

Union Local Elementary
Student/Family Handbook
PreSchool - 5th Grade
2024-2025



ULES AIMS HIGH to educate, inspire, and empower all students to become caring and respectful lifelong learners.

Changes Are Highlighted

PRINCIPAL'S MESSAGE

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

ABSENCES

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



UNION LOCAL ELEMENTARY ATTENDANCE POLICY

Student Absences and Excuses

The educational program offered by Union Local School District is predicated upon the presence of the student and requires continuity of 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 Elementary office at 782-1384 or 782-1385 by 9:00 a.m. on each day of absence. We have voicemail so you may call and leave a message prior to 8:00 a.m. 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.
8. If reasons fall under the Covid absence guidelines (Make sure to check your child's health for symptoms each morning before sending your child to school.)

EVERY CLASS/DAY OF ABSENCE REQUIRES A PHONE CALL AND A NOTE!!!!

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a phone call by 9:00 am. the day of the absence or a written statement of the cause for such absence if we are not reached by phone. Notes from physicians that have been forged/alterd will not be accepted and the absence will be considered unexcused. If a student fails to present a signed note to the office by 3:45 P.M. on the required day, the absence will be considered unexcused. An unexcused absence may result in the student receiving a grade of zero for all work missed. It is important to keep an open line of communication with our office and nurse on days your child is absent so we are aware of his/her needs and symptoms.

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** child is any child of compulsory school age who is **absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more hours in one school month or 72 or more hours in a school year.** The school may file a complaint in juvenile court.

Sanctions

When a student accumulates the following number of absences, the following action will be taken by the School District:

- 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: Habitual truant is 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 year without a legitimate excuse.
- III.** Absence Intervention Team: After the absences of a student should surpass the threshold for 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 the school or attendance officer 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

- V. Juvenile Court: If the parent and or child has refused to participate in, or failed 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. 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.

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/Planned Absences

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 wishes his /her child to vacation during the school time, the student needs to present a Planned Absence form, to the Principal a week in advance prior to going and each of his/her child's teacher sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for makeup work. ALL APPROVED PLANNED ABSENCES WILL BE EXCUSED, HOWEVER, ALL DENIED PLANNED ABSENCES WILL BE UNEXCUSED. THE APPROVAL AND DENIAL OF PLANNED ABSENCES WILL BE AT THE DISCRETION OF THE PRINCIPAL BASED ON A STUDENTS ATTENDANCE AND/OR GRADES

Tardy to School/Class

All students who arrive after 8:50 a.m. are late to school and must report directly to the office. (PARENTS NEED TO SIGN THEIR STUDENT IN WHEN TARDY IN THE MORNINGS)

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.

The total number of hours missed due to being tardy will be added on to the total number of school absence hours.

Partial Days

A student who is late for school or leaves early and misses 30 minutes or less will be deemed tardy. 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 any missed work. 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). During this school year, assignments may be available through Google Sites, Google, Classroom Dojo, and Zoom.

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

Non-Emergency Trips Out of the District

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



ACCESS TO STUDENT RECORDS

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

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

Non-Custodial Parent's Access –

1. A divorce or change in custody does not change the rights of a natural parent to the child's records unless otherwise directed by the court.
2. **A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. WE ARE NOT RESPONSIBLE TO SEND DAY-TO-DAY PAPERS/NOTES HOME TO NON-CUSTODIAL PARENT.**
3. **Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent in writing.**

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

ACCIDENTS

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

ANNOUNCEMENTS

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

ARRIVAL OF STUDENTS

Arrival at school – Bus students are permitted to enter the building at 8:15 a.m. **Students being dropped off by a parent/guardian should not arrive before 8:15 a.m. The school is not responsible for any child arriving before this time.** Bus students and walkers participating in the breakfast program must go directly to the cafeteria no sooner than 8:15 a.m. **Please note breakfast is NOT served when school is on a delay. Students not participating in the breakfast program must go directly to the gym until they are released at 8:30 a.m. to go to their homeroom.**



BUS TRANSPORTATION

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

Improper behavior could result in the loss of riding privileges.

If there is a bus transportation problem, please contact the bus garage immediately at 740-782-1183. The office is not made aware of all bus incidences until the driver submits a written notice.

Bus Drop-off

In order to ensure your child's safety, it is important that a responsible adult or sibling be there to greet them if they are dropped off at an area far away from their home or afternoon sitter. If you are unable to be there on time for some reason you will need to contact the elementary school at 740-782-1384 or the bus garage at 740-782-1183. **Students in Preschool, Kindergarten, and First Grade must be greeted by an adult or sibling in order to be released from the bus at the end of the day.**

Students whose parents repeatedly fail (5 times or more) to be at the drop off point in time for the bus may be denied bus privileges at the discretion of the principal.

Bus Rules

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

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

Penalties for Infractions

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

CAFETERIA

Union Local Elementary offers a breakfast and lunch program.

Breakfast – All students will be offered breakfast free of charge. Breakfast will begin at 8:15 a.m. until 8:50 a.m. Students are to be in their classrooms by 8:50 a.m.

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

Cafeteria Lunch prices are:

Full price: \$3.25

Milk: \$.75

Students will be allowed to charge their meals up to a maximum of \$20.00. After reaching the \$20.00 limit, students will not be able to charge. We will not allow any child to go hungry. Free and reduced lunch forms are available the first day of school and during the school year at the office. Students previously on the free and reduced lunch program may continue receiving these for the first two weeks of school until a new form is received and approved. Any student receiving free or reduced lunch must pay full price for milk when bringing a packed lunch and full price for snack milk in kindergarten.

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

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

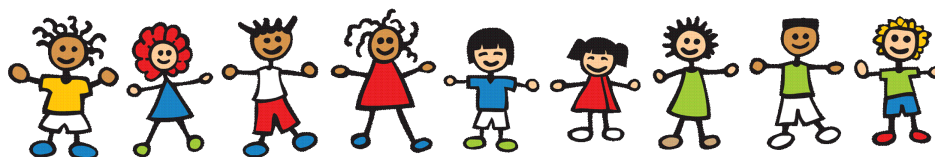
CHANGE OF ADDRESS AND/OR PHONE NUMBER

Please **IMMEDIATELY** notify the school of any change in address or telephone number without delay. You may update your information on the online forms. Parents/Guardians need to make sure work telephone numbers, as well as emergency telephone numbers, are provided so emergency procedure files are up to date.

CANCELLATION/EARLY DISMISSAL

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

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



CELL PHONES – Cell phones and other electronic devices are **NOT PERMITTED** to be turned on during school hours. Students are not to be in possession of cell phones and other 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 day. Students will be responsible for securing phones and other electronic devices in their locker before tardy bell. **Administrators may inspect cell phones or other electronic devices if they have reasonable suspicion it was used to violate rules or policies contained in the student handbook.** Students may bring cameras to field trips or other special events with prior approval from the teacher. **Cell phone use by students is absolutely forbidden at all times in restrooms, locker rooms, buses, and field house. Students will be dealt with according to the Discipline Plan if they use their phones during the day or contact their parents through their cell phone rather than through the office.**

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.

CHILD ABUSE

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

CONFERENCES

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

DRESS POLICY

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

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

The following specific limitations shall be observed:

1. No blouse or shirt that exposes the midriff or that has an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Shorts should reach the midpoint of the child's thigh or hang down below their extended fingertips.
Spandex/bicycle and short-shorts are NOT permitted.
3. NO clothes with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual references)
4. No hats, headbands, sweatbands or bandanas in the building.
5. No tees or pants that do not provide proper coverage and/or safety as determined by school personnel. **Sleeveless shirts with a strap less than two inches and cut off shirts are NOT PERMITTED**
6. Pajama bottoms are not permitted, unless they are worn for a special school event.
7. No bare feet.
8. No unsafe shoes. Example – any shoes without backs, flip flops, heels, heelies, sandals, etc...
9. Hairstyles that disrupt the academic process are not permitted.
10. No visible body piercing, or any facial or tongue piercing will be permitted with the exception of the ears.
11. No large (potentially injurious) hanging hoops and/or dangling earrings.

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

UNION LOCAL SCHOOL DISTRICT CODE OF CONDUCT FOR STUDENTS

Obedience, respect and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity. It results in genuine freedom in life. Respect is necessary for all successful and meaningful relationships. And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth.

We seek to provide a balanced and disciplined learning environment for the students of Union Local. As partners in the discipline process, it is important that the school and the home work cooperatively for the student's good. Since we teach the students to obey and respect their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

In the best interest of the entire school community certain guidelines of conduct must be maintained by all students, both on and off campus throughout the entire calendar year, so that we might all live and work happily together.

These general guidelines for student conduct are listed below:

- 1.) Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their personal property.
- 2.) Respect the authority of teachers, administrators and staff members, and treat them courteously and respectfully.
- 3.) Abstain both on and off campus and at all times from the use or possession of alcohol beverages, tobacco, drugs and pornography.
- 4.) Abstain from profanity and vulgar or abusive speech, writing and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral development.
- 5.) Refrain from public display of affection. As students, you are expected to conduct yourselves in a discreet manner.
- 6.) Leave all dangerous or presumed dangerous items such as knives, water pistols, guns, lighters, matches, etc. at home.
- 7.) Do your own work – do not give or receive help on quizzes or tests unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a virtue that should be displayed by all students, we consider cheating a serious offense. During a test, quiz or exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or test may be dealt with in the same manner as cheating.
- 8.) Do not plagiarize, this is a serious offense. The definition of plagiarism is the “use of another writer's ideas or words without giving the writer credit for them.
- 9.) Use of personal electronic communication devices (including but not limited to CD/MP3 players, iPod, handheld games) and laser pointers are not allowed during school hours. At the discretion of official school personnel further restrictions may be added for school events.

- 10.) Pagers and cell phones are to be turned off and kept in the students' lockers.
Students are not allowed to use cell phones during school hours including on the school bus.
- 11.) No personal computers are allowed to be used at school; exceptions may be approved for educational accommodations by the Administrator. Students need to be aware that bringing personal computers to school is their responsibility and Union Local School District is not responsible for any damage or theft.
- 12.) Students' various electronic communications (i.e. text messages, instant messaging, personal blogs, websites, or other communication methods) will have an appropriate testimony through their conveyed words, photos, videos and other items contained within these communications. (24/7/365)
- 13.) The Code of Conduct for students applies on all field trips and on all school-sponsored events both on the school campus and away from it.

Video monitoring is in use for observing activity through cameras in areas of ULES where there is not a reasonable expectation of privacy (ex. restrooms, locker rooms). Anyone entering the building or on school grounds may be monitored through the use of cameras. Disciplinary action/criminal prosecution may be taken based on evidence from the recordings of these cameras.

DISCIPLINE

PHILOSOPHY

It is the belief of the Union Local School District that discipline in the school provides each student with the most favorable atmosphere for learning. Each student and his/her parents shall understand that any teacher or school official has not only the right, but the responsibility, to insist on good behavior. The right of discipline extends to all areas of the school program.

DISCIPLINARY PROCEDURES

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

A general hierarchy of disciplinary procedures would be as follows:

1. Teacher intervention
2. Lunch detention
3. Morning detention (30 minutes)*
4. Friday School*
5. In-school suspension* or CCAP
6. Out of School Suspension*, Court referral
7. Expulsion/Civil Authorities

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

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

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

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

Teacher Intervention (Takes place in the immediately in the classroom or during lunch recess time)

The student will be directed by the teacher to complete a Stop and Think sheet, review Getting Along Together strategies and/or complete any work that the student has not completed.

Lunch Detention (45 min.)

The student will spend the lunch period and recess in the office or the classroom of the teacher assigning the detention completing work assigned by the teacher or principal.

Morning Detention (30 min.)

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

Friday After-School Detention (1 and 1/2 hours)

The Friday School will be in session from 3:30 pm to 5:00 pm. Transportation from Friday Detention is the parent's responsibility.

Assigned students will attend a continuous one and a half-hour period determined by the Principal. 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 hour period. Failure to serve Friday Detention will result in a one day suspension. The following rules shall apply to Friday Detention:

- A. Students are required to bring class books/assignments with them. They are not permitted to go to their desks or lockers in their homerooms.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Parents may send in a snack for their child. No food will be provided by the school.



DISCIPLINE PLAN

I. No Homework Policy:

Kindergarten - 2nd grade: complete at recess time

3rd - 5th grade: move clip; stay in at recess to complete

Chronic Missing Homework: 5 days or more - written up on discipline form and referred to office

II. Lunch detention:

- a. Assigned by principal
- b. Assigned for activities that primarily affect student only:
 - i. no materials or supplies
 - ii. loitering
 - iii. out of seat
 - iv. late to class (tardy)
 - v. dress code violations
 - vi. misbehavior outside of classroom
 - vii. improper display of affection.
 - viii. tardiness- 3 times equals a lunch detention
 - ix. profanity or inappropriate language for first time offense
- c. After three (3) lunch detentions have been assigned by the principal, morning detention will be assigned.

III. Morning Detention:

- d. Assigned by principal
- e. Procedures:
 - i. Immediate intervention by staff
 - ii. Parent notification
- f. Assigned for:
 - i. dishonesty/lying to staff
 - ii. profanity or inappropriate language
 - iii. forgery
 - iv. extortion
 - v. hands on others
 - vi. repeated bus problems
 - vii. disrupting learning environment
 - viii. lewd conduct
 - ix. harassment

- x. leaving the school building without permission.
 - xi. refusal to serve student privilege probation.
 - xii. skipping class
 - xiii. cheating
 - xiv. unnecessary roughness
- g. After three (3) morning detentions have been assigned by the principal, Friday detention will be assigned.

IV. Friday Detention:

- h. 1.5 hours at end of school day
- i. Procedures:
 - i. Immediate intervention by staff
 - ii. Parent notification
- j. Assigned by principal
- k. After three (3) Friday detentions have been assigned, In-School Suspension or C-Cap will be assigned.

V. In-School suspension or C-Cap for 5th Graders

- l. School Day
- m. Procedures:
 - i. Immediate intervention by staff
 - ii. Parent notification
- n. Assigned by principal
- o. Assigned for:
 - 1. obscenities to staff
 - 2. tobacco, lighters/matches (Repeat offenders will be required to attend a tobacco education program through the Belmont County Health Dept.)
 - 3. vandalism – restitution required
 - 4. stealing
 - 5. insubordination
 - 6. continuous disruptive behavior
 - 7. removal from class
 - 8. skipping detention
 - 9. leaving school property without permission.
 - 10. pornography
 - 11. refusal to serve detention
 - 12. continuous/repeated harassment (bullying)
 - 13. continuous/repeated lewd conduct
 - 14. hazing
 - 15. fighting/violence
 - 16. sniping (taking a picture of staff/student without the subject knowing)
- p. After three (3) In-School Suspensions or C-Cap have been assigned, Out of School Suspension will be assigned.

VI. Out of School Suspension

- q. All day
- r. Accumulates 1,3,5, 10 days (if applicable)
- s. Procedures:
 - i. Immediate intervention by staff

- ii. Parent notification
- t. Assigned by principal
- u. Assigned for
 1. drugs, alcohol, tobacco, paraphernalia (Repeat offenders will be required to attend a smoking cessation program through the Belmont County Health Dept.)
 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)
- v. **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.**
- w. **If it is believed a child may pose a threat to themselves or others, district officials may request that the child complete a threat assessment and the child's parents seek counseling (at the parent's expense) before the child is admitted back into school.**

VII. Court referral

VIII. Expulsion

IX. Civil Authorities

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

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

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

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

1. The principal or superintendent (in the absence of the principal) may suspend a student from school (curricular, extra-curricular or school premises) for not more than ten days beyond the current school year. The first day of suspension will begin on the date of removal.
2. This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedure in which a student is removed from a period of less than 24 hours

and is not subject to suspension.

3. This policy is made available to students and parents upon request.
4. Grounds for suspension shall include, but not be limited to, any violation of the School Discipline Code.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

LEVEL 1 SCHOOLWIDE

The Color Clip Chart and Marble Jar are classroom management tools that will be used school-wide by **ALL STAFF MEMBERS**. The clip chart will be used in conjunction to manage and track behavior. Attached, you will find symbols to be used on Class Dojo. Teachers will be required to have these symbols and points for consistency. Teachers will also be required to share their class with specials teachers.

BEGIN the school year with GAT lessons on "The Jet Way" for the following:

- Classroom
- Cafeteria
- Restrooms
- Recess
- Hallway
- Bus Lines

REINFORCE these lessons every Monday during GAT time.

Clip Chart: All students will begin on GREEN daily, and their clips will be moved up or down accordingly on the chart.

Teachers will follow these steps regarding **Level 1 Behaviors**:

Yellow: Verbal warning/redirection (with wait time)

Red: Apply intervention; Think It Through form

Black: Phone call/Dojo message to parent/guardian after 2 or more Think It Through forms are filled out within a day, or office referral.

Marble Jars: Use marble jars for the whole group, in-class reinforcement throughout the school year.

Cool Kids: Cool kids will be recognized on the wing doors each week

Positive Behavior Rewards (Weekly):

Students will be recognized with a blue card when making positive choices. The blue cards will then be entered for a weekly drawing and two winners per grade level will be drawn on the morning announcements 1x per week. Those students will receive a building level reward. Students will also be rewarded with weekly classroom incentives when meeting the positive behavior expectations.

2024-2025 PBIS Level 2

Teachers will follow the following protocol for Level 2 behaviors:

If behavior continues after Think It Through form has been completed twice in one day:

1. Submit office discipline referral along with Think It Through forms
2. Administrative action.

Progressive Discipline for student referrals (could change depending on situation):

	Consequence	Time
1st Referral	Conference/Think Sheet	<i>15-30 minutes</i>
2nd Referral	Lunch Detention	<i>30 minutes-1 hour</i>
3rd Referral	Morning/After School Detention	<i>1 hours</i>
4th Referral	Friday School	<i>2 hours</i>
5th Referral	Possible ISS	<i>7 hours</i>

DISMISSAL OF STUDENTS

Change in routine – There will be no changes in school transportation permitted. Any exceptions must be made by the transportation supervisor. You can reach the bus garage by dialing 740-782-1183.

The Elementary School office will be closed daily from 2:30-3:00pm for student pick-ups. No Students will be permitted to leave the elementary school from 2:30pm-3:00pm. If you need to pick up a student this must be done any time prior to 2:30pm or after 3:00pm

DROPPING ITEMS OFF AT SCHOOL

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

FEES

It is the responsibility of the parents to pay for all fees owed to the school. Fees are \$40 for grades Kindergarten through five. These fees include \$5 for the purchase of technology and \$35 for workbooks, art & music supplies, paper, classroom supplies, etc. Any unpaid charges or fees that have not been paid by the end of each 9 weeks will result in report cards being held. Keep in mind that these unpaid fees accumulate from year to year and they will carry over to middle school and high school. Families eligible for the FREE lunch program are excused from paying school book fees. To be eligible they must fill out the Free/Reduced Lunch Forms and the Fee Waiver Form. This does not apply to previous unpaid school fees or fees for extracurricular activities, field trips, etc.

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 at the principal's discretion. School rules apply at all school functions and extracurricular functions.

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

FOOD ALLERGIES

Because food allergies are so prevalent in our school, we will continue to be proactive to prevent any possible reactions.

1. Any classes having snacks in their rooms and prior to going to specials and lunch shall wash their hands.
2. Classrooms will be identified at the beginning of the school year if they have specific allergy guidelines that will need to be followed. These guidelines will be sent home with students in those classrooms so parents are aware.
3. Allergy tables are clearly identified in the cafeteria for those students in need of such tables as well as our "Jet" table for those students who have lunches containing nut products. This allows us to monitor all students and those who bring lunches containing nut products can go to the bathroom to wash their hands prior to going out to recess.
4. Any after school functions need to be aware of not using any products/foods that contain nuts so that the building does not become contaminated.

GRADING SCALE

A+ = 98 - 100	A+ = 4.00
A = 94 - 97	A = 4.00
A- = 90 - 93	A- = 3.75
B+ = 86 - 89	B+ = 3.25
B = 83- 85	B = 3.0
B- = 80 - 82	B- = 2.75
C+ = 76 - 79	C+ = 2.25
C = 73 - 75	C = 2.0
C- = 70-72	C- = 1.75
D+ = 66-69	D+ = 1.25
D = 63 - 65	D = 1.0
D- = 60 - 62	D- = 0.75
F = below 59	F = 0

Honor Roll Grades 4-5

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 **and no grade below an A**. A student's name will be placed on the **Principal's List** with a G.P.A. of 3.75 to 3.99 **and no grade below an A-**. A student's name will be placed on the **Honor Roll** if he/she receives a G.P.A. of 3.2 to 3.74 **and no grade below a B-**.

INDOOR RECESS

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

MEDICAL CONCERNS

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

BEE STINGS AND OTHER ALLERGIES (including food allergies)

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

HEAD LICE

According to school board policy, children who are found to be infected with head lice (pediculosis capitis) or nits (eggs) will be sent home upon the recommendation of the school nurse and will not be permitted to return to school until free of all lice and nits, as determined by the school nurse or principal in the absence of the school nurse. Proper treatment recommendations will be provided by the school nurse. The child will need to be brought to school the next day by their parent or guardian to be inspected by the school nurse before the child can return to school.

EMERGENCY MEDICAL TREATMENT

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

MEDICATION

Whenever possible, medication should be administered at home.

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

Prescription drugs may be administered at school only if:

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

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

MONETARY COLLECTIONS

At various times during the school year, monetary collections are made (pictures, sales, assemblies, etc.). Information regarding these matters will often be distributed to the children to take home to parents. Announcements will be made daily during these collection periods.

Please encourage your child to listen carefully to these announcements and to bring home any parent notification letters received. **Send all money in a clearly marked envelope with your child's name, grade, teacher, and the purpose of the money. PLEASE MAKE SURE YOU WRITE A SEPARATE CHECK FOR EACH AREA (BOOK FEES/LUNCH MONEY) AS THEY GO INTO DIFFERENT ACCOUNTS.**

Parent Broadcast System

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

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

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

PERSONAL BELONGINGS

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

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

VISITORS

All visitors to the school must report to the main office to sign in (Ohio State Law). **No one is permitted to enter any classroom unless cleared by the office and the teacher first.** This is a must in order to prevent classroom interruption. **There will be no visitors permitted in the building without prior permission..**

Any visitor participating in class parties or PTO events are Not Permitted to divulge information of any kind or post pictures of any student other than their own in anyway including social media. This invades the privacy of our students. Any visitor found in violation of this policy will no longer be permitted to attend such activities.



COMPUTER/ON-LINE SERVICES AND DISTANCE LEARNING

Acceptable Use and Internet Safety

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

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

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

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

1. Personal Responsibility

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

2. Term of the Permitted Use

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

3. Acceptable Uses

A. Educational Purposes Only:

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

B. Unacceptable Uses of Network:

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

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

C. Netiquette:

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

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

4. Internet Safety

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

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

B. Personal Safety:

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

C. “Hacking” and Other Illegal Activities:

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

D. Confidentiality of Student Information:

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

E. Active Restriction Measures:

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

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

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

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

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

5. Privacy

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

6. Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student’s enrollment in the district. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The district may also take other disciplinary action in such circumstances.

7 . Warranties/Indemnification

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

8. Updates

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

DISTANCE LEARNING ACTIVITY

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

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

The JET Way... HOME MATRIX

JET STUDENTS WILL:	MORNING ROUTINE	GETTING TO SCHOOL	AFTER SCHOOL	HOMEWORK	MEALTIME	EVENING ROUTINE
Be Excellent-Jets Aim High *Explain ideas and tell why *Everyone participates *Complete tasks	Get up on time Get cleaned up (shower) and dressed on time Make your bed	Bring your backpack, lunch, books, etc. Be ready to leave on time	Prioritize (homework, chores, sports, etc.) Keep track of time and be on time	Complete on time Put everything in your backpack when finished	Help set the table and clean up Eat the meal that is prepared for you	Put your clothes away and lay out clothes for the next day Brush your teeth and get to bed on time
Be Respectful-Jets Think Active Listening	Listen to adult directions Say "Please" and "Thank You"	"Have a nice day" "Thanks for the ride"	Represent your family by being courteous and polite Respect citizens, homes, and property around school	Ask for help respectfully	Say "Please" "Thank You" and ask to be excused Share conversation about your day	Thank your parents
Be Kind-Jets Care *Everyone participates *Help and encourage others	Try a morning smile or compliment Turn off any electronics Lock doors to home	Buckle up and follow bus rules Greet teachers and staff when arrive Make new friends	Share Ask others to join in on activities Move/play safely Follow all After School program or home rules	"Thanks for the help" Work in a safe place Good lighting and posture	Follow eating manners Small bites Use utensils correctly/safely	End the day with nice words or thoughts Clean up toys or other items Know safety plans in case of fire, tornado, etc.

Union Local Elementary School Multi Tiered System of Supports

Academic

MAJOR AND MINOR ACADEMIC PROBLEMS

MAJOR areas of concern may include deficits in foundational skills such as: receptive and expressive language, phonological awareness, phonics, handwriting, number sense. Major concerns may also include consistent patterns of errors i.e. reversals, multiple grades below 50%, inability to complete work

QUESTIONS TO CONSIDER

Have I given adequate time to learn?
Is there a behavior interfering with learning?
Why has the student not responded Tier 1 academic interventions?
Have you communicated your concerns with the family?

MINOR areas of concern may include situational deficits such as: occasional grades below 50%, reteaching, need for extra practice

*Project MORE
*Individualized tutoring
*Before/after school support

Tier 3 Interventions
*Frequency of interventions increases
*Amount of time in intervention increases
*Intensity of the program increases
*Number of students in a group decreases
*Progress monitoring occurs more frequently
*If students do not respond=Referral for a Suspected Disability

*Office Support
*One-on-one mentoring
*Check in Check out
*Save One Student
*Individualized behavior Plan

Behavior

MAJOR AND MINOR BEHAVIORS (see link for definitions)

MAJOR behaviors may include: fighting, harassment, property damage, bullying, stealing, weapons, drugs, vandalism, abusive/inappropriate language, defiance, disrespect, failure to follow rules, lying, cheating

QUESTIONS TO CONSIDER

Is there a pattern with the behavior?
What is the frequency of the behavior? (daily, weekly, monthly)
Is the behavior interfering with learning?
Why has the student not responded Tier 1 behavioral interventions?
Have you communicated your concerns with the family?

MINOR behaviors may include: inappropriate language, disrespect, failure to follow rules, disengagement, property misuse, talking back, disruptions, off task, teasing, not following directions, missing work,

Tier 2 Interventions

*Complete Referral for Intervention and communicate concerns with family
*Create appropriate team and collaboratively develop intervention plan
*Share plan with family
*Implement intervention in small group with a tutor, progress monitor, review data, identify (+) (-) generate new goal or intervention if necessary. Repeat or move to Tier 3

*Document academic problems
*Take action to improve academics in classroom (reinforce skills individually or in small groups, reteach)
*Differentiate instruction and assessments
*Document problem behavior
*Take action to correct behavior in classroom (remove from activity, practice, rehearse, modify environment)
*Reteach behavior expectations

Creating a Positive Responsive Culture in the Classroom Environment-Tier 1

Build positive relationships and make connections with students through empathy and clear communication.

Intentionally problem solve with student and family
Elicit Parent/Guardian/Family Support (link to Home Matrix)

*Administer universal screeners (iReady, Dibels, Spelling, Number Sense)
*Be purposeful and use research based strategies to teach content
*Provide multiple opportunities for reteaching, practicing, and enriching
*Observe, identify, and document academic areas of concern
*Conference with individuals or in small groups
*Differentiate instruction

*Be purposeful and teach behavioral expectations
*Reinforce or shape behavior using schoolwide clip system. Reteach behavioral expectations
*Observe, identify, and document problem behavior and individually conference with student

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

Union Local Elementary School

- **PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S TEACHER BY
THURSDAY, SEPTEMBER 7, 2023**

Acceptable Use and Internet Safety Policy

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

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

Yes _____ No _____ My child's picture may be used in school publications such as the yearbook, school social media platforms, newsletter, outstanding student awards, and/or to participate in distance learning activities.

Student Handbook

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

Student's Name _____
(Please Print)

Grade _____ Homeroom Teacher _____

Parent's/Guardian Signature _____

Date _____

Notice:

- 1.) Failure to return does not exempt the student from the policies contained in this handbook.
- 2.) Realizing that the contents of this handbook cannot be all-inclusive, the administration reserves the right to act on any issue affecting the safety, order, and discipline of students at Union Local Elementary