

# ***Union Local High School Student/Family Handbook***



***2024-2025  
9th Grade - 12th Grade***

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Union Local School District

# **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.**

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## Union Local Schools Culture Blueprint:

|                                                                                     |                                                                                                                                          |                                                                                     |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p><b>VALUE COMMUNICATION</b></p> <p>Jets <b>THINK</b> when they communicate</p>    | <p><b>COMMUNICATION BEHAVIORS</b></p> <p><b>JETS THINK</b><br/>T- Timely<br/>H- Honest<br/>I- Inspiring<br/>N- Necessary<br/>K- Kind</p> | <p><b>COMMUNICATION OUTCOME</b></p> <p><b>WORLD-CLASS DYNAMIC COMMUNICATION</b></p> |
| <p><b>VALUE EMPATHY</b></p> <p>Jets <b>CARE</b> about others</p>                    | <p><b>EMPATHY BEHAVIORS</b></p> <p><b>JETS CARE</b><br/>C- Compassion<br/>A- Awareness<br/>R- Respect<br/>E- Encouragement</p>           | <p><b>EMPATHY OUTCOME</b></p> <p><b>WORLD-CLASS EMPATHY</b></p>                     |
| <p><b>VALUE GRIT/EFFORT</b></p> <p>Jets <b>AIM</b> high for everyday excellence</p> | <p><b>GRIT/EFFORT Behaviors</b></p> <p><b>JETS AIM high</b><br/>A- Ambition<br/>I- Intent<br/>M- Might</p>                               | <p><b>GRIT OUTCOME</b></p> <p><b>WORLD-CLASS EFFORT</b></p>                         |

## **GUIDANCE**

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

## **STUDENT SERVICES**

Belmont County Student Services is a licensed prevention agency that provides school-based prevention and Student Assistance Program services for all students K-12. Student Services' mission is to provide youth with the knowledge and skills to make healthy decisions so they can lead healthy and productive lives. Prevention programming includes classroom presentations and assemblies, school-wide activities and youth led programs, as well as problem identification and referral services. Student Services also provides Student Assistance programming which helps the students deal with non-academic barriers to learning. Students in need receive short term, problem focused help with issues or situations that interfere with their learning and academic success. Students who are in need of more intensive interventions or treatment are referred to a school based mental health therapist or community agency for further assistance and help.

## **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 or school's web page. 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 either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

**Permission**, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

**Prohibited activities** of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No 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.

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

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 in 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.

**BUILDINGS AND GROUNDS SECURITY**

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Electronic surveillance may occur on school property and in school vehicles.

**SEARCH AND SEIZURE**

The Union Local Board of Education and Administration reserves 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 a 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 if 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 by 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. Double sided tape and other very sticky adhesives are not permitted on lockers. 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 guardians 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.**

### **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 guardians will receive school correspondence concerning you such as, report card, attendance information, congratulatory communications and discipline reports. All school policies still include you.

### **COMPUTER AND INTERNET USAGE POLICY**

To be permitted to use district owned computers that are connected to the Internet, each student must sign the Acceptable Use Policy that has been adopted by the Union Local Board of Education and complies with the mandates of OME-RESA, the district Internet provider. This policy also stipulates that for all students younger than 18, a guardian’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.

### **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 the 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.

### **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 from the High School office by September 20, 2024. Students may park in the gravel lot until a permit is purchased or until September 20, 2024. All parking permits expire at 2:15 p.m. on the last day of instruction of a school year.

### **ILLNESS/INJURIES AT SCHOOL**

Students who become ill during the school day must report to the office. If the student is excused to go home by the nurse/office, the student must have their guardian’s permission and sign out in the office before leaving 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.

### **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 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 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.

### **HS FEES**

Fees should be paid in the main office. Students who have not paid their fees by the end of the nine weeks 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.

|                                   |         |
|-----------------------------------|---------|
| Accounting                        | \$23.00 |
| Ag Capstone                       | \$15.00 |
| Ag. Food & Natural Resources      | \$15.00 |
| Animal & Plant Science & Tech     | \$10.00 |
| Animation                         | \$20.00 |
| Art I and II                      | \$15.00 |
| Art III and IV                    | \$25.00 |
| Biology incl. CP                  | \$25.00 |
| Chemistry I & II                  | \$20.00 |
| Computer Integrated Manufacturing | \$15.00 |
| Design Techniques                 | \$20.00 |
| Digital Electronics               | \$15.00 |
| Engineering Essentials            | \$15.00 |
| English I-IV including CP         | \$25.00 |
| FFA Dues                          | \$20.00 |
| Genetics                          | \$30.00 |
| Global Science                    | \$20.00 |
| Government including CP           | \$10.00 |
| Greenhouse                        | \$20.00 |
| Info. Tech I & II                 | \$10.00 |
| Integrated Science including CP   | \$15.00 |
| Intro to Engineering              | \$15.00 |
| Mechanical Principles I           | \$15.00 |
| Mechanical Principles II-V        | \$25.00 |
| Physics                           | \$20.00 |
| Physiology                        | \$25.00 |
| Principles of Engineering         | \$15.00 |
| Sci. & Tech of Food               | \$10.00 |
| Spanish II-IV                     | \$10.00 |
| Technology fee for all students   | \$5.00  |
| Video and Sound                   | \$20.00 |



## High School Bell Schedules

### **Regular Bell Schedule (#51)**

|              |               |
|--------------|---------------|
| Warning Bell | 7:30          |
| Period 1     | 7:35 – 8:25   |
| Period 2     | 8:28 – 9:16   |
| Period 3     | 9:19 – 10:07  |
| Period 4     | 10:10 – 10:58 |
| Period 5     |               |
| Lunch        | 10:58 – 11:38 |
| Classes      | 11:01 – 11:53 |
| Period 6     |               |
| Classes      | 11:41 – 12:33 |
| Lunch        | 11:53 – 12:33 |
| Period 7     | 12:36 – 1:24  |
| Period 8     | 1:27 – 2:15   |

### **Two Hour Delay Schedule (#52)**

|              |               |
|--------------|---------------|
| Warning Bell | 9:30          |
| Period 1     | 9:35 – 10:09  |
| Period 2     | 10:12 – 10:45 |
| Period 3     | 10:48 – 11:21 |
| Period 4     | 11:24 – 11:57 |
| Period 5     |               |
| Lunch        | 11:57 – 12:27 |
| Classes      | 12:00 – 12:33 |
| Period 6     |               |
| Classes      | 12:30 – 1:03  |
| Lunch        | 12:33 – 1:03  |
| Period 7     | 1:06 – 1:39   |
| Period 8     | 1:42 – 2:15   |

### **2 Hour Early Dismissal Schedule (#57)**

|              |               |
|--------------|---------------|
| Warning Bell | 7:30          |
| Period 1     | 7:35 – 8:09   |
| Period 2     | 8:12 – 8:45   |
| Period 3     | 8:48 – 9:21   |
| Period 4     | 9:24 – 9:57   |
| Period 7     | 10:00 – 10:33 |
| Period 8     | 10:36 – 11:09 |
| Period 5     |               |
| Lunch        | 11:09 – 11:39 |
| Classes      | 11:12 – 11:45 |
| Period 6     |               |
| Classes      | 11:42 – 12:15 |
| Lunch        | 11:45 – 12:15 |

### **Club Schedule (#54)**

|              |               |
|--------------|---------------|
| Warning Bell | 7:30          |
| Period 1     | 7:35 – 8:23   |
| Period 2     | 8:26 – 9:09   |
| Period 3     | 9:12 – 9:55   |
| Period 4     | 9:58 – 10:41  |
| Club Meeting | 10:41 – 11:11 |
| Period 5     |               |
| Lunch        | 11:11 – 11:51 |
| Classes      | 11:14 – 12:03 |
| Period 6     |               |
| Classes      | 11:54 – 12:43 |
| Lunch        | 12:03 – 12:43 |
| Period 7     | 12:46 – 1:29  |
| Period 8     | 1:32 – 2:15   |

### **Pep Assembly Schedule (#58)**

|              |               |
|--------------|---------------|
| Warning Bell | 7:30          |
| Period 1     | 7:35 – 8:26   |
| Period 2     | 8:29 – 9:12   |
| Period 3     | 9:15 – 9:58   |
| Period 4     | 10:01 – 10:44 |
| Period 5     |               |
| Lunch        | 10:44 – 11:24 |
| Classes      | 10:47 – 11:30 |
| Period 6     |               |
| Classes      | 11:27 – 12:10 |
| Lunch        | 11:30 – 12:10 |
| Period 7     | 12:13 – 12:56 |
| Period 8     | 12:59 – 1:42  |
| Pep Assembly | 1:45 – 2:15   |

### **Activity / Assembly Schedule (#53)**

|                   |               |
|-------------------|---------------|
| Warning Bell      | 7:30          |
| Period 1          | 7:35 – 8:20   |
| Period 2          | 8:23 – 9:03   |
| Period 3          | 9:06 – 9:46   |
| Period 4          | 9:49 – 10:29  |
| Activity/Assembly | 10:29 – 11:29 |
| Period 5          |               |
| Lunch             | 11:29 – 12:09 |
| Classes           | 11:32 – 12:09 |
| Period 6          |               |
| Classes           | 12:12 – 12:49 |
| Lunch             | 12:09 – 12:49 |
| Period 7          | 12:52 – 1:32  |
| Period 8          | 1:35 – 2:15   |

## UNION LOCAL SCHOOLS 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 instruction 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 740-782-1181, 740782-1182 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 situations 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 PHONE CALL!!!!**

In accordance with state law, the Superintendent or his designee shall require from the guardian 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.

**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 guidelines 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 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year.** The school may file an “unruly child” complaint in juvenile court.

### **Sanctions**

When a student accumulates the following number of absences, the following actions will be taken by the Union Local School District.n

- I. **Notice of excessive absences:** The student's parent/guardian will be notified in writing when the student is absent **with or without** a legitimate excuse for 38+ hours in one school month or 65+ hours in a school year.
- II. **Habitual Truant:** Defined as being absent 30+ consecutive hours without a legitimate excuse, 42+ hours in one school month without a legitimate excuse, or 72+ hours in one school year without a legitimate excuse.
- III. **Absence Intervention Team:** After the absences of a student should surpass the threshold for excessive absences/habitual truant, the student will be assigned to an absence intervention team. The absence intervention team will, at least, consist of two representatives from the school district and the parent (or parent's designee). The team may also include a school psychologist, counselor, or social worker in an attempt to assist families in reducing school absences. The absence intervention team will develop an absence intervention plan. The school or attendance officer will make 3 meaningful attempts for parent participation as a member of the absence intervention team. If the parent, guardian, or custodian fails to respond to the school or attendance officer, the school may be mandated to report to children's services and proceed with the development of an absence intervention plan without the child's parent, guardian, or custodian.
- IV. **Absence Intervention Plan:** The absence intervention plan will be based on the individual needs of the student in an attempt to reduce school absences. Schools are permitted to consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences, even outside the operation of an absence intervention team. As part of the Absence Intervention Plan, the student and parents/guardians will be required to attend a Parent Intervention Meeting with the truancy officers at Belmont County Juvenile Court. The Juvenile Court has the right to file charges on parents/guardians in the event that they do not attend the Parent Intervention Meeting.
- V. **Juvenile Court:** If the parent and/or child refuses to participate in, or fails to make satisfactory progress on the intervention plan or an alternative adjudication within 61 days of implementing the plan, the school or attendance officer must file a complaint in juvenile court.

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. Failure of parents/guardians to adhere to this policy may result in a referral by the truancy officer to the Belmont County Prosecutor's Office for charges pursuant to Ohio Revised Code Section 2919.222, Parental Education Neglect, a misdemeanor of the 4th Degree, punishable by up to a thirty (30) day jail sentence and/or up to a two hundred and fifty dollar (\$250.00) fine.

**Any student that has reached the habitual threshold may not be permitted to attend field trips or school dances.**

### **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.

### **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 1<sup>st</sup> period class must report immediately to the office and sign in. Classroom teachers (2<sup>nd</sup> thru 7<sup>th</sup> period) will report students to the office on third unexcused tardy.

**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 guardian explaining the student's unexcused tardiness. On his/her tenth unexcused tardy for the year, a student will receive one day of after-school detention. Each subsequent tardy will also result in one day of after-school detention.

### **Field Trips**

Union Local 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 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. Principal or designee approval of students' participation.
- b. All students have parental permission for trips.
- c. All safety precautions are observed.
- d. All students are in good standing in their school attendance: students will not be permitted to go on field trips once they have reached a Habitual Threshold (30 consecutive hours unexcused, 42 hours unexcused in a calendar month, or 72 hours unexcused for the year).
- e. All students are in good standing with behavior.
- f. Students with excessive amounts of missing work may not be permitted to participate in field trips.

### **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 will be **REQUIRED** to make up all missing assignments prior to the end of each grading period. 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 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 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 guardian, 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. Forms are located in the high school office.

#### **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 for 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.

#### **Credit Flexibility Option**

Union Local School District recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

#### **Credit Flexibility Option Timeline**

Pre-approved course request needs to be made to the Guidance Counselor no later than May 15<sup>th</sup>. Student proposal application is due by May 1<sup>st</sup> to the principal. Forms are located in the office.

#### **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. Teachers may require any student to retake an exam, 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.

#### **Students Progress**

Parents should access Progress Book to monitor student's grades. Parents that need help with their accounts can contact the office. Teachers will maintain and keep this account up-to-date.

### **Schedule Guidelines**

Each year a series of scheduling activities takes place to assist each student in selecting appropriate courses for the next school year. Extensive time is spent developing written information in the form of the course planning handbook and individual counseling to help students develop a sound educational plan.

Reasons that justify schedule changes are:

1. Semester Imbalances
2. Adjustments for handicapped or injured students.
3. Inappropriate course level as dictated by the prerequisite course final grade and /or teacher/counselor recommendations.
4. Requests that appear on the verification form or original schedule form but do not appear on printed schedules.
5. Level change dropping honors or CP. Once a student, parent or teacher recognizes that the level of difficulty is such that the student is not successful. The grade transfers as is.
6. Students have more than one study hall in a semester.

### **Adding and Dropping a Class**

Deadline to add classes are as follows:

Full year-by the end of the tenth day of school

Semester- by the end of the tenth school day of the semester

Deadline to drop classes are as follows:

Full year- by the end of the first nine weeks

Semester- by the end of the fifth week of the semester

Classes dropped after the deadline will result in a failing grade on the student's transcript

### **HS Exams**

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- thirteenth of the final grade in a year long class. Semester exams will count as one seventh 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. Any exceptions from a scheduled exam will require the scheduling of a make-up exam at a later date.

### **Exemptions From Final Exams**

All Union Local High School students who have achieved a grade of “A” in each of the four nine weeks in any year long class or two nine weeks in any semester class will be exempt from taking the final examination for that class.

Also, any student who has earned a score of “Proficient” or higher on the Ohio State Test will be exempt from the final exam in the class related to the tested subject area.

Students may qualify by either means.

In order to qualify for an exemption, a student must not have missed more than 10 class periods (excused or unexcused) for the year or 5 class periods for semester courses in the subject area for which the student is seeking exemption. School sponsored activities such as field trips, competitions and sports do not count towards these absences.

Exemption from a final exam does not exempt students from other end of the year obligations for their class.

The following formulas will apply when computing semester/grades:

**Grade Scale:**

| <u>Conversion Point value</u> | <u>Decimal Conversion:</u> |
|-------------------------------|----------------------------|
| 98-100 = A+ 4.0               | 3.97-4.00= A+              |
| 94-97 = A 4.0                 | 3.80-3.96= A               |
| 90-93 = A- 3.75               | 3.40-3.79= A-              |
| 86-89 = B+ 3.25               | 3.20-3.39= B+              |
| 83-85 = B 3.0                 | 2.90-3.19= B               |
| 80-82 = B- 2.75               | 2.40-2.89= B-              |
| 76-79 = C+ 2.25               | 2.20-2.39= C+              |
| 73-75 = C 2.0                 | 1.90-2.19= C               |
| 70-72 = C- 1.75               | 1.40-1.89= C-              |
| 66-69 = D+ 1.25               | 1.20-1.39= D+              |
| 63-65 = D 1.0                 | 0.90-1.19= D               |
| 60-62 = D- 0.75               | 0.50-0.89= D-              |
| 59-0 = F 0                    | 0.49-0.00= F               |

**Final Grade Calculations:**

Nine week grades are multiplied by a factor of three (3) and Exam grades multiplied by a factor of one (1).

Semester courses will be calculated as follows (dividing total points by 7):

|        |        |       |                             |
|--------|--------|-------|-----------------------------|
| 1st GP | 2nd GP | EX    |                             |
| A      | C      | C     |                             |
| 4x3=12 | 2x3=6  | 2x1=2 | 20/7=2.85 Semester grade=B- |

Yearly course calculation (total divided by 13):

|            |             |        |             |       |                              |
|------------|-------------|--------|-------------|-------|------------------------------|
| 1st GP     | 2nd GP      | 3rd GP | 4th GP      | EXAM  |                              |
| A+         | C-          | D      | B+          | B     |                              |
| 4.0x3=12.0 | 1.75x3=5.25 | 1x3=3  | 3.25x3=9.75 | 3x1=3 | 33/13=2.54 Semester Grade B- |

In a semester long class a student must pass 2 of the 3 assigned grades: Nine weeks, Nine weeks, Final

In a year long class, students have to pass 3 of the 5 assigned grades: 1st nine weeks, 2nd nine weeks, 3rd nine weeks, 4th nine weeks, Final.

**Students must pass 60% of the assigned grades plus maintain a grade point average of .5 to get credit for the course.**

**A student cannot pass a class if he/she receives a double “F” in the second semester (either the 3rd and 4th grading periods OR the 4th grading period and Final Exam).**



### **Graduation Requirements**

All students are required to earn 21 credits for graduation. Required subjects include: English-4 credits, Social Studies-3 credits (World History, American History, & Government), Science-3 credits (Physical, Life, & Advanced Science), Math-4 credits (must include Algebra II or the equivalent), Health ½ credit, Physical Education-½ credit, & \*Financial Literacy-½ credit (\*this starts with the Class of 2026). In addition all Ohio Department of Education requirements for graduation must be fulfilled—students must score competent (score of 684) on the Algebra I and English II state tests and earn 2 seals (more information is posted on the school website). 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, Honors Geometry, Honors Algebra II, Honors Algebra I, Honors English IV , Honors English III, Honors English II, Honors English I, Chemistry, Chemistry II, Genetics, Physics, Physiology, Honors Biology, Honors Integrated Science, Honors Government, Honors American History, Honors World Studies, Spanish III, Spanish IV, & all Career Tech Engineering classes (Engineering Essentials; Introduction to Engineering; Principles of Engineering, & Automation Robotics; Digital Electronics; & Computer Integrated Manufacturing). College Credit Plus that courses fall within weighted course subject areas offered at Union Local High School will also be 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+=+0.04             |
| A = 4      | A = +0.04            |
| A- = 3.75  | A- = +0.0375         |
| B+ = 3.25  | B+ = +0.0325         |
| B = 3      | B = +0.03            |
| B- = 2.75  | B- = +0.0275         |
| C+ = 2.25  | C+ = +0.0225         |
| C = 2      | C = +.02             |
| C- = 1.75  | C- = +0.0175         |
| D+ = 1.25  | D+ = + 0.0125        |
| D = 1      | D = +.01             |
| D- = 0.75  | D- = + 0.0075        |
| F = 0      | F = + 0              |

### **Honor Roll, Principal's list**

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 with Distinction** if he/she receives a G.P.A. of 4.0. A student's name will be placed on the **Principal's List** with a G.P.A. between 3.75 and 3.99. A student's name will be placed on the **Honor Roll** if he/she receives a G.P.A. of 3.2 up to 3.74 and no grade below a C. College Credit Plus student can only be included in Semester Honor Roll.

### **HS Academic Letter**

A student may earn an Academic letter. It may be earned by achieving Honor Roll, Principal's List, Principal's list with Distinction for the first three nine weeks. Students will not be able to have any C's for the class grade for the three nine weeks to earn this award.

### **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.

### **Dance Behavior Policy**

Dancing must be school appropriate and in good taste. Dancers must be **face to face and leave some space**. Inappropriate dancing of a sexual nature such as **bumping, grinding**, or any other inappropriate behavior is prohibited. Any inappropriate touching is prohibited. Removing clothing or breaking other school dress code policies is prohibited. Crowd-surfing, lifting dancers in the air, or other dangerous acts are prohibited. If a student commits a violation of the Union Local Dance Behavior Policies, he/she may be dismissed from the remainder of that dance with no refund, and parents/guardians called. Students and parents/guardians are required to sign a copy of Union Local Dance Behavior Policies in order for the student to attend the dance.

### **Student Conduct System**

Union Local Schools uses a positive behavior intervention support (PBIS) system as the basis for its disciplinary actions 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 guardian) and as such, has similar rights and duties concerning students as a guardian. When dealing with discipline issues, students may be referred to the Counselor in an attempt to find the cause of his or her behavior. Our counselors 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

1. **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 to the educational process of the school. Suspensions 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.

2. 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.
3. The Principal/Dean of Students has the right to make final decisions for disciplinary measures based upon investigation and circumstance.
4. In addition to the above system, detention, in-school-suspension, CCAP, out-of-school-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.
5. 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.

## DISCIPLINARY INFRACTIONS FOR WHICH PENALTIES ARE ASSIGNED

**Part I – The following incidents call for up to 10 days suspension and possible expulsion resulting from the offense. The student may be referred to the Belmont County Sheriff’s Office and/or the Belmont County Prosecuting Attorney’s Office..**

- 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.
- C. **ASSAULT AND BATTERY** – A student shall not cause injury or behave in such a manner which could threaten to cause physical injury to staff, students or visitors under the jurisdiction of the school. 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.
- D. **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.
- E. **DANGEROUS WEAPONS/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 examples are; firearms, brass knuckles, fire-crackers, sharp instruments, and chemicals. Or items that look like dangerous weapons.
- F. **DRUGS** – The possession and/or use of drugs, drug paraphernalia, or drug-like substances. A student shall not possess, use, transmit, sell, or be under the influence of any drugs, including unauthorized prescription drugs.
- G. **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.
- H. **FIGHTING** -- Up to 10 days suspension for the first offense. 10 days suspension 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 a physical confrontation but has little or no choice but to defend themselves and react physically, consequences will be determined by administration. 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.
- I. **FOOD** – Consumption of food and drink outside the commons is prohibited unless prior permission is given by a supervising staff member.
- J. **HARASSMENT/DATING VIOLENCE (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 the administration. A person needing to file a complaint may find the forms in the office or school's web page.

- K. **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 gesture means.
- L. **LEWD CONDUCT** – Any student whose conduct is unbecoming the school setting, whether on school premises or at a school event.
- M. **SEXTING** – 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 be 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.
- N. **SEXUAL HARASSMENT** –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 or school's web page.
- O. **THREAT OF FATAL ACTION** – 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.
  - 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. 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. 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.
- P. **UNAUTHORIZED ENTRY TO SCHOOL FACILITIES**- Authorization must be given by a School Board hired staff member.
- Q. **USE OF PROFANITY AND/OR OBSCENE LANGUAGE** A student shall not use any form of profanity, written or verbal, directed toward faculty and school personnel on/off school grounds.
- R. **THEFT** – 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.

**Part II – The following incidents call for up to 10 days suspension.**

- A. **ASSEMBLIES** – All students must sit in their assigned homeroom sections in the auditorium/gymnasium for all scheduled assemblies.
- B. **BOOK BAGS/OVERSIZED PURSES** – Bookbags 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. **GAMBLING** – Students are not permitted to gamble by playing cards or any other means.

- D. **CELL PHONES** –In accordance with Ohio House Bill 250, to support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of the Union Local School District has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Union Local School District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

#### **I. Research**

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

#### **II. Applicability**

This policy applies to the use of cell phones by students while on school property during school hours.

#### **III. Use of cell phones**

Students are prohibited from using cell phones at all times.

#### **IV. Exception**

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

#### **V. Cell phone storage**

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

#### **VI. Discipline**

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

[ ] Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.

[ ] Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.

[ ] Place the student's cell phone in the school's central office for the remainder of the school day.

[ ] Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.

[ ] Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

[ ] Progressive discipline for insubordination including ISS, Detention, C-CAP, Out of School Suspension and eventual recommendation for Expulsion.

- E. **EARPHONES AND EAR BUDS**- Are not permitted to be used except for lunch or if otherwise permitted by the teacher. Earphones and ear buds being used without permission will be confiscated and turned in to the office. The fourth such offense in a school year, will result in consequences under the code of insubordination.
- F. **CHEATING / PLAGIARISM 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. 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 guardians; the policy applies to each individual case; the penalty includes the student giving information as well as the student receiving the information.

Union Local School District and faculty expect and value academic honesty and integrity in all courses. It is expected that all students create their original work. Teachers may use a plagiarism prevention system to detect plagiarism. Plagiarism is defined as but not limited to the unauthorized use or close imitation of the language, thoughts, or any recorded form of expression of another and the representation of them as one's own original work. This includes but is not limited to the following:

- to steal and pass off the ideas or words of another as one's own work\*
- to use another's production without crediting the source\*\*
- to present as new and original an idea or product derived from an existing source 26
- to commit literary theft\*\*\*

\*The expression of original ideas is considered intellectual property and almost all forms of expression fall under copyright protection if they are recorded in some way.

\*\*A product must be properly credited to be free from plagiarism (not just credited or cited).

\*\*\*Any information without attribution used for paraphrasing, quoting, etc. Also includes adding, omitting, or changing of the words within but retaining the structure of sentences, paragraphs, or entire pieces of any work that are not one's own.

Using any AI program or software to write your paper and claiming it to be your own is considered a form of plagiarism.

- G. **COMPUTER VIOLATIONS** – Students will be required to follow the Acceptable Use Policy.
- H. **DAMAGE TO PRIVATE PROPERTY** – 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.
- I. **DAMAGE TO SCHOOL PROPERTY** - – 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.
- J. **DISRESPECT**- Students will not direct abusive language, gestures, or actions towards staff or other students.

- K. **DISRUPTION OF SCHOOL** – 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.
- L. **DISRUPTION OF CLASS** – Any act that disrupts the learning process will not be tolerated.
- M. **DRESS CODE** – Students will be required to change clothes upon the first three offenses. The fourth offense and all others will be coded under insubordination. 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 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 mid-thigh, clothing such as pants, shorts, skirts with holes above mid-thigh, clothing with reference to tobacco, alcoholic beverages, drugs, profanity, or sexually suggestive logos, shirts (revealing stomach, shoulder, or chest), hats, head coverings, headbands. 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.
- N. **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; driving privileges can be revoked for up to the entire school year. Insubordination will be the consequence for students who continue to drive on school grounds after having their driving privileges revoked; vehicles may be towed at owner's expense.
- O. **FOOD** – Consumption of food and drink outside the commons/cafeteria is prohibited unless prior permission is given by a supervising staff member.
- P. **FORGERY** – Student forgery (written/utilizes) –Up to 3 days detention.
- Q. **FORMAL DRESS CODE**- **Girls should wear formal dresses or gowns with dress shoes. Bare or open backs, strapless or spaghetti straps are allowed, but bare stomachs or midriffs are not permitted. Under garments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh area and garments that are low cut (revealing) are not permitted. If you are not sure if your dress is appropriate, please check in the office as soon as possible. Boys are expected to wear tuxedos, sport coat or dress suit, including a tie, bow tie, a turtleneck, a dress shirt, or a priest-collar shirt, which may include a vest or cummerbund and dress shoes. Shirts are to be worn at all times.**
- R. **HARASSMENT – (INTIMIDATING, BULLYING, THREATENING, DEGRADING OR DISGRACEFUL ACTS)** 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 gesture means. A student needing to file a complaint may find the forms in the office or school's web page.
- S. **INSUBORDINATION** – 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.
- T. **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.

- U. **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. Loitering in the parking lot prior to the start of the school day 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.
- V. **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 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 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.
- W. **OFF LIMIT AREA** – Students are not permitted in the following areas without permission: teacher’s lounge, teacher’s restroom, teacher’s workroom, janitor’s room, boiler room, unauthorized hall pass, athletic hallway, etc.
- X. **PROFANITY OR INAPPROPRIATE LANGUAGE** – 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.
- Y. **PUBLIC DISPLAY OF AFFECTION** – This display will not be permitted on school property or during a school activity.
- Z. **ROUGH AND/OR BOISTEROUS PLAY** – Rough and/or boisterous play (also known as “horseplay”) will not be permitted within the school parameters as serious injury or damage to property may occur.
- AA. **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.
- BB. **SKIPPING, CUTTING, OR LEAVING CLASS AND/OR SCHOOL GROUNDS WITHOUT PERMISSION** – Skipping or cutting class is defined as not being in the assigned classroom, study hall, activity period, assembly, lunch group, ect. .
- CC. **VAPING, SMOKING, TOBACCO, OR ANY TOBACCO LIKE SUBSTANCE OR PARAPHERNALIA ON SCHOOL PROPERTY & AT SCHOOL ACTIVITIES** – First offense –3 days CCAP and referral to student services; Second offense – 5 days CCAP; Third offense – 10 days CCAP with a possible recommendation for expulsion. **A complaint will be filed with the Belmont County Prosecuting Attorney on the first offense and every offense thereafter.** Students shall not be permitted to use tobacco, vapes, etc. in the school building, on school vehicles, 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 suspension.
- DD. **TARDY TO SCHOOL/CLASS** – On his/her fourth tardy for the nine weeks, a student will receive one lunch detention. Each subsequent tardy will result in an additional lunch detention. Upon his/her seventh tardy for the nine weeks, a student will receive one after-school 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 or suspension per offense. Tardies to school and class will be counted separately. 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.**



## **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 one day of In-School-Suspension per offense.**

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

### **Definitions of:**

**DETENTION/LUNCH DETENTION** – Supervised study class that is assigned for disciplinary violations.

**SATURDAY SCHOOL** - Supervised study class that is assigned for disciplinary violations from 8am to 12 pm.

**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 for missed work.

**C-CAP/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. **Class credit is available.**

**SUSPENSION** – Students are denied attendance at school for a period not more than ten days. Either a superintendent, a Principal or Dean of Students may suspend a pupil. During a suspension a student is not permitted to attend extra-curricular activities. **Class credit is available.**

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

## **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. 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 and students. Complaints should be referred to: Title VI, Title IX, and Section 504 Coordinator.

**Administrative Office  
Union Local School District  
66779 Belmont-Morristown Road  
Belmont, Ohio 43718  
(740) 782-1978 or (855) 208-2166  
Fax (740) 782-1212  
[www.ulschools.com](http://www.ulschools.com)**

**Union Local High School  
66779 Belmont-Morristown Road  
Belmont, Ohio 43718  
(740) 782-1181 or (740) 782-1182  
Fax (740) 782-1346**

**Bus Garage  
(740) 782-1183  
Fieldhouse  
(740) 782-1826**