with doctor's note.
7. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal.

EVERY CLASS/DAY OF ABSENCE REQUIRES A NOTE!!!!

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. If a student fails to present a signed note to the office by 3:45 P.M. on the required day, the absence will be considered unexcused. An unexcused absence may result in the student receiving a grade of zero for all work missed. To be eligible for the above seven (7) excused reasons the written excuse must be in by 3:45 P.M. on the 3rd day following the absence.

NO STUDENT, REGARDLESS OF AGE, WILL BE PERMITTED TO SIGN THEIR OWN NOTES.

Unexcused Absences

The Union Local School District endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guideline in regard to tardiness and unexcused absence. A “habitual” truant is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year. The school may file an “unruly child” complaint in juvenile court. A “chronic” truant is any child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year. The school may file a “delinquent child” complaint in juvenile court.

Sanctions

Other than specified above as excused absences, all other absences shall be considered unexcused absences. When a student accumulates the following number of unexcused absences, the following action will be taken by the School District:

Three (3) days unexcused absent - student and parent notified

Five (5) days unexcused absent - student, parent and truant officer notified

Ten (10) days unexcused absent - student, parent, truant officer notified and student and parent shall be required to attend an intervention and truancy prevention strategy as adopted by the School Board

Twelve (12) days unexcused absent or five (5) or more consecutive days or seven (7) or more in one month - the school may file habitual truancy charges through the Prosecutor’s Office

Fifteen (15) days unexcused absent or seven (7) or more consecutive days, or ten (10) or more in one month - the school may file chronic truancy charges through the Prosecutor’s Office

(A month is defined as four (4) consecutive weeks)

Upon the 21st unexcused day of absence from school and/or class **no credit will be given for the year for each affected class.**

It is the policy of this School District that a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child’s attendance. These actions may be taken upon referral of the School to the Belmont County Prosecuting Attorney’s Office pursuant to Section 3321.19, 3321.38 or 2919.222 of the Ohio Revised Code.

Intervention program

The intervention program will be run by County Truancy Officer through Juvenile Court. Juvenile Court Judge can hold the parents responsible for their children's attendance according to ORC 2919.222 Parental Neglect. It states that *No person required to attend a parental education or training program pursuant to policy adopted under division A or B of Section 3313.663 of the Revised Code shall fail to attend the program. Whoever violates this section is guilty of parental education neglect, a misdemeanor of the fourth degree.*

Appointments-Doctor, Dentist, etc.

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. Students must sign out in the main office

upon leaving. The Principal may call the doctor's office to verify the appointment. When students return to school they need to provide a slip from their doctor, dentist, therapist, etc., verifying the appointment time and date. If they return to school the same day they should sign back in.

Vacations

We encourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence. If a parent who wishes his/her child to vacation during the school time presents a written request to the Principal prior to going and each of his/her child's teachers sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for make up work.

Tardy to School/Class

All students who are late to school report directly to that office.

Excused tardiness - riding a late school bus, the student has a note from the doctor or court, and weather conditions may be considered.

Unexcused tardiness - In all other cases the student shall have an acceptable note from his/her parent/guardian explaining the student's unexcused tardiness. On his/her fifth unexcused tardy a student will receive one day of detention. Each subsequent tardy will also result in a one day of detention.

Partial Days

A student who is late for school or leaves early and misses one period or less will be deemed tardy. Students absent for more than one period in the A.M. or more than one period in the P.M. will be absent for half day. Students leaving school for medical appointment or some other excused obligation will be subject to the time guideline listed above. If the student returns to school following the scheduled appointment, the principal/dean of students will determine the hours missed and mark the student attendance register accordingly.

Make-up Policy

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students whose absences are excused will be given the privilege of making up the work missed within two (2) days after returning to school. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s).

Any absence of a pupil from class or school approved by the administration to transact school business or to participate in a school activity (i.e., field trips, fair) shall not be considered as an unexcused absence from school. The student is responsible and required to make arrangements with their teacher(s) for the make-up work.

Non-Emergency Trips Out of the District

The Union Local School Board does not believe that students should be excused from school for non-emergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

ACCESS TO STUDENT RECORDS

Confidentiality – Student records are confidential and are protected by the Privacy Act. Only the school staff and the child’s natural parents or legal guardians have access to the records. The Privacy Act does not protect directory information on the child. Directory information may include pupil’s name, address, telephone listing, date and place of birth. (Sec. 3319.321) If you do not wish the District to release this type of information you must contact the school office and complete the appropriate form.

Parent’s Access – Parents requesting access to their child’s records must be granted access within 45 days of the request. Parents have the right to receive copies of their child’s record. The school may charge the actual cost of duplicating records. School officials will respond to reasonable requests for explanations and interpretations of these records. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

Non-Custodial Parent’s Access –

1. A divorce or change in custody does not change the rights of a natural parent to the child’s records unless otherwise directed by the court.
2. A non-custodial parent may request and receive a copy of the child’s report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

Child Custody – Parents have an obligation to inform the school any time the custody of a child changes. (SB 140) The school officials will need to see and copy court orders pertaining to a child’s custody.

ACCIDENTS

All accidents, which occur during school hours or on school property, are to be reported to the nurse immediately. Please be sure a contact phone number is on file in the office in case of such an emergency. If this contact number changes, please call the school secretary.

ANNOUNCEMENTS

Daily announcements are made to the entire school at the beginning and end of each school day. Please encourage your child to listen carefully to these announcements, for there may be information relayed of importance to him/her as a student and/or to you as a parent. Quite often notices are distributed to the children regarding school matters. Please encourage your child to promptly bring the notices home to you.

ARRIVAL OF STUDENTS

Arrival at school – Bus students are permitted to enter the building upon arrival. **Students being dropped off by a parent/guardian should not arrive before 8:30 a.m. The school is not responsible for any child arriving before this time.** Bus students and walkers participating in the breakfast program must go directly to the cafeteria no sooner than 8:30 a.m. **Please note breakfast is NOT served when school is on a delay.** Students not participating in the breakfast program must go directly to their classroom upon arrival at school.

BUS TRANSPORTATION

Those students riding the bus to school are to ride in the seat assigned to them by the driver. All safety rules must be obeyed. The bus driver is in charge and is to be respected at all times. Improper behavior could result in the loss of riding privileges.

If there is a bus transportation problem, please contact the bus garage immediately at 782-1183. The office is not made aware of all bus incidences until the driver submits a written notice.

Bus Rules

While riding the bus, all students must comply with the following bus rules, the student code of conduct, or any other appropriate rule(s) as determined by the bus driver. Any violation of these rules will result in disciplinary action, which may include suspension of riding privileges.

1. Obey and respect the bus driver.
2. No profanity or obscene gestures.
3. No eating or drinking on the bus
4. Keep aisles clear at all times.
5. Keep hands, arms, feet, and head inside bus at all times.
6. Do not open windows more than half way.
7. No destruction of school property.
8. No animals are permitted on the bus.
9. Do not leave bus without driver's permission.
10. Enter and exit only by front door.
11. Do not throw objects inside the bus or out the windows.
12. Obey driver's instruction to cross road when boarding or exiting the bus.
13. Stay seated at all times.
14. Do not move until the bus comes to a complete stop.
15. Pick-up and drop-off only at designated areas.
16. Always sit in assigned seat.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. When a student's bus privileges have been suspended, it is the parent's responsibility to get the child to school. If a student is absent due to no transportation, the absences will be unexcused.

CAFETERIA

Union Local Elementary offers a breakfast and lunch program.

Breakfast – All students will be offered a breakfast free of charge. Breakfast will begin at 8:30 a.m. until 8:50 a.m. Students are to be in their classrooms by 8:55 a.m.

Note: *Breakfast is not served when the school is on a two-hour delay.*

Cafeteria Lunch prices are:

- Full price: \$2.00
- Reduced: \$.40
- Milk: \$.50

Students will be allowed to charge their meals up to a maximum of \$10.00. After reaching the \$10.00 limit, students will not be able to charge anymore. We will not allow any child to go hungry, so we will provide them with something small to eat.

Free and reduced lunch forms are available the first day of school and during the school year at the office. Students previously on the free and reduced lunch program may continue receiving these for the first two weeks of school until a new form is received and approved. Any student receiving free or reduced lunch must pay full price for milk when bringing a packed lunch and full price for snack milk in kindergarten.

Students bringing their lunch to school are encouraged to bring a healthy, well-balanced meal. Students can purchase milk from the cafeteria as a drink with their lunch. **ENERGY DRINKS ARE NOT PERMITTED AT SCHOOL AT ANY TIME!** Also, students are being discouraged from bringing pop and soda to drink in their lunch.

Touch Screen Debit System – This is a debit system used in the cafeteria for lunch only. Parents are asked to deposit money in their child’s cafeteria accounts by sending cash or a check to school with their child. When paying by check, please make the check payable to “**Union Local Elementary Cafeteria**”. Please make sure the child’s name is printed on the bottom of the check. Also, when sending lunch money to school, please place the check or cash *in an envelope labeled with your child’s first and last name, their grade, and their teacher*. Please label this envelop with their identification number given to you at the beginning of the year.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please notify the school of any change in address or telephone number without delay. Parents/Guardians need to make sure work telephone numbers, as well as emergency telephone numbers, are provided so emergency procedure files are up to date.

CANCELLATION/EARLY DISMISSAL

School Cancellation – There may be an emergency arise during the school year which may cause the cancellation of school for a day or a short period of time (snow, icy roads, furnace failure, etc.). We ask that you **DO NOT CALL** the school offices, officials, or other school personnel, but to listen to the local radio and television stations. Also, a message will be sent to your home via the *Parent Broadcast*.

Emergency Dismissal – The Union Local School District may have to dismiss early during the school day due to snow, icy roads, or other emergency situations. Your child should be given instructions regarding procedures to be followed should an early emergency dismissal occur. Please listen to the local radio and television stations for specific information and/or any changes in the emergency dismissal procedure. Also, a message will be sent to your home via the *Parent Broadcast*. (See *Parent Broadcast* for further information).

CELL PHONES – Cell phones are not permitted to be turned on from during school hours. Students are not to be in possession of cell phones inclusive of the tardy bell to start the first class of day and extending through the dismissal bell at the end of day. Students will be responsible for securing phones in their locker before tardy bell. First Offense = 1 day of detention, cell phone confiscated, parents will pick-up the phone from the school principal/designee at their convenience. Parents will read and acknowledge that they have read and understand our policy by signing a copy of policy. Second Offense = Insubordination, confiscation until end of school year or 30 days (which is longer), phone is sent to

Superintendent's office. Additional Offenses = ISS/Suspension – up to five days per offense and confiscation until end of school year or 30 days (which is longer) phone is sent to Superintendent's office. **Cell phone use by students is absolutely forbidden at all times in restrooms, locker rooms and field house.**

CHILD ABUSE

School personnel are required by law to report any evidence of child abuse or neglect to Belmont County Children Services. The school will also cooperate with law officials.

CONFERENCES

Parent/teacher conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available. Special conference days are established in the fall and spring. Please refer to the school calendar for more information

DISCIPLINE

PHILOSOPHY

It is the belief of the Union Local school District that discipline in the school provides each student with the most favorable atmosphere for learning.

Each student and his/her parents shall understand that any teacher or school official has not only the right, but the responsibility, to insist on good behavior. The right of discipline extends to all areas of the school program.

DISCIPLINARY PROCEDURES

Every teacher is responsible for the general conduct of every pupil within his/her jurisdiction. Desirable attitudes must be taught. Positive, aggressive action by a teacher in promoting desirable self-discipline is preferred over negative defensive action. Teachers will only refer students to the Principal after they have exhausted all other alternatives.

A general hierarchy of disciplinary procedures would be as follows:

1. Teacher intervention
2. Lunch detention
3. Morning detention (30 minutes)*
4. In-school suspension/Saturday School*
5. Suspension*, C-Cap, Court referral
6. Expulsion/Civil Authorities

*Indicates notification will be sent through the student and/or mail

Any student unwilling or unable to fulfill a disciplinary requirement will be referred to the next level.

***PLEASE NOTE: Since all acts cannot be stated here, it must be understood that a student may receive the above stated penalties for similar acts which are considered gross misbehavior. All of the stated offenses and penalties apply to all school related activities. Court complaints may be filed in addition to any school action taken.**

Any student can and will be immediately removed from the general population for any actions deemed severe and inappropriate by staff members.

Lunch Detention (20 min.)

After eating his/her lunch, the student will spend the remainder of their lunch period in the office completing work assigned by the teacher or principal.

Morning Detention (30 min.)

At the elementary, we utilize a Morning Detention when students are unruly. This detention starts at 8:00 am and ends at 8:30 am (on 2hr delay days the detention will begin at 10:00 am). Due to the early start time, this requires parents/guardians to make arrangements for transportation on the day of the detention. The teacher in charge of supervision the detention will determine what the students need to do while in detention.

Saturday School (4 hours)

The Saturday School will be in session from 8:00 am to 12:00 noon. Transportation to and from Saturday School is the parent's responsibility.

Assigned students will attend a continuous four hour period determined by the Principal. Two (2) five minute breaks will be given during the four hour detention. No formal instruction will take place, but students are expected to bring homework assignments, appropriate reading material and other appropriate work to be done.

A student missing any portion of his/her assigned time in Saturday School may be given an additional four hour period. Failure to serve Saturday School will result in a one day suspension. The following rules shall apply to Saturday School:

- A. Students are required to bring class book/assignments with them. They are not permitted to go their desks or lockers in their homerooms.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

DISCIPLINE PLAN

- I. Lunch detention:
 - a. Accumulates 1,2,3 days then detention (if applicable)
 - b. Assigned for minor misbehaviors or disruptions that interfere with the orderly educational process in class or school
 - i. Chewing gum
 - ii. Name calling
 - iii. Lying to school staff
 - iv. No materials or supplies
 - v. Out of seat without permission
 - vi. Late to class
 - vii. Dress code violation
 - viii. Misbehavior outside of classroom
 - ix. No homework, failure to complete assignments, or not following directions
 - c. Assigned by teachers and principal

- II. Detention:
 - a. Accumulates 1,2,3 days then Saturday School (if applicable)
 - b. Assigned for:
 - i. Chronic no homework
 - ii. Obscenities to other students or at school
 - iii. Forgery
 - iv. Extortion
 - v. Hands on others
 - vi. Bus problems
 - vii. Disrupting learning environment
 - viii. Tardiness- 5 times equals a detention
 - ix. Sexual harassment
 - x. Leaving school building without permission
 - xi. Refusal to serve student privilege probation
 - xii. Skipping class
 - xiii. Cheating
 - xiv. Stealing (1st offense)
 - c. Assigned by teachers and principal

- III. In-School suspension / Saturday School: Assigned mainly for misbehavior which is major in severity or endangering the safety or well being of others
 - a. School day / 4 hours
 - b. Accumulates 1,2,3 days then suspension (if applicable)
 - c. Assigned for:
 - i. obscenities to staff
 - ii. vandalism- restitution required
 - iii. Stealing (after 1st offense)
 - iv. insubordination
 - v. continuous disruptive behavior
 - vi. removal from class
 - vii. skipping detention
 - viii. leaving school property without permission
 - ix. Pornography (possessing or drawing)
 - x. refusal to serve detention
 - d. Procedures:
 - i. Immediate intervention by staff
 - ii. Parent notification
 - e. Assigned by principal

- IV. Suspension
 - a. All day
 - b. Accumulates 1,3,5, 10 days (if applicable)
 - c. Assigned for:
 - i. Drugs, alcohol, tobacco, lighters and matches
 - ii. Weapons or look-alike weapons
 - iii. Skipping Saturday school
 - iv. Endangering lives of others- fire alarms, bomb threats, criminal activities, fireworks, arson, threats of physical harm to students or staff

- v. Fighting
- vi. Assault
- vii. Academic integrity
- viii. Refusal to serve Saturday School
- d. Threats of physical harm to students or staff will be handled with grave seriousness and reported to the proper authorities. Criminal offenses will be reported to the proper authorities.
- e. Assigned by principal
- V. Court referral
- VI. Expulsion
- VII. Civil Authorities

Any issues not specifically addressed in this handbook will be handled on a case by case basis at the discretion of the Principal.

1. Disruption of School- A student shall not, by the use of violence, force, threat or noise, cause the disruption of school.
2. Damage or Destruction of Property- A student shall not cause or attempt to damage or disfigure school or private property.
3. Assault- Physical, Harassment and Threats- A student shall not hit, grab or behave in such a way as to cause physical injury to another person. This includes hazing, menacing behavior, unwanted touching, acts of violence, or placing any individual in a situation whereas the physical or mental well being of an individual is in danger.
4. Narcotics- A student shall not possess, use, transmit, conceal drugs or “look-alike” narcotics or drugs or be under the influence of any narcotic, drug, or other controlled substance. A student shall not possess drug or smoking paraphernalia. Students shall not possess, use, or transmit steroids or like substances unless prescribed by a medical doctor. Discipline will be imposed and parents and authorities will be notified.
5. Alcoholic Beverages- A student shall not possess, consume, transmit, or conceal, buy, or be under the influence of any alcoholic beverage.
6. Tobacco- A student shall not smoke, transmit, conceal, use, or possess any tobacco product. Smoking is defined as having a lit or unlit cigarette or other smoking equipment in hand or mouth. The product will also be confiscated.
7. Leaving Schools Grounds- A student shall not leave school grounds during the school day without parental and administrative approval.
8. Cheating- A student shall not use any unauthorized information from any source to improve academic or extracurricular performance.
9. Dress Code- A student shall be in compliance with the dress code policy, while on school grounds, in school related activities or while using school transportation (refer to dress policy).
10. Truancy- A student shall not be absent from school except for reasons stated under attendance in this handbook. Absences other than those excused are unexcused
11. Falsifying- A student shall not falsify the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
12. Absence from Class- A student shall not skip a class or leave a class without the permission of the teacher.
13. Profanity- A student shall not use profane, indecent, or obscene language, messages, or gestures.

14. Pornographic Material- A student shall not possess or display pornographic material.
15. Improper Conduct- A student shall not conduct himself/herself in an obscene or immoral manner.
16. Disseminating Information- A student shall not disseminate information, verbally or written, about individuals that may be construed as inflammatory, malicious, or derogatory.
17. Boy/Girl Decorum- It is expected a student have personal pride and that they will observe acceptable standards of behavior in school. Undue familiarity or intimacy in a school situation is considered to be inappropriate and in poor taste; e.g., hugging, kissing, walking arm in arm, etc., is not acceptable.
18. Stealing/Trespassing- A student shall not take property belonging to another. Nor shall they enter another student's locker or desk without the student's permission nor enter a room or area of the school without authorization. Discipline will be imposed and the student will be required to pay restitution.
19. Bus Conduct- A student's failure to observe bus rules will result in disciplinary action that could result in the denial of bus privileges.
20. Throwing Snowballs or Other Objects- A student shall not throw snowballs or other objects in the vicinity of the school, as this is a dangerous practice.
21. Student Harassment/Bullying- Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and appropriate discipline is administered. The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development. District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one

shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

22. Activity That Changes or Alters Any Student or Staff Records – A student is not permitted to alter or change any written or electronic record.
23. Detrimental Behavior – A student’s behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the student handbook for the building in which the student is enrolled is prohibited.
24. Extortion – A student is not permitted to be involved in the act of extortion.
25. Falsely Reporting Incidents – A student may not falsely report incidents, make accusations, or give false testimony to school personnel.
26. Fighting – A student shall not fight, incite and/or encourage others to fight.
27. Gambling – A student shall not gamble for money, valuables, or gain.
28. Immoral Act – A student shall not commit an immoral act.
29. Insubordination and/or Disobedience – A student shall not be insubordinate and/or disobedient in refusing to comply with directions of school personnel.
30. Loitering, Littering, or Causing a Disturbance – A student is not permitted to loiter, litter, or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to or from school activities, or during the school day, or during school activities.
31. Repeated Offenses or Flagrant Violations – A student shall not have repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.
32. Unauthorized Touching – A student is prohibited from unauthorized or inappropriate touching, including hitting, grabbing, pushing, etc.
33. Violation of State Student Mandates – A student shall not be in violation of state student mandates, including, but not limited to, required immunization. The student will be disciplined and referred to court depending on the offense.
34. Violations of Federal or State Statutes – A student shall not violate federal or state statutes on school premises or while involved in school activities.
35. Violation of Terms of Suspension, Expulsion, or Other Forms of Discipline – A student who is in violation of his/her terms of suspension, expulsion, or other form of discipline may receive additional discipline and will be referred to court depending on the offense.
36. Dangerous Weapons – A student shall not possess, handle, transmit, or conceal dangerous weapons, ordnance or instruments. This includes, but is not limited to, knives, guns, objects that resemble them, stun weapons, and explosives.
37. Arson or Attempted Arson – A student shall not commit or attempt arson. Unauthorized use of fire is prohibited.
38. False Alarms – A student shall not make false alarms, including fire and/or bomb threats.
39. Fireworks, Explosives, or Other Such Instruments – A student is not permitted to possess, use, or threaten with use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the school (to include: inert explosives ordinance that could/would induce panic.)
40. Internet Use – A student must adhere to policies governing *Internet* usage.
41. Pocket Pagers or Other Electronic Devices – A student must follow school policy prohibiting the use of pocket pagers, cell phones, and other electronic communications devices. **This includes cell phones, pagers, digital cameras, Game Boys, IPODs, MP3 Players, etc.** If a student needs to call home, they need to do so from the school office.
42. Vandalism of Computers – Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies or networks that are connected

to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, as well as tampering with hardware or software.

43. Misuse of Computers – The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. An administrator or faculty member has the right to request, for cause, that the systems administrator denies, revoke, or suspend specific user accounts.

Emergency removal from premises – If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a school official may remove the student from curricular or extra-curricular activities or from the premises without prior notice or hearing.

In an emergency removal, a student can be kept from class until the matter of his/her misconduct is handled through reinstatement, suspension, or expulsion.

Suspension/Expulsion – The student is provided due process rights according to the school board policy and laws of the land when a student must be suspended or expelled for willful or persistent violations of the school code. Revised Code of Ohio 3313.66.

1. The principal or superintendent (in the absence of the principal) may suspend a student from school (curricular, extra curricular or school premises) for not more than ten days beyond the current school year. The first day of suspension will begin on the date of removal.
2. This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedure in which a student is removed from a period of less than 24 hours and is not subject to suspension.
3. This policy is made available to students and parents upon request.
4. Grounds for suspension shall include, but not be limited to, any violation of the School Discipline Code.

FIELD TRIPS AND OTHER PRIVILEGES

Students who have not demonstrated responsible behavior may be excluded from activities such as field trips, assemblies, and other special activities. School rules apply at all school functions and extracurricular functions.

A parental permission form must be signed and returned to the teacher in charge before going on a field trip. In the event that a student is not permitted to go on a trip, any money paid or raised by the student becomes property of the class and will not be refunded.

DISMISSAL OF STUDENTS

Change in routine – If a child is to go to another person’s home, he/she must bring a **note** explaining to his/her teacher the change in plans. *Please make sure that the name, address, and telephone number of the other person and the bus number are on the note.* If a child is going home with a classmate, **two** notes must be brought to school, one from the parent giving permission to visit and one from the parent whose child is to be visited. Bus students are not permitted to have guests accompany them home on the bus without approval from the office. We are responsible for your child’s safety and need to know where your child will be if an emergency should arise.

If your child is to go home any other way than he/she normally goes, he/she is to bring a written note from home explaining the change. Without a note, this will not be permitted.

In case of emergency and a change has to be made by phone, the parent/guardian must call in, identify themselves and verify by telling office personnel his/her child's school issued identification number.

DRESS POLICY

Anything distracting or detrimental to the educational program cannot be considered appropriate. This will be determined at the discretion of school personnel. Parents and school personnel share the responsibility for correcting any situation dealing with inappropriate attire. On the days students have physical education, they should wear appropriate clothing and tennis shoes.

Gang related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-shorts are NOT permitted.
3. NO clothes with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual references)
4. No hats, headbands, sweatbands or bandanas in the building.
5. No tees or pants that do not provide proper coverage and/or safety as determined by school personnel.
6. No bare feet.
7. No unsafe shoes. Example – any shoes without backs, flip flops, heels, heelies, sandals, etc...
8. Flagrant hair coloring such as sprayed red, green etc. is not permitted. Hairstyles that disrupt the academic process are not permitted.
9. No visible body piercing, or any facial or tongue piercing will be permitted with the exception of the ears.
10. No large (potentially injurious) hanging hoops and/or dangling earrings.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees.

DROPPING ITEMS OFF AT SCHOOL

When delivering items from home (lunch, homework, money, etc.) please leave the item with the office staff. Make sure all items are labeled with the student's name and teacher's name. **DO NOT GO TO STUDENT'S ROOM!** The office will make sure the items get to the student. Birthday party invitations/party invitations are not to be distributed at school.

FEES

It is the responsibility of the parents to pay for all fees owed to the school. Fees are \$20 for kindergarten and \$35 for grades one through five. Any unpaid charges or fees that have not been paid by the end of each 9 weeks will result in report cards being held. Keep in mind that these unpaid fees accumulate from year to year and they will carry over to middle school and high school.

INDOOR RECESS

Children are sometimes sent to school with minor illnesses, and parents request that they be kept indoors during recess. We will attempt to comply with requests of this nature providing that the requests are for a short period of time. Should your child have to stay indoors beyond two days, we are asking that a note from the attending physician accompany the request. The note from you and the doctor should state specifically the reason for the request, the length of time, and any other conditions that will help us provide proper care for your child.

MEDICAL CONCERNS

IMMUNIZATION LAW (ORC 3313.67 – 3313.671) Children who do not have evidence of proper immunization will be excluded from school after 14 days.

BEE STINGS AND OTHER ALLERGIES (including food allergies)

1. Parents are responsible for informing the school administrator of the child's allergies.
2. The parents are responsible for providing the school with the bee sting and/or allergy medication(s) and a doctor's statement about how the medication is to be administered.
3. In the event of a food allergy, parents must inform the teacher, school nurse, and other school personnel of the allergy and necessary action to be taken for your child.

EMERGENCY MEDICAL TREATMENT

Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat their child and the hospital they wish to care for their child in an emergency.

MEDICATION

Whenever possible, medication should be administered at home.

1. Children are not allowed to carry medication (prescription or non-prescription) on their person at any time. These medications can be confused with illegal drugs.
2. Children are not allowed to self-medicate. A school staff member must dispense medication, with the exception of epi-pens and inhalers (proper paperwork must be on file in the nurse's office for these medications that need to be carried with the students).

Prescription drugs may be administered at school only if:

- A signed order from the physician and signed parent permission form is brought to school with the prescription.
- The prescribed medication is in the **original prescription container** (the pharmacist will provide a container for school if you request it) labeled with the following information:
 - Student's name
 - Date
 - Name of the drug
 - Dosage and time interval
 - Doctor's name

Non-prescription medication may be administered at school only if a parent sends in a note with the medication, stating time and dosage to be given.

MONETARY COLLECTIONS

At various times during the school year, monetary collections are made (pictures, sales, assemblies, etc.). Information regarding these matters will often be distributed to the children to take home to parents. Announcements will be made daily during these collection periods. Please encourage your child to listen carefully to these announcements and to bring home any parent notification letters received. Send all money in a clearly marked envelope with your child's name, teacher, and the purpose of the money.

ONE CALL NOW

Parent Broadcast is our school-to-family notification service. With the convenience of ParentBroadcast, we can quickly contact all families in a matter of minutes with urgent and non-urgent news. We expect to use the service for school closings, delayed openings or early dismissals due to bad weather. We will also use this service to contact you in case of a crisis situation at school, send reminders and to share important school information.

All announcements will be sent to your primary phone number on file at school. In an **emergency**, urgent message situation calls will be made to your primary number and to additional phone numbers and email addresses that you have added to your personal emergency contact list. If you choose not to add more emergency contacts, urgent messages will go to your primary phone number **only**.

If for any reason you choose not to participate and would like your primary phone number removed, please contact the school office at 782-1384, 782-1385, or 695-3418. By declining, you will **not** receive ParentBroadcast announcements.

PERSONAL BELONGINGS

Children should learn at an early age the value of personal belongings (including money), the responsibility of caring for these items, and respect for other children's belongings. Often during a school year, some child will experience the trauma of having their belongings lost, broken, or stolen. In order to prevent such trauma, keep all valuables at home.

Although we, at the elementary school, will assist as much as possible should your child experience difficulty with personal items, we will not be responsible for any item that is lost, broken, or stolen. Therefore, we ask that you label items, and take some time to instruct your child regarding the responsibility of caring for his/her own belongings, as well as respecting the belongings of fellow students.

VACATIONS/PLANNED ABSENCES

All vacations/planned absences will be unexcused unless the building principal has granted prior approval. Vacations do count toward the total number of days that a student can be absent; therefore we encourage students to take vacations during school vacation time. Please also note that any planned absence (i.e. - going out of town for a day or two) requires a vacation/planned absence form be filled out prior to the absence. Students are granted 5 (five) excused vacation/planned absences days per school year. Anything over five will be unexcused.

VISITORS

All visitors to the school must report to the main office to sign in (Ohio State Law). **No one is permitted to enter any classroom unless cleared by the office and the teacher first.** This is a must in order to prevent classroom interruption.

COMPUTER/ON-LINE SERVICES AND DISTANCE LEARNING

Acceptable Use and Internet Safety

The Union Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety policy of the School District and the Data Acquisition site that provides Internet access to the District. Upon reviewing, signing and returning this policy as the students have been directed, each student will be given the opportunity to have Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parent/guardian read and sign the policy. The District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signature of the student and his/her parent/guardian.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

1. **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

2. **Term of the Permitted Use**

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the District before they are given an access account.

3. **Acceptable Uses**

A. **Educational Purposes Only:**

The District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

B. **Unacceptable Uses of Network:**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- 1) Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- 2) Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks or information systems.
- 3) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
- 4) Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- 5) E-mailing for personal or recreational reasons to anyone.

C. Netiquette:

All users must abide by rules of network etiquette, which include the following:

- 1) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- 2) Avoid language and uses which may be offensive to other users. Don't use access to make, distribute or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
- 3) Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- 4) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

4. Internet Safety

A. General Warning: Individual Responsibility of Parents and Users:

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

B. Personal Safety:

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities:

It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information:

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent/guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by State law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures:

The school, either by itself or in combination with the data acquisition site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are

- 1) Obscene,
- 2) Child pornography or
- 3) Harmful to minors

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; or
- taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

5. Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

6. Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which

the District may refuse to reinstate for the remainder of the student's enrollment in the district. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The district may also take other disciplinary action in such circumstances.

7. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s)/guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s)/guardian(s) are agreeing to indemnify and hold the school, the District, the data acquisition site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District's network.

8. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

DISTANCE LEARNING ACTIVITY

Due to the special nature of distance learning activities, it is necessary for your son/daughter to be photographed, videotaped, or recorded, and for his/her voice and image to be transmitted and viewed by instructors, students and other persons at remote locations.

Your signature will be required on the signature page to give permission for your son/daughter to participate in this activity.

Note – Addendums can be made to this handbook throughout the school year, if the need occurs.

STUDENT/PARENT AGREEMENT
(Please return this signed sheet to your child's teacher)

Union Local Elementary School

- **PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S TEACHER BY**
FRIDAY, AUGUST 28, 2009

Acceptable Use and Internet Safety Policy

(Please read carefully and check the desired response and sign below)

Yes _____ No _____ I have read the Acceptable Use Policy and the Distance Learning Agreement. My child has permission to use the Internet and participate in the Distance Learning activities following the guidelines described.

Yes _____ No _____ My child's picture may be used in school publications such as the yearbook, outstanding student awards, and/or to participate in Distance Learning activities.

Student Handbook

I have read and understand the guideline(s) within the Union Local Elementary Student/Family Handbook.

Student's Name _____
(Please Print)

Grade _____ Homeroom Teacher _____

Parent's/Guardian Signature _____

Date _____

Notice:

1.) Failure to return does not exempt the student from the policies contained in this handbook.

2.) Realizing that the contents of this handbook cannot be all-inclusive, the administration reserves the right to act on any issue effecting the safety, order, and discipline of students at Union Local Elementary