

**UNION LOCAL
MIDDLE SCHOOL
2011-2012**

STUDENT HANDBOOK

NAME _____

ADDRESS _____

CITY _____

ZIP CODE _____

PHONE _____

STUDENT NO. _____

TABLE OF CONTENTS

BELL SCHEDULE.....	3-4
SCHOOL CALENDAR.....	5
ULMS STAFF.....	6
STATEMENT OF BELIEFS.....	7
SCHOOL HOURS.....	8
LUNCH FEES.....	9
EMERGENCY CLOSING.....	9
ATTENDANCE POLICY.....	10-13
DISCIPLINE POINTS.....	14
ADMINISTERING MEDICINE.....	14
HAZING AND BULLYING.....	15
CAREER CENTER.....	16
MAKE-UP WORK.....	16
HONOR ROLL.....	17
ELIGIBILITY.....	17
INTERVENTION POLICY.....	17
BUS RULES.....	18
CODE OF CONDUCT.....	18-20
DRESS CODE.....	21-22

SEXTING POLICY.....22
STUDENT LOCKERS.....22
STUDENT DISCIPLINE.....23
DISCIPLINARIAN PROCEDURES.....23-26
STUDENT RECORDS PRIVACY ACT.....27

UNION LOCAL MIDDLE SCHOOL

740-695-3574

740-782-1388

740-782-1585

Fax 740-782-1474

Principal's email – jayme.yonak@omeresanet.net

Superintendent's Office

695-5776

Union Local High School

695-2886

Union Local Elementary School

695-3418

Web Page

www.ulschools.com

Regular Bell Schedule

Warning Bell		7:45
Period 1	All Classes	7:48 – 8:43
Period 2	All Classes	8:46 – 9:34
Period 3	All Classes	9:37 – 10:25
Period 4	6 th Lunch	10:25 – 10:55

	7 th & 8 th Classes	10:28 – 11:15
Period 5	6 th Classes	10:58 – 11:45
	7 th Classes	11:18 – 12:05
	8 th Lunch	11:15 – 11:45
Period 6	6 th & 8 th Classes	11:48 – 12:35
	7 th Lunch	12:05 – 12:35
Period 7	All Classes	12:38 – 1:25
Period 8	All Classes	1:28 – 2:15

Two Hour Delay Schedule

Warning Bell		9:45
Period 1	All Classes	9:48 – 10:21
Period 2	All Classes	10:24 – 10:55
Period 3	6 th Lunch	10:55 – 11:25
	7 th & 8 th Classes	10:58 – 11:29
Period 4	6 th Classes	11:28 – 11:59
	8 th Lunch	11:29 – 11:59
	7 th Classes	11:32 – 12:03
Period 5	6 th & 8 th Classes	12:02 – 12:33
	7 th Lunch	12:03 – 12:33
Period 6	All Classes	12:36 – 1:07
Period 7	All Classes	1:10 – 1:41
Period 8	All Classes	1:44 – 2:15

Two Hour Early Dismissal Schedule

Warning Bell		7:45
Period 1	All Classes	7:48 – 8:21
Period 2	All Classes	8:24 – 8:55
Period 3	All Classes	8:58 – 9:29
Period 4	All Classes	9:32 – 10:03
Period 5	All Classes	10:06 – 10:37
Period 6	6 th Lunch	10:37 – 11:07
	7 th & 8 th Classes	10:40 – 11:11
Period 7	6 th Classes	11:10 – 11:41
	8 th Lunch	11:11 – 11:41
	7 th Classes	11:14 – 11:45
Period 8	6 th & 8 th Classes	11:44 – 12:15
	7 th Lunch	11:45 – 12:15

Pep Assembly Schedule

Warning Bell		7:45
Period 1	All Classes	7:48 – 8:36
Period 2	All Classes	8:39 – 9:21
Period 3	All Classes	9:24 – 10:06
Period 4	All Classes	10:09 – 10:51
Period 5	6 th Lunch	10:51 – 11:21
	7 th & 8 th	10:54 – 11:36
Period 6	6 th Classes	11:24 – 12:06
	8 th Lunch	11:36 – 12:06
	7 th Classes	11:39 – 12:21
Period 7	6 th & 8 th Classes	12:09 – 12:51
	7 th Lunch	12:21 – 12:51
Period 8	All Classes	12:54 – 1:36
Pep Assembly		1:36 – 2:15

Principal's Message

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your parents' and yourself. Have a great year!

UNION LOCAL SCHOOL CALENDAR 2011-2012

August 22.....	Teacher In-Service (No Students)
August 23.....	Teacher Work Day (11-3) Open House 3:00 pm – 6:00 pm
August 24.....	First Day for Students
September 5.....	Labor Day (No School)
October 28.....	Teacher In-Service (No Students) End First Nine Weeks
October 31.....	Second Nine Weeks Begins
November 10.....	2-Hour Early Dismissal Parent-Teacher Conferences - 12:30 pm – 6:30 pm
November 11.....	No School
November 23.....	Thanksgiving Break (No School)
November 24.....	Thanksgiving Break (No School)
November 25.....	Thanksgiving Break (No School)
November 28.....	School Resumes
December 20.....	2 HR. Early Dismissal
December 21.....	Christmas Break (No School)
January 3.....	School Resumes
January 13.....	Teacher In-Service (No Students) End of Second Nine Weeks
January 16.....	Martin Luther King Day (No School)
January 17.....	Third Nine Weeks Begins
February 16.....	2 hr. early dismissal Parent-Teacher Conferences - 12:30 pm – 6:30 pm
February 17.....	No School
February 20.....	President's Day (No School)
March 23.....	Teacher In-Service (No Students) End Third Nine-Weeks
March 26.....	Fourth Nine Weeks Begins
April 5.....	Easter Break (No School)
April 6.....	Easter Break (No School)
April 9.....	Easter Break (No School)
April 10.....	School Resumes
May 25.....	Last Day for Students (2 Hour Early Dismissal) End of Fourth Nine Weeks
(OAA test window starts 4/23/11 – 5/11/11)	
Make-Up Days (only if 4 days have been missed).....	Feb. 20, April 5, 9, May 30

ULMS STAFF	Position	Room
Mrs. Jayme Yonak	Principal	Office
Mrs. Ruthie Martin	Secretary	Office
Mrs. Linda Williams	Secretary	Office
Mrs. Jill Butts	6th Math	A 12
Mr. Gregory Miller	6th Science	A 16
Mrs. Melissa Steadman	6th Soc. St.	A 15
Mrs. Marie Compston	6th Reading	A 14
Mrs. Sheryl Sonk	6th Lang. Arts	A 13
Mrs. Elizabeth Diaz	7th Lang. Arts	A 10
Mr. Stuart Miller	7th Science	A 17
Mrs. Robin Sefsick	7th Soc. Studies	A 11
Mrs. Carolyn Fraley	7th Reading	A 07
Ms. Jessica Davia	7th Math / Alg.	A 08
Mr. Mike Bartels	8th Soc. Studies	A 21
Mrs. Kelly Butler	8th Lang. Arts	A 20
Ms. Angela Miller	8th Math	A 19
Mrs. Tracey Wodarczyk	8th Science	A 18
Mr. Richard Mercer	8th Reading	A 22
Mrs. Shelly Dawes	8th Intervention	A 04
Mrs. Linda Bernard	7th Intervention	B 01
Mrs. Linda Ellis	6th Intervention	A 09
Mrs. Jill Loase	Intervention	A 24
Mrs. Sheri McElroy	Art	B 09
Mr. Josef Meholovitch	Computer	A 06
Mr. Don Husted	P.E.	B 10
Mr. Drew Greenwood	E.D.	C 07
Mrs. Evelyn Wilson	E.D. Aide	C 07
Mr. Larry Compston	Music	B 05
Ms. April Linard	Band	B 04
Mr. Mark Cisar	Athletic Director	HS
Mrs. Kristen Davia	Social Worker	A 27
Mrs. Tracy Childress	Nurse	Office
Mrs. Debbie Barr	Librarian	A 05
Mr. Dennis Green	Test Coordinator	A 27
Mr. Mark Blon	Custodian	
Mr. Bill Cox	Custodian	
Mr. Phillip Castello	Custodian	

Statement of Beliefs (Union Local Schools)

We Believe That...

Society benefits from the education and positive contributions of all its members.

All individuals are unique and have value and when provided with appropriate opportunities can and will learn.

A positive self-image is essential to fulfilling an individual's highest potential and for living a productive life.

A safe and secure environment is vital to learning and well being.

Education is a partnership involving school, community and student.

All individuals are primarily responsible for making informed decisions and have responsibility for their own actions.

Education encourages honesty, mutual respect, responsibility, trustworthiness, compassion, fairness, and lack of prejudice, open-mindedness, citizenship, and a positive self-image.

Education is a vital life-long process.

Vision Statement

Through a partnership of school, home and community, students will develop respect and a sense of pride for self and others in the entire educational community. Our safe, comfortable, and diverse educational environment will enable students to be excited about learning and will provide them the opportunity to attain their highest level of achievement, to become lifelong learners, and to contribute productively and responsibly to society.

Mission Statement

In partnership with students, families and the community, our school district will work continuously to enable students to attain improved levels of knowledge and skill required for working, living, and learning in a technology-driven information-based society.

Union Local Middle School Building Goals

- To increase students' scores on the achievement tests by aligning our curriculum, developing effective questioning techniques, establishing a database of effective questions, and implementing best practices.
- To increase community awareness and involvement in academic and extracurricular activities at Union Local Middle School.

Parent-Teacher Conferences

For the majority of the children, individual conferences with parents concerning the work of their child will be scheduled. However, parents should feel free to request other conferences with teachers during the year. Please make arrangements in advance through the office so you will be able to see the teachers during their planning time.

We welcome parents to visit the schools and request that you stop in the office upon your arrival to sign in so we know when visitors are in the building.

Equal Education Opportunity

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 or disability be excluded from participation in, be denied the benefits 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. Inquiries 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 or students.

Complaints should be referred to Title VI, Title IX, and Section 504

Coordinator Union Local School District
 P.O. Box 300
 Morristown, Ohio 43759
 (740) 695-5776

Arrival Time

The doors of the school will open at 7:20 a.m. The school cannot be responsible for students who arrive before the doors are opened. Students are not permitted to loiter in the parking lot. All students arriving by bus or by other means should go directly to their designated area upon their arrival.

School Hours

Office hours: 7:15 a.m. – 3:00 p.m.

7:20 Building opens to students and breakfast is served

7:48 Classes begin

2:15 Dismissal

At Dismissal Time

Parents are responsible for clearly informing their child and the school of after-school arrangements. A note signed by the student's parent/guardian must be sent to the office indicating changes. This includes bus transfers for student (A) to go to student (B's) home. Both student (A) and student (B) must bring a note. **This also includes students wishing to walk to a business after school.** If a note is not received, the students will follow normal dismissal procedure. **Students are not permitted to stay after school and wait until an after-school function begins unless the students will be supervised by the coach of that particular function.**

Message for Parents/Guardians

Parents/Guardians are asked to limit phone messages to those of an emergency nature. The office cannot deliver non-emergency messages.

Disclaimer

The school will be responsible for students only while they are on school property during the regularly scheduled school day, during authorized, supervised, extra-curricular activities in which they are participating, or off school property during authorized school functions. School responsibility extends to bus transportation and shall be limited to the time that the student is actually on the bus.

Transportation

The bus schedule and route are available by contacting, Transportation Supervisor at 782-1183. Students arriving or departing by car must use main entrance door only.

Fee Schedule – Quarterly Payment

All school fees are **\$50** and are to be paid immediately or in quarterly installments of **\$10** due at the end of each nine weeks. Report cards will be held quarterly if fees are not paid to date.

School Lunch

Menus are listed in the local paper for the upcoming period and are posted in each classroom. Balanced school lunches are served each school day at a cost of \$2.50 per child for 6th through 8th grade students. This is payable each day or weekly. Please see that your child brings correct change. Although charging of lunches is discouraged, **students will be permitted to charge up to a maximum of \$10. Once your child reaches that \$10 cap, he/she will no longer be allowed to charge. An alternative lunch will be provided. Report cards will be held quarterly if charges are not paid to date.**

Children bringing their lunches may buy milk from the cafeteria at \$.50 per half pint.

Breakfast will be offered upon arrival at 7:20 a.m. For lunch the cafeteria will offer the balanced school lunch or a variety of a la carte items individually priced.

Emergency Closing of School

When school is closed because of snow or for other emergency reasons, students and parents will be notified by our parent broadcast system and radio stations WWVA, WOMP, WKWK and television stations WTRF and WTOV. Please do not call the school or any school official.

Messages for Teachers

Teachers will not be called out of class during school hours unless an emergency exists. Please leave your message or phone number with the secretary, and she will take care of it promptly. All teachers have designated planning times and can be reached at these times.

Visitors

All visitors are to sign in at the office. Parents and other citizens must obtain permission of the administration before entering the classroom. All visitors are expected to leave promptly when their business is completed. This ensures that the normal routine of your child's education is interrupted as little as possible.

Union Local Middle 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 Middle School office, 782-1388 or 695-3574, by 8:30 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 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)

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 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.

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. If tardiness continues, and the student is tardy seven times, a letter will be sent home to the parent(s)/guardian(s) advising them of the situation and explaining that their child is continuing to disobey the school's policy on tardiness. Once a student has accumulated fourteen **unexcused** tardies, the student will be issued an after-school detention. The student will be warned that continued disobedience of the attendance policy may result in the filing of unruly charges with the Belmont County Juvenile Court. If the student continues to habitually disregard this policy against truancy and is tardy fifteen times to school or class, the school shall request the filing of unruly charges through the Belmont County Prosecutor's Office and Juvenile Court.

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.

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.

Picking up Students Prior to Dismissal

A note should be sent with the student and given to the office so that the entire staff can be informed of the time the student will be leaving school. Please include the name of the person picking up the child. **Parents are required to enter the building when picking up their child during the school day, provide identification, and sign the student out.**

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 dances and extracurricular functions.

A parental permission form must be signed and returned to the teacher in charge before going on a field trip. In order to ensure that this experience is a success, we have developed a point system which will determine whether or not a student has earned the privilege of going on the trip. If a student accumulates a total of 15 points by the date of the trip he/she will not be permitted to go on the trip. If a student accumulates a total of 8 points for misbehaving (excluding homework infractions) by the date of the trip he/she will not be permitted to go on the trip. If a student accumulates a total of 15 points for all infractions including homework by the date of the trip, he/she will not be permitted to go on the trip. If a student misbehaves on a field trip, that student may lose his/her privilege of participating in future field trips. **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.**

Field Trips: Union Local Middle 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 Middle 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
- d. all students honor school rules and policies:
Students who have accumulated 8 or more point due to behavior infractions will not be permitted to go on the field trip.

<u>Discipline Received</u>	<u>Points Earned</u>
Lunch Detention	1/2
Student Privilege Probation	1
Detention for homework	1
Detention for behavior	2
Saturday School	3
In-School Suspension per day	3
Suspension per day	5
C-Cap (Alternative School) per day	5
Habitual/Chronic Truancy (15 unexcused absents)	5
Bus Suspension per day	2
Sargus (based upon principal's discretion & nature of incident)	10-15

Please discuss this with your child as we want this to be an enjoyable trip for all of the children.

Administering Medicine to Students

Prescription and Non-Prescription Medicine for Students in 6-8 grades

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that will not hinder health or welfare of others. If possible, all medication should be given by the parents at home. If this is not possible, parents may come to school and administer medication to their older children.

The administration of medicine to pupils by school personnel will be done only in exceptional circumstances wherein a child's health may be in jeopardy without it, and when no other alternative is available.

1. A letter containing the request and a full release from the responsibilities pertaining to the administration and consequences of such medications must be presented to the building principal by the child's parents or guardian.
2. A signed order by a physician with specific directions for administration must be submitted to the building principal.
3. A bottle with the pharmacists' label designating patient's name, instructions, name of drug and name of physician must be submitted to the building principal.

From the Nurse

In order to administer prescription or over-the-counter drugs in the public schools, we must have a Parental Request Form, and if prescription also, a Physician's Statement Form signed.

The medication is to be labeled with:

- Name of student
- Name of drug
- Dosage
- Time to be taken

In absence of this form, the medication will not be given.

If medication is being sent with your child, please notify the school that he/she will be bringing a medication and the proper form to school. Upon arriving the student is to take it 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.

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.

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/or "violence within a dating relationship" 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.

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 buildings 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.

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. If you have any questions concerning our management plan, wish to review it, or obtain your own copy, please call the Maintenance Supervisor; he may be reached at (740) 695-2866 during normal working hours.

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 grade 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 8th 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.

Make-Up Work

Assignments or classroom work missed may be made up within time frame of classroom rule if the absence is excused. This is the responsibility of the student. Too often work not made up will adversely affect the student's grade. Please request all make-up work in the morning. All homework assignments are to be picked up in the office after 2:00 p.m.

Students who attend an Alternative School (if applicable) will receive 70% credit for completed work.

Students who serve in-school suspension will receive 100% credit for work.

Students who are suspended from school will receive 0% credit for missed work.

Honor Roll Grades 6-8

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 and no grade below a C.

Grading Scale

A = 94 - 100	A = 3.56 - 4.00	A = 4.00
B = 87 - 93	B = 2.56 - 3.55	B = 3.00
C = 77 - 86	C = 1.56 - 2.55	C = 2.00
D = 70 - 76	D = 0.56 - 1.55	D = 1.00
F = below 70	F = 0 - 0.55	F = 0.00

Athletic Eligibility for Grades 7-8

1. If you are 15 years of age before August 1st, you are ineligible for 7th-8th grade athletics.
2. A student enrolling in seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement.
3. Therefore, in order to be eligible, a 7th-8th grade student must be: (1) currently enrolled; (2) must have been enrolled in school the immediately preceding grading period; (3) must have received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
4. A student enrolled in the first grading period of the ninth grade after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled in the eighth grade.

Responsibility for Books, Union Local Board of Education

Textbooks issued to students are the property of the Union Local Board of Education. They should be used with care and returned in good condition. Students will be responsible for books that are lost, stolen, or damaged beyond use.

Lost and Found

Articles which have been found should be taken to the office and library books to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark your items with your name so they can be returned without delay. This also discourages unauthorized borrowing.

Intervention Policy

Union Local Middle School currently provides academic intervention to students through various methods. The classroom teacher includes supplemental activities to reinforce and re-teach concepts during classroom-based instruction after measuring student progress in meeting academic standards.

INTERVENTION PYRAMID

TIER I

- IEP
- SPECIAL EDUC. PLACEMENT
 - STUDENT TESTING

TIER II

- IAT TEAM
- INSTRUCTIONAL AIDE
- SOCIAL WORKER CONTACT
- SUPPLEMENTAL INSTRUCTION
 - INTERVENTION CLASS
- AFTER SCHOOL INTERVENTION
- FAST FORWARD READING PROGRAM

TIER III

- STUDY ISLAND
- WEEKLY FAILURES LIST
- TEACHER COLLABORATION
- CORE CLASS INSTRUCTION
- FLEX PERIOD (GUIDED STUDY)
 - MATH INTERVENTION CLASS
- PROGRESS BOOK (CORRESPONDENCE)
- S.T.A.R.S. CLUB (POSITIVE BEHAVIOR REWARDS)
- PARENT/TEACHER COMMUNICATION (PHONE)

Bus Pupils

Those pupils 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 loss of riding privileges.

School Bus Safety Rules

On the bus:

1. Always sit; don't move around
2. Talk softly, never throw things or fight. The driver can't concentrate on driving if riders are yelling or fighting.
3. Never put any part of your body outside the window.
4. Don't eat on the bus.
5. At railroad crossings, there must be absolute silence.
6. Never bring pets or insects on the bus without getting permission.

Arriving at destination:

1. Don't leave your seat until the bus has stopped.
2. Move away from the bus as soon as you get off.
3. If you drop something near the bus, report the loss to an adult supervisor or your parent.
4. If you have to cross the road-
 - a. Go far enough in front of the bus so that you can see the driver's face. That means the driver can see you.
 - b. When you have crossed in front of the bus, stop to look for cars. Drivers don't always obey the law that says they must stop when the school bus stops.
5. If you don't have to cross the road, stay away from the side of the bus.

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.

Code of Conduct: The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students are an important part of the learning process. It believes that limits on the individual are necessary for the orderly function by any society.

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. 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. The Principal/Dean of Students has the right to make final decisions for disciplinary measures based upon investigation and circumstance.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action including lunch detention, student privilege probation, detention, in-school suspension, Friday school, suspension, emergency removal from class/school, and/or expulsion.

Every Pupil is Responsible to Every Teacher or Aide at all Times and is Expected to Behave in a Respectful Manner to all School Personnel

- A. Assault – A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another person at school or at a school function.
- B. Building and Grounds Behavior – While in a school building, or on school grounds, students are asked to conduct themselves in a reasonable manner, and to conform to behavior which is socially acceptable. No person has the right to infringe on another's rights while in these areas; nor does a person have a right to impede another person's orderly process of behavior.
- C. Dangerous Weapons – A student shall not possess, handle, transmit or conceal any object which could reasonably be considered a weapon.
- D. Damage or Destruction of Property – A student shall not intentionally cause or attempt to cause damage to property, or steal or attempt to steal property either on the school grounds or during a school activity, function, or event off school grounds. Students found guilty of damaging or stealing properties will have their parents notified that the student must make restitution.
- E. Disruption of Education Process – No student(s) shall, by any means, cause disruption of the educational process or other school function.
- F. Drugs (Controlled Substances) – Students shall not consume, deliver, sell or have possession of a controlled substance or look-alike drugs in school, on school property or while attending a school activity.
- G. Leaving School Grounds – No student is permitted to leave school without written permission from home. This note must contain the home phone number as it may be necessary to confirm permission.
- H. Removal from Class – If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then a teacher may remove the student from curricular or extracurricular activities under his/her supervision until such time that the matter is disposed of either by reinstatement or a form of punishment.
- I. Tobacco Usage – Students are not permitted to smoke or possess any type of tobacco or tobacco like substances or accessories on school grounds.
- J. Profanity and/or Obscenity – A student will not, by written, verbal, gestured or other means, annoy or humiliate others or disrupt the educational process.
- K. **Lewd Conduct - Students are not permitted to act in obscene, indecent, lustful, or perverted behaviors.**
- L. Extortion – A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat or gambling.
- M. Truancy – Will be handled by the school and the county attendance officer in accordance with Board-adopted policy.
- N. Electronic Devices - Students are not permitted to use or otherwise be in possession of personal, electronic devices such as but not limited to, music listening devices, hand-held games, video cameras, etc. from 7:20 a.m. to 2:15 p.m. Students are not permitted to use personal, electronic devices inclusive of the tardy bell to start the first class of the day and extending through the dismissal bell at the end of the day. Students will be responsible for securing these electronic devices in their lockers during the time frames in which they are restricted.

First Offense: lunch detention or SPP; electronic device will be confiscated and parents may pick-up the device from the school principal/designee at their convenience. Parents must sign the policy acknowledgement form upon retrieving confiscated electronic device.

Additional Offense: After-school detention, electronic device will be confiscated and held at the principal's office until the end of the school year.

- O. **CELL PHONES** – are not permitted to be turned on from 7:20 am - 2:15 pm. Students are not to be in possession of cell phones inclusive of the tardy bell to start the first class of the day and extending through the dismissal bell at the end of the day. **Students will be responsible for securing phones in their locker before the tardy bell.** **First Offense** = One 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, ISS or 3 days of detention, phone is confiscated for a period of 60 days or until the end of the school year. Whichever is the greatest amount of time. Phone is sent to Superintendent's office. **Additional Offenses** = ISS / Suspension - up to five days and permanent confiscation (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.**

Student Dress Code

The key to any dress code is that we will accept certain standards for ourselves, school, and our community that do not degrade our standing in the community at large.

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

The rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed necessary and are more appropriate to the situation.

Therefore:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. The spraying of perfumes or deodorants must be applied in the restroom not in the hallway.
3. When a student is participating in school activities, his dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
4. Dress and grooming will not be such as to disrupt the teaching-learning process.
5. Garments bearing messages or insignia, which is in poor taste, or causes a disruption to the educational process are not permitted. Some examples of such inappropriate messages would include references to tobacco, alcoholic beverages, drugs, or any type of profanity.
6. All clothing is to be worn as intended and not altered from its original form in such a way that it causes disruption to the educational process. (No shirt neckline is to be cut lower than 3 inches below the collarbone.)

7. 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, tank tops, tube tops, halter tops, strap-type muscle shirts, midriff-length short shirts, cut-off tops.
8. Excessively tight, loose, or short clothing is not permitted.
9. Footwear must be worn at all times with safety and hygiene kept in mind.
10. Hats, head coverings, and headbands are not permitted.
11. Body piercing items (and any covering of said piercing items) is strictly prohibited. Pierced ears are the only exception.

Students who are representing ULMS at an official public event may be required to follow specific dress requirements.

Sexting Policy

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images, video, or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Locker – Personal Property

Students should remember that lockers are the property of the school and as such should be treated in such a manner as to ensure continued use by students in years to come. Since lockers are the property of the school, a locker inspection can occur at any time. It is the student's responsibility to make sure his/her locker is clean and not abused. Permanent damage to a locker will result in a bill for restitution. Please remember not to leave the locker unlocked and never give your combination to others. Do not share your locker with other students. The school accepts no responsibility for lost or stolen articles.

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 may be evidence 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.

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 had been adopted by the Union Local Board of Education and complies with the mandates of OMERESA, the district Internet provider. This policy 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 Discipline Code

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 **but not necessarily in order due to the severity and malice of the student's actions. The student is responsible for his/her own actions and must accept the consequences given by the proper authorities.**

1. Teacher intervention
2. Lunch Detention
3. Student Privilege Probation
4. Detention 2 hours*
5. In-School Suspension/Saturday School*
6. Suspension*, CCap*, Court Referral
7. 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 higher level.

Since all such acts cannot be stated here, it must be understood that a pupil 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, whether the activity is at the home school or some other location. Court complaints may be filed in addition to any school action taken. Some student actions depending on frequency of infraction and/ or the nature of the infraction may warrant a referral to our school guidance counselor and/or social worker.

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

Lunch Detention

Student will eat lunch in a separate room and work on any assignments.

Student Privilege Probation

No socializing, tracking sheet signed by each teacher (behavior + or -), no talking in hall, lunch in separate room. Students may not receive more than one minus to earn credit for the day.

Detention (2 hour)

Student will complete learning packet; make up work missed and/or other appropriate assignments. Teacher may or may not choose to count. Parents may sign out their child for pick-up at the office.

Friday School

The Friday School will be in session from **2:15 p.m. – 6:15 p.m.** Transportation from Friday School is the parent's responsibility.

Assigned students will attend a continuous four hour period during which time they will be permitted one five minute break at approximately **4:15 p.m.** 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 **Friday** School may be given an additional four-hour period. Failure to serve Saturday School will result in a one-day suspension or C-Cap.

The following rules shall apply to **Friday** School:

- A. Students are required to bring class books/assignments with them. They are not permitted to go to their lockers.
- B. Students are not to communicate with each other unless given special 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/Student Privilege Probation:**

For minor misbehavior or disruption that interferes with the orderly educational process in class or school.

- A. Accumulates 1, 2, 3 days then Detention. (if applicable)
- B. Assigned for activities that primarily affect student only:
 1. no materials or supplies
 2. loitering
 3. out of seat
 4. late to class (tardy)
 5. dress code violations
 6. misbehavior outside of classroom
 7. improper display of affection.
 8. tardiness - 3 times equals a lunch detention

II. Detention:

- A. Accumulates 1, 2, 3 days then Friday School (if applicable)
- B. Assigned for:
 - 1. **dishonesty/lying to staff**
 - 2. obscenities to other students or at school
 - 3. forgery
 - 4. extortion
 - 5. hands on others
 - 6. bus problems lead to days off bus and/or appropriate disciplinary consequences.
 - 7. disrupting learning environment
 - 8. lewd conduct
 - 9. harassment
 - 10. leaving school building without permission.
 - 11. refusal to serve student privilege probation.
 - 12. Skipping class
 - 13. Cheating
 - 14. Unnecessary Roughness

III. In-School Suspension / Friday 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. The amount of days accumulates according to the nature of the incident. Suspension may result for repeat offenders and/or infractions. (if applicable)
- C. Assigned for:
 - 1. obscenities to staff
 - 2. vandalism – restitution required
 - 3. stealing
 - 4. insubordination
 - 5. continuous disruptive behavior
 - 6. removal from class
 - 7. skipping detention
 - 8. leaving school property without permission.
 - 9. pornography
 - 10. refusal to serve detention
 - 11. continuous/repeated harassment (bullying)
 - 12. continuous/repeated lewd conduct
 - 13. hazing
 - 14. fighting/violence
- D. Procedures:
 - 1. Immediate intervention by staff member
 - 2. Parent notification

IV. Suspension and/or C-Cap

- A. All day
- B. Assigned for:
 - 1. drugs, alcohol, tobacco, lighters and matches
 - 2. weapons or look-alike weapons
 - 3. refusal to serve Saturday School
 - 4. endangering lives of others – fire alarms, bomb threats, criminal activities, fireworks, arson, threats of physical harm to students and staff
 - 5. fighting/violence
 - 6. assault
 - 7. academic integrity
 - 8. repeat offender of bullying/hazing
 - 9. theft (if value exceeds \$100, school may press charges)
- D. Zero Tolerance – In order to maintain positive student interaction and to ensure the safety of all students at school, we have instituted the rule of zero tolerance which states: anyone who is involved in a physical fight, regardless of who "started" the fight, will be punished.
- E. 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. **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.**

V. Court referral

VI. Expulsion

VII. Civil Authorities

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

Student Records Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll after all student obligations have been completed for the home school. NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**