

This handbook belongs to:

Name _____

Address _____

City/Town _____

Homeroom _____

STUDENT HANDBOOK

Union Local High School

66779 Belmont-Morristown Road

Belmont, Ohio 43718

(740) 782-1181

(740) 695-2886

Web site – <http://www.union-local.k12.oh.us/highschool>

Office hours 7:20 a.m. to 3:15 p.m.

UNION LOCAL ALMA MATER

**Oh, Union Local, we pledge our faith
To the times and the years that may come.
We remember so our memories here
They will be in our hearts evermore
To thee we pledge our promise true
As we tread down the pathway of life
Oh, so faithful and loyal, we'll ever be
As we step to eternity.**

UNION LOCAL SCHOOL DISTRICT CALENDAR
2009-2010

Wednesday	August 26	First Day for Students
Monday	September 7	Labor Day (No School)
Friday	September 25	Interims/Progress Reports
Saturday	October 10	Homecoming Dance
Friday	October 23	End First Nine Weeks In-Service (No Students)
Monday	October 26	Second Nine Weeks Begins
Friday	October 30	Report Cards handed out
Thursday	November 12	(Two Hour Early Dismissal) Parent-Teacher Conferences 12:15 p.m. – 6:15 p.m.
Friday	November 13	No School
Wednesday	November 25	Thanksgiving Break (No School)
Thursday	November 26	Thanksgiving Break (No School)
Friday	November 27	Thanksgiving Break (No School)
Friday	December 4	Interims/Progress Reports
Monday	December 21	Christmas Break Begins (No School)
Monday	January 4	School Resumes
Friday	January 15	End Second Nine Weeks In-Service (No Students)
Monday	January 18	Martin Luther King Day (No School)
Tuesday	January 19	Third Nine Weeks Begins
Friday	January 22	Report Cards handed out
Monday	February 15	President's Day (No School)
Friday	February 26	Interims/Progress Reports
Friday	March 5	Parent-Teacher Conferences (No Students)
Friday	March 26	End Third Nine Weeks
Monday	March 29	In-service (No Students) Fourth Nine Weeks Begins
Thursday	April 1	Report Cards handed out
Friday	April 2	Easter Break (No Students)
Monday	April 5	Easter Break (No Students)
Saturday	April 10	Prom
Friday	April 30	Interims/Progress Reports
Tuesday	May 18, 19, 20, 21	Senior Finals
Tuesday	May 25, 26, 27, 28	Finals
Thursday	May 27	Graduation Practice
Friday	May 28	End Fourth Nine Weeks Graduation Practice
		Last Day for Students (Two Hour Early Dismissal)
Sunday	May 30	Graduation Day
Monday	May 31	Memorial Day (No School)

Make-up days (only if 6 days have been missed) February 15, April 5, June 1, 2, 3...
Calendar may change due to make-up days or other events.

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Alma Mater
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PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Union Local High School "Home of the 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 by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

MISSION STATEMENT

The students, staff, and parents believe each student should have the opportunity to achieve academic and personal success in a safe and caring environment.

GUIDANCE AND SCHOOL SOCIAL WORKER

Students are encouraged to visit with the counselor or school social worker for personal guidance and for information on grades, study help, and testing programs. The counselor or school social worker is available to discuss any home, school, or social concerns.

UL PRIDE!

Being proud of **UNION LOCAL HIGH SCHOOL** will help you feel good about being a student. Feeling good about being a student will help you be the best student you can be. School spirit is not just "Rah, Rah, and Go Team Go". It's being courteous to fellow students, teachers, staff, visitors, athletic officials – everyone. It's showing good sportsmanship in every athletic, music, or academic contest. It's being loyal to all functions of the school and encouraging others through the demonstration of one's loyalty. It's being the best **ULHS** student that you can possibly be and doing your best at everything.

NONDISCRIMINATION / HARASSMENT

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students needing to file a complaint may find the forms in the office.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

HAZING AND 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 and the behavior causes both 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 student, including leaders of student organizations, may 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 the appropriate discipline is administered.

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 are provided with 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 law.

SEARCH AND SEIZURE

The Union Local Board of Education and Administration reserve the right to search lockers, desks, automobiles, persons and personal belongings of the students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and the safety in the supervision and education of students. Trained police dogs may be used for these purposes. All searches may be conducted with or without the consent of the student. Students are provided locker, desk, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time there is a reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Video surveillance of the hallways, classrooms, parking lot, entrance and other school property may be utilized for protection of students and/or employees, their property and the school's property.

LOCKERS

ULHS loans each student a locker. The key word here is "loan". The locker belongs to the school. Please take care of it, because it will be used for many students for many years. Remember, "Neatness is a virtue". Lockers are subject to inspection, either individually or by groups. Such an inspection may or may not be announced. Keep your locker clean. Damaged lockers or those lockers that take special cleaning may result in you paying for the damages and/or taking the time to clean them. Please don't give your combination to others and please don't share lockers. **The school accepts no responsibility for lost or stolen articles.**

CARE OF ALL SCHOOL PROPERTY

Your parents and all people in the Union Local School District who pay taxes have sacrificed to provide you with the very best facilities that they can to help you learn in a pleasant atmosphere. This building is very valuable to us. The way we take care of things says a lot about what kind of people we are. This entire building and all its contents from doors to lockers to books to desks and other furnishings must last a long time. Please take care of all school property. **We do charge**

those responsible for replacement and/or repair of damaged school property.

CAREER CENTER

The State of Ohio requires all students to pass all five parts of the Ohio Graduation Test (OGT) and meet all the Union Local Board of Education requirements in order to graduate and receive a high school diploma. The Ohio Department of Education issues annual Ohio Report Cards for each school district in Ohio (except Career Centers) which grades the performance of every student in our school district including students that go to the Career Center. Union Local Schools are held responsible by the Ohio Department of Education for all our students' success on the Ohio Graduation Test.

Therefore, it is the Policy of the Union Local School District Board of Education that:

- I. Union Local students cannot enroll to the Career Center until their junior year.
- II. Exceptions for freshman and sophomore students considering the Career Center will be considered on an individual need basis and performance on the eighth grade Ohio Achievement Test (OAT).
- III. All Union Local JVS students that have not passed the OGT will be enrolled in daily Intervention classes at the JVS to be monitored by the high school principal and guidance counselor.

EIGHTEEN YEAR OLD STUDENTS

When you turn 18 years old, you legally reach the "age of majority". All of the laws, rules and regulations and penalties that apply to adults, now apply to you. All of the school regulations, school laws, school rules and school penalties still apply to you. Unless you reach legal "emancipation" status, we will require communication from home and still do the communication with home. Your parents will receive school correspondence concerning you such as, report card, attendance information, congratulatory communications and discipline reports. **All school policies still include you.**

ILLNESS AT SCHOOL

Students who become sick during the school day must report to the office. If the student must go home, the student must have his/her parent's permission and sign out in the office before leaving school.

INJURIES AT SCHOOL

Students who sustain an injury on the school grounds must report that injury to the staff member supervising the situation or to the principal. It is the student's responsibility to execute the necessary insurance forms. Information can be obtained from the main office.

NOTICE OF COMPLIANCE ACTIVITIES IN ACCORDANCE WITH 40 CFR 763, SUBPART E (AHERA)

UNION LOCAL SCHOOL DISTRICT

This notice is to provide you with information concerning the activities we have undertaken to bring our school district into compliance with the regulations of AHERA. These activities include inspection of all building for asbestos-containing materials (ACM), development of a management plan for all friable ACM found in the district, submission of the management plan to the Ohio Department of Health for state approval, implementation of response actions for the friable ACM found, training for key school personnel, periodic surveillance of ACM, re-inspections, and updating of the management plan. All phases of the management plan were completed the summer of 1992.

The complete management plan is available for your review in the board office of the school district. Each school has the portion of the plan pertaining to that school in its administrative office. If you wish to review the complete plan or a plan for a specific school, we require only that we be given a five-day notice. Copies of the plan are available at the cost of printing.

Each school district is required by law to designate a person to ensure that the requirements of the regulations are properly implemented. Our designated person is Frank Sulek. If you have any questions concerning our management plan, wish to review it, or obtain your own copy, please call Mr. Sulek. He may be reached at (740) 695-5776 during normal working hours.

COMPUTER AND INTERNET USAGE POLICY

To be permitted to use school and district owned computers that are connected to the Internet, each student must sign the Acceptable Use Policy (AUP) that has been adopted by the Union Local Board of Education and complies with the mandates of OMERESA, the district Internet provider. This policy also stipulates that for all students younger than 18, a parent's signature is also required. This policy in its entirety (explaining acceptable use of the Internet and penalties for misuse) will be given to every student (K-12) at the beginning of the

school year. A signed form must be returned and on file in the office prior to any Internet usage.

STUDENT PARKING POLICY

Students who wish to park on school property during the school day (7:00 a.m. to 2:15 p.m.) must secure a parking permit (\$10.00/year) from the High School office by September 9, 2009. Students may park in the gravel lot until a permit is purchased or until September 8, 2009. Lost permits may be replaced at \$2.50 per nine weeks remaining. All parking permits expire at 2:15 p.m. on the last day of instruction of a school year. Students not having a current valid parking permit displayed will receive the following: First Offense – written warning attached to vehicle and up to 5 demerits. Second Offense – written warning attached to vehicle and up to 1 day of detention plus up to 5 demerits. Third Offense – vehicle subject to towing at owner's expense and up to 3 days of detention plus up to 5 demerits.

PARKING REGULATIONS

1. Student cars must display a parking permit permanently hung from the rear view mirror before parking.
2. Students are not permitted to return to vehicles during the school day without permission from office. This could cause driving privileges to be revoked by the school's administration.
3. Speed limit is 10 MPH on campus and 5 MPH in the parking lot and there is no playing of loud music, racing of engines or peeling of wheels or other reckless driving.
4. Vehicles should be locked at all times. The school will not be responsible for theft or damage to cars parked on the school grounds.
5. A student's vehicle is subject for search if there are reasonable grounds to believe that drugs or alcohol, stolen property or other contraband might be present. Anything found in a student's vehicle is considered to be in his/her possession.
6. Excessive late arrivals (5 per semester) to school, excessive unexcused absences (5 per semester) from school, or

continued disciplinary infractions could cause driving privileges to be revoked by the school's administration. Violations of these rules may result in suspension of parking privileges, detentions or suspension from school. **No Refunds**

FEES

School fees will be collected by the classroom teacher for the first two weeks of school. After the first two weeks of school, fees should be paid in the main office. Students who have not paid their fees by the required time will be placed on the obligation list and will not receive their report card. In order to receive your report card at distribution time, fees and/or obligations must be paid.

Advanced Foods/ Foods	\$10.00
Advanced Physical Science	\$20.00
Art I, II, III	\$15.00
Art IV	\$20.00
Biology	\$20.00
Chemistry & Chemistry II	\$20.00
Computer Classes	\$10.00
Creative Crafts	\$10.00
Engineering Drawing I, II, III, IV	\$5.00
English	\$15.00
Farm Management	\$10.00

FFA Dues
\$15.00
Global Science
\$15.00
Genetics
\$25.00
Graphic Design
\$10.00
Industrial Tech
\$5.00
Industrial Arts II, III, IV(student buys wood and hardware)
\$20.00
Integ. Science
\$15.00
Living Skills I, II
\$6.00
Physiology
\$25.00
Small Engines
\$10.00
Vo-Agriculture I, II
\$10.00
Welding
\$10.00
Welding (Advanced)
\$20.00

WORKBOOKS AND MISCELLANEOUS EXPENSES

Workbook prices based on last year may change.

Accounting I
\$19.00
Spanish I
\$8.00
Spanish II
\$6.00
Spanish IV
\$11.00

BELL SCHEDULES

Regular Bell Schedule

Warning Bell	7:45
Period 1	7:48 – 8:40
Period 2	8:43 – 9:30
Period 3	9:33 – 10:20
Period 4	10:23- 11:10
Period 5	11:10 – 12:35
Group A	
Lunch	11:10 – 11:45
Classes	11:48 – 12:35
Group B	
Classes	11:13 – 12:00
Lunch	12:00 – 12:35
Period 6	12:38 – 1:25
Period 7	1:28 – 2:15

Two Hour Early Dismissal Schedule

Warning Bell	7:45
Period 1	7:48 – 8:21
Period 2	8:24 – 8:55
Period 3	8:58 – 9:29
Period 4	9:32 – 10:03
Period 6	10:06 – 10:37
Period 7	10:40 – 11:11
Period 5	11:11 – 12:15
Group A	
Lunch	11:11 – 11:41
Classes	11:44 – 12:15
Group B	
Classes	11:14 – 11:45
Lunch	11:45 – 12:15

Pep Assembly Schedule

Warning Bell	7:45
Period 1	7:48 – 8:36
Period 2	8:39 – 9:21
Period 3	9:24 – 10:06
Period 4	10:09 – 10:51
Period 6	10:54 – 11:36
Period 5	11:36 – 12:56
Group A	
Lunch	11:36 – 12:11
Classes	12:14 – 12:56
Group B	
Classes	11:39 – 12:21
Lunch	12:21 – 12:56
Period 7	12:59 – 1:41
Pep Assembly	1:41 – 2:15

Two Hour Delay Schedule

Warning Bell	9:45
Period 1	9:48 – 10:21
Period 2	10:24 – 10:55
Period 3	10:58 – 11:29
Period 4	11:32 – 12:03
Period 5	12:03 – 1:07
Group A	
Lunch	12:03 – 12:33
Classes	12:36 – 1:07
Group B	
Classes	12:06 – 12:37
Lunch	12:37 – 1:07
Period 6	1:10 – 1:41
Period 7	1:44 – 2:15

Club Schedule

Warning Bell	7:45
Period 1	7:48 – 8:37
Period 2	8:40 – 9:25
Period 3	9:28 – 10:13
Period 4	10:16 – 11:01
Period 5	11:01 – 12:24
Group A	
Lunch	11:01 – 11:36
Classes	11:39 – 12:24
Group B	
Classes	11:04 – 11:49
Lunch	11:49 – 12:24
Period 6	12:27 – 1:12
Period 7	1:15 – 2:00
Club Meeting	2:00 – 2:15

Activity / Assembly Schedule

Warning Bell	7:45
Period 1	7:48 – 8:28
Period 2	8:31 – 9:10
Period 3	9:13 – 9:52
Period 4	9:55- 10:34
Activity/Assembly	10:34 – 11:34
Period 5	11:34 – 12:51
Group A	
Lunch	11:34 – 12:09
Classes	12:12 – 12:51
Group B	
Classes	11:37 – 12:16
Lunch	12:16 – 12:51
Period 6	12:54 – 1:33
Period 7	1:36 – 2:15

**UNION LOCAL HIGH SCHOOL 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 High School office, 782-1181 or 695-2886, by 8:00 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 2:15 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 2:15 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.** For semester classes the above will be based on half of the number of days.

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.

College Visits

Seniors are permitted two (2) approved visits to colleges. Application forms for college visits must be approved three (3) days in advance by the Guidance Office and the Principal. Juniors may be permitted one (1) approved visit to a college. Same rules apply as for seniors. Only under extenuating circumstances will college visits be permitted during the month of May.

Tardy to School/Class

All students who are late to class report directly to that classroom. **(except 1st period you must report to the office)** The teacher of that class will determine if the tardiness is to be excused. . If a student is tardy for a semester or final exam, that student will not be admitted into the class to take the exam at that time. **THE STUDENT MUST**

MAKE ARRANGEMENTS WITH THE TEACHER TO MAKE UP THE EXAM.

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 third unexcused tardy (per class per semester) a student will receive one day of detention. . Each subsequent tardy will also result in a one day of detention.

Period Attendance - Students arriving more than fifteen minutes late to school will be counted as tardy and absent for first period class. Students arriving more than fifteen minutes late any other period will be counted as absent for that period.

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.

Field Trips

Union Local High School recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning; therefore, Union Local High School encourages that field trips and school-sponsored trips of significant educational value, which are related to the total school program and curriculum, be encouraged under the following guidelines :

- a. all students have parental permission for trips;
- b. all safety precautions are observed
- c. all students are in good standing in their school attendance: students will not be permitted to go on field trips the first nine weeks that have a total of 4 unexcused absents, a total of 8 unexcused absents through the second nine weeks, a total of 12 unexcused absents through the third nine weeks, and a total of 15 unexcused absents through the fourth nine weeks

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.

Leaving School

No student shall be permitted to leave the school grounds during the school day without permission and signing out in the office.

When a student knows beforehand that he/she will be leaving school early, that student shall present an acceptable note to the office by the beginning of the school day. This note must tell the time the student is to leave and where the student is going. This note must be signed by a parent or guardian. If the reason for leaving school is for a doctor or a court appointment, then the student shall return with a note of verification from the doctor or court. If the student does not bring a note to leave, does not bring in an acceptable note, or does not return with a note, then the classes missed will be unexcused and the student will face the same consequences as an unexcused absence. If the reason for leaving is not one of the seven (7) excused absences, then it will count as an unexcused absence. If a student signs out for any other reason, they must get permission from the Principal/Dean of Students, or they will be considered skipping class.

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.

Loss of Driver's License

On May 2, 1990 House Bill 204 became law. The law creates procedures in Ohio Revised Code for the suspension of a temporary instruction permit or driver's license.

The student may also be denied an opportunity to a permit or license. The law applies to all persons under age 18 who drop out or who are habitually absent from school without legitimate excuse. It also

includes those expelled or suspended from school for using or possessing alcohol or drugs or both.

PROGRESS REPORTS

Teachers will issue progress reports to keep parents aware of their child's progress or lack of it. Such reports shall be issued mid-way through each grading period or as soon as it is determined that a student is doing unsatisfactory or failing work.

HONOR ROLL/CLASS RANK

Scholarship is recognized and encouraged through the academic honor roll at Union Local. A student's name will be placed on the Principal's List if he/she receives all A's and/or G.P.A. of 4.0. A student's name will be placed on the Honor Roll if he/she receives a G.P.A. of 3.2.

Any student not enrolled in a minimum of 4 regular education classes per semester will not be eligible for class rank consideration

GRADE STANDARDS

Exams: Semester exams must be administered in all semester courses; final exams must be administered in all yearly courses. Final exams will count as one-fifth (20%) of the final grade in a year long class. Semester exams will count as one-fifth (20%) of the final grade in a semester class. Semester/final exams are an important part of all courses. Any student not meeting the semester/final exam requirement will receive an incomplete grade until he/she fulfills the exam requirement. If the student does not meet the exam requirement, he/she **cannot** receive credit for the course, and will receive a failing grade. Semester exams may be administered no more than 4 days prior to the end of the semester; final exams will be administered according to a published exam schedule. Any student exceptions concerning the semester/final exam schedule may be granted by the principal and the classroom teacher. Any exceptions from a scheduled exam will require the scheduling of a make-up exam at a later date. The following formulas will apply when computing semester/ grades:

YEAR – LONG	SEMESTER
1 st 9-wks Grade = 20% (1/5)	1 st 9-wks Grade = 40% (2/5)
2 nd 9-wks Grade = 20% (1/5)	2 nd 9-wks Grade = 40% (2/5)
3 rd 9-wks Grade = 20% (1/5)	Semester Exam = 20% (1/5)
4 th 9-wks Grade = 20% (1/5)	

Final Exam = 20% (1/5)

% CONVERSION	Decimal Conversion
94 – 100 = A	3.56 – 4.0 = A
87 – 93 = B	2.56 – 3.55 = B
77 – 86 = C	1.56 – 2.55 = C
70 – 76 = D	0.56 – 1.55 = D
Below 70 = F	0 – 0.55 = F

The student must earn passing grades totaling 60% of those grades counted toward his/her final average, or he/she has failed the course.

Sample 1	1 st	2 nd	3 rd	4 th	Final Exam
Yearly Course	F	F	C	F	D
	20%	20%	20%	20%	20%

The student earned 3 points toward his yearly grades, but 60% of his/her grade is not passing; therefore, he/she cannot receive credit and fails the course.

Sample 2	1 st	2 nd	Semester Exam
Semester Course	F	C	F
	40%	40%	20%

The student earned 4 points toward his semester grade, but 60% of his grade is not passing; therefore, he cannot receive credit and fails the course.

INCOMPLETES

An incomplete may be given to any student whose work has not been satisfactorily completed. Student's work completed after an incomplete is given shall not be accepted by the teacher unless it has met the standards established for a passing grade. Teacher may require any student to retake an exam or test, or redo other class work until the student's work reaches a passing level, before the teacher grants the nine weeks grade. Teachers exercising this option may grant an incomplete until the student attains a passing level. If a passing level has not been satisfactorily attained within one week after the end of the grading period, an F will be granted for a nine week grade.

FORGIVENESS

Students who earn a grade of a D in a given course may repeat the course one time. A student who elects this option would receive credit for the course only one time and would receive the higher of the two grades. Students who are taking a given course for the first time will be given priority over students wanting to repeat the course.

GRADUATION REQUIREMENTS

All students are required to earn **21 credits** for graduation. Required subjects include: English – 4 credits, Social Studies – 3 credits, (American History, Government plus an additional Social Studies credit); Science – 3 credits, Math – 3 credits, Health ½ credit, Physical Education – ½ credit. No student is permitted to go through graduation exercises unless all requirements set forth by the Union Local Board of Education are completed successfully. Senior class valedictorian and salutatorian will be decided at the end of the 3rd 9 weeks grading period.

WEIGHTED GRADE POLICY

Quality Points: Quality Points refers to the practice of adding point value to high school courses whose content is more demanding, requires more analytical thought and conceptual thinking, prerequisite knowledge, extensive outside research and overall expectations of excellence. Quality Points will be added to the student’s final GPA after it is figured on a 4.00 scale.

The following courses will have the Quality Points averaging method incorporated into the method of figuring the grades. All of the courses that will be affected by the weighted grade method will be for one credit or more.

Courses: Advanced Math, Calculus, English IV AP, English III AP, Chemistry II, Genetics, Physic, Physiology, Spanish III, Spanish IV, Farm Management II (to be computed as a one credit course), and Engineering Drawing IV. Post Secondary Option classes to be weighted if the corresponding classes at ULHS are weighted.

All the courses are computed by using the regular scale. Grades in all courses are used to compute Grade Point Average and Honor Roll. The following scale will be used in our school.

GPA Values	Weighted GPA Add-Ons
A = 4	A = +.04
B = 3	B = +.03
C = 2	C = +.02
D = 1	D = +.01
F = 0	F = 0

STUDENT CONDUCT DEMERIT SYSTEM

Union Local Schools use a demerit system as the basis for its disciplinary action and policy. It is impossible to list or categorize all the types of disciplinary violations, thus the administration reserves the right of disciplinary assignments as the case so determines. Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The Board of Education accepts the traditional American concept that the teacher is “in loco parentis” (in

place of a parent) and as such, has similar rights and duties concerning students as a parent. Throughout the demerit point system each student will be referred to the Guidance Counselor/ School Social Worker in an attempt to find the cause of his or her behavior. Our counselor /social worker are always available to provide professional guidance and to offer assistance when necessary. Feel free to call on them. The disciplinary policy will cover all school functions and applies to the following:

- 1) On school grounds before, during, or after school hours
- 2) Off school grounds at a school activity, function, or event
- 3) On school buses or rented carriers

The Demerit Point System Functions as Follows

1. Discipline process will be as follow but not necessarily in order due to the severity and malice of the student’s actions. The student is responsible for his/her actions and must accept the consequences given by the proper authorities. A student is responsible for his/her own attendance, grades, and discipline.
 - 1) Counseling
 - 2) Demerits
 - 3) Lunch Detention
 - 4) Detention
 - 5) In-School-Suspension
 - 6) CCAP
 - 7) Suspension
 - 8) Expulsion
2. DISCIPLINARY MEASURE – The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the educational process of the school. Suspension will also be given according to the disruptive behavior or incident that occurred by a student or students. The discipline process will be dealt with by the Principal/Dean of Students as felt necessary to conduct a safe, drug-free school which is conducive to a learning environment for all students. We are not only committed to educational excellence but to operate a school for the good order, safety and discipline of the school. Your handbook is for your use and knowledge of the operation of our school but is used as a guideline and the above-mentioned discipline procedure can be added to any or all incidents.
3. The Board of Education has a “zero tolerance” for violent, disruptive or inappropriate behavior by its students. The school reserves the right to enforce any punishment in the student handbook after investigation and severity of the incidence.

4. The Principal/Dean of Students has the right to make final decision for disciplinary measures based upon investigation and circumstance.
5. In addition to the above system, 1 to 15 demerits, detention, ISS, suspension, or recommendation for expulsion may be assigned by the Principal/Dean of Students as judged necessary, in handling discipline problems in the school, which have not been addressed in the disciplinary code.
6. Any behavior that directly or indirectly disrupts the orderly operation of the educational process will be dealt with according to the students' handbook and at the discretion of the Principal/Dean of Students.

These demerits are accumulated for the entire school year.

ASSIGNMENT OF DEMERIT POINTS

At 10 (Ten) points – there is up to 2 days of detention assigned.

At 15 (fifteen) points – there is up to 3 days of detention. Contact parents and refer the student to Guidance Counselor/Social Worker. A record is filed.

At 20 (twenty) points – there is up to 4 days of detention. . Contact parents and refer the student to Guidance Counselor/Social Worker. A record is filed. Parents will be made aware that if the student reaches 30 demerits, he/she will receive up to 5 days detention or In-School-Suspension.

At 25 (twenty-five) points – Contact parents and refer the student to Guidance Counselor/Social Worker. A record is filed.

At 30 (thirty) points – there is up to 5 days of detention or In-School-Suspension. A letter is mailed to the parents and the student is referred to the Guidance Counselor/Social Worker. A copy of the letter is filed in the student's cumulative folder. **After 30 demerits In-School-Suspension may be implemented as needed.**

At 35 (thirty-five) points – A letter is mailed to the parents and the student is referred to the Guidance Counselor/Social Worker. A copy of the letter is filed in the student's cumulative folder.

At 40 (forty) points – A letter is mailed to the parents and the student is referred to the Guidance Counselor/Social Worker. A copy of the letter is filed in the student's cumulative folder. An alternate plan of education for the student may take place at this time, if possible (CCAP, etc.).

At 45 (forty-five) points – a phone call is made to the parent, there is an up to 10 days of detention, and the student's driving privilege may be revoked up to the remainder of the calendar school year; charges may be filed with the courts. A letter is mailed to the parents and the

student is referred to the Guidance Counselor/Social Worker. A copy of the letter is filed in the student's cumulative folder.

At 50 (fifty) points – a phone call is made to the parents. A letter is mailed to the parents and the student is referred to the Guidance Counselor/Social Worker. A copy of the letter is filed in the student's cumulative folder.

At 60 (sixty) points – The student will receive up to 10 days of Suspension/In-Suspension. Upon returning from the suspension/In-School-Suspension, the student will be granted an additional 15 demerits; and once these 15 demerits are accumulated a recommendation for the expulsion of the student may be made to the Superintendent. A letter is mailed to the parents and the student is referred to the Guidance Counselor/Social Worker. A copy of the letter is filed in the student's cumulative folder.

DISCIPLINARY PENALTIES FOR WHICH DEMERITS ARE ASSIGNED

Part I – The following may result in a recommendation for expulsion from school. The demerit point system will be enforced.

- A. **ASSAULT AND BATTERY** – Assault and battery (verbal & physical) toward school personnel.
- B. **DANGEROUS WEAPONS** – The possession of dangerous weapons: firearms, knives, brass knuckle, ice picks, ect. Or items that look like dangerous weapons.
- C. **DRUGS** – The possession of and/or use of drugs, drug paraphernalia, or drug-like substances Student(s) involved will be referred to civil authorities. A student shall not possess, use, transmit, sell, or be under the influence of any drugs, including unauthorized prescription drugs.
- D. **THREAT OF FATAL ACTION** – Threatening actions pertaining to possible fatal results toward any staff member or student by a student:
 - a) Investigation by the Principal and/or Dean of Students to determine the severity.
 - 1. First offense – up to ten (10) days suspension and/or filing of unruly charges and requirement of proof of counseling. A written recommendation from an outside counselor that the student does not pose a danger to staff or students may be required. Such evaluation will be at the family's expense. If the professional indicates possible danger to staff and/or students,

recommendation by the Principal of expulsion for 80 school days will occur.

2. Second offense – Ten (10) day suspension and/or filing of unruly charges with a possible recommendation of expulsion for 80 school days
- b) After a full investigation has taken place, the severity of punishment will be decided according to the student handbook.

Part II – The following incidents call for In-School-Suspension, CCAP, suspension, and possible expulsion resulting from the offense. The student may be referred to civil authorities. Demerits may result up to 15.

- A. **ALCOHOLIC BEVERAGES** –A student shall not possess, use, transmit, sell, or be under the influence of any alcoholic beverage.
- B. **ARSON** –A student shall not willfully start an unauthorized fire. Student may be turned over to civil authorities.
- C. **ASSAULT AND BATTERY-** (verbal & physical) A student shall not cause injury or behave in such a manner which could threaten to cause physical injury to other students or visitors under the jurisdiction of the school. Psychiatric evaluation may be required and paid for by the offending student.
- D. **BOMB THREAT/DEATH THREAT-** Any threat by word or deed of fatal physical harm conveyed to a teacher, staff member, or student, while on the grounds, in the buildings of the Union Local School District, or on or in the property controlled by the Union Local School District Board of Education, may result in the following action taken by the Board. An investigation by the principal with the assistance of the Dean of Students and/or the Union Local School District guidance counselor to determine the exact nature of the threat will be conducted. All instances may result in up to 15 demerits and up to a ten (10) days suspension, a recommendation for expulsion and filing of unruly charges against the student making the threat. The Board may require proof of evaluation by a psychologist/psychiatrist prior to the return of the student to school. Such evaluation will be at the family's expense.
- E. **BREAKING AND ENTERING** –Illegal or unauthorized entry to school facilities with theft of school property or the vandalism or destruction of the same. The student will receive the stated penalty and must also make full restitution.

- F. UNAUTHORIZED ENTRY TO SCHOOL FACILITIES-**
Authorization must be given by a School Board hired staff member.
- G. DANGEROUS INSTRUMENTS-** A student shall not possess, handle, transmit or conceal any object which might be considered a dangerous instrument of violence. This is not totally inclusive, but some example are; fire-crackers, sharp instruments, pen knives, chemicals and gases including mace.
- H. FALSE ALARMS -** A student shall not cause a false alarm of fire or other emergency; discharging a fire extinguisher is included in this violation. A student shall not initiate or circulate a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that the report or warning is false and likely to cause public inconvenience or alarm.
- I. FIGHTING --** Up to 5 days In-School-Suspension, up to 15 demerits for the first offense. Up to 10 days In-School-Suspension, up to 15 demerits for the second offense. A student, who agitates and/or provokes another student into a physical confrontation, but remains passive throughout the fight situation, shall receive the consequence listed above. In a situation where a student is clearly trying to avoid physical confrontation, but has little or no choice but to defend him/her self and reacts physically, 5 demerits and one day of detention will be assigned. In a case of an unprovoked attack the aggressor shall receive the consequences listed under the assault and battery regulation. Administration reserves the right to make final decisions not covered by the Discipline Policy.
- J. INTIMIDATING, THREATENING, DEGRADING, OR DISGRACEFUL ACTS --** A student shall not engage in any act which intimidates, threatens, degrades, disgraces, or tends to intimidate, threaten, degrade, disgrace a teacher, visitor, administrator, school employee, or member of the Board of Education by written, verbal, or gesturer means.
- K. LEWD CONDUCT –** Any student whose conduct is unbecoming the school setting, whether on school premises or at a school event.
- L. SEXUAL HARASSMENT –** First offense: Up to 5 days In-School-Suspension, up to 15 demerits, second offense Up to 10 days In-School-Suspension, up to 15 demerits. Any unwanted attention of a sexual nature from anyone in the

school environment that creates discomfort and/or interference with performance in school should be reported to school personnel. It can take the form of verbal abuse, such as insults, suggestive comments and demands; leering and subtle forms of pressure for sexual activity; physical aggressiveness such as touching, pinching and patting, lewd pictures, sexual jokes. A student needing to file a complaint may find the forms in the office.

M. USE OF PROFANITY AND/OR OBSCENE LANGUAGE

First offense: Up to 10 days In-School-Suspension, up to 15 demerits, Second Offense: Up to 10 days In-School-Suspension, up to 15 demerits. A student shall not use any form of profanity, written or verbal, in direction to faculty and school personnel.

N. HARASSMENT

(GENDER/RACIAL/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT/SEXUAL ORIENTATION) – Any harassment verbal, nonverbal, or physical will not be tolerated. Punishments will be determined after an investigation by administration. A person needing to file a complaint may find the forms in the office.

Part III – Student in disciplinary violation of Part III will be assigned to attend supervised study class (detention) from 2:15 pm to 4:15 pm.

A. ASSEMBLIES – Up to Five (5) demerits for each offense.

All students must sit in their assigned homeroom sections in the auditorium/gymnasium for all scheduled assemblies.

B. BOOK BAGS – First offense, Up to 3 days detention, up to 15 demerits. Book bags will be permitted to and from school only; during school hours, book bags are to be kept in students lockers. Gym bags are permitted to and from gym class only.

C. BODY PIERCING – First offense, Up to 5 demerits; Second offense, 1 day detention, up to 10 demerits; Third offense, 3 days detention, up to 15 demerits. Pierced ears are the only exception.

D. CARD PLAYING/COIN MATCHING, ECT – First offense, Up to 5 demerits; Second offense, 1 day detention, up to 10 demerits. Students are not permitted to play cards, coin match, ect., unless given special permission by staff member.

E. CHEATING POLICY – Anyone caught cheating on any assignment, test, quiz, or major test will receive an “F” for that particular test, quiz, major test, or assignment; up to 15 demerits. Second offense will result in an “F” for that class

for the nine week period. Documentation of cheating may be placed in student's folder; a teacher, counselor, or principal is needed to witness in certain situations; have a witness's name on the note placed in the student's folder; teachers are to notify the office and call the parents; the policy applies to each individual case; the penalty includes the student giving information as well as the student receiving the information.

- F. **COMPUTER VIOLATIONS** – First offense, Up to 5 demerits; Second offense, 1 day detention, up to 10 demerits; Third offense, 3 days detention, up to 15 demerits. Students will be required to follow the Acceptable Use Policy.
- G. **DAMAGE TO PRIVATE PROPERTY** – Up to 3 days of detention, up to 15 demerits, pay for damages and charges may be filed with the courts. A student shall not cause or attempt to cause damages to private property on school premises or at any school activity.
- H. **DAMAGE TO SCHOOL PROPERTY** - – Up to 3 days of detention, up to 15 demerits, pay for damages and charges may be filed with the courts. A student shall not cause damages to school property, including building and/or grounds.
- I. **DISRUPTION OF SCHOOL** – Up to 3 days of detention, up to 15 demerits. A student shall not, by use of force, violence, coercion, threat, harassment, or repeated violations of code cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. **AND DISRUPTION OF CLASS** – The first offense for class disruption is up to 5 demerits. Second offense: 1 day of detention and up to 10 demerits. Third offense: up to 3 days of detention, and up to 15 demerits.
- J. **DRESS CODE** – First offense, Up to 5 demerits; Second offense, 1 day detention, up to 5 demerits; Third offense, up to 3 days of detention, up to 10 demerits. Students in the Union Local School District are to be suitably dressed for the school environment at all times. Clothing that is distracting or detrimental to the educational process will not be considered appropriate. Any student in violation of the school's dress code will be required to contact his/her parent/guardian and then make arrangements to change into appropriate clothing. The student will not be allowed back into the school atmosphere until he/she is dressed appropriately. All classes missed as a result of the dress code violation will be unexcused. The following types of clothing are not permitted;

chains, skirts/shorts shorter than 4” above the top of the kneecap, clothing such as pants, shorts, skirts with holes four inches above the kneecap, clothing with reference to tobacco, alcoholic beverages, drugs, profanity, or sexually suggestive logos, tank tops, tube tops, halter tops, strap-type muscle shirts, midriff-length short shirts, cut-off tops, hats, head coverings, headbands. Shirts must be worn so as no midriff is shown at any time. No shirt neckline is to be cut lower than 3 inches below the collar bone. Footwear must be worn at all times with safety and hygiene kept in mind. Students will not be permitted to wear coats in classrooms unless authorized by the classroom teacher. Questionable student dress and appearance for which there are no guidelines in the written policy will be ruled on by the Principal or Dean of Students. The Union Local School District reserves the right and authority to take corrective measures in order to deal with any yearly fads and fashion trends that would not meet with the district’s standards. Drooping or sagging pants will not be permitted. Pants must be worn in a normal fashion at or above the belt line and may not be excessively baggy or tight. Mustaches and beards must be clean, neat, trimmed and deemed appropriate by the Principal/Dean of Students. Hair must be clean, well groomed, kept back out of the eyes and consistent with reasonable style.

- K. **DRIVING PRIVILEGE** – Driving to school is a privilege. These violations include improper parking, parking in a reserved or restricted area, parking on a crosswalk, and going to a vehicle during the school day without proper permission. For moving violations such as speeding/reckless driving, running stop signs, or removing the vehicle from the parking lot without permission during school hours; First offense, up to 5 demerits plus loss of driving privilege up to two weeks. Second offense, up to 10 demerits, up to 3 days detention, loss of driving privilege for up to four weeks. Third offense, up to 15 demerits, up to 10 days detention, loss of driving privileges for the remainder of the school year. Insubordination will be the consequence for students who continue to drive on school grounds after having their driving privileges revoked; vehicle may be towed at owner’s expense.
- L. **ELECTRONIC DEVICES** – First offense, 1 day of detention plus up to 5 demerits; Second offense, 3 days detention, up to 10 demerits. Students are not permitted electronic devises

within the school building unless given special permission by a supervising staff member.

- M. **CELL PHONES** – are not permitted to be turned on from 7:20 a.m. – 2:15 p.m. 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, 5 demerits, 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 and 15 demerits 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.**
- N. **FOOD** – Up to 5 demerits for each offense. Consumption of food and drink outside the commons is prohibited unless prior permission is given by a supervising staff member.
- O. **FORGERY** – Student forgery (written/utilizes) – First offense, up to 1 day of detention plus up to 5 demerits; Second offense, up to 3 days of detention, up to 10 demerits.
- P. **HARASSMENT – (INTIMIDATING, BULLYING, THREATENING, DEGRADING OR DISGRACEFUL ACTS)** – First offense; Up to 3 days of detention, up to 15 demerits. A student shall not engage in any act which intimidates, threatens, degrades, disgraces, or tends to intimidate, threaten, degrade, or disgrace a fellow student by written, verbal, or gesturer means. A student needing to file a complaint may find the forms in the office.
- Q. **INSUBORDINATION** – First offense; Up to 3 days of detention, up to 15 demerits. A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Driving on school grounds while driving privileges are revoked.
- R. **LAST DAY OF SCHOOL VIOLATIONS** – Any student who violates any of the school’s rules during the last days of

school will have to serve their discipline. Seniors violating any policies through graduation ceremonies will be held accountable and may not be permitted to participate in graduation ceremonies.

- S. **LOITERING** – Students will not be permitted to sit in their car and/or loiter in the parking lot before or after school and school activities. Upon their arrival to school students must enter the building and remain in the commons area. Up to five (5) demerits per offense, and may result in the loss of driving privileges. Students will not be permitted to loiter in the halls, restrooms, or anywhere else on the school property up to five (5) demerits per offense.
- T. **MEDICATION** – Administration of prescription and over the counter drug policy. In order to administer prescription or over the counter drugs in the public school, the school must have Parental permission for an over the counter drug, and a signed Authorization to Assist with Medication/Procedure Form signed by both physician and parent/guardian for a prescription drug. The medication is to be labeled with the name of the student, name of the drug, dosage, time to be taken. In absence of this form the medication will not be given. If the medication is being sent with your child please notify the school that he/she will be bringing a medication to the School Nurse or the Office. Make every effort to give all medication at home if possible. Only those medications that cannot be given at any other time will be administered at school. Failure to comply with policy will result in up to 5 demerits.
- U. **OFF LIMIT AREA** – First offense, Up to 5 demerits; Second offense, Up to 10 demerits; Third offense, Up to 15 demerits. Students are not permitted in the following areas: teacher’s lounge, teacher’s restroom, teacher’s workroom, janitor’s room, boiler room, unauthorized hall pass, etc.
- V. **PROFANITY OR INAPPROPRIATE LANGUAGE** – First offense – Up to 5 demerits; Second offense – 1 day of detention plus up to 5 demerits; Third offense, 3 days of detention, up to 10 demerits. A student shall not use any form of profanity, written or verbal. Included in the prohibition would be the use of gestures, signs, pictures, or publications that are determined obscene or inappropriate for the classroom setting. Any other discipline measure may be added for vulgar or obscene language, up to 15 demerits plus other discipline measures.

- W. **PUBLIC DISPLAY OF AFFECTION** – First offense, Up to 5 demerits; Second offense, one day of detention plus up to 5 demerits; Third offense, 3 days of detention up to 10 demerits. This display will not be permitted on school property or during a school activity.
- X. **ROUGH AND/OR BOISTEROUS PLAY** – First offense – Up to 5 demerits; Second offense – 1 day of detention, up to 10 demerits; Third offense – 3 days of detention, up to 15 demerits. Rough and/or boisterous play (also know as “horseplay”) will not be permitted within the school parameters as serious injury or damage to property may occur.
- Y. **SCHOOL APPROVED ACTIVITY** – Any student who is released from school for a school approved activity such as a field trip, job shadowing, service project, etc. shall attend that activity **ONLY** and **IS NOT PERMITTED** to go anywhere except that event for which his/her excuse is authorized. Violation will result in 3 days of detention, and up to 15 demerits.
- Z. **SKIPPING, CUTTING, OR LEAVING CLASS AND/OR SCHOOL GROUNDS WITHOUT PERMISSION** – First offense, the assignment of 1 day of detention plus up to 5 demerits; Second offense – 3 days of detention, up to 10 demerits. Skipping or cutting class is defined as not being in the assigned classroom, study hall, activity period, assembly, lunch group, ect. Skipping multiple classes in a day will result in up to 3 days of In-School-Suspension. Conspiracy of the above will result in the same consequence.
- AA. **SMOKING TOBACCO OR ANY TOBACCO LIKE SUBSTANCE OR PARAPHERNALIA ON SCHOOL PROPERTY & AT SCHOOL ACTIVITIES** – First offense – Up to 3 days of detention, up to 15 demerits, a warning of the smoking law will be given; Second offense – Up to 5 days of detention, up to 15 demerits; Third offense – Up to 10 days of detention, up to 15 demerits, and an expulsion study will be instituted. Student shall not be permitted to smoke in the school building or on school property. This rule finds adequate justification from the standpoint of safety, as well as current health information. There also are state laws in effect pertaining to cigarettes and minors. This includes possession of snuff, cigarettes, chewing tobacco, tobacco-like substance, lighter, matches, etc. **ANY STUDENT** who takes the responsibility of being a “lookout”

at the restroom or warns a student in some way will receive up to 3 days of detention and up to 15 demerits.

BB. TARDY TO CLASS/SCHOOL – On his/her third tardy (per class per semester) a student will receive one day of detention. Each subsequent tardy will also result in one day of detention. Driving privileges may be revoked for students that drive and continue to be tardy/late for school. If the student does not attend detention on the assigned day, the student will receive up to one day of In-School-Suspension per offense. If a student is tardy for a semester or final exam, that student will not be admitted into the class to take the exam at that time. **THE STUDENT MUST MAKE ARRANGEMENTS WITH THE TEACHER TO MAKE UP THE EXAM.**

CC. THEFT – Up to 3 days of detention, up to 15 demerits and pay for the article taken. A student shall not cause or attempt to take into possession the public property or equipment of the school district, or the property of another student, teacher, visitor, or employee of the school district. If value exceeds \$100, (up to 3 days out of school suspension, up to 15 demerits) the school may press charges.

DD. DISRESPECT – Up to 15 demerits, plus any other discipline measures.

DETENTION/IN-SCHOOL-SUSPENSION/C-CAP/ SUSPENSION

Students who are assigned detention for disciplinary violations will attend the regular scheduled school day and also a supervised study class from 2:15 p.m. to 4:15 p.m. for each day assigned.

Detention will be assigned by administrative personnel. The student will be expected to attend detention on the days assigned. Lack of transportation, jobs, athletics, or any extracurricular activities will not be accepted as reasons not to attend detention. If a student does not attend detention on assigned day, the student will receive up to five demerits plus up to one day of In-School-Suspension per offense. If a student does not attend In-School-Suspension on the assigned day it may result in five demerits, a zero for work missed and suspension from school for days missed or may be referred to court. Percentage of grades will be determined by teacher.

Video or staff monitoring may be used for In-School-Suspension or detention.

Definitions of:

DETENTION – Supervised study class that is assigned for disciplinary violations from 2:15 p.m. to 4:15 p.m. after the school day.

IN-SCHOOL SUSPENSION (ISS) - Supervised study class that is assigned for disciplinary violations from 7:48 a.m. to 2:15 p.m. during the school day. By keeping the students within the school they are still able to be monitored to ensure that they are still getting their work done and keeping up with the class. Class credit is available. Each student who has served ISS must immediately, upon return to class, make arrangements with his/her teacher(s) to make up work missed.

C-CAP – The Alternative School will operate as part of C-CAP developed by the Belmont County Juvenile Court. It is another step to help Belmont County Schools and the Juvenile Court divert troubled youth from the court system and yet, give the schools a solid discipline procedure.

SUSPENSION – Pupils are denied attendance to school for a period not more than ten days. Either a superintendent, a Principal or Dean of Students may suspend a pupil. In-School-Suspension may be assigned during this time. During a suspension a student is not permitted to attend extra-curricular activities. Class credit is not available.

EXPULSION – The involuntary removal of a pupil from school for more then (10) days. Only a superintendent of schools may expel a student. Class credit is not available.

Clubs

Art Club

The club is designed for all ages at the high school level to interact with each other and the community by having fun in and out of the school atmosphere. To be a member you must be enrolled in an Art Class. Officers are nominated by the advisor based on past years expertise and work experiences in the club. Improper conduct during activities can be reason for removal from club.

There are 3 important factors:

Community service projects, such as making homemade cards, wrapping presents, collect supplies for the less fortunate, and painting windows in local communities and helping with family fun days.

Fundraisers, are usually planning the student body Volleyball tournament, and selling various items.

Fieldtrips are to local areas to paint windows and our yearly trip to the Carnegie Museum of Art in Pittsburgh and the Sarris chocolate shop in the springtime.

Close-UP

The Close Up Foundation is the nation's largest nonprofit (501(c)(3)), nonpartisan citizenship education organization. Since its founding in 1970, Close Up has worked to promote responsible and informed participation in the democratic process through a variety of educational programs.

Computer Club

The purpose of the Computer Club is to enrich and enhance the computer classroom activities through explorations into "cutting edge" technology. The Computer Club will raise funds to help with technology activities and field trips related to computers and technology.

In order to be eligible to join the Computer Club students must have completed at least one computer class or be currently enrolled in a computer class at Union Local High School. Officers must be currently enrolled in a year-long computer class. Dues are \$2.00 for the year.

Culture Club

The Culture club explores various cultures and experiences diversity through travel. Members have visited Chicago, New York City, Boston, and Toronto. Any Union Local High School student may join.

Drama Club

Union Local High School Drama Club is an educational organization consisting of Union Local High School students who are interested in theatre or theatre productions.

FCCLA

The Family, Career and Community Leaders of America are a national leadership organization. Members participate in a variety of community service projects. Leadership is developed through chapter activities and training at State Leadership camps, national cluster meeting, and the national leadership meetings. Members can select from a variety of STAR event competitions. For more information on the organization please visit www.ohiofclla.com or www.fclclainc.org online. Requirements: Students must be taking or have completed a Family & Consumer Science (Home Ec.) class and pay their state, local, and national dues. (Students often have the opportunity to earn dues through a fall fund raiser.)

FEA

FEA is the Future Educators of America. This club is for those students who express an interest to become an educator. Members will participate in FEA Days where they are assigned to a teacher/classroom to assist that teacher. Service projects, peer tutoring, and fundraisers are some activities of this club.

Requirements: \$2:00 Membership fee, 2.5 or higher GPA, College preparatory courses.

FFA

The FFA is an extension of the agricultural education class. It includes, but is not limited to, contests, competitions, and career development events. FFA is an integral part of agricultural education as it helps students by developing their potential for premier leadership, personal growth, and career success. The FFA offers students many opportunities through its activities and camps.

Any student enrolled in agricultural education is required to pay membership dues of \$15.00.

JSA

The JSA club is a non-partisan organization designed to inform students of current events, foreign affairs, politics and government. Students will have yearly dues and must participate in a monthly service project.

NATIONAL HONOR SOCIETY REQUIREMENTS

The following is an outline of the National Honor Society's selection procedure. This information is pertinent to any junior or senior meeting the necessary requirements.

According to Article IX, Section One of the Constitution of the National Honor Society, the candidate must be a member of the junior or senior classes to be eligible for membership. Candidates must have been in attendance at the school for the equivalent of one semester. In order to be considered for membership, the candidate must meet the academic requirements and sign a letter of acceptance for nomination into the society. The letter is not an offer of membership, but only a notification that you are academically eligible for further consideration. The academic requirement is based on a student's cumulative grade point average. The minimum grade point average allowable is 3.4 on a 4.0 scale. Only those students who meet the scholarship requirement will be considered for membership in the National Honor Society (Article IX, Section Two).

These Students are then eligible for consideration on the basis of service, leadership, and character (Article IX, Section Two).

The leadership criterion is considered highly important for membership selection. Leadership roles in both school and community will be considered.

The criterion of service is defined in terms of value of contributions the candidate makes to school, classmates, and the community. The candidate's attitude toward service will also be evaluated.

The positive as well as the negative aspects of character will be taken into consideration for each candidate.

A faculty meeting will be held to discuss the candidate's applications. The selection of each member to the chapter shall be a majority of the faculty council (Article IX, Section Three). The faculty council consists of five teachers and the National Honor Society's advisor(s) who are non-voting members.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.

The National Honor Society is a service organization. Members will be expected to execute service projects, organize fund-raisers, pay dues, attend meetings regularly, serve on committees, and plan assemblies.

It is an honor to be in the National Honor Society, not simply the automatic result of achieving a certain grade point average. It is for this reason that we are taking this opportunity to inform you of some of the requirements for, and some of the responsibilities of membership.

At the end of the school year, the National Honor Society hosts an academic banquet to honor students who have achieved academic excellence. After the third nine-weeks grading period, any student who has acquired a cumulative 3.5 grade point average (on a 4.0 scale) and who has been on the honor roll for each of the first three nine-weeks grading periods will receive an invitation to the banquet.

For information regarding the National Honor Society, please see the advisor(s).

PALS

The PALS Club addresses skills needed to live a productive, independent life. Students participate in school and community service projects, leisure and recreational activities, and daily living skills.

Any Union Local High School student may join.

Spanish Club

The objective of the Spanish Club is to give the students an opportunity to appreciate, support, and learn about different groups in their community. The students will learn about the traditions, culture, and Spanish language.

You must be currently enrolled in a Spanish class. You will be required to pay yearly dues and participate in a monthly service project.

UNION LOCAL IS AN EQUAL OPPORTUNITY SCHOOL

The Union Local School District does not discriminate on the basis of race, color, creed, national origin, age, handicap, or sex. The policy of equal employment opportunity governs every aspect of the district's operations and activities, including educational programs and employment.

Union Local School District affirms that no person shall, on the basis of race, color, national origin, sex, and disability be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquires concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. Complaints should be referred to : Title VI, Title IX, and Section 504 Coordinator.

Administrative Office
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(740) 695-5776

UNION LOCAL WEB SITE – www.union-local.k12.oh.us

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