

Union Local Middle School Student/Family Handbook



2023-2024
6th Grade - 8th Grade

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Union Local School District

Welcome to Union Local Middle School!

We are beyond excited to welcome you to Union Local Middle School, "Home of the Jets." As a new administrative team, it is our pleasure to be provided the opportunity to serve the dedicated staff and students of UL Middle School.

Our goal is to provide an outstanding educational experience that empowers our students to become lifelong learners, critical thinkers, problem solvers, and responsible citizens. We are committed to providing a safe and inclusive environment for all students, grounded in engaging learning activities, collaborative thinking, and innovative educational approaches.

Please take some time to review the Student/Family Handbook and familiarize yourself with the policies set forth to continue to provide a safe and conducive educational environment. Within the handbook, you will find important information detailing the process, procedures, and expectations for students and families. This information includes: attendance policy and how to report absences, grading scales and grade reports, student behavior expectations with related consequences, and school contact information.

We know that education does not just happen within the confines of the classroom walls. Student participation in extracurriculars provides opportunities and experiences that increase students engagement, success, and connection to the school. We strongly encourage you to get involved and become a part of the tradition of excellence within Union Local Middle School.

If at any time you have any questions or concerns, please reach out to us and we will be more than happy to connect. We are dedicated to the success and growth of UL Middle School students. Together, We Can.

Our best,

Mr. Ray Rateno
Principal

Ms. Karen Taylor
Assistant Principal

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Our Vision

At Union Local, we value students, staff members, and community members and know that we are all unique and valuable. We will work together and support each other to refine our strengths, transform our weaknesses, and grow to be leaders in a diverse and dynamic society.

Our Mission

- **Build Relationships and Communicate**
Students and staff will become deeply known by one another
- **Pave a Clear Pathway**
Students and staff will have a clear vision for themselves
- **Become the Best Version of Ourselves**
Students and staff are immersed in rigorous instruction and personal learning that is aligned to the appropriate standards and students' individual needs

Union Local Schools Culture Blueprint:

Values	Behaviors	Results
COMMUNICATION Jets THINK when they communicate	JETS THINK We communicate with honesty and integrity	WORLD-CLASS DYNAMIC COMMUNICATION
EMPATHY Jets CARE about others	JETS CARE We respect others through compassion and encouragement	WORLD-CLASS EMPATHY

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 against 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 employees 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 buildings for asbestos-containing materials (ACM), development of a management plan for all friable ACM found in the district, submission of the management plan to the Ohio Department of Health for state approval, implementation of response actions for the friable ACM found, training for key school personnel, periodic surveillance of ACM, re-inspections, and updating of the management plan. 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 a 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 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 that have been confiscated. Video surveillance of the hallways, classrooms, parking lot, entrance, and other school property may be utilized for the protection of students and/or employees, their property, and the school's property.

LOCKERS

ULMS loans each student a locker. The keyword 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. 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 the replacement and/or repair of damaged school property.**

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.

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, the name of the drug, dosage, and time to be taken. In the 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 the 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.

MS 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 cards. In order to receive your report card at distribution time, fees and/or obligations must be paid. This year's fee is \$50.00.

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.

Field Trips

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

- a. 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).

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 Middle School office at 740-782-1388, and 740-782-1585 by 8:00 a.m. 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 people 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. ***Personal illness with parent call and note (limit 35 hours per school year)***
3. Funeral in the immediate family. (limit 3 days).
4. Illness in the immediate family that requires the student to stay home as determined by the Principal.
5. Required court appearances – written excuse from Representative of Court
6. Religious observation in which a student is personally involved.
7. Quarantine by a doctor for contagious disease with a doctor's note.
8. 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 AND A NOTE

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 a 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 the 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.

- 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 truancy, 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 against 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 the 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 dollars (\$250.00) fine.

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

Appointments-Doctor and Dentist

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.

Tardy to School and to Class

All students who are late to 1st-period class must report immediately to the office and sign in. Classroom teachers (2nd thru 7th period) will report students to the office on the third unexcused tardy. Tardy to school and to class will be counted separately.

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 fourth and fifth unexcused tardies for the 9 weeks, a student will receive one day of lunch detention. Each subsequent tardy will result in one day of after-school detention.

Make-up Policy

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

Any absence of a pupil from class or school approved by the administration to transact school business or to participate in a school activity (i.e., field trips, fair) shall not be considered 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.

STUDENTS' PROGRESS

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

Grading Scale:

<u>Conversion Point value</u>	Decimal Conversion:
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

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.

DISCIPLINARY INFRACTIONS
FOR WHICH PENALTIES ARE ASSIGNED

Part I – The following incidents call for up to 10 days In-School-Suspension, CCAP, or Suspension and possible expulsion resulting from the offense. The student may be referred to civil authorities.

- 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. Students may be turned over to civil authorities.
- C. **ASSAULT AND BATTERY** – A student shall not cause injury or behave in such a manner that 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, chemicals, and gases including mace, etc. Or items that look like dangerous weapons.
- F. **DISRESPECT** – Students will not direct abusive language, gestures, or actions towards staff or other students. Disciplinary measures assigned by the administration.
- G. **DRUGS** – The possession and/or use of drugs, drug paraphernalia, or drug-like substances. The student (s) involved will be referred to civil authorities. A student shall not possess, use, transmit, sell, or be under the influence of any drugs, including unauthorized prescription drugs.
- H. **FALSE ALARMS** - A student shall not cause a false alarm of fire or other emergencies; 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 catastrophes, knowing that the report or warning is false and likely to cause public inconvenience or alarm.
- I. **FIGHTING** -- Up to 5 days In-School-Suspension or suspension. Up to 10 days In-School-Suspension/CCAP/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 him/herself and reacts physically, one day of detention will be assigned. In a case of an unprovoked attack, the aggressor shall receive the consequences listed under the assault and battery regulation. The administration reserves the right to make final decisions not covered by the Discipline Policy.
- J. **FOOD** – Consumption of food and drink outside the commons is prohibited unless prior permission is given by a supervising staff member.
- K. **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. 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. **INSUBORDINATION** – A student shall not disregard or refuse to obey reasonable directions given by school personnel.

- L. **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.
- M. **JULLING, VAPING, SMOKING TOBACCO OR ANY TOBACCO LIKE SUBSTANCE OR PARAPHERNALIA ON SCHOOL PROPERTY & AT SCHOOL ACTIVITIES** – **A complaint may be filed with the Belmont County Attorney on the first offense and every offense thereafter.** Students shall not be permitted to use tobacco, juuls, etc. in the school building or on school property. This rule finds adequate justification from the standpoint of safety, as well as current health information. There also are state laws in effect pertaining to cigarettes and minors. This includes possession of snuff, cigarettes, chewing tobacco, tobacco-like substance, lighter, matches, etc. **ANY STUDENT** who takes the responsibility of being a “lookout” at the restroom or warns a student in some way will receive
- N. **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.
- O. **LEWD CONDUCT** – Any student whose conduct is unbecoming of the school setting, whether on school premises or at a school event.
- P. – The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images, videos, 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.
- Q. **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, and sexual jokes. A student needing to file a complaint may obtain the forms in the office or school’s web page.
- R. **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.
- S. **UNAUTHORIZED ENTRY TO SCHOOL FACILITIES**- Authorization must be given by a School Board hired staff member.
- T. **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.
- U. **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 – Students in disciplinary violation of Part II may be assigned to attend supervised study class (detention) from 2:15 pm to 4:15 pm. and charges may be filed with the courts.

- A. **ASSEMBLIES** – All students must sit in their assigned homeroom sections in the auditorium/gymnasium for all scheduled assemblies.
- B. **BOOK BAGS/OVERSIZED PURSES** – Book bags will be permitted to and from school only; during school hours, book bags are to be kept in students’ lockers. Gym bags are permitted to and from gym class only.
- C. **GAMBLING** – Students are not permitted to play cards, coins, matches, etc. unless given special permission by a staff member.
- D. **CELL PHONES** – In middle school, cell phones are prohibited to be used during the school day. They are only to be used before and after school.
- E. **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. A second offense will result in an “F” for that class for the nine-week period. Documentation of cheating may be placed in the 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.
- F. **COMPUTER VIOLATIONS** – Students will be required to follow the Acceptable Use Policy.
- G. **DAMAGE TO PRIVATE PROPERTY** – A student shall not cause or attempt to cause damages to private property on school premises or at any school activity.
- H. **DAMAGE TO SCHOOL PROPERTY** -. A student shall not cause damages to school property, including buildings and/or grounds.
- I. **DISRUPTION OF SCHOOL/CLASS** – A student shall not, by use of force, violence, coercion, threat, harassment, or repeated violations of the code cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
- J. **DRESS CODE** – 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 4” above the top of the kneecap, clothing such as pants, shorts, skirts with holes four inches above the kneecap, clothing with reference to tobacco, alcoholic beverages, drugs, profanity, or sexually suggestive logos, tank tops, tube tops, halter tops, strap-type muscle shirts, midriff-length short shirts, cut-off tops, hats, head coverings, headbands. Shirts must be worn so that no midriff is shown at any time. No shirt neckline is to be cut lower than 3 inches below the collarbone. 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 the district’s standards. Drooping or sagging pants will not be permitted. Pants must be worn in a normal fashion at or above the beltline 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 a reasonable style.
- K. **ELECTRONIC DEVICES/HEADPHONES** – Students are not to use devices outside the commons unless given permission.

- L. **FOOD** – Consumption of food and drink outside the commons/cafeteria is prohibited unless prior permission is given by a supervising staff member.
- M. **FORGERY** – Student forgery (written/utilizes).
- N. **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 at school, students must enter the building and go to the assigned area. Students will not be permitted to loiter in the halls, restrooms, or anywhere else on the school property.
- O. **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.
- P. **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 disciplinary measure may be added for vulgar or obscene language.
- Q. **PUBLIC DISPLAY OF AFFECTION** – Will not be permitted on school property or during a school activity.
- R. **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.
- S. **SCHOOL APPROVED ACTIVITY** – Any student who is released from school for a school-approved activity such as a field trip, job shadowing, service project, etc. shall attend that activity **ONLY** and **IS NOT PERMITTED** to go anywhere except that event for which his/her excuse is authorized. Violation will result in up to 3 days of detention, and up to 15 demerits.
- T. **SKIPPING, CUTTING, OR LEAVING CLASS AND/OR SCHOOL GROUNDS WITHOUT PERMISSION** – First offense, the assignment of 1 day of detention plus up to 5 demerits; Second offense – 3 days of detention, up to 10 demerits. Skipping or cutting class is defined as not being in the assigned classroom, study hall, activity period, assembly, lunch group, etc. Skipping multiple classes in a day will result in up to 3 days of In-School-Suspension or suspension. Conspiracy of the above will result in the same consequence.

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

Students who are assigned detention for disciplinary violations will attend the regularly 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 the assigned day, the student will receive up to five demerits plus one day of In-School-Suspension per offense. If a student does not attend In-School-Suspension on the assigned day it may result in five demerits, a zero for work missed, and suspension from school for days missed or may be referred to court. The percentage of grades will be determined by the teacher.

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

Definitions of:

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

SATURDAY SCHOOL - Supervised study class that is assigned for disciplinary violations from 8 a.m. 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 the work missed.

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

EXPULSION – The involuntary removal of a pupil from school for more than (10) days. Only a superintendent of schools may expel a student. **Class credit is not 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, (855) 208-2166

Fax (740) 782-1212ö

www.ulschools.com

Union Local High School

66779 Belmont-Morristown Road

Belmont, Ohio 43718

(740) 782-1181, (740) 782-1182

Fax (740) 782-1346

Union Local Middle School

66859 Belmont-Morristown Road

Belmont, Ohio 43718

(740) 782-1388, (740) 782-1585

Fax (740) 782-1474

Bus Garage (740) 782-1183

Field house (740) 782-1826