

Union Local Middle School Student/Family Handbook



2024-2025
6th Grade - 8th Grade

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Union Local School District

Welcome to Union Local 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. Jets Think, Jets Care, Jets Aim High.

Go Jets!

Mr. Ray Rateno
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
GRIT/EFFORT Jets AIM HIGH for everyday excellence	JETS AIM HIGH We persevere with passion and resilience	WORLD-CLASS EFFORT

2024/2025 Regular Bell Schedule	
Warning Bell	7:30 AM
HR	7:35 - 7:42
1 st Period	7:42 - 8:22
2 nd Period	8:24 - 9:04
3 rd Period	9:06 - 9:46
4 th Period	9:48 - 10:28
FLEX	10:30 - 11:00
5 th Period Lunch A	11:02 - 11:42 11:00 - 11:30
6 th Period Lunch B	11:32 - 12:12 11:42 - 12:12
7 th Period	12:12 - 12:52
8 th Period	12:54 - 1:34
9 th Period	1:36 - 2:15

Two Hour Delay Schedule		Two Hour Early Dismissal	
Warning Bell	9:30	Warning Bell	7:30
1 st Period	9:35 - 10:08	1 st Period	7:35 - 8:08
2 nd Period	10:40 - 10:38	2 nd Period	8:40 - 8:38
3 rd Period	10:40 - 11:08	3 rd Period	8:40 - 9:08
4 th Period	11:10 - 11:38	4 th Period	9:10 - 9:38
5 th Period	11:40 - 12:13	7 th Period	9:40 - 10:08
Lunch A	11:38 - 12:08	8 th Period	10:10 - 10:38
6 th Period	12:10 - 12:43	9 th Period	10:40 - 11:08
Lunch B	12:13 - 12:43	5 th Period	11:10 - 11:43
7 th Period	12:45 - 1:13	Lunch A	11:10 - 11:40
8 th Period	1:15 - 1:43	6 th Period	11:42 - 12:15
9 th Period	1:45 - 2:15	Lunch B	11:45 - 12:15

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).
- E. Students are in good academic standing and have no more than one failing grade. Students are responsible for monitoring their grades online through Progress Book.
- F. Students have displayed positive behaviors and have no more than four (4) discipline referrals, no more than, or equivalent of, three (3) days of In-School-Suspension(ISS), no more than one (1) referral to CCAP and, no more than one (1) bus referral suspension per quarter.
- G. Students may not have any out of school suspensions (OSS) per semester. Students suspended may make up time missed by giving back to the school. If a student wishes, they may make up 1 OSS through completing 5 hours of After-School Community Service. *Serious infractions or habitual violations that would necessitate an expulsion hearing may disqualify the student for all field-trips for the year and students may not be able to earn their right to participate.

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

- A. Personal illness or medical appointment with an accompanying physician's statement.
- B. ***Personal illness with parent call and note (limit 35 hours per school year)***
- C. Funeral in the immediate family. (limit 3 days).
- D. Illness in the immediate family that requires the student to stay home as determined by the Principal.
- E. Required court appearances – written excuse from Representative of Court
- F. Religious observation in which a student is personally involved.
- G. Quarantine by a doctor for contagious disease with a doctor's note.
- H. 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.

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

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 PROCEDURES

Union Local Middle School has a progressive behavioral discipline code. School Administration and designees reserve the right of interpretation of all misconduct. Consequences may vary based on severity of each infraction or repeated violations of misconduct. Penalties are cumulative for any offense during the current school year. **A violation of any rule may result in disciplinary action including conferences, warnings, lunch detention, after-school detentions, after-school community service, in-school suspension, C-CAP, out-of-school suspension, potential referral to juvenile court and/or expulsion.**

The stated student code of conduct and rules below apply wherever the school has authority to regulate student conduct, which includes school property, school transportation, and school activities wherever and whenever held.

The behavior management of a student is the teachers and administrators responsibility. Referral of a student to the administration is used after teachers have exhausted all other appropriate preventative and corrective measures, including parent contact. Once a student is referred to the office, the administration will reserve the right of interpretation and will take disciplinary action as they see appropriate at the time of misconduct. The case will be dealt with as soon as possible.

To receive a **lunch detention** means that on the given day(s) of the lunch detention(s), the student will spend his/her assigned lunch period in the ISS room or other specified room/office. During the lunch detention, students are expected to complete make-up work while eating their lunch silently. Students will have the opportunity to bring their lunch or purchase a school lunch.

To receive a **one (1) hour after-school detention** means that on the day of the assigned detention a student spends the time from 2:15 to 3:15 in a specific room on the UL campus (either at the high school or middle school). Transportation can be provided via the elementary bus route. Failure to attend or comply with the after-school detention may result in further disciplinary actions.

To receive a **two (2) hour after-school detention** means that on the day of the assigned detention a student spends the time from 2:15 to 4:15 in a specific room on the UL campus (either at the high school or middle school). Parent/guardians are responsible for transportation at the conclusion of the detention. Failure to attend or comply with the after-school detention may result in further disciplinary actions.

To receive **After-School Community Service (ASCS)** means that on the day of the assigned ASCS, students will spend their time 2:15 - 3:15 cleaning in and around the UL Campus. Transportation can be provided via the elementary bus route. Failure to attend or comply with ASCS expectations may result in further disciplinary actions.

A student may be removed from class for minor disciplinary reasons and sent to the **Controlled Learning Center (CLC)** located in the ISS room or the office for the duration of the class period. Students sent to the CLC or the office may receive a lunch detention, and an accumulation of CLC or office referrals may result in further disciplinary consequences. If sent to CLC for the period, students may return to their normal schedule at the end of the period. The CLC/ISS supervisor will maintain a record of CLC referrals.

To receive an **in-school suspension** means that a student will be secluded to the in-school suspension (ISS) room for the complete, partial, or remainder of the day. Students assigned to ISS must follow rules, regulations, and schedule outlined below. Failure to adhere to the stated rules and regulations may result in further consequences such as additional days of ISS, CCAP, or out-of-school suspension.

In-School Suspension Rules and Expectations

Students assigned to ISS have exhibited behaviors that require their removal from their regular scheduled class day. As such, student contact will be limited and students will be supervised throughout their time in ISS. Students assigned to ISS for all or part of the day are expected to follow all rules and expectations stated below. Failure to do so can result in students being assigned to additional days of ISS, CCAP, or out-of-school suspension.

Assignment to ISS will be made by school administration/designee who will notify the parent/guardian(s) of the student's ISS assignment in writing with the stated rules and expectations.

On the first day of an assigned ISS, parent/guardian(s) may be requested to drop their student off at the school between 7:15 and 7:30 to meet with the school administration/designee to review ISS procedures throughout the day. Parent/Guardian(s) may be requested to pick up their student at the end of the day at 2:30. Should the need arise, parent/guardian(s) may be requested to come in and meet to discuss student progress and behaviors.

- A. Upon arrival at school, students assigned to ISS are to report to the Office or the ISS room. They are not allowed to go to the gym or cafeteria.
- B. Cell phones and other electronic devices are prohibited. Students assigned to ISS will power off their cell phones and place them on the ISS supervisor's desk.
- C. Students wishing to get breakfast will be escorted to the cafeteria at 7:30 to get breakfast and return to the ISS room.
- D. Aside from breakfast and lunch, there shall be no food and drink in the ISS room.
- E. Notification of ISS assignments will be provided to all teachers. Teachers will provide assignments via Google Classroom, hard copies, or email by 8:30 AM. Assignments will consist of daily classwork, homework, missing work, and/or tests/quizzes.
- F. A quiet restricted environment will be maintained at all times in the ISS room. Students will remain seated in their assigned seats, silently working on assigned work. Students will be required to bring all required materials at the beginning of the day.
- G. Students may not, for any reason, leave their assigned seat without permission from the ISS supervisor.
- H. Students assigned to ISS will not be allowed to talk or communicate with anyone, except the ISS supervisor, teacher, or administrator, and only when spoken to.
- I. Students assigned to ISS will work and complete all assigned work. Students will fill out a work completion page and it will be signed off on by the ISS supervisor. Any hard copies of work will be turned in to the ISS supervisor, who will return the work to the assigning teacher.
- J. Students assigned to ISS will stay awake with heads up and engaged throughout the day. Failure to do so will result in the student standing for rest of the day.
- K. Students assigned to ISS will complete a behavior reflection activity at the beginning of each day, regardless of the days served. Students assigned to ISS will also be required to work with Student Services addressing soft skills, such as anger management, conflict resolution, stress reduction, and self-regulation.
- L. Students assigned to ISS will not be permitted to use their Chromebooks unless needed for a class assignment. Students should not be watching videos on their Chromebooks unless assigned by a teacher. If there is an assignment that requires a student to watch a video, teachers will inform the ISS supervisor to allow for appropriate monitoring.
- M. Students assigned to ISS may be required to participate in social skills and conduct training.
- N. Students assigned to ISS may be required to work with the custodians to clean the cafeteria after lunch.
- O. Students absent on assigned ISS days will be required to make up the time immediately upon their return to school.
- P. Students assigned to ISS must conduct themselves with respect towards staff and peers at all times during ISS. Disruptive and disrespectful behavior will not be tolerated and may result in additional consequences.

The ISS supervisor will review expectations at the beginning of each day. Students will read and sign to indicate that they understand the rules and expectations of their behavior during ISS. If a student does not follow the stated rules and expectations, the student will be assigned CCAP for the following day. If they continue to disregard the rules and expectations set, students will be assigned OSS (Out-of-school Suspension)

To receive a referral to **CCAP** means that on the day of the assigned CCAP, students will report to school as normal and then board the JVS bus to CCAP. Students will spend the day at CCAP as an alternative to an out-of-school suspension, providing a more restrictive environment than ISS. Students assigned to CCAP may still participate in after school extracurricular activities, as approved by the administration/designee. Students attending CCAP will return to school prior to school dismissal.

During an **out-of-school suspension (OSS)**, the student may not attend classes, participate in or attend school activities, or visit the school grounds. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive credit. The missed assignments must be made up outside of normal class time.

When a student is suspended, a parent/guardian will be contacted by phone or conference by an administrator or designee in order to inform them of the rule violation and suspension hearing results. The administrator or designee will determine the duration of the suspension. The student may also be charged in court for any violation of the Student Code of Conduct. With accumulation of an excessive number of suspensions or other actions and violation of the Student Code of Conduct the

principal shall forward the students' records to the superintendent for review and consideration for expulsion from school for the remainder of the semester/year. The pupil and his/her parent/guardian may appeal an out-of-school suspension or expulsion.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, school administration, their designee may remove the student from the school premises for the remainder of the day/school activity. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion the due process requirements do not apply.

If either suspension or expulsion is contemplated, then a due process hearing will be held within three school days after the removal is ordered. written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. the student will have the opportunity to appear at an informal hearing before the principle or designate and has the right to challenge the reasons for the intended suspension or otherwise explain their actions. If an out of school suspension is warranted, the procedures outlined above will be followed.

STUDENT CODE OF CONDUCT

LEVEL 1 (L1) - MINIMALLY DISRUPTIVE BEHAVIOR AND CLASSROOM BASED DISCIPLINARY INFRACTIONS.

Violation of the below behavioral expectations and rules can result in consequences involving warnings, conferences, lunch detentions, after-school detentions (1 hr and 2 hr), or After School Community Service.

A. CELL PHONES AND WIRELESS COMMUNICATION DEVICES (SMART WATCHES, IPADS, HANDHELD GAMING SYSTEM WITH WIFI ACCESS, ETC.

Upon entering the school building, students shall turn off their cell phones and place them in their book bags. Unless otherwise instructed by a teacher for that specific classroom activity, all cell phones should be turned off and in student lockers. All adults working in a supervisory capacity had the right to confiscate a cell phone that is out in plain sight or being used by a student at any time during the school day. Cell phones that are confiscated will be delivered to the office and the student will be able to retrieve it at the end of the day.

- a. First offense - verbal warning - students are provided the opportunity to turn their cell phone off and place it in their locker. Teacher reserves the right to confiscate the cell phone and keep it at their desk until the end of the period.
- b. Second offense - Cell phone will be confiscated and brought to the office, the cell phone will be returned to the STUDENT at the end of the day,
- c. Third offense - Cell phone will be confiscated and brought to the office, the cell phone will be returned to the parent/guardian at their convenience but not past 3:00 pm. Students will receive consequences.
- d. Fourth offense - Cell phone will be confiscated and brought to the office, the cell phone will be the parent/guardian after a conversation with administration or designee. Students will receive consequences.

* Refusal to give up their cell phone/device is considered insubordination and can result in consequences including but not limited to after school detention or suspension.

* Communicating through a smartwatch is considered the same as through a cell phone. Both smartwatch and cellphone may be confiscated.

* Special circumstances are taken into consideration for administrative approval for the use of a cell phone throughout the day. Such circumstances must be brought to administrative attention at the beginning of the day for

consideration. Students who need their cell phone for medical reasons must have documentation on file with the school.

* Students may use the phones in the office should the need arise. Parents are able to communicate with students and/or leave a message by calling the middle school at (740) 782 - 1388 or (740) 782-1585.

B. TARDIES TO SCHOOL/CLASS

Tardiness to class occurs when a student arrives late to a specific class session after the class has begun. This can disrupt the learning environment, interrupting the teacher's lesson and distracting fellow students. It also means the tardy student may miss important instructions, announcements, or initial learning activities that set the stage for the rest of the lesson.

Tardiness to school refers to a student arriving late to the school building, missing the start of the entire school day. This often results in missing critical morning routines, such as homeroom activities, daily announcements, and the initial moments of the first period, which are crucial for setting the tone for the day.

C. TRUANCY, CUTTING/SKIPPING CLASS

Being absent from any portion of the school day without authorization is truancy. Leaving a class without permission or cutting a class is truancy. Leaving the school building and/or grounds without permission of the administration is also truancy. All students are to check in and out with the office, and may only leave the school building with parent/guardian permission. After 7:30 am, all students must sign-in and receive a pass to class.

D. INAPPROPRIATE APPEARANCE/CLOTHING (DRESS CODE)

School administration/designee reserve the right of interpretation of the dress code and will make the final decision on appropriate clothing and appearance. All judgments may be based upon but not limited to health, safety, modesty, and general appropriateness.

- a. Current clothing and fashion styles, except for extremes, are acceptable. It is the students and parent/guardian's responsibility to make sure that the clothes/attire they are wearing to school are acceptable and appropriate in coordination with the student dress code.
- b. All shirts and tops must cover the full front, back, and sides of the wearer. Tube tops, halter tops, and strapless tops, and bikini strap tops are not permitted. Tank tops or sleeveless tops should have a sizeable strap 1-2" over the shoulder. At no time should any undergarments be visible around the chest and below the shoulders be visible. Designer bralettes visible from the back due to fashion trends are acceptable.
- c. In understanding fashion trends in attire, shorts and bottoms shall cover the full backside and buttocks of the wearer without constant and continual adjustment/pulling down. Rips, tears, and holes are permitted as long as they are not high up on the wearer's thigh, near the crotch/groin area, or on the buttocks. At no time should any undergarments be visible.
- d. Pants must be worn at the waist at all times, no saggy or dropping pants regardless of undergarments.
- e. Coats and jackets designed for outdoor wear may not be worn in class or hallways.
- f. No offensive, vulgar, sexually suggestive, violent, or obscene images, including alcohol, tobacco, and drug references, pictures, slogans, phrases, wording, or gang related symbols and signs are to appear on articles of clothing, hats, or accessories. No jewelry, pins, patches, or chains with drug/alcohol/tobacco related symbols are not to be worn and will be confiscated.
- g. For safety reasons dog collars, necklace chains and chokers, and bracelets with spikes or protruding metal are not permitted.
- h. Hats, head coverings, and hoods, unless for religious reasons, may not be worn during the school day. Hats should be kept in the students locker and need not be in the student's possession. *Fishing lures and hooks should be taken off of the bill of hats for safety reasons and concerns.
- i. Shoes with a solid rubber sole should be worn at all times. House slippers or novelty slippers with a cloth sole are not permitted. For safety and concern of all, students are required to have an athletic type shoe for physical education class.

E. CHEATING/PLAGIARISM

It is important that students are given the opportunity to show their knowledge of the subject matter and material therefore cheating and plagiarism is strictly prohibited. If caught cheating from a class member or another student, all parties involved risk the same consequences as outlined below.

- a. First Offense - Student will receive a failing grade for the test/quiz/assignment and will be required to meet with student services about the ramifications of cheating and plagiarism. It is at the teacher's discretion as to whether or not the student(s) is allowed to re-do or make-up the test/quiz/assignment. Teacher is responsible to notify the student's parent/guardian.
- b. Second Offense - Student will receive a failing grade and serve 1 day in ISS in which at that time, they will be required to re-do/makeup the assignment. It is the teachers discretion to accept the work for points. A conference will be set up between parents, teachers, and administrators.
- c. Third Offense - Student will receive a failing grade for the assignment/test or quiz and serve 1-3 days of ISS. They will be required to re-do or make-up the assignment, but forfeit the opportunity to improve their grade. A conference will be set up between parents and administration and potential behavior plan will be put in place.
- d. Fourth Offense - Student will fail the course for the current 9 weeks. Administrative conference will be held with parent(s)/guardian(s) and a Functional Behavior Assessment will be administered.

F. PUBLIC DISPLAY OF AFFECTION (PDA)

Refers to physical acts of intimacy between individuals that are conducted in public spaces. Within the school context, PDA encompasses any romantic or affectionate behaviors that go beyond holding hands. This includes, but is not limited to:

- a. **Kissing:** Any form of kissing, whether on the lips, cheeks, or other parts of the face.
- b. **Hugging:** Prolonged or intimate hugging that goes beyond a casual, friendly embrace.
- c. **Touching:** Inappropriate touching or caressing of another person's body, including but not limited to, hands, arms, shoulders, or back.
- d. **Sitting on laps:** One student sitting on another's lap, indicating a level of intimacy inappropriate for the school setting.
- e. **Cuddling:** Actions that involve close, intimate contact, such as wrapping arms around each other, leaning into one another in a manner that suggests a romantic relationship.
- f. **Any other behavior:** Actions that imply or display romantic affection in a way that distracts from the educational environment or makes others uncomfortable.

G. DISRUPTIVE/DISRESPECTFUL CONDUCT (MINIMALLY OFFENSIVE)

Minimally Disruptive Conduct: This refers to behaviors that interrupt the normal flow of classroom activities in a minor way. These actions may momentarily distract the teacher or students but do not significantly impede the overall learning environment. Examples include, but not limited to:

- a. **Talking out of turn:** Speaking without raising a hand or without being called on by the teacher.
- b. **Passing notes:** Sending written messages to classmates during instruction time.
- c. **Mild distractions:** Engaging in small, attention-seeking behaviors such as tapping a pencil, whispering, or making minor noises.
- d. **Minor off-task behavior:** Doing activities unrelated to the lesson, such as doodling or playing games on the computer.

Minimally Disrespectful Conduct: This involves actions or language that show a lack of respect or courtesy towards teachers, staff, or other students, but do so in a way that is not overtly aggressive or harmful. Examples

include but not limited to:

- a. **Eye-rolling:** Non-verbal gestures that express mild disrespect or irritation.
- b. **Sighing loudly:** Audible expressions of frustration or annoyance.
- c. **Low-level defiance:** Hesitating or showing reluctance to follow a teacher's instruction without outright refusal.
- d. **Talking back:** Responding to teachers or peers with a tone or words that are mildly rude or dismissive.

H. INAPPROPRIATE LANGUAGE AND GESTURES (MINIMALLY OFFENSIVE)

This refers to words, phrases or nonverbal actions that are generally considered impolite or mildly disrespectful or offensive but do not include severe profanity, slurs, or hate speech. These words or actions may be socially acceptable in some contexts but are not appropriate in a school setting.

I. DISRUPTIVE BEHAVIOR IN THE HALLWAY/OUTSIDE OF THE CLASSROOM

This refers to behaviors in the hallways and outside of the classrooms that can be deemed inappropriate and distracting for nearby classes. Students are expected to be able to travel through the hallways with minimal disruption. This includes but is not limited to yelling, laughing, talking loudly, bang on lockers, running, etc.

J. DEFACING/VANDALIZING SCHOOL PROPERTY (MINIMAL DAMAGE - CLEANING ONLY)

This refers to acts of intentional damage or alteration to school property that result in minor harm, which can be remedied through cleaning without the need for significant repair or replacement. Such actions are often considered minor infractions because they do not cause lasting damage or incur substantial costs.

K. FAILURE TO SERVE AN ASSIGNED DETENTION

When assigned a detention (lunch or after school) as a consequence for a previous infraction, students are expected to serve that detention on the assigned date. If a student does not serve their assigned detention they are subject to further consequences such as those listed below.

- a. First offense - Student is able to reschedule and make-up the missed detention
- b. Second Offense - Student will receive an additional lunch detention and must serve the original detention
- c. Third offense - Student will receive an additional 2 hr after school detention and must serve the original detention
- d. Fourth offense - Students will receive one (1) day of ISS and must serve the original detention
- e. Fifth + Offense - Student will receive 1-3 days CCAP.

LEVEL 2 (L2) - MODERATELY DISRUPTIVE BEHAVIORS

Violation of the below behavioral expectations and rules can result in consequences involving warnings, conferences, lunch detentions, after-school detentions (1 hr and 2 hr), After School Community Service, In-School Suspension (ISS), CCAP, or Out-of-School Suspension (OSS). Habitual violation could result in referral to the juvenile courts or recommendation of expulsion to the superintendent.

A. HABITUAL VIOLATION OF L1 OR L2 SCHOOL RULES.

A student is considered in habitual violation of school rules when they commit the same/similar infraction 3 or more times within a 9-week grading period.

B. TECHNOLOGY MISUSE (Not to include games or off-task behaviors)

All students will be provided with a chromebook and charger. Students are responsible for the care and well being of the provided chromebook and charger. They are provided for education purposes only and a student should have NO expectation of privacy when using the provided device. Devices, anything downloaded or logged into, and provided email addresses are subject to search at any time as deemed necessary. Inappropriate use of the provided chromebook could result in suspension of technology privileges for up to a semester. Students whom have had their technology privileges suspended will be required to complete alternative assignments without the use of a school issued device. Any actions through the use of a school issued device or email address that is harmful in nature to another student is subject to disciplinary actions under the applicable school rule.

C. DEFACING/VANDALIZING SCHOOL PROPERTY (Moderate Damage ~ Under \$100)

This refers to intentional actions that damage or alter school property, causing harm that requires more than simple cleaning but can be repaired or replaced at a cost of less than \$100. These actions are more severe than minimal damage but do not constitute extensive or costly destruction.

D. DEFIANCE/INSUBORDINATION OF SCHOOL PERSONNEL

This refers to the deliberate refusal to follow the reasonable directions or comply with the authority of school staff, including teachers, administrators, and support personnel. Such behavior disrupts the orderly operation of the school and undermines the authority of school personnel, impacting the learning environment and school discipline. Defiance/insubordination during a safety drill and/or event could carry heavier consequences.

E. INAPPROPRIATE, PROFANE LANGUAGE OR GESTURES DIRECTED TOWARDS ANOTHER STUDENT.

This refers to the use of offensive, vulgar, or disrespectful words and non-verbal actions aimed at another student. Such behavior can create a hostile or uncomfortable environment and can significantly disrupt the school community's sense of respect and safety. Examples include, but are not limited to:

- a. **Swearing or Cursing:** Using explicit or vulgar language directed at another student.
- b. **Insults or Name-Calling:** Using derogatory or demeaning terms to belittle or mock another student.
- c. **Offensive Comments:** Making comments that are racially, sexually, or otherwise discriminatory or offensive.
- d. **Verbal Threats:** Using aggressive or threatening language intended to intimidate or harm another student.
- e. **Obscene Hand Gestures:** Making gestures such as the middle finger or other hand signals that are considered offensive.
- f. **Threatening Gestures:** Using body language or movements that imply a threat, such as raising a fist.
- g. **Mocking or Taunting Gestures:** Non-verbal actions that mock or taunt another student, like exaggerated eye-rolling, sticking out the tongue, or mimicking.
- h. **Sexually Suggestive Gestures:** Making gestures that are sexually explicit or suggestive.

F. INAPPROPRIATE, PROFANE LANGUAGE OR GESTURES DIRECTED TOWARDS SCHOOL PERSONNEL.

This refers to the use of offensive, vulgar, or disrespectful words and non-verbal actions aimed at teachers, administrators, or other school staff. Such behavior is considered particularly serious because it undermines the authority of school personnel, disrupts the educational environment, and can create a hostile and disrespectful atmosphere. Examples include but are not limited to:

- a. **Swearing or Cursing:** Using explicit or vulgar language directed at school personnel.
- b. **Insults or Name-Calling:** Using derogatory or demeaning terms to address or describe school personnel.
- c. **Offensive Comments:** Making comments that are racially, sexually, or otherwise discriminatory or offensive towards school personnel.
- d. **Verbal Threats:** Using aggressive or threatening language intended to intimidate or harm school personnel.

- e. **Obscene Hand Gestures:** Making gestures such as the middle finger or other hand signals that are considered offensive.
- f. **Threatening Gestures:** Using body language or movements that imply a threat, such as raising a fist.
- g. **Mocking or Taunting Gestures:** Non-verbal actions that mock or taunt school personnel, such as exaggerated eye-rolling, sticking out the tongue, or mimicking.
- h. **Sexually Suggestive Gestures:** Making gestures that are sexually explicit or suggestive towards school personnel.

G. RACIAL OR CULTURALLY INSENSITIVE EUPHEMISMS, COMMENTS, SLURS, AND REMARKS (not directed toward a specific person)

This refers to language and expressions that demean, stereotype, or show disrespect towards individuals or groups based on their race, ethnicity, or cultural background. Such language is harmful because it perpetuates negative stereotypes, creates a hostile environment, and undermines the dignity and equality of those targeted. If racial language used is directed toward a specific person or group of people, consult bullying and harassment.

H. OUT OF BOUND/ OFF-LIMITS

This refers to any place where the student is not supposed to be unless the student has been given an authorized pass. Cutting class is an example of out-of-bounds. Specifically out-of-bounds may include, but is not limited to the following:

- a. Outside or in the courtyard, except with teacher supervision or permission.
- b. Locker rooms, unless permission is granted or student is going to or coming out of gym.
- c. Any unattended classroom(s), office, or storage area.
- d. Any classroom (gym is considered a classroom) in which the student is not currently scheduled to be, unless permission is granted by both teachers.
- e. Loitering in bathrooms, fitness hallway, stairwell, auditorium, cafeteria, or commons
- f. Any hallway area in which a student does not have a class of permission to be, this includes the arts hallway and the nurses station

I. LEAVING CAMPUS WITHOUT PERMISSION

This refers to the act of a student exiting a designated area, such as a classroom, school building, or school grounds, without obtaining prior authorization from a teacher, administrator, or other school personnel. This behavior violates school policies and can pose safety, security, and disciplinary concerns.

J. PHYSICAL CONTACT/AGGRESSION/FIGHTING/HANDS ON ANOTHER STUDENT

This refers to any unwanted or aggressive physical interaction between students that may cause harm, fear, or disruption. Such behaviors range from minor physical contact to severe acts of aggression and fighting. Students are expected to respect the personal space and safety of others. Any form of physical contact, aggression, or fighting is strictly prohibited and will result in disciplinary action. This includes, but is not limited to, uninvited touching, shoving, pushing, grabbing, punching, kicking, or any other form of physical altercation.

All incidences of reported physical aggression and/or fights will be thoroughly investigated. School administration or their designee will then use the gathered information to make a determination of consequences for those involved. Potential consequences are listed below for those engaging in a physical altercation.

- a. First offense - 3 days OSS or CCAP with a referral to the intervention team and possible Juvenile Court Referral
- b. Second Offense - 5 days OSS or CCAP with a referral to Juvenile Court
- c. Third Offense - 10 days OSS or CCAP, recommendation of expulsion with juvenile court referral.

K. GANG-RELATED ACTIVITIES

This refers to any behaviors, actions, or conduct associated with a group of individuals who organize around a common identity or symbol, often engaging in illegal, disruptive, or violent activities. These activities can create a hostile and unsafe environment within the school community and are strictly prohibited.

L. THREATS/AGGRESSION (Verbal And Non-Verbal, Action Is Not Believe To Be Imminent)

This refers to verbal, written, or non-verbal expressions of intent to cause harm or aggression towards another individual or group, where the threat is not perceived as posing an immediate danger. Such threats or displays of aggression are still serious violations as they can create fear, anxiety, and a hostile environment.

All threats, regardless of severity will be investigated. If, through the investigation, it is believed that there can be actionable steps made to follow through with the stated threat, a formal threat assessment may be required prior to the student's return to class/school.

M. POSSESSION OF KNIFE/BLADE (Not Deemed A Dangerous Weapon ~ Blade Under 3.5 Inches)

This refers to the act of a student possessing a knife or blade that is small and generally considered to be non-lethal or not intended for use as a weapon. While these items may not pose an immediate and severe threat, their presence in a school setting is still prohibited due to potential safety concerns and violations of school policies.

If a student is caught in possession of a knife/blade that is not deemed a dangerous weapon, a parent/guardian will be contacted and the knife/blade will be returned to an adult non-student (it can not be collected by their older sibling if enrolled in high school).

If a student willingly gives up the knife/blade at the start of the day because they didn't realize they had it in their pocket, the knife will be held in the office and a parent/guardian will be contacted to pick it up. The student will not face any consequences.

N. POSSESSION OF LIGHTER/MATCHES

This refers to the act of a student having in their possession any device designed to produce a flame or spark, such as a lighter or a box of matches. Students are prohibited from possessing lighters, matches or any device capable of producing a flame or spark in a school setting. These items pose significant safety hazards, including the risk of fire and associated injuries or property damage.

LEVEL 3 (L3) - SIGNIFICANTLY DISRUPTIVE BEHAVIORS

Violations of the below behavior expectations and rules will result in consequences involving After-School Detention, In-School Suspension (ISS), CCAP, or Out-of-School Suspension (OSS). Habitual violation could result in referral to the juvenile courts or recommendation of expulsion to the superintendent.

A. BATTERY AGAINST A STUDENT (L3)

This refers to intentional and unlawful physical contact or force inflicted by one student upon another, which is harmful, offensive, or causes physical injury. This action goes beyond minor physical contact or aggression and is characterized by an intent to harm or cause significant distress to the victim. This includes but is not limited to unsolicited attacks, punching, kicking, slapping, or throwing objects in a manner to cause harm, injury, or distress. Consequences for such action can include immediate OSS, possible juvenile court referral, and/or recommendation for expulsion.

B. HAZING, HARASSMENT, BULLYING, AND SEXUAL HARASSMENT (L3)

Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the district including activities on school property, on a school bus, or while in route to and/or from school, as well as activities occurring off school property if the activity is school-sponsored,

school-approved or school-related activity or function, such as field trips or athletic events.

Hazing is defined as doing any act or coercing another, including the victim, to do any Act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation, or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. It would include, but not be limited to, unwelcome propositions, unwanted physical and/or sexual contact, verbal expressions, patterns of conduct intended to create discomfort and/or humiliation, boundary invasions, and sexual violence. Sexual harassment creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. It may be a single or isolated incident.

Permission, consent, or Assumption of Risk by an individual subjected to hazing, harassment, intimidation, bullying, or sexual harassment 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 school personnel shall encourage, permit, condone or tolerate any of these behaviors. No student, including leaders of student organizations, may plan, encourage, or engage in any of these behaviors.

All hazing, harassment, intimidation, bullying, and sexual harassment incidences are reported immediately to the school administrator or designee. An investigation will result and shall include documentation of the event, response, and strategy for protecting the victim.

C. GAMBLING WITH EXCHANGE OF MONEY (L3)

This refers to any action of gambling by use of money is prohibited.

D. DEFACING OR VANDALIZING SCHOOL PROPERTY (L3) (Extreme Damages Exceeding \$100 In Value)

This refers to intentional acts of destruction or damage to school property that result in significant harm, requiring extensive repairs or replacement costing more than \$100. These actions are considered severe violations due to their impact on the school's resources, safety, and learning environment. Examples of extreme damaged include, but are not limited to:

- a. **Graffiti or Permanent Markings:** Spraying graffiti over large areas of walls, using permanent markers or etching tools to damage school property
- b. **Destruction of fixtures or equipment:** Smashing windows, breaking desks, tearing down bulletin boards, or damaging technology equipment like computers, Viewsonics, Projectors, etc.
- c. **Vandalism requiring professional repair:** Damaging plumbing, electrical systems, or structural elements of the school building.
- d. **Arson:** Starting fires in bathrooms, classrooms, or any part of the building causing significant damage.

E. FRAUD/FORGERY/DECEIT (L3)

This involves intentional actions to deceive or mislead others for personal gain. This includes, but is not limited to, falsifying documents, forging signatures, and providing false information.

F. IMITATION DRUGS POSSESSION USE DISTRIBUTION OR SALE (L3)

This refers to the act of possessing, using, distributing, or selling substances that are designed to look like or be used as substitutes for illegal drugs, but do not contain the same chemical properties. These actions are considered severe violations due to their potential to create confusion, promote substance abuse, and disrupt the school environment.

Imitation drugs are substances designed to mimic the appearance or effects of illegal drugs but are not chemically identical. Possession, use, distribution, or sale of imitation drugs is strictly prohibited and will result in severe disciplinary actions

G. THEFT / POSSESSION OF STOLEN PROPERTY (L3)

This refers to the act of intentionally taking someone else's property without permission and the knowing possession of items that have been stolen. These actions are serious violations of school rules and can lead to significant disciplinary consequences due to their impact on the school community's trust and safety.

H. THREATS/AGGRESSION AGAINST OR TOWARD A STUDENT (L3) (Actions Are Believed To Be Imminent)

This refers to serious and immediate threats or aggressive actions directed at a student that are perceived to pose an imminent risk of harm. These behaviors are considered severe violations because they can cause significant fear, distress, and potential physical harm to the targeted student and disrupt the safety and order of the school environment.

Imminent Threats:

- a. **Definition:** Verbal or written statements, gestures, or actions that clearly indicate an immediate intention to cause harm to another student.
- b. **Examples:** Telling a student, "I'm going to hurt you right now," brandishing a weapon, or making explicit threats of violence that are perceived to be about to occur.

Aggression:

- a. **Definition:** Hostile or violent behavior directed at another student with the intention to intimidate, harm, or coerce.
- b. **Examples:** Attempting to physically attack a student, aggressive physical posturing, or any action that indicates a readiness to cause immediate physical harm.

If the threat is believed to be imminent, the student may be removed from school and will not be able to return until a formal threat assessment is conducted. At which time, administration will meet with students and parent/guardian(s) to discuss next and further actions.

I. THREATS/AGGRESSION TOWARDS SCHOOL PERSONNEL (L3)

This refers to severe and intentional actions or statements directed at teachers, administrators, or any school staff members that are intended to intimidate, harm, or coerce. These behaviors are considered critical violations due to the significant impact they can have on the safety and functioning of the school environment.

Severe threats or aggression directed at school personnel involve actions or statements that indicate an intention to cause harm, intimidate, or coerce teachers, administrators, or any school staff members. These behaviors are considered critical violations and will be addressed with the utmost seriousness to ensure the safety and well-being of all school personnel and students.

J. TRESPASSING ON SCHOOL PROPERTY (L3)

This refers to the act of entering or remaining on school property without authorization or permission, especially during times when access is restricted or prohibited. This behavior is considered a severe violation because it can pose significant safety and security risks to the school community.

Unauthorized Entry:

- a. Definition: Entering school property without permission from school authorities.
- b. Examples: Entering the school building during off-hours, accessing restricted areas such as rooftops or maintenance rooms.

Remaining Without Permission:

- a. Definition: Staying on school property after being asked to leave or after the school is closed.
- b. Examples: Refusing to leave the school grounds when asked by school staff, remaining on campus after school hours without a valid reason.

Accessing Restricted Areas:

- a. Definition: Entering areas of the school that are designated as off-limits to students.
- b. Examples: Entering staff-only areas, construction zones, or secured rooms without authorization.

K. USE OF AND OR POSSESSION OF TOBACCO/NICOTINE/VAPE PRODUCTS (L3)

This refers to the act of using or possessing any tobacco, nicotine, or vaping products on school property, during school hours, or at school-sponsored events. These actions are considered severe violations due to the health risks associated with these substances and the negative impact on the school environment.

Tobacco Products:

- a. Definition: Any product made or derived from tobacco intended for human consumption.
- b. Examples: Cigarettes, cigars, smokeless tobacco (chewing tobacco, snuff).

Nicotine Products:

- a. Definition: Any product containing nicotine that is not approved by the FDA for cessation purposes.
- b. Examples: Nicotine gum, nicotine patches (when not used for smoking cessation as per school policy), nicotine pouches.

Vape Products:

- a. Definition: Electronic devices that simulate smoking by producing an aerosol (vapor) that typically contains nicotine, flavorings, and other chemicals.
- b. Examples: E-cigarettes, vape pens, and mods.

Students caught in use of or in possession of tobacco/nicotine/vape products may be referred to the juvenile court system on first and/or subsequent offenses. Students caught in use of or in possession of tobacco/nicotine/vape products will be required to complete a tobacco cessation program. Information will be provided to parent/guardian(s) during a meeting between the student, parent/guardian(s) and administration.

LEVEL 4 (L4) - LAW ENFORCEMENT INVOLVEMENT

Violations of the below behavior expectations and rules will result in consequences involving Out-of-School Suspension (OSS) with immediate law enforcement involvement, referral to the juvenile court and recommendation of expulsion to the superintendent.

A. BATTERY AGAINST SCHOOL PERSONNEL

This term refers to the act of intentionally causing physical harm or unwanted physical contact to teachers, administrators, or any other staff members of a school. Such actions are considered severe violations due to the immediate risk they pose to the safety and well-being of school personnel and the broader implications for school

safety and order and will be addressed with the utmost seriousness to ensure the safety and well-being of all school personnel and students.

B. POSSESSION AND/OR USE/UNDER THE INFLUENCE OF CONTROLLED SUBSTANCES (ie Alcohol, Drugs, Marijuana/THC derivative).

This term refers to the act of having, consuming, or being under the influence of illegal drugs, alcohol, marijuana, or any derivatives containing THC, while on school property, during school hours, or at school-sponsored events. These actions are considered severe violations due to the significant health risks, legal issues, and negative impact on the school environment.

C. TERRORISTIC THREAT

A terroristic threat involves communicating a threat to commit violence with the intent to cause significant harm, fear, or disruption. This type of threat is considered extremely serious and can result in severe legal and disciplinary consequences. The threat can be verbal, written, or conveyed through other means, and it is characterized by the potential to cause widespread panic, fear, or significant disruption to the normal functioning of the school environment.

D. POSSESSION WITH PROBABLE SUSPICION TO DETONATE OR DETONATION OF FIREWORKS

This term refers to the act of possessing fireworks with the intent to use them, or the actual detonation of fireworks, on school property or during school-sponsored events. Such actions are considered severe violations due to the significant safety hazards they pose and the potential for causing harm, panic, and disruption within the school environment.

E. POSSESSION OF FIREARM(S) OR DEADLY WEAPON

This term refers to the act of having in one's possession any firearm or other weapon capable of causing serious bodily harm or death, while on school property, during school hours, or at school-sponsored events. Such actions are considered extremely severe violations due to the significant risk they pose to the safety and security of the school community.

F. ARSON/PULLING THE FIRE ALARM

This term encompasses two distinct but related actions: intentionally setting fire to property (arson) and falsely activating a fire alarm. Both behaviors are considered severe violations due to the significant risks they pose to safety, the potential for widespread disruption, and the serious legal and disciplinary consequences.

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.

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