



North Union Local Schools

Student Parent Handbook

2018-2019

The Mission of the North Union Local School District is to promote excellence and to prepare each student for success in the 21st Century.

North Union Local School District

District Offices: 12920 SR 739, Richwood, Ohio 43344; Phone: (740) 943-2509

North Union Elementary, 420 Grove Street, Richwood, Ohio; Phone: (740) 943-3113

North Union Middle School, 12555 Mulvane Road, Richwood, Ohio; Phone: (740) 943-2369

North Union High School, 401 North Franklin Street, Richwood, Ohio; Phone: (740)

943-3012 Pupil Transportation Services, 416 Grove Street, Richwood, Ohio; Phone: (740) 943-2893



Dear Students and Parents,

Welcome to a new school year! We hope the year will be a success in terms of accomplishing our shared goals of quality education and high achievement for all North Union students.

Success at school relies on a mutual understanding between home and school of the goals, policies, and expectations of our school system. We offer this handbook as a way of advancing this mutual understanding.

Through its policies which affect students, the North Union Local Board of Education seeks to advance the following goals (Board Policy: JA [Adopted: 1/11/93]):

1. to enhance equal educational opportunities for all students;
2. to promote faithful attendance;
3. to ensure that the Constitutional rights of all students as citizens in a democracy have practical meaning and application;
4. to develop in students a deep sense of personal responsibility for their actions;
5. to attend vigorously to matters of student safety, health and welfare;
6. to deal justly and constructively with all students in matters of discipline and
7. to help all students feel that they are valued as individual persons in the school environment.

If you have any questions about school policies, regulations, or rules, please contact the principal of the school, or our district office at (740) 943-2509. Board Policy can also be accessed by going to the North Union Local Schools web site at: www.n-union.k12.oh.us. In addition, we invite you to be an involved partner throughout the school year. If you need a conference about individual progress or concerns, please call the school office at any time during the school year.

Sincerely,
North Union Local Board of Education
North Union Administrative Team

NONDISCRIMINATION

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, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

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 including the use of electronic communications devices, 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 who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent, or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding, or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this

ACCIDENT INSURANCE

School accident insurance is available. Extra application forms are available in the office. By the second week of school, all students must turn in the completed form and a check for the appropriate premium if they wish to purchase school insurance.

ALL NORTH UNION ATHLETES AND CHEERLEADERS MUST HAVE EITHER SCHOOL INSURANCE OR A WAIVER ON FILE INDICATING THEY HAVE ACCIDENT INSURANCE.

ATHLETIC ELIGIBILITY

Athletic eligibility at the North Union High School and Middle School will be determined by O.H.S.A.A. (Ohio High School Athletic Association) guidelines. High School students must pass the equivalent of five (5) credits per nine weeks, while Middle School students must pass 75% of their courses per nine weeks, and must have a grade point average of 1.5 or higher. Eligibility is based upon the previous nine weeks grades. Credits earned during summer school can not be used to restore eligibility. Ineligible students may be permitted to practice until eligibility is restored. Students who meet O.H.S.A.A. guidelines and who have at least a 1.5 GPA may participate in extra-curricular activities IF they attend a regularly scheduled study program at school.

In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with all eligibility requirements established by the Association. In order to be eligible, a high school student must have passed a minimum of five one-credit courses or the equivalent in the immediately preceding grading period. The five courses may be a combination of high

school and college courses.

A student enrolled in the first grading period of the ninth grade after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled in the eighth grade.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, the student in grade seven or eight must be currently enrolled in school the immediately preceding grading period, and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

ATHLETIC POLICIES

All rules and regulations of the Ohio High School Athletic Association are in effect at all times unless superseded by the North Union Board of Education policies. All coaches of sports teams will present their squad with a complete list of the North Union policies and review the team regulations at the start of each season.

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of 6 and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the Minimum Standards prescribed by the State Board of Education until one of the following occurs:

1. the person receives a diploma granted by the Board or other governing authority indicating such student has successfully completed the high school curriculum;
2. the person receives an age and schooling certificate or
3. the person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent, guardian or any other individual having charge of any person that is of compulsory school age must send such person to school unless he is exempt as listed above

ENTRANCE AGE (Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

The District policy requiring successful completion of kindergarten may, upon parental request to the pupil personnel services committee, be waived provided the child demonstrates to the satisfaction of the committee the social, emotional and cognitive skills necessary for first grade, and that the child is at least six by the District admittance date. This committee shall be comprised as set forth in the Ohio Revised Code.

When a request for early entrance to kindergarten is received, the building principal interviews the

parent(s) and child and arranges for the testing. The child's fifth birthday must fall between August 2 and December 31 of the year requested for early entrance. The testing assists the Superintendent by measuring the following areas:

1. The child's mental age should be between 14 and 16 months above his/her chronological age as determined by standardized tests.
2. The child's total I.Q. should be at least 125 on a deviation scale as determined by standardized testing.
3. The child should possess and demonstrate social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten.
4. Admission of the child is recommended by both the school psychologist and building principal.

SCHOOL ADMISSIONS

The District provides free education to District residents between the ages of 5 through 21 who do not possess a diploma. A student is considered a resident of the District if he resides with a parent or parents or a person or government agency with legal custody whose place of residence is within the boundaries of the school District (**Legal proof of custody and guardianship must be provided.**)

New entrants at all grade levels will be required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree and proof of having received or being in the process of receiving required immunizations, and copies of those records pertaining to him/her which are maintained by the school most recently attended.

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the District's schools, a student must be the child of a resident of the District. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the District or a government agency within the District, the child is entitled to attend District schools.

In compliance with State law and Board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the District submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the District, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the District and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the District; (The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention.)
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services; (The student's parent(s) must file an affidavit with the Superintendent stating (1) that the parent is serving outside the state in the U. S. Armed Services, (2) that the parent intends to reside in the District upon returning

- to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months.)
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the District and is waiting for the closing date of the mortgage loan; (The student's parent(s) must provide the Superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan).
 7. his/her parent is a full-time employee of the District; (Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year.)
 8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
 9. the student who is not a resident of the District, does not require special education and who resides with his grandparent(s) provided that the Board and the Board of Education of the District in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the District; (The grandparent(s) are required to sign all consent forms required by the District, even if the student would remain in the legal custody of the parent(s)).
 10. the student is under the age of 22 and his/her parent(s) moved from the District, but within the county, after the first full week of October, for the remainder of the school year;
 11. the student is under the age of 22 and his/her parent(s) moved from the District following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
 12. the student is under the age of 22 and resides in a new school district because of the death of a parent; (The student is entitled to finish the current school year in the District upon approval of the Board.)
 13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the Superintendent of this District (the district into which the student wishes to enroll) consenting to the attendance of the student in this District or (The Superintendent of this District specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the Superintendent.)
 14. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board will not waive the payment of tuition, except:

1. when agreements have been established with other Boards of Education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside

3. in the District temporarily or for adult residents or support staff employees of the District who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have the opportunity for a hearing before the Superintendent/designee to determine admittance or non-admittance of the student. Applications from nonresidents to attend the schools may be considered if space is available. Nonresident students must provide all records required of resident students in compliance with State law.

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

Procedure:

1. Application deadline will be July 1 of each year for students wishing to transfer into the North Union Local School District.
2. Applications may be secured from any North Union Local School District building or the Central Office.
3. Capacity limits by grade level for each grade K-5 will be 25 students per section, OR a total capacity limit for that grade which shall be computed by the number of regular classroom teachers currently assigned to that grade level times 25 students. The Superintendent shall determine whether or not it is most appropriate, in a given school year, to use per class or total calculations to determine capacity limits.
4. Enrollment limits by grade level in grades 6-8 shall be 130 students, grades 9-12 shall be 135 students.
5. Enrollment limits by building for the North Union High School shall be 540 students total excluding Tri-Rivers Career Center students.
6. First priority will be given to those students presently enrolled in the open enrollment program.
7. If classrooms are within 2% of capacity, students who wish to open enroll would be put on a waiting list pending availability in that grade. Applicants on the waiting list will be taken in order of the application dates.
8. It is understood that parents of the students who are accepted for interdistrict open enrollment shall be responsible for the transportation to and from the nearest bus stop on a regularly scheduled North Union bus route. The transportation supervisor may authorize a stop outside the district if the stop does not lengthen the route and/or enhances safety.
9. Athletic eligibility will be determined by the Ohio High School Athletic Association through its normal release procedures.
10. For the purposes of balancing class sizes district wide, lotteries or other processes used to involuntarily reassign students to district buildings shall exclude students from interdistrict transfer. Such students shall remain in the building for which the interdistrict transfer was originally approved.
11. Kindergarten enrollment shall be projected using data from the kindergarten advance registration and will represent the best estimate possible.

ADMISSION OF STUDENTS FROM NON-CHARTERED OR HOME-SCHOOLING

Students wishing admission into the District's schools who have been enrolled in non-chartered schools or home-education programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students. In making a placement decision, the Superintendent may consider:

1. the student's most recent annual academic assessment report;
2. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
3. other evaluation information that may include interviews with the student and the parent.

Home schooled students must be enrolled in the District on a full-time basis in order to participate in cocurricular and extra-curricular activities. Full-time enrollment is defined as five or more courses/classes/credit hours/Carnegie units per semester. Home schooled students must earn the minimum number of 50% of credits required for graduation in the district. In order for students who have been home schooled or who have attended a non-chartered school to be eligible to be Valedictorian or Salutatorian, they must have attended North Union High School the entire two semesters of their junior and senior years.

STUDENT WITHDRAWAL FROM SCHOOL (Loss of Driving Privileges)

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the county juvenile judge of the student's withdrawal from full-time enrollment or withdrawal from an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles is not necessary if a student has withdrawn from school because of a change of residence; or the student is holding an age and schooling certificate (work permit), is regularly employed and enrolled part-time in and attending an approved program to obtain a diploma or its equivalent

Notification to the registrar of motor vehicles must be given in a manner required by the registrar and notice to the county juvenile judge must be given in writing.

After receiving such information from the Superintendent, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under State law.

In compliance with State law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
8. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State 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). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other non emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught 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.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

[Revision date: 05/15/17]

SCHOOL CEREMONIES

Patriotic Exercises

The Board requests all students, grades K-12, to recite the Pledge of Allegiance during the school day at a time and manner specified by the building principal.

In addition, District administrators, staff and students are prohibited from altering the wording of the Pledge of Allegiance.

The Board recognizes that beliefs of some persons prohibit participation in the pledge, the salute to the United States flag or other opening exercises. Therefore, such persons are excused from participation.

The Board prohibits the intimidation of any student by other students or staff aimed at coercing participating in reciting the pledge.

School Prayer

The Board certifies that it does not have, nor will it adopt any policies that deny or prevent participation in constitutionally protected school prayer. This certification is submitted annually to the Ohio Department of Education by October 1.

Moment of Silence

The Board may provide for a moment of silence with participation of students for prayer, reflection or meditation upon a moral, philosophical or patriotic theme.

The Board, administrators, or any District employee, shall not require a student to participate in a moment of silence.

Constitution Day

On September 17 of each year, the District may participate in the celebration of Constitution Day by reciting the Preamble of the Constitution at 2:00 p.m. EST. When the 17th falls on a weekend, the day of celebration will be announced.

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any

case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District

investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

[Revision date: 05/15/17]

STUDENT MAKE UP WORK

A student will be allowed no more than one additional day than the length of his/her excused absence to arrange with the teacher for completion of work missed.

No makeup work will be permitted for assignments or class work missed due to unexcused absence, except in the following circumstances that must be approved in advance of the absence by the building principal:

1. For students in grades K-8, an unexcused absence is due to pre-arranged family vacation and arrangements have been made to count lost work as “neutral” (counting neither as credit nor as 0’s) in terms of grading;
2. For students in grades 9-12, if two hours of direct tutoring at parent/student expense is provided and documented for each day of unexcused absence due to a prearranged vacation, and if work is completed for grading.

All work which is not made up will be assigned as “0.” In no case will a grade of "incomplete" be given to a student who neglects to turn in an assigned work.

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session will require approval by the principal or a person specifically designated by him to exercise that authority. In evaluating requests for this permission, the authority will give primary consideration to the best interest of the student and/or public welfare. Requests will not be approved without a parent or guardian permission. When a request originates from a person other than the parents or guardian, the school official in authority will contact the parent or guardian to obtain permission; an exception may be made in the case of the student who is 18 years of age or older, who may make requests on his own behalf.

STUDENT ATTENDANCE ACCOUNTING

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify missing children and to notify the proper adults or agencies.

At the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. In lieu of a birth certificate, birth documentation may include: a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; an attested transcript of the certificate of birth; an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; an attested transcript of a hospital record showing the date and place of birth of the child or a birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law

enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parent(s)/guardian(s) 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. The principal or his designee is also required to notify a student's parents when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice, which is to be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

It is important to be in school on time. Tardiness and daily absences to school will be excused or unexcused as per the same Ohio Revised Code guidelines and district interpretation. Tardy will be counted when a student has come in after the start of the school day and up to sixty minutes late. Any time after sixty minutes will count as a half day absence. Parents/Guardians signing students out must understand the same rule applies at the end of the day. Early Dismissal will be assigned for anything less than 60 minutes. A half day absence will be assessed for anything over 60 minutes of absence. Early dismissals are counted the same as a tardy. If a tardy or early dismissal is due to a doctor's appointment, a medical excuse is required for the absence to be excused.

The Board shall designate the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

COMMUNICATION

The District has implemented the Honeywell Instant Alert System which is a communication system that allows the district to send out messages to all students' homes via telephone, text messaging, or e-mail. This system can be used for school closings/delays, early dismissals, emergency information, or anything the school feels is important for parents to receive. The system is Internet based, allowing each family to maintain a secure, password-protected online profile. Each family can access and maintain their profile with correct phone numbers and email addresses by going to: instantalert.honeywell.com.

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

A student of compulsory school age residing in the District may be legally excused from full-time enrollment by:

1. holding an age and schooling certificate (work permit), being regularly employed and attending school on a part-time basis in a program approved by the Superintendent or his/her designee;
2. receiving approved home instruction;
3. attending a private or parochial school or
4. having received a diploma from an approved high school or a certificate of high school equivalency from the Ohio Department of Education.

The District may temporarily deny admittance to any student who is otherwise entitled to be admitted to the District if the student has been suspended or expelled from the schools of another district in the state of Ohio or an out-of-state district and if the period of suspension or expulsion has not expired. The student and parent(s) will have an opportunity for a hearing before the Superintendent/designee to determine the admittance or non-admittance of the student.

BICYCLES

The school cannot be responsible for bicycles. Students are not to ride or touch bicycles that do not belong to them.

LENGTH OF SCHOOL DAY

The length of the school day shall be reviewed yearly by the administrative team. When considering changes to the length of the school day, provisions of the Negotiated Agreement with the North Union Education Association shall be followed. State minimum guidelines shall be adhered to at all times. The existing length of the school day for pupils is as follows:

The minimum length of the school day for grades K-8 shall be five (5) hours exclusive of lunch.

The minimum school day for pupils in grades 9-12 shall be at least six (6) hours for scheduled classes and supervised study.

ELEMENTARY SCHEDULE

Grades PreK-5:

8:00 a.m. to 3:00 p.m.

Doors will open at 7:25 a.m.

MIDDLE SCHOOL SCHEDULE

Grades 6-8:

7:45 a.m. - 2:50 p.m.

Doors will open at 7:25 a.m.

HIGH SCHOOL SCHEDULE

Grades 9-12:

7:40 a.m. – 2:40 p.m.

Doors will open at 7:15 a.m.

TWO HOUR DELAY: School will open two hours later than normal and will dismiss at the normal time.

BREAKFAST WILL BE SERVED

CAFETERIA

1. All school rules and procedures apply.
2. Lunches are closed, no student is permitted to leave school grounds. *(The exception to this rule will be at the high school and at the principal's discretion for Celebration Fridays.)*
3. Free and reduced lunches are available to all who apply and are eligible.
4. Students may choose to decline up to two (2) items from type A lunch.
5. Students who wish to "pack" their lunch may purchase milk or bring their own drink. **NO GLASS CONTAINERS ARE PERMITTED.**

6. **NO LUNCH CHARGES ARE PERMITTED AT THE MIDDLE SCHOOL AND HIGH SCHOOL.**

CELL PHONES/ELECTRONIC COMMUNICATIONS EQUIPMENT

Students may be allowed to possess pagers, cell phones (including Android Blackberry, I-Phones, tablets, and personal computers) as well as other electronic devices while on school property or while attending school- sponsored activities on or off school property, as long as these devices are turned off, out of sight and remain undetected during school hours. The use of electronic communication devices may be determined by each building principal. An exception may be made, subject to building principal approval, in a class in which the teacher has received administrative permission for students to use an electronic communication device as a classroom instructional tool. Personal mobile devices, when used in the educational setting, are subject to the same restrictions as any other equipment within the district. The North Union Local School District Acceptable Use Policy is included in this handbook on page 50 and can also be found on the North Union Website.

Cell phones, cell phones with cameras and cameras/video cameras may not be used in locker rooms or restrooms.

First time violators of this policy are reported to the principal, who collects the device and holds it in his/her office until the end of the school day. The District assumes no liability for electronic communication equipment or devices that are broken, lost or stolen.

CHANGE OF ADDRESS

Parents are asked to report any change of address or phone number as soon as possible. This is necessary to keep communication lines open.

CLASS CHANGES

During the changing of classes, please do not gather in groups, no one should run in the halls. Loud talking, yelling, pushing, shoving, or horseplay will not be tolerated.

COLLEGE VISITATION

Students in Grade 11 may be permitted two (2) days of college visitation. Students in Grade 12 will be permitted three (3) days of college visitation. The absence will not be counted provided that: Prior arrangements are made through the guidance office AND a parent note is turned in when returning to school.

JOB OR CAREER SHADOWING

Middle school students will be permitted one (1) day away from school and high school students will be permitted two (2) days away from school for job shadowing. The absence will not be counted provided prior approval has been given by the principal, and a report signed by the job mentor is returned to school the following day.

DANCES

HIGH SCHOOL: Regular school dances such as Homecoming are open to North Union High School students in grades 9, 10, 11, and 12 and their guest date. No middle school students are permitted to attend. The Junior/Senior Prom is open to North Union Juniors and Seniors and their guest date. The guests must be registered, be in high school, or be no older than 22 years of age OR the spouse of a North Union Junior or Senior. No middle school students are permitted to attend.

ALL SCHOOLS: Students serving any type of suspension may not attend dances during their period of suspension.

STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discuss the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class

or large group is used only as a last resort.

The Board requires a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

[Revision date: 05/15/17]

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the First Amendment, which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way his rights are exercised and must accept the consequences of his action and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public schools of the District and the responsibilities which are inseparable from these rights:

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. the right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. the right to due process of law with respect to suspension and expulsion;
4. the right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights and
5. the right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code will be posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

STUDENT GRIEVANCES

It is believed that the North Union Local School District makes every effort to treat each student in a firm, fair, and impartial manner in the applications of school rules and regulations. There are times when students may question this and/or have other legitimate concerns. Every reasonable student concern shall

be signified by careful consideration. When there are legitimate student grievances or concerns, this procedure shall be followed.

1. The student shall submit a written explanation of the concern to the principal of their building within five school days of its occurrence.
2. The principal of the specific building shall investigate the area of concern and return a finding within five school days of receipt of the concern.
3. The student may submit a written appeal of these findings to the Superintendent within five school days. The principal shall submit a written copy of his findings to the Superintendent in case of appeal.
4. The Superintendent shall investigate the area of concern and return a finding within five school days of the receipt of the appeal.
5. The Superintendent's ruling shall be final.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Building administrators are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are

given the reason(s) for the search as soon as feasible after completion of the search.

5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel

Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.

6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).

7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

(Revision date: 02/20/17)

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, it will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff and/or other students
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are part of the school's extra-curricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written, verbally or electronically, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and board policy, immediately report any suspected

- signs of child abuse and neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
 12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking Websites

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking website passwords to students.
3. Fraternalization between District staff and students via the Internet, personal email accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access of personal social networking websites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular or extra-curricular purposes.

STUDENT DUE PROCESS RIGHTS

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures will conform to the following basic practices:

1. must be fair;
2. must apply equally to all and
3. must be enforced in a fair manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense;
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy will be followed.

STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the school which is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and regulations.

STUDENT CONDUCT (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at

the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

STUDENT DISCIPLINE CODE *(Student Conduct)*

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including detention, time out, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

1. Disruption in School: A student will not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.
2. Destruction of School or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board).
3. Fighting, Assault and/or Threat: A student will not physically attack or threaten to attack any person.
4. Dangerous Weapons, Instruments and Objects: A student will not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.
5. Narcotics, Alcoholic Beverages and Drugs: A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance which causes physical or mental change. A student will not possess, use, transmit, or conceal substances that could be construed as "look alike" drugs or drug paraphernalia.
6. Smoking: Students will not be permitted to smoke in school buildings, on school grounds or at any school-related activity.
7. Profanity and/or Obscenity: A student will not, by written, oral, gestural or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity.
8. Truancy and Tardiness: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, he is truant or tardy. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense. On the fourth tardy to school or any one class, the student will receive a detention for that tardy and for each subsequent fourth tardy.
9. Insubordination: A student will comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school. Failure to abide by established rules is insubordination.

10. Inappropriate Dress: A student will not dress or appear in a fashion that:
 - A. interferes with the student's health or welfare or the welfare of others or
 - B. causes disruption or directly interferes with the educational process, or
 - C. violates the student dress code.
11. Theft: A student will not take or attempt to take into possession the public property or equipment of the school District or the personal property of another.
12. Extortion: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
13. Forgery: A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school.
14. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function or the educational process.
15. False Identification: A student will not use or attempt to use false identification to mislead school personnel.
16. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
17. Academic Dishonesty: Students are expected to do their own work and to have their hard earned grades reflect their own work. To be responsible, one has to learn to become self reliant, honest, and trustworthy. Someone who relies on others to do his work or to give him questions or answers lacks both responsibility and respect. Cheating and plagiarism violate the code of conduct.
18. Harassment//Menacing/Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts: Students shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes, but is not limited to: slurs; profanity; written information; denigrating remarks or actions; obscene gestures, the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal, nonverbal or physical conduct including, but not limited to, those based on race, color, national origin, religion, sexual orientation, handicap or age. Harassment is defined in Board Policy AC.
19. Hazing and Bullying: Students shall not haze, tease or bully others based on but not limited to physical appearance, race, color, national origin, religion, sex, sexual orientation, handicap or age. Hazing and bullying are defined in policy JFCF-R. Hazing, bullying and /or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
 1. Physical violence and/or attacks;
 2. Threats, taunts and intimidation through words and/or gestures;
 3. Extortion, damage or stealing of money and/or possessions;
 4. Exclusion from the peer group or spreading rumors;
 5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites(also known as bullying) such as the following:
 - A. Posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. Sending abusive or threatening emails, web site postings or comments and instant messages;

- C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. Using web sites, social networking sites, blogs, personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

20. Sexual Harassment/Inappropriate Physical Contact: All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Superintendent will be notified of any sexual harassment that directly involves physical contact.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

21. Other kinds of conduct not acceptable:
- a. **HANDS OFF** with regard to physical contact with other students, we have a firm "hands off policy".
 - b. Class disturbance- Classes in session are not to be disturbed except in cases of emergency.
 - c. Assemblies – Pupils not showing proper respect for speakers or entertainers or making a disturbance during any assembly or pep rally will no longer be

- allowed to attend assemblies.
 - d. Hallways- There is to be no running, scuffling, or loitering in the rest rooms or hallways. Students are reminded to keep to the right in all corridors, stairways, and doorways. Lines must keep moving; no running or shouting during change of classes.
 - e. Electronic Devices – A student shall not use an electronic device, including personal or school-owned digital devices, inappropriately or in a manner that violates the privacy or another student or staff employee.
 - f. Biting or other Acts which could transfer Blood Borne Pathogens – Due to the possibility of the exchange of body fluids and bloodborne pathogen control standards, any student who bites, pokes, or similarly endangers another student or a staff member will be considered dangerous and may be suspended from school. This behavior will be treated by the administration as a form of assault.
22. Unacceptable Uses of Technology: Any violation of the Technology Acceptable Use/Internet Safety policy is a violation of the Code of Conduct. Any violations of this policy may, in addition to loss of user privileges, result in disciplinary action up to and including suspension or expulsion. Violations may also result in referral to legal authorities and/or other legal action.

STUDENT RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is permitted only as a part of behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to self or others

Except in the case of an emergency, only staff current in the required training in accordance with the district- designated physical restraint and seclusion training will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee as necessary to prevent a student from harming his/herself, students, staff, or others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or others.

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Parents will be notified if their student has been restrained or secluded as described above within 24 hours.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but any explosive, gas or poison, bomb, grenade, rocket having a propellant

charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving dangerous weapons as listed above also loses his/her driving privileges.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

DRESS STANDARDS AND REGULATIONS

Student dress and appearance are basically the responsibility of the students and their parents. However, if and when dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, these become matters of administrative action involving the student and/or parents.

Many current styles of clothing are not appropriate for the learning setting and should be reserved for after school and weekend wear. Clothing is subject to the administrator's discretion and ruling as to whether it falls into the school standards for appropriate clothing.

Coaches, advisors of extra-curricular activities, and teachers of lab and shop courses are authorized to establish any specific, reasonable dress and grooming requirements that they deem suitable for participation in their activity as long as these requirements meet the spirit of the above code, are submitted in writing to the principal, and are approved by the principal.

Students at school or participating in any school-sponsored activity are prohibited from dress that is in any way unsafe, overly exposed, and/or disruptive. The administration shall enforce proper dress standards. The administration retains the right to request a change in clothing should the dress of any student meet these conditions. Furthermore, the administration retains the right to administer appropriate discipline in situations where student dress is deemed inappropriate.

In school students should be clean. Clothes shall not contain profane or other forms of offensive lettering, designs, or advertising. Clothes or accessories shall not promote the use of drugs, alcohol, tobacco, marijuana, other illegal substances, death and destruction, or be oversized allowing objects to be concealed. Revealing or sexually suggestive clothing is not to be worn, and clothing must cover undergarments. Hats, sweatbands, bandannas, and sunglasses are not to be worn in the school buildings unless part of a school-sponsored activity approved by the principal.

Pants Grades 6-12:

Pants may be trousers or jeans with no holes and no words or graphics on seat of pants. (Hole is defined as an opening, slit, or puncture in a solid space that could show skin. Frayed/worn fabric that could split or has an opening in the frayed material will be considered a hole.)

- A. Pants must have hems and be worn securely above the hip bone; not over-sized or sagging.
- B. Pants must cover all undergarments.

Shorts and Skirts:

Shorts and skirts must be no more than two inches above the top of the knee and cover all undergarments.

- A. Shorts and skirts must follow all pants guidelines

Tops:

Tops may be blouses, polo shirts, turtlenecks, dress shirts, sweaters, sweatshirts and tee-shirts.

- A. Shirts must have full sleeves (shoulders covered), show no cleavage, and be long enough to be tucked into pants. (No tops of net or other revealing materials unless worn over another presentable shirt.)
- B. Sports bras are not to be worn solely as a top for any purpose.
- C. Coats are to be put in lockers and not worn during the school day.

Shoes Grades Pre-K -12:

- A. No wheels or slippers. Class schedules could determine shoe requirement; i.e., gym, chemistry lab, industrial arts.

Accessories:

There will be no chains or speakers attached to clothing. Obscene or profane tattoos must be covered.

Wildcat Days:

The building principals can approve special days or events to enhance the Wildcat spirit of the district by permitting students to wear Wildcat spirit clothing or other designated clothing that may not fall fully in the dress regulations.

DRIVING TO SCHOOL

Cars may be driven to school only by students in grades 9-12. Violations of regulations, recklessness, or disruptive driving on school property, excessive tardiness to school or other abuses of the driving privilege may result in disciplinary action, including the loss of the privilege of driving to school. Students shall not park at the High School from the band room sidewalk to the athletic fence due to this being a fire lane. Students will not park in spaces that have been assigned to staff. The Board reserves the right to register student drivers and charge a fee for parking at school.

In compliance with State law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian. Students are discouraged from transporting other students to and from student activities, events and programs.

STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on District managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from District managed transportation privileges for a period not to exceed one school year. The only due process

required is the student must receive notice of an intended suspension from District managed transportation and an opportunity to appear before the Superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from District managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on District managed transportation, as well as general information about the school transportation program, are available to all parents and students.

BUS REGULATIONS

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses. Students will:

1. Be careful in approaching bus stops; walk on the left, toward oncoming traffic, and be sure that the road is clear both ways before crossing the highway;
2. Be on time at the bus stop in order to permit the bus to follow the time schedule;
3. Sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. Obey the driver promptly and respectfully and recognize that he has an important responsibility and that it is everyone's duty to help to ensure safety;
6. Keep the bus clean and sanitary, refrain from chewing gum or consuming candy, soft drinks or ice cream on the bus at any time;
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and might result in a serious accident;
8. Keep head, arms and hands inside the bus at all times;
9. Be courteous to fellow students and to the bus driver;
10. Treat bus equipment as one would treat valuable furniture in his home (damage to the school bus is strictly forbidden) and
11. Remain seated until the bus stops, wait for the signal from the bus driver and then cross the road in front of the bus.

Riding to school is a privilege and convenience. Failure of a student to follow these regulations may result in his forfeiting the privilege of transportation by school bus.

Discipline

When discipline problems with individual students arise, these steps will be followed:

1. If possible, the driver should solve the problem.
2. When the driver is unable to solve the problem, he should report it to the Transportation Supervisor. The Transportation Supervisor and driver, if necessary, will confer with the principal. The disciplinary disposition of the case will be by the principal of the school.
3. Problems which cannot be solved by the measures specified above will be referred to the Superintendent.

4. Students waiting at a school for pick-up will be the joint responsibility of the administrators of that school and of the school the student attends. Students should arrive at pick-up points no more than 10 minutes prior to the scheduled time of the arrival of the school bus.
5. Violations include:
 - a. Safety issues – moving seats, standing, screaming/yelling, not following directions
 - b. Destruction of property
 - c. Fighting, bullying, intimidation (physical or mental)
 - d. Smoking, eating, drinking, littering from bus
6. Consequences:

1 st Offense	Warning	other than fighting, bullying, smoking
2 nd Offense	1 day off bus	Elementary principals can take away recess for 1 st /2 nd offenses and move punishment from there.
3 rd Offense	3 days off bus	The consequences will start over at each semester
4 th Offense	5 days off bus	with the administrator’s right to decide timeline
5 th Offense	10-30 days off bus	

It is at the administrator’s discretion to impose a different level of consequence as dictated by the circumstance of the incident.

HAZING AND BULLYING

(Harassment, Intimidating and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidating and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence with a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

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

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 which might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

SEXUAL HARASSMENT

Students are prohibited from making any unwelcome advances, requests, or other verbal or physical conduct that may constitute sexual harassment. Prohibited harassment includes by way of example, but is not limited to: unwelcome sexual advances and requests for sexual favors, solicitation of sexual activity, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body or clothing, touching a person, blocking their exit or assaulting a person, or other verbal, nonverbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. A student shall not wear or possess at school clothing, jewelry, personal possessions, publications or other items or materials that are sexually suggestive.

The Superintendent will be notified of any sexual harassment that directly involves physical contact. Student offenders are subject to disciplinary procedures which may include suspension/expulsion.

A sexual harassment officer appointed by the Board is available to investigate reports of sexual harassment. If a student feels that he/she has been a victim of sexual harassment from any source, a written statement should be filed by the student and turned into the sexual harassment grievance officer through the principal's office. For more information, please contact the district administrative offices. A copy of the grievance procedure is available in Board Policy through the district's website: www.n-union.k12.oh.us.

NONDISCRIMINATION ON THE BASIS OF SEX/SEXUAL HARASSMENT

Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, the Board of Education of the North Union Local School District does not discriminate on the basis of sex in its educational programs or activities. When such discrimination or harassment is found to have occurred, the District shall take prompt and effective steps to eliminate the discrimination or harassment, prevent its recurrence, and address its effects.

Title IX Coordinator

The following person has been designated as the Title IX Coordinator to handle inquiries regarding this Policy:

Thomas Brown, Director of Special Education

North Union Local Schools

12920 St. Rt. 739

Richwood, Ohio 43344

(740) 943-2509

The Title IX Coordinator is trained on the requirements of this Policy and is responsible for coordinating the District's efforts to comply with and carry out its responsibilities under Title IX, including the oversight of any investigation of any complaint brought under this policy. Any of Title IX Coordinator's duties may be fulfilled in whole or in part by a designee of the Title IX Coordinator or, if the Title IX Coordinator is involved in an underlying complaint, by a designee of the Superintendent.

The Title IX Coordinator shall work with other District staff members and/or outside resources as appropriate to plan and promote education and training sessions for employees and/or students regarding topics relevant to this policy.

Inquiries regarding Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights, Cleveland Location, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, (216) 522-4970.

Prohibited Conduct

This Policy applies to students, employees, volunteers, and third parties.

"Prohibited Conduct" under this Policy includes all of the following, when they occur in the context of a District program or activity:

1. Discrimination on the basis of sex ("Discrimination")
2. Sexual Harassment
3. Gender-based, non-sexual harassment
4. Retaliation against individuals participating in an informal complaint or formal complaint brought under this Policy.

Prohibited Conduct is prohibited in connection with all District programs and activities, including all educational extracurricular, co-curricular, athletic, and other programs of the District, regardless of whether those programs take place in District facilities, on a school bus, at a class or training program sponsored by the District at another location, or elsewhere. The District may have an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting.

A determination as to whether Prohibited Conduct has occurred can take into account incidents that occurred off school grounds and/or outside of the District's educational programs or activities, if the conduct is alleged to have created a hostile environment within the District's programs or activities.

For purposes of this Policy, it is presumed that all conduct of a sexual nature by a District

employee directed toward a student is "unwelcome," regardless of the age of the student. While such conduct may not always rise to the level of Prohibited Conduct under this Policy, such conduct is inappropriate, unprofessional, and shall result in disciplinary, educational, or other actions against the employee as appropriate.

If Prohibited Conduct may also constitute Harassment, Intimidation or Bullying under Policy JFCF, the investigation shall be conducted in accordance with both policies by the Title IX Coordinator's designee.

Definition of Discrimination

Discrimination, for purposes of this Policy, includes any of the following, when they occur on the basis of sex:

1. Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service;
2. Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;
3. Denying any student any such aid, benefit, or service;
4. Subjecting students to separate or different rules of behavior, sanctions, or other treatment;
5. Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students; and
6. Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

Definition of Sexual Harassment

Sexual harassment, for the purposes of this Policy, is unwelcome conduct of a sexual nature under one of the following circumstances:

1. Submission to or rejection of this conduct is an explicit or implicit condition of an individual's employment, academic performance, or educational environment; or
2. Submission to or rejection of this conduct by an individual is used as the basis for decisions affecting the individual; or
3. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates a hostile, intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships. When considering whether there is sexual harassment under this circumstance, the District may consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus.

Sexual harassment may include, but is not limited to:

1. unwelcome sexual advances;
2. requests or demands for sexual favors;
3. verbal, nonverbal, or physical conduct of a sexual nature;
4. sexual assault;
5. sexual violence;
6. dating or intimate partner violence;
7. sexual grooming;
8. repeated sexual jokes, flirtations, advances, or propositions;
9. graphic verbal commentary relating to an individual's body, sexual prowess, or sexual deficiencies; or
10. displaying sexually suggestive or obscene objects, pictures, or materials.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent due to the use of force, coercion to an extent that subsumes the person's will, or incapacitation from drugs or alcohol to the extent that the person is unable to appreciate the nature and/or consequences of the sexual conduct. Examples of sexual violence include but are not limited to, rape, sexual assault, sexual battery, and sexual imposition.

Definition of Gender-Based, Non-Sexual Harassment

Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, gender identity or non-conformance with sex stereotypes, but not involving sexual activity or language, constitutes gender-based, non-sexual harassment under one of the following circumstances:

1. Submission to or rejection of this conduct is an explicit or implicit condition of an individual's employment, academic performance, or educational environment; or
2. Submission to or rejection of this conduct by an individual is used as the basis for decisions affecting the individual; or
3. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

Definition of Retaliation

Retaliation is any act or attempt to take an adverse action against or seek retribution from any individual or group of individuals involved in a complaint or investigation under this Policy. Retaliation can take many forms, including but not limited to violence, threats, and intimidation. Retaliation also includes verbal, non-verbal, or physical conduct that unreasonably deters the filing of a complaint or the participation in a harassment investigation under both an objective

and subjective standard.

Retaliation is strictly prohibited. The District prohibits retaliation for an individual's initiation of or participation in any complaint under this Policy, including in situations where Prohibited Conduct is ultimately determined not to have occurred. Retaliation should be immediately reported to the Title IX Coordinator so that it can be addressed promptly.

The Complaint Process

The Board has developed informal and formal discrimination and harassment complaint procedures. Those procedures are detailed in the District's "Discrimination on the Basis of Sex/Sexual Harassment Grievance Procedures." The Procedures provide for impartial investigation free from conflicts of interest. The Board also has identified disciplinary measures that may be imposed upon the offender.

Nothing in this Policy prevents an individual from pursuing action through state and/or federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

All Employees Must Report Prohibited Conduct

All District employees who become aware of Prohibited Conduct are obligated to report such conduct to the Title IX Coordinator as soon as possible but in no case later than two (2) business days. District employees who fail to report Prohibited Conduct may be subject to discipline, up to and including termination.

Where Prohibited Conduct also may constitute child abuse or neglect, employees who are mandatory reporters are also required to report such abuse or neglect to Children Services and/or Law Enforcement, as is required by law. The Title IX Coordinator should be informed that such a report has been made when Prohibited Conduct is involved.

Where Prohibited Conduct may constitute a felony, all employees are required by law to make a report to law enforcement. See "Reporting to Law Enforcement," below, for more information.

Reporting to Law Enforcement

Except in certain limited circumstances involving privileged communications, such as those between a counselor and patient, all Ohioans are required to report when they know that a felony has been or is being committed. Therefore, when a District employee has reason to believe that a sexual assault may have occurred, regardless of whether the assault is alleged to have occurred in relation to the District's programs or activities, the District employee is obligated to report that information to law enforcement as soon as possible. If the sexual assault occurs in relation to the District's programs or activities, the District employee must also report that information to the Title IX Coordinator and provide the Coordinator with information on when contact was made with law enforcement.

The District will cooperate fully with law enforcement investigations regarding Prohibited Conduct, and will communicate with law enforcement to coordinate its investigation under this Policy. It may be necessary to suspend the District's investigation temporarily to allow law

enforcement to investigate criminal allegations while the law enforcement agency is in the process of gathering evidence. However, because legal standards for criminal investigations are different from those involved in investigating violations of District policy, police investigations or reports may or may not be determinative of whether Prohibited Conduct occurred under this Policy. If a temporary suspension in the District's investigation is requested by law enforcement, the District will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that it may do so.

Where law enforcement requests personally identifiable information from educational records for purposes of its investigation, the District will comply with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. Part 99.

Confidentiality

The District has an obligation to make reasonable efforts to investigate and address instances of Prohibited Conduct when it knows or should have known about such instances, regardless of the Complainant's cooperation and involvement.

Complainants may make a confidential report through the Title IX Coordinator. The Title IX Coordinator will evaluate the request for confidentiality and make a determination in his or her discretion as to the extent to which the District can adequately fulfill its obligations to address instances of Prohibited Conduct without revealing the identity of the Complainant. All complaints made under this Policy will be kept private to the extent possible consistent with the District's obligations under this Policy.

If allegations of Prohibited Conduct are brought to the attention of the Title IX Coordinator but the Complainant does not wish to pursue a complaint through this process, requests that such allegations are held in confidence, or refuses to respond to the Title IX Coordinator, the Title IX Coordinator will review the available information and make a determination in his or her discretion as to whether an investigation will be conducted.

Factors to consider in determining whether the District will pursue an investigation in these circumstances may include, but are not limited to, the ages and relationship of the Complainant and Respondent, the seriousness of the alleged misconduct, whether the complaint can be reasonably pursued without cooperation from the Complainant, whether any laws are alleged to have been violated, whether the Licensure Code of Professional Conduct for Ohio Educators is implicated, where the allegations include circumstances that suggest an increased risk of future Prohibited Conduct by the Respondent, and whether other Prohibited Conduct has been previously reported against the Respondent.

[Adoption date: 05/15/17]

TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District as well as compliance with Federal and State law. Therefore, the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, lighted or unlighted cigarettes, cigars, pipes, clove cigarettes, electronic cigarettes, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff in any form of tobacco by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District.

Violations will result in the following discipline being determined by building administrator:

Repeated Offenses: Law enforcement will be notified in cases of underage tobacco use, and the student will be suspended from school for up to ten days pending action on a recommendation by the building principal.

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of students during the school day and hours of approved extra-curricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property.

Student lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

STUDENT SUSPENSION

The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. During the suspension period, if any school day is not in session the suspension shall take place the next operational day of school. Suspension may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify parent(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such notice.
5. Notice of this suspension is sent to the:
 - A. Superintendent
 - B. Treasurer and
 - C. Student's school record (not for inclusion in the permanent record).
6. Out of School Suspension can result in students not receiving credit for the day's coursework that is missed.
7. Permanent Exclusion – If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 14 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, appeal of the Board's or its designee decision may be made to the Court of Common Pleas.

DETENTION

Detention after school or during lunch time may be assigned by the school administration as a disciplinary consequence for breaches of the student code of conduct. In addition to abiding by the rules of the Code of Conduct while in detention, students will be expected to bring class materials and work on class assignments during detention. A failure to report to detention or to work constructively during assigned detention time will result in additional disciplinary action.

TIME OUT/IN-SCHOOL SUSPENSION

In-school suspension may be assigned for failing to meet the responsibilities of the student code of conduct and/or attendance regulations. The days present here will not count as absences from school. The student will be removed from the social atmosphere of the regular setting and will follow the listed rules and regulations in this section.

Rules and Regulations

1. While on in-school suspension, students are to bring all needed textbooks, workbooks, and papers for studying.
2. All patterns of good behavior are to be followed in a courteous and mannerly way.
3. Upon arriving to the study area, the students are to take a seat as directed by the monitor and begin working on their assignments. Students are to be quiet and not to disturb other students in any way.
4. When students complete their homework, they may sign out magazines or sit quietly.
5. Periodic restroom breaks will be given. Students will have a closed lunch and should bring a lunch from home or arrange to have one ordered from the cafeteria. Students will need to ask special permission to be excused for any emergencies.
6. No food or gum chewing will be allowed.
7. A violation of any of these rules may result in an increase in the number of days to be served in the in-school suspension program or a dismissal from the program, into an out-of-school suspension with all remaining time assigned for the in-school suspension to be made up upon returning from the out-of-school suspension.
8. Students will receive full credit for the work completed during in-school suspension
9. In most instances, a third or fourth in-school suspension will warrant an out-of-school suspension being assigned.

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent will give the student and parent (s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent (s) or representative has the opportunity to appeal on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear, which must not be fewer than three days nor later than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify a parent(s) of the student and the Treasurer of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian and custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney. The meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year, is referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

EDUCATIONAL OPTIONS

The Board recognizes that an effective educational program is one that provides opportunities for students learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program. Fees are established for educational options as needed. Participating students are expected to pay fees upon beginning educational options. When initiated, educational options must adhere to these criteria:

1. The parent(s)/guardian(s) must provide written approval for students under eighteen years of age to participate. A copy of the written approval must be retained in the school files. Students eighteen years of age or older must submit a written request to participate. This request will be kept on file.
2. An instructional plan which contains written measurable objectives must be submitted to, and approved by, the building principal.
3. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions for kindergarten through eighth grade students participating in an option as a substituted instructional plan will be based in part upon student performance relative to the objectives of the option.
5. The instructional plan will include a written plan for the evaluation of student performance.
6. A maximum of six credits may be applied to those required for graduation for grades 9-12. No more than four of the six credits will be applied to the credits requirement for graduation in English, health, mathematics, science, physical education, and social studies.
7. The administration will consider the certification of the person providing the instruction prior to plan approval. In all cases, a certificated teacher will provide the evaluation of student progress. For the purpose of awarding Carnegie unit(s), the following will be required:
 - A. In educational options for one (1.0) Carnegie unit previously taken and failed—40 hours of tutoring/contact and 20 hours of homework = 60 total hours
 - B. In educational options for one (1.0) Carnegie unit a class never taken previously—80 hours of tutoring/contact and 40 hours of homework = 120 total hours
 - C. In educational options for one-half (.5) Carnegie unit previously taken and failed—20 hours of tutoring/contact and 10 hours of homework = 30 total hours
 - D. In educational options for one-half (.5) Carnegie unit a class never taken previously— 40 hours of tutoring/contact and 20 hours of homework = 60 total hours
8. Such courses and programs will not compete with courses offered within the regular program of studies unless such are non-credit or not available for the student.
9. The instructional plan will be written, specifying a time for the evaluation of the educational option. Continuance of the option will be determined by the results of the evaluation.
10. All costs involved with the educational option are at the student's expense.
11. Liability for injury while involved in any educational option is the responsibility of the

student and his/her guardian.

Examples of educational options:

1. Independent studies: An individual project in any areas of study offered in the regular program/curriculum.
2. Tutorial studies: Courses offered at North Union may be scheduled.
3. Correspondence courses: Courses taken through correspondence must be contracted with a company which has been approved by Ohio Department of Education.
4. Mentor programs: College coursework for high school credit or job experience. With the exception of post-secondary enrollment, no more than three periods of the school day may be used for this option and a “C” or better average in other coursework must be maintained.
5. Educational travel with specific approval of travel plan by principal.
6. Online courses offered by an accredited institution and approved by the guidance office and principal prior to enrollment.

COLLEGE CREDIT PLUS

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, nonremedial courses for transcribed high school and/or college credit.

CREDIT FLEXIBILITY

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

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

The Superintendent/designee develops the District’s credit flexibility plan consistent with the provisions of the following regulation:

1. Students will be notified twice a year either through newsletters, parent letters, e-mail, or

automated notification system about the upcoming opportunities for flexible credits.

- a. Students must request in writing by September 15 for Fall testing out or by February 1 for Spring testing out.
 - b. If a student wishes to test out during the summer, an agreement has to be reached between the teacher and administration on the timeline.
 - c. The Fall testing out period would be October 15 through December 15. The Spring testing out period would be March 1 through May 1.
 - i. If these cut-off dates fall on a calamity day or a holiday weekend, then the last day of the testing out period will be the next scheduled school day.
2. Students must receive a grade of 80% or above to pass a course through testing out procedures.
 - a. Middle school students have the option of accepting the grade for high school credit.
 - b. High school students who have completed the testing-out course requirements must accept the grade on their transcripts and impact on class rank.
 - c. Weights, grading and Carnegie scales will be the same as if the student attended the course. Course credits and weights are listed annually in the Course Description Handbook. If this is a dual credit course, grades will count on both transcripts.
 - d. Students testing out of dual credit courses must meet the colleges' or universities' testing out process.
 - e. Students are responsible for materials, supplies or items needed for a special lab (i.e. cooking materials for Life Management class or wood for Industrial Technology.)
 3. Test Out Fee - all courses will have a \$100 fee associated that must be paid with the written request letter to test out of a course. This will go to offset the cost of materials, teacher consulting time and grading that would take place outside the normal school day. Dual credit courses could have a credit hour cost depending on the college offering the credit.
 - a. Certain classes could have an additional \$60 lab fee.
 4. Partial and simultaneous credits are allowed by law if a student starts a school year in a year-long course and requests by October 1 to test out of the second semester. The student would remain in the course and receive partial credit for the first semester and, upon completion and passing of materials by December 15, would receive credit for the second semester and not be required to continue in the course.
 5. The board will accept incoming credits from online education, postsecondary options, other public schools, college dual credit and, at the discretion of the Superintendent, the evaluation of courses that come from nationally accredited programs of higher education.
 6. Students who do not complete the testing out requirements may in writing appeal to the Superintendent for a 30-day extension. Students who transfer to another district or are applying for early graduation shall meet with the Superintendent or designee to develop a plan for the completion of testing out credit.

EMERGENCY CALL PROCEDURE

We will follow two (2) basic plans in the case of an emergency.

PLAN I: In the case of fog or ice, we will use a modified day. We will announce that all buses and time schedules shall operate one (1) or (2) hours late.

PLAN II: In the case of no heat, plumbing, breakdown, or heavy snow, ice, or fog, we will call all buses and close school.

This telephone procedure will be followed:

The Superintendent or his/ her designee will call:

TV Channels: Channel 4 WCMH, Channel 6 WSYX, Channel 10 WBNS

Radio Stations: Marion, WMRN & WDIF; Bellefontaine, WPKO; Columbus, WCOL, WMNI, WNCI, WTVN, WOSU

Phone: Closing and delays are available as an auto-attendant announcement by calling (740) 943-3113 or (740) 943-2509 and selecting the appropriate option from the menu.

Honeywell Instant Alert System: Families with updated profiles can be phoned, e-mailed and text messaged

District Twitter Accounts

District Website

EMERGENCY CLOSINGS

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threaten the safety or health of students or staff members, law enforcement emergencies or other circumstances where the Superintendent determines a closure, dismissal or delay is necessary. It is understood that the Superintendent takes such action only after consultation with transportation and other necessary authorities.

Parents, students and staff members are informed early in each school year of the method of notification in the event of emergency closings or early dismissals.

[Revision date: 05/15/17]

HOME SCHOOLING

The Superintendent may excuse from compulsory school attendance, for not more than one school year at a time, any school-age child who is being instructed at home in accordance with the State Board of Education rules in the Ohio Administrative Code.

The child being instructed at home must be instructed by an individual with one of the following qualifications:

1. A high school diploma;
2. A certificate of high school equivalence;
3. Standardized test scores that demonstrate high school equivalence or
4. Other credentials found appropriate by the Superintendent.

Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree.

Any request to be excused must be made in writing by the parent(s) and must contain the information required by the Ohio Administrative Code.

The County (E.S.C.) Superintendent shall approve the homeschooling request, unless he/she determines that the information required by the Ohio Administrative Code has not been provided or unless he/she has substantial evidence that the minimum educational requirements of the Ohio Administrative Code have not been met, despite the fact that the required information has been provided by the parent(s).

If the County Superintendent intends to deny the request for home schooling, he/she notifies the parent(s) within 14 calendar days and informs the parent(s) of the reasons for the intent to deny the request and of the parents) right to a due process hearing before the Superintendent.

Upon substantial evidence of cessation of homeschooling in accordance with the Ohio Administrative Code, the County Superintendent notifies the parent(s) of the intent to revoke the excuse and of the parent(s)' right to a due process hearing before the Superintendent

COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

SCHOOL SPONSORED ACTIVITIES (Holiday or Sunday Events)

Regular school events are not to be held on Sundays or legal holidays unless there is a unique circumstance which would require approval of the Superintendent. The Board of Education does not endorse the holding of regular practices, awards ceremonies, standard school activities, etc. on Sundays or legal holidays. However, there are events that are scheduled beyond the district's control where a student team or group might have the opportunity to participate in a special function on a Sunday or legal holiday.

Special permission may be granted by the Superintendent should students wish to volunteer to participate in these events. Students who do not wish to participate shall not face punishment, penalties, or loss of grade. The participating teacher/advisor must arrange transportation provided by parents/guardians/chaperones and receive documentation from each student's parents/guardians giving their permission for the student to participate in the activity and the arranged transportation.

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only talked or read about.

Field trips--properly planned, properly supervised and properly integrated into the instructional program--are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and of the school plant.

All field trips sponsored by the schools are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

To the extent feasible, community resource persons and organizations are involved in planning and conducting field trips so that students derive the greatest educational benefit from the trip.

Non-school-sponsored field trips organized by employees as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-school-sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Recruitment efforts shall not occur during class time or the employee's work day.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

NOTE: Some field trips may entail an additional student fee. All overnight field trips must have Board approval.

STUDENT FEES, FINES AND CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property. The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. Participation in extra-curricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Non-payment of fund-raising money or Student Fees not paid at the rate of 25% by the end of the 1st grading period, 50% by the end of the semester, and 100% by the end of the 3rd grading period will not be permitted to:

- Attend field trips
- Attend school sponsored activities (ex. dances)
- Participate in extra-curricular activities (ex. sports and/or clubs)
- Participate in fundraisers
- Participate in graduation ceremonies

STUDENT FEES, FINES AND CHARGES

Materials Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision

does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the Treasurer for deposit in the General Fund of the Board.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full, except where required by State law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Non-payment of fund-raising money or Student Fees not paid at the rate of 25% by the end of the 1st grading period, 50% by the end of the semester, and 100% by the end of the 3rd grading period will not be permitted to:

- Attend field trips
- Attend school sponsored activities (ex. dances)
- Participate in extra-curricular activities (ex. sports and/or clubs)
- Participate in fund-raisers
- Participate in graduation ceremonies

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received

by June 15.

[Revision date: 07/17/17]

EZpay PAYMENT SYSTEM

North Union Local Schools has implemented the EZpay online payment system. With this system, school payments can be processed with any Visa or Mastercard. The EZpay link can be accessed through the school's website at n-union.k12.oh.us.

GIFTED AND TALENTED

In accordance with the belief that all children are entitled to education commensurate with their particular needs, children in the district who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Children who are gifted are identified in the Fall/Spring of each year by qualified professionals using a variety of assessment procedures approved by the Ohio Department of Education/Gifted Education. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

The district adopts and submits to the Ohio Department of Education a plan for the screening, assessment and identification of students who are gifted. Instruction is offered in a manner appropriate to the student's needs. The depth, breadth and pace of instruction based on the appropriate content areas may be differentiated.

For the identification and selection process, please refer to Board Policy IGBB and IGBB-R.

GRADING SCALES

Grading Scales for Grades K-2 will be as specified on the grade card.

Grading Scales for Grades 3-5

The following grading scale shall be used by all teachers in grades 3-5 for each of the four grading periods. Letter grades will be used in reporting to parents.

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 and below

Final grades will be figured by averaging the four grading period percentage grades and the result

reported as a letter.

Physical education, music, art, computers, and elementary band will be reported as:

- O - Outstanding
- S - Satisfactory
- U - Unsatisfactory

Grading Scales (6-8)

The following grading scale shall be used by all teachers in 6-8 in all subjects for each of the four grading periods. Letter grades will be used in reporting to parents.

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 and below

Grades in Physical Education will be reported as:

- O - Outstanding
- S - Satisfactory
- U - Unsatisfactory

Semester averages will be determined by 2 nine week grades. Final yearly averages will be determined by the following formula: $2 \times \text{each nine weeks} + \text{both semester exams} \div 10$

Grading Scales (9-12)

The following grading scale shall be used by all teachers in grades 9-12.

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 and below

Grades will be reported to parents by using letter grades on the report card.

Final grades will be figured using the following formula:

$2 \times \text{each nine weeks grade} + \text{final exam} \div 5 = \text{final grade}$. In grades 9-12, a student must pass two of the three grading criteria needed to pass for the semester (the three criteria are: two nine weeks grades and the exam).

All percentage grades will be rounded to the nearest whole number.

HONOR ROLLS 3-12

Academic excellence will be appropriately honored in the primary grades.

For grades 3-12, honor roll and grade point average scale will be as follows:

A	=	4.00
---	---	------

B -	=	3.00
C	=	2.00
D	=	1.00
F	=	0.00

To compute grade point average:

Convert grade earned in course to number using the scale above.

Multiply number times the amount of credit received for the course. The result is called quality points. Total the quality points for all courses.

Divide total quality points by the total of credits for all courses.

Example:

<u>Course</u>	<u>Grade</u>	<u>Credit</u>	<u>X</u>	<u>Number</u>	<u>Quality Points</u>
English	A+	.50		4.00	2.00
Math	B	.50		3.00	1.50
Voc. Ag.	B	.50		3.00	1.50
Science	C	<u>.50</u>		2.00	<u>1.00</u>
	Total	2.0		Total	6.0

Quality points 6.0

----- = 3.00, G.P.A. = 3.00

Credits 2.0

Students with a G.P.A. of 3.499 to 4.00 will be included on the Distinction Roll.

(4.00 = All "A" Honor Roll)

Students with a G.P.A. of 3.00 to 3.498 will be included on the Merit Roll.

In elementary (3-5), all courses are worth 1 credit. In middle school, year-long courses worth 1 credit and semester courses worth .50 credit.

INTERVENTION SERVICES

The educational program is designed and operated to be developmentally appropriate and avoid the necessity for intervention services. In those cases in which students have clearly not demonstrated satisfactory progress toward attaining the academic standards for their grade level, efforts are made to remedy the condition and attain the learning results sought.

The District involves the student's parent(s) and classroom teacher in developing the intervention strategy and offers to the parent(s) the opportunity to be involved in the intervention.

Intervention services are offered to:

1. students reading below grade level at the end of the third grade;
2. students who fail to attain proficient score on a fourth, fifth, sixth, seventh or eighth grade achievement test;
3. any student not demonstrating academic performance at their grade level based on results of a diagnostic assessment;
4. any student scoring at or below the limited proficient level on an Ohio Graduation Test.

Certain specified students who are offered intervention services either after-hours or in summer classes are truant if they do not attend the intervention programs.

PROGRESS REPORTS TO PARENTS

The following procedures will be used in reporting to parents:

1. The number of report periods:
The school year is divided into four grading periods. Reports will be sent to the parents on the Friday of the week following the close of each grading period. (Year-end reporting might vary from this.)
2. Semester and final exams will be required at the high school and middle school in all courses.
3. Grade cards shall not be issued to any person other than the student involved or his legal guardian unless a note is written by the legal guardian stating otherwise. Children who move should leave their forwarding address, their card shall be mailed.
4. A grade of "incomplete" is given to a student who has been absent for a prolonged period of time due to an illness or other justifiable reason.
5. Interim reports:
These reports are available to all parents. This preliminary evaluation is an indication of the extent of student achievement at this point in the grading period. These reports are available online (Progressbook) approximately 4 ½ weeks into each grading period.
6. Two parent/teacher conferences will be scheduled per year. The purpose of these conferences are to encourage parent/teacher interaction on a regular basis. Information reports to parents consisting of conferences, phone calls, notes, etc. may be initiated by parent or faculty at any time.

GUIDANCE PROGRAM

The Board views guidance as helping students understand themselves relative to their abilities, aptitudes, interest, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational and vocational matters.

Guidance is based upon these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity benefits the individual and society.
3. Guidance is a continual and developmental process.
4. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his/her own satisfactory solutions.
5. Guidance should assist the individual to understand his/her circumstances and opportunities and to plan his/her life in a satisfactory manner to serve himself/herself as well as society.

Guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff. These programs assist students in developing good study habits and personal guidance which is in keeping with the principles of human dignity and equality.

A written guidance plan is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns, including the harmful effects of drugs, alcohol and tobacco. This plan provides for appraisal of students' academic abilities, a variety of counseling opportunities and approaches, educational and career planning and, when necessary,

appropriate referral. The plan is evaluated and submitted to the Board for adoption every three years.

The guidance department is responsible for assisting with implementation of the testing dimension of the educational program. The guidance staff further assists the instructional staff and administration in developing and implementing intervention programs to assist students to realize academic improvement.

Counseling services are provided by certificated/licensed school counselors.

HOMEWORK (Practice Work)

The Board believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed, and complete certain projects such as the reading of worthwhile books, and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Homework will not be used for disciplinary purposes. The extent and type of homework given is to be decided by the classroom teacher within the framework of overall instructional plans.

INFORMATION / RUMOR CONTROL

We encourage parents who have heard comments about school happenings which are unclear, to contact the classroom teacher or building principal as soon as possible.

LOST AND FOUND

Misplaced books, clothing, etc., are kept in the main office and discarded after one month. Please check if you have something missing.

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

OFFICE CALLS / TELEPHONE

The telephone is to be used for school business and only after permission is received from the classroom teacher and secretary. Incoming calls will be taken for emergencies and school business only. We are not in the message business, so please do not ask us to interrupt classes.

FUNDRAISING

The Board believes in providing opportunities for students to participate through co-curricular activities in fund-raising projects which contribute to their educational growth and which do not conflict with the instructional program. Since the Ohio Revised Code and the State Auditor's office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisors, and administrators;
5. conducted in such a manner and at such times so as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time and work;
7. evaluated annually by teachers, advisors, administrators, and students;
8. limited in number so as not to become a burden or nuisance to the community, and
9. sensitive to direct competitions with fund-raising efforts sponsored by recognized groups and organizations within the community;
10. supervised closely by a parent or other responsible adult if direct solicitation by students is used.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the Superintendent. Each principal submits to the Superintendent a list of the proposed sales or fund drives in the schools which the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent then indicates his/her approval or disapproval within the limitations of the above criteria.

Funds derived from approved student fund-raising activities are handled by the Treasurer's office in accordance with the State Auditor's requirements.

PARENT CLUBS

North Union Local Schools encourages parents and guardians to become involved in our parent clubs. Club meetings will be announced through newsletters or the district website.

SOLICITATIONS

No person will sell or offer for sale within school buildings or on school property any articles or services

or solicit contributions except those approved by the Superintendent or the Board. This policy does not prohibit any school fund-raising activity authorized by the school administration.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments will not interfere with the classroom work of the teacher.

The school directory or lists of students and staff will not be made available to any outside person or agency for a profit-making purpose.

STUDENT SOCIAL EVENTS

All student functions held in the name of the District must be approved by the principal and supervised by one or more faculty members or approved lay advisors.

All school functions such as parties, dances, etc., will be held in the school building unless otherwise approved by the principal and/or Superintendent.

Outsiders will not be permitted to attend such functions unless so permitted by the building principal. Students present, together with chaperones, will be held liable for proper care of facilities used.

SENIOR TRIPS

There shall be no "senior trips", including grad nights, sponsored in part or whole by any group associated with the North Union Local School District.

PLAGIARISM

Plagiarism is the use of intellectual property of another person as your own work without providing appropriate reference to the owner. Intellectual property may include expressed ideas, test answers, art work, lab work and results, papers, paragraphs, written phrases, graphs or charts. Owners may include electronic resource information from the Internet, magazines, encyclopedias, books, journals, novels, videos or another student's work.

The North Union Local Board of Education considers plagiarism a violation of the code of conduct. The Board believes that every effort should be made to discourage plagiarism and to educate students about the proper use and citation of intellectual property.

In accordance with this belief, parents and students should be educated about plagiarism early in a student's career. Consequences should be developmentally appropriate. In the primary grades, consequences shall include warnings and parent conferencing. Teachers may use discretion with grading consequences for

plagiarism. In grades 3-5, teachers should utilize warnings and parent conferencing, and grade reduction will be a consequence of plagiarized work. In grades 6-12, a zero on the assignment will be the consequence of plagiarism. The school principal will be notified of the student's use of plagiarism and other consequences in accordance with the student discipline code will be considered for repeat offenses.

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed, reviewed, and may include:

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with the approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

“Academically prepared,” means that the principal, in consultation with the student’s teachers(s), has reviewed the student’s work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) [3301.0711](#), who does not attain at least the equivalent level of achievement as required by RC [3301.0710](#) on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC [3323](#) and the student's Individualized Education Program (IEP) exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:

- A. The student is a child with a disability entitled to special education and related services under RC [3323](#).
- B. The student has taken the third grade English language arts achievement assessment prescribed under C [3301.0710](#).
- C. The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
- D. The student previously was retained in any of grades kindergarten to three.

5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

RETURNED CHECK/INSUFFICIENT FUNDS

In cases where the District is notified that a personal check written to the North Union Local School District is being returned for insufficient funds/closed account, the Treasurer of the Board of Education shall cover the cost of the check with Board funds. He will then notify the building principal of the building where the check was given in payment, and take whatever steps are necessary for collection of funds for which an insufficient check has been written. The writer of the check shall be held responsible for the amount of the check plus a \$10.00 service charge as well as any costs associated with collection. The Treasurer may utilize outside collection services, and/or services of the Union County Prosecutor's Office.

STUDENT RECORDS/PARENT RIGHTS

Parents or eligible students have the right to inspect and review the student's records.

The intent of the District is to limit disclosure of information contained in a student's educational records, except by prior written consent of the parent or eligible student, directory information, or under certain limited circumstances as permitted by law.

Parents and eligible students have the right to seek to correct parts of the student's records which they believe are inaccurate, misleading, or are in violation of the student's rights.

Parents and eligible students have the right to a hearing if the District decides not to alter records

according to their wishes.

Any person may file a complaint with the Department of Education if the District violates the FERPA.

Copies of the entire student records are available, free of charge, by simply contacting any building principal or the Central Office.

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board- approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered. Survey will be posted on-line for viewing by parents/guardians for at least three school days before administering.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and

- assessments;
- 5. the sale by students of products or services to raise funds for school or education-related activities or
- 6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

- 1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
- 2. the administration of a survey containing any of the eight items identified in this policy and
- 3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

STUDENT RECORDS/ DIRECTORY INFORMATION

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student." The District will provide notice to parent(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

- 1. by prior written consent;
- 2. as directory information and
- 3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Educational Rights and Privacy Act (FERPA) and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The school district proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number (s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance (from and to dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of personally identifiable information generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.) The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

SCHOOL OFFICE

The school office is a place for official business and to provide service to the students and faculty. Excuses for absences or tardies, first aid, student faculty conferences, parent faculty conferences, activity scheduling, emergency telephone calls, and other related school business will be handled through the school office.

SCHOOL PROPERTY

It is the student's responsibility to take care of school property which includes: textbooks, desks, seats, walls, lockers, etc. Fines may be assessed for the payment or replacement of damaged property.

SCHEDULE CHANGES

Schedule decisions should not be taken lightly. To help ensure that these decisions are given due consideration and to keep schedules within school policy, the following points are listed:

1. All students must register for the equivalent of six (6) credits in each semester, including physical education and health. In the middle school....7 classes.
2. All prerequisites must be observed.
3. Schedule changes must be approved by parents, counselor and principal.
4. Courses listed in the course description guide will be offered if there are sufficient numbers of students requesting the course.
5. Schedule changes may be made for the following reasons:
 - a. unintentional error
 - b. change to meet graduation requirements
 - c. failure of a course
 - d. health
 - e. addition of a class to replace a study hall
 - f. completion of a course in summer school
 - g. administrative recommendation (teacher, counselor, parent, or principal)

All requests for schedule changes will be made in the guidance office.

No schedule changes will be made for the first three (3) days of school, or the first three days of the second semester

TECHNOLOGY ACCEPTABLE USE/INTERNET SAFETY

(NOTE: Students/student parents must submit a one-time “opt out” form if permission is not granted for either internet access or for posting of student work or images.)

This document constitutes the North Union Local School District’s Acceptable Use Regulation for Technology (“Regulation”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”). Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, netbooks, tablets, handhelds or PDAs, MP3 players, portable storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), associated peripheral devices and/or software.

1. **Definitions:** For purposes of this Regulation, the term Network shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties (including, but not limited to sites and services like Google Apps for Education, Moodle, Progress Book, etc.) providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the Network and are subject to the terms of this Regulation even when the User is not attempting to connect to another computer or to the Internet. The term Network Use shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Regulation. Users may violate this Regulation by evading or circumventing the provisions of the Regulation, alone or with others. If Users have any doubt about their obligations under this Regulation, including whether a certain activity is permitted, they must consult with the Technology Department to be informed whether or not a use is appropriate.
3. **Users Bound by Regulation in Accepting Access:** The User consents to the terms of this Regulation whenever he or she accesses the Network. Users of the Network are bound to the terms of this Regulation regardless of whether or not a copy was received and/or signed for by the User.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Regulation and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.
5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to the Technology Department. This means any apparent violation of this Regulation or other use which has the intent or effect of harming another person or another person's property.
6. **Violating Regulation with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Regulation or to assist another to violate the Regulation is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity – e.g. not using the District Guest wireless access) is a violation of this Regulation. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Regulation on school property is subject to search related to the violation and seizure for a period of time, to be determined by a school administrator.
7. **Discipline for Violation of Regulation:** Violations of each of the provisions of this Regulation are

considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.

8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Regulation whether or not such negligence results in identity theft or other harm. The North Union Local School District and/or its staff may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the North Union Local School District. The North Union Local School District is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user's identity, profile and personal information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to, borrowed by, or leased by the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the Technology Department. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment available in a timely manner for maintenance at the request of the Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Regulation or not. Examples of unacceptable uses include, but are not limited to, the following:
 - a. **OFFENSIVE OR HARASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading, forwarding or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, intimidating, bullying, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Regulation or the School District's harassment or discrimination policies, including material that is based upon slurs

- or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- b. **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Unauthorized disclosure, use and/or dissemination of personal information.
 - c. **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users, or the Internet. Attempting to bypass school Internet filters or to access other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others. Downloading unauthorized software.
 - d. **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Regulation. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
 - e. **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
 - f. **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services (financial gain), or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.
 - g. **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
 - h. **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the North Union Local Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's

password or some other user identifier. Uses that violate Board policies, procedures or school rules.S

12. Specific Limits on Communication Over the District Network:

- a. ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- b. ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as district or building are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- c. ***Employee Personal E-mail:*** Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Regulation. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined at the sole discretion of the Superintendent. Employee personal use shall be defined as no more than ten (10) messages during any one day, with no attachments large enough to impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.
- d. ***Student Personal E-mail:*** Students should only utilize district email for educational purposes.
- e. ***Electronic Signatures:*** Users shall not legally verify documents or use signatures in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the Administration.
- f. ***Mobile Device Regulation:*** Personal electronic devices including but not limited to iPods, MP3 and MP4 players, e-Readers, tablets and cellphones/ smartphones are not permitted to be used during the instructional day (and must be turned off) unless authorized by the building administrator for a specific academic purpose. Personal electronic devices are never to be used during exams, achievement or benchmark tests, or any other nationally normed test. Students are responsible for all content on a personal mobile device. The district reserves the right to collect, inspect, and hold personal equipment and apply disciplinary procedures should material inappropriate for an educational environment be found. Personal mobile devices when used in the educational setting are subject to the same restrictions as any other equipment within the district Network. Use of Personal electronic devices will only be granted access for approved educational activities. Such access will be of a specified duration. Usage of personal electronic devices is a privilege not a right and as such may be revoked at any time. Individuals are responsible for ensuring the safety of their own personal devices. The district is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school. The District will not

maintain, service or repair any personal devices.

13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
14. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
15. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Department or other person designated by the School District to receive this information.
16. **Posting of a Student's Image or Work on District Web Site or Other Electronic Media:** The District may, from time to time, select a student's work, photograph, video image, and/or recorded statement(s) to post on District web sites and/or other electronic media in order to highlight student achievement, portray examples of educational experiences, etc. If the student (if 18 years or older) or the student's parent or guardian does not wish for the District to post such work, photograph, video image and/or recorded statement on District web sites or other electronic media as provided therein, they can request and submit a signed Acceptable Use Regulation For Technology - Opt Out Form.
17. **Records Retention and Production:** Users must comply with all District directions regarding the retention and management of e-mail or documents. Instant messaging or text messaging for District business is prohibited. The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.
18. **Web Sites:** Web sites created through the Network and/or linked with the School District's official web site (www.n-union.k12.oh.us or www.nu-schools.org) must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of the Administration. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board. All external web sites linked with any District web page must prominently display the following disclaimer:

This is not an official website of the North Union Local School District. The North Union Local School District does not control and cannot guarantee the timeliness or accuracy of the information on this website. Any views or opinions expressed herein are solely those of the creators of this website.

19. **Filtering and Monitoring:** In accordance with the Children’s Internet Protection Act [Pub. L. No. 106-554, codified at 47 U.S.C. 254 (h) and (l)], the District, either by itself or in combination with the Metropolitan Educational Council Data Center (MECDC), will utilize filtering software or other technology protection measures designed to restrict users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors, as those terms are defined in the Children’s Internet Protection Act and interpreted by relevant state and federal case law. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Student attempts at circumventing these filtering efforts are considered a violation of the Acceptable Use Regulation.

The District shall also monitor the user’s online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing visual depictions that are obscene, child pornography, or harmful to minors (as defined above) or any other materials that are inappropriate for the educational setting. However, the District cannot provide assurance that all access to inappropriate materials can be prevented by monitoring and the use of technology protection measures. The ultimate responsibility for monitoring Network usage is that of the staff member, student and the student’s parent or guardian.

SIGNS

All signs posted in the school must be approved by the principal before posting.

STUDENT TRANSPORTATION SERVICES

The transportation policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that the transportation schedule serves the best interests of all students and the District.

The district operates its own fleet of school buses. If it is impractical to transport certain students by regular bus, they may be transported by other means.

The transportation program is under the direction of the Director of Transportation who is responsible to the Superintendent.

WALKERS AND RIDERS

The District will provide transportation for resident elementary students, kindergarten through grade eight, who live more than two miles from school and for those with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional. The transportation of elementary students who live less than two miles from school is optional for the district, but use of bus service by these students is advisable when a bus stop is accessible to the student. Parents are advised that bus transportation to North Union Elementary School is considered a safer alternative than walking to school.

Accordingly, the administration will designate and the Board will approve areas of residence from which students will be provided with transportation to schools.

Exceptions to the established areas may be made by the Board when:

1. in the judgment of the Board, walking conditions to the student's school are extremely hazardous and/or
2. because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

The Board authorizes the District staff responsible for administering the student transportation program to require student identification as a prerequisite to riding a school bus when this is deemed necessary.

Pick-up points shall be designated with students being required to board and leave the bus at these points. Students shall not be required to walk more than ¼ mile to or from a pick-up point.

School buses shall not travel lanes (alleys) within the school district.

Bus drivers will drop students off or pick students up at their residences. Drop-off/pick-up at babysitting locations or other residences will be made only if: 1) prior application is made and approved; 2) bus capacity is sufficient; 3) the request is not filed more than once in a school year, and 4) the location does not extend route time or mileage. The Board will not drop off or pick up at agencies or businesses performing child care functions. Bus passes will be issued by building principals and/or designee. Pick-up and drop-off locations for all students must be the same every day.

VALUABLES

North Union Local Schools discourages students from bringing large sums of money and other valuables such as jewelry, expensive clothing, electronic devices, CD's, collectibles, expensive shoes or designer wear, etc. The school will not be responsible for the theft or loss of such items.

VISITORS AND VOLUNTEERS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduation and athletic events.)

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

GUIDELINES FOR SCHOOL WELLNESS PROGRAM

The district is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. The district has a commitment to providing high quality nutrition, physical activity choices, and health and nutrition education for students. In addition, the district is committed to encouraging staff to engage in healthy lifestyles as important role models for students. To accomplish

these aims, these recommendations shall guide implementation of the wellness policy.

1. The district will implement Child Nutrition Programs that comply with state and federal guidelines. School programs will:
 - a. offer meals and ala carte offerings that comply with federal, state, and local requirements.
 - b. encourage students and staff to participate in school meal programs, or to bring packed lunches that reflect good nutrition choices.
 - c. provide ample space and time for students and staff to eat meals at school.
 - d. provide supervised, clean dining areas to encourage a positive and safe eating environment.
 - e. ensure that soda pop and other concessions are not accessed at school during the school day, grades 7-12.
 - f. prohibit all consumption of soda pop by students at the elementary school.
 - g. encourage healthy snack choices when snacks are approved for inclusion in school activities.
 - h. discourage use of food as reward or punishment.
 - i. encourage school foodservice staff to analyze and review nutritional composition of meals and ala carte offerings.
 - j. educate students and staff on proper reading of food labels. (i.e. calculating nutrients in food)
 - k. encourage use of fresh fruit and vegetables.
2. The district will provide physical education and opportunities for physical activity at school. School programs will:
 - a. provide physical education choices for all students in accordance with state standards.
 - b. provide time beyond physical education classes for students to be physically active. (i.e., classroom physical activity breaks)
 - c. provide recess for K-5 students.
 - d. provide co-curricular and extra-curricular options that involve physical activities.
 - e. encourage organized activity during the day that involves kinesthetic, aerobic, and anaerobic activity, low intensity to high intensity.
 - f. provide to the extent possible facilities for a range of individual and team activities (i.e., basketball courts, tennis courts, walking areas, multipurpose facilities, weight training facilities).
 - g. provide to the extent possible intramural programs that broaden physical activity options for students.
 - h. promote physical education electives for students in grades 9-12 in order to encourage ongoing choices of physical activity.
 - i. offer students the opportunity to assess their own fitness levels on a yearly basis (i.e., presidential fitness test).
 - j. discourage extended periods (i.e., periods of two or more hours) of inactivity during the school day.
 - k. discourage use of physical activity (i.e., running laps) or withholding opportunity for physical activity (i.e., recess or physical education class) as a punishment.
 - l. make school spaces and facilities available to students, staff, and community members outside of school hours for the purpose of physical exercise to the extent possible (i.e., before/after school day, during breaks).
3. The district will provide programs of nutrition and health education. School programs will:
 - a. educate students and staff about recommendations for physical activities (i.e. 30 minutes 4 to 6 times per week).

- b. educate students and staff about anaerobic and aerobic forms of exercise and degree of exercise intensity (i.e., low, moderate, and high intensity).
 - c. educate students and staff on various resistance exercises and what muscle groups are addressed by specific exercises (i.e., triceps presses work the three muscles in the back of the arm).
 - d. educate students and staff regarding caloric intake as well as caloric use during normal activities and exercise. (i.e., walking one mile = x calories burned)
 - e. educate students on the need for fresh fruit and vegetables for healthy diet and disease prevention.
 - f. offer regular professional development for teaching staff on personal wellness topics as well as nutrition and health education.
 - g. offer internal (i.e., staff inservice) and external opportunities (i.e., ability to attend conferences) for staff professional development regarding current nutrition and health topics and teaching techniques.
 - h. use current district media materials (i.e., district newsletter) and work with local news media (i.e., newspaper, radio) to provide health and fitness education to the community.
4. The district will provide programs that promote lifelong health habit promotion.
 - a. discourage students from engaging in risk behaviors such as tobacco, drug, and alcohol use.
 - b. encourage personal safety (i.e., poison safety, bus safety, fire safety, avoidance of hazards)
 - c. encourage healthy family and interpersonal relationships.
 - d. encourage positive attitudes, respect of self and others, and good mental health.
 - e. encourage good personal hygiene.
 5. The district will evaluate progress in improving School Wellness.
 - a. action plans will be reviewed annually or more often by a school wellness team.
 - b. evaluations using the School Health Index or similar comprehensive measure will be conducted at least once every three years

STUDENT WELLNESS PROGRAM

The student wellness plan:

1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellness that are developed with consideration of evidence-based strategies and techniques;
2. includes nutrition guidelines for all foods provided, but not sold to students in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture (USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the District in accordance with USDA regulations and

4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness plan must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

]

[Revision date: 05/15/17]

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect and improve the health of students. The principal is responsible for the administration of the health program in his school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies and emergency care.

Each school will have on file for each student an emergency medical authorization form providing information from the parent/guardian on how he wishes the school to proceed in event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Please notify the school office of any changes in emergency medical information.

HEALTH RECORDS OF STUDENTS

The District requires health records of students on the following bases:

1. Preschool, kindergarten and first grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested of all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it will be the parents' responsibility to comply with health requirements for students.
3. Students must have **physical examinations** prior to their **participation in Preschool Plus or in interscholastic athletic programs.**

IMMUNIZATIONS

Immunization against diphtheria, pertussis, tetanus, poliomyelitis, hepatitis B, rubeola, rubella, and mumps is required for each student attending District schools unless the parent files an objection in compliance with law. Additional requirements are a Tdap or Td booster for 7th grade, a second dose of Varicella for kindergarten, and a 4th dose of polio vaccine must be administered on or after the fourth birthday of the child. For each preschool student enrolled in school, immunization for haemophilus b

influenza (Hib) is also required.

Students eligible for first grade and students new to the school system must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving such immunizations, to be completed no later than the day of entrance. Students failing to complete such immunizations within 14 days after entering will not be permitted to return to school. The Board will require tuberculosis examinations in compliance with law.

COMMUNICABLE DISEASES

All students of the District with signs or symptoms of diseases suspected of being communicable to others will be given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease will be examined by a school nurse or public health nurse. Students who are diagnosed with a communicable disease will be excluded from school in accordance with the recommendations from the Ohio Department of Health. Re-admissions will be dependent upon a decision of a physician, school nurse, or public health nurse.

When incidence of communicable disease occurs, the school nurse may advise the principal regarding notification of parents whose children are exposed to infected persons.

BLOODBORNE PATHOGEN EXPOSURE

North Union Local School District is committed to providing a safe environment for all students, and acknowledges the responsibilities that students and staff share for health and safety. North Union Local School District has a Blood Borne Pathogen control plan to encourage safety and to lessen the personal risks of exposure to bloodborne pathogens. This control plan includes the use of universal precautions and compliance with Federal Occupational Safety and Health Standards.

Intentional acts by students which cause other students to be exposed to bloodborne pathogens shall be considered a violation of the student discipline code. If a student is intentionally or unintentionally exposed to bloodborne pathogens, it should be reported to the principal's office immediately. The school nurse will be informed and steps will be taken to document the exposure and circumstances related to the incident. The school nurse will inform the parent(s) of the student (or the student, if over age 18) about precautions and post exposure testing.

ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement

- which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication (excluding non-prescription drugs.)
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
 5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”
 6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
 7. Parent/guardian is to be contacted in the case of the occasional need for a non-prescription drug, i.e., Advil, Tylenol, aspirin. A written note of permission from the parent/guardian for the student to take non-prescription drugs must be sent in to the school office ahead of time or the parent/guardian must grant permission in a telephone conversation with school district administration.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a drug-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Auto Injectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the

student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

NORTH UNION LOCAL SCHOOL DISTRICT
Physician's Medication Procedure Request Form

(Please use for prescription and/or nonprescription medication. Please complete form by typing or printing legibly.)

Date: _____

_____ is under my care for _____ and
(Name of Student) (Diagnosis)
it is medically necessary for this student to receive medication during the school day.

Student's Address: _____

He/She should receive _____ of _____ at the
(Dosage) (Name of Drug/Medication)
following times: _____

Specific Instructions for administration: _____

Adverse reactions that should be reported to the physician: _____

Other special instructions: _____

Expiration date of this request: _____
(Note: Cannot extend beyond the current school year.)

<p><i>For students with asthma inhalers or Epipens: (Please circle one) - Inhaler Epi-pen</i></p> <p>Inhaler/Epipen to be kept (check one): _____ in school office _____ with student at all times</p> <p>Amount of time needed between doses (inhaler): _____</p> <p>Procedure to follow if the medication does not produce the expected relief from the attack: _____</p> <p>Student has received training in the use of inhaler or Epi-pen: _____ Yes _____ No</p>
--

Other comments or information: _____

Physician's authorizing signature: _____

Physician's printed name and address: _____

Phone No. _____ Fax No. _____

Note: A new form must be completed if dosage changes.

PARENT/GUARDIAN MUST COMPLETE INFORMATION ON REVERSE SIDE.

This form, with both sides completed, should be promptly returned to the school office.

**PARENT'S REQUEST FOR THE ADMINISTRATION OF
MEDICATION BY SCHOOL PERSONNEL**

Date: _____

Name of Student: _____ School: _____

I hereby request and give my permission to the principal or his/her designee and the school nurse to administer the following medication to my child:

_____	_____	_____
Name of Drug/Medication	Dosage	Route

At the following times: _____

Name and Phone Number of Physician to be contacted if questions arise:

(Physician's Name)

(Physician's area code and phone number)

I give my permission for administration of medications at school as described above. I also give permission for the principal or school nurse to contact the physician listed above should questions about medication arise.

Signature of Parent/Guardian _____

Home Area Code and Phone Number: _____

Work Area Code and Phone Number: _____

Person to be called if a medical situation arises and I cannot be reached:

Name

Relationship

(Area Code) Phone Number

This form, with both sides completed, should be promptly returned to the school office.

HOMEBOUND INSTRUCTION

The Board will provide instruction, as appropriate, for students confined to home in accordance with the following:

1. Home instruction teachers will be provided for students at the request of parents only after such instruction is approved by the Superintendent and verified by a licensed physician. Home instruction teachers who are provided by the school, will be paid at the appropriate current hourly rate; however, payment will not exceed five hours per week for any one major subject, if qualified teachers can be secured.
2. Home instruction teachers may be the student's regular classroom teachers only if the Superintendent has given permission.
3. Home instruction teachers must be certificated teachers who hold valid State Department of Education certificates.
4. All work must meet the standards of the State Department of Education and be done under the supervision of the Superintendent. If the home instruction teacher is not the student's regular classroom teacher, the building principal will arrange cooperative communications among the regular classroom teachers and home instructors to ensure a proper program of instruction for the student.
5. The duration and time of any home instruction program will be determined by the Superintendent, on the basis of information received from teachers, parents, medical personnel and the building principal.

Home instruction is available for students medically excused in excess of ten consecutive days.

INSTRUCTIONAL GOALS

It is the belief and policy of the Board that the learning process must accomplish instructional goals in a manner which makes learning interesting, relevant, exciting and enjoyable. The Board believes these goals can be accomplished only by dedicated teachers and staff who believe in the worth of youth, are committed to these goals, and are given the encouragement, means, freedom and guidance necessary to accomplish them.

The District's instructional goals include:

1. helping meet the physical, intellectual and emotional needs of students, particularly the need to inquire, learn, think and create;
2. helping students establish aesthetic, moral and ethical values;
3. helping students relate satisfactorily to others in circumstances involving their families, work, government and recreation;
4. giving students a mastery of the basic skills of learning, thinking, problem solving, reading, writing and computation;
5. teaching students to use the various media of self-expression;
6. instilling in students a knowledge of the social and natural sciences;
7. acquainting students with the richness of our heritage;
8. stimulating students to work productively in the various areas of human endeavor and
9. acknowledging the importance of, and relating appropriately to, the home and other social agencies in developing the habits and attitudes which make for effective personal living, the maintenance of optimum physical and mental health and the establishment of sound moral, ethical and aesthetic values.

The goals of the instructional program are to be considered guides rather than limits which are subject to wide interpretation and flexible enough to meet changing needs of both students and society for all grade levels and subject areas.

NORTH UNION HIGH SCHOOL GRADUATION REQUIREMENTS

Requirements- All students must meet Ohio Core Standards.

Required Coursework	Required Units
English Language Arts	4 units
Social Studies: including one unit each of World Studies, American History, and American Government.	3 units
Science: <i>Science</i> units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science.	3 units
Mathematics: <i>Mathematics</i> units must include one unit of algebra II or the equivalent of algebra II.	4 units
Physical Education: <i>Physical education</i> - Students who participate in interscholastic athletics, marching band or cheerleading for two full seasons may waive the physical education requirement. Students must take another course worth .50 high school credits, which cannot be a physical education course, of at least 60 contact hours.	½ unit
Health	½ unit
Fine Art: Students must complete at least one unit of fine art. At North Union, this includes band, choir, or any art class including art history.	1 unit
Career and Financial Choices: All students must receive instruction in economics and financial literacy during grades 9-12. This class fulfills the financial literacy requirement.	½ unit
Elective Credit: <i>Elective credits</i> must include one or any combination of foreign language, fine arts, business, career-technical education, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. <i>At least two years of foreign language required for 4 year college admission.</i>	6 ½ units
Total Units Required	23

* **Must meet all Ohio testing requirements.**

***Must complete a course which includes personal finance curriculum.**

REMEMBER

Students will be required to be scheduled for a minimum of seven (7) credits or periods per school year.

AND

All students will need to earn 23 credits in order to graduate from North Union High School.

GRADUATION EXERCISES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by the North Union High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the State of Ohio Department of Education and the North Union Local Board of Education.
2. Students graduating early must have filed the required application papers.
3. All financial obligations to the high school or Board of Education must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown. No decorations or modifications will be acceptable.
7. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive nor bring undue attention to themselves prior to or during the ceremony.
8. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.

Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the Commencement exercises. They will be required to attend school for the duration of the regular school year. Should their attendance be acceptable, they shall receive their diploma at the close of the last day of the regular school year.

CRITERIA FOR AWARDING HONORS DIPLOMA

- I. The student must successfully complete the high school curriculum or the individualized educational program of the high school;
- II. The student must pass the Ohio Graduation Test (OGT).
- III. The student meets all other criteria for the Honors Diploma.
 - A. College prep students must meet at least seven of the following eight criteria:
 1. Four units of English;
 2. Four units of math which shall include Algebra I, Geometry, Algebra II or the equivalent and another higher level course;
 3. Four units of science including physics and chemistry;
 4. Four units of social studies;
 5. Three units of the same foreign language OR two units of each language studied;
 6. One unit of fine arts;
 7. Maintain an overall high school grade point average of at least 3.5 or a 4.0 scale up to the last grading period of the senior year;
 8. Score of 27 on the ACT or a score of 1210 on the SAT.
 - B. Vocational or technical prep students must meet at least nine of the following ten criteria:
 1. Earn four units of English;
 2. Earn four units of mathematics which will include algebra I, geometry, algebra II or the equivalent and higher level course or a four-year sequence of courses that contain equivalent content;
 3. Earn four units of science including two units of advanced science; (Advanced

science refers to courses in the Ohio Core that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with the new high school syllabi, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy), or contain material above the current OGT level);

4. Earn four units of social studies;
5. Electives must include 4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit;
6. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year;
7. Complete a career passport;
8. Obtain a composite score of 27 on the ACT Test or a 1210 SAT Test;
9. Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent.

Class Rank – For Valedictorian and Salutatorian Requirements

To qualify to be a valedictorian:

1. At the end of the eighth semester, have the most quality points and meet the 18 college core credit rule, regardless of GPA (current rule)

And/OR:

2. Have a 4.0 GPA from grades 9-12, graduate with an Ohio academic honors diploma and meet the 18 college core credit rule.
3. If graduate with a 3.95-3.99 GPA during grades 9-12, would be named a salutatorian, as long as graduates with Ohio academic honors diploma and meets the 18 college core credit rule.

In addition- students must be enrolled at NUHS by the beginning of the junior year and complete 4 full semesters at NUHS. (current policy)

18 Core Requirements for Valedictorian- students must also carry **at least 4 Core classes** during the senior year and complete 18 of these classes during the four years of high school:

English – Honor English or English, Speech, Creative Writing

Math – Algebra 1 & 2, Geometry, Advanced Math, Calculus, Trigonometry, Stats (Algebra 1 would count if taken in 8th grade)

Science – Physical Science, Biology, Chemistry, AP Biology, Physics, AP Chemistry, Anatomy and Physiology

Social Studies – World History, US History, Government, Economics, Adv. US History **Foreign**

Language- Spanish or other approved language (by principal) (Spanish 1 would count if taken in 8th grade)

Fine Arts- All music, art, and industrial arts classes

PSEO courses- see your counselor for final approval

Ohio Academic Honor Diploma Requirements-per State of Ohio

For students graduating in 2011 or beyond, the student who completes the college preparatory curriculum in high school must meet any 7 of the 8 criteria in order to obtain a college-prep (Ohio CORE) Honors

Diploma:

The grades of students transferring to the high school from a chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian/Salutatorian until such time as they have completed a minimum of four (4) semesters.

Students entering the high school from a non-chartered or home-based schooling shall have no established grade point average (G.P.A.) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed a minimum of four (4) semesters.

Quality points for all courses are listed in the Student-Parent Handbook and High School Course Description Handbook.

Quality Point Values

English:		Math:		Science:	
English 1, 2, 3, 4	1.0	Algebra 1	1.0	Physical Science	1.0
Honors English 1, 2, 3	1.2	Geometry	1.0	Biology	1.0
Mythology	1.0	Algebra 2	1.0	AP Chemistry	1.4
Creative Writing	1.0	Trigonometry	1.2	AP Biology	1.4
Speech	1.0	Advanced Math	1.2	Earth Science	1.0
AP English	1.4	AP Calculus	1.4	Anatomy & Physiology	1.2
Intro to Drama	1.0	Statistics	1.2		
		Math Applications	1.0		
		Pre-Calculus	1.3		
Social Studies:		Foreign Language:		Business/Technology:	
World History	1.0	Year 1	1.0	All computer &	
US History	1.0	Year 2	1.0	Financial Accounting	1.1
Government	1.0	Year 3	1.1		
Advanced US History	1.4	Year 4 & 5	1.2		
Classic Civilization	1.0				
World War II	1.0				
Honors World History	1.2				
Vocational Agriculture:		Industrial Technology:		Visual and Performing Arts:	
Ag Science 1, 2, 3	1.0	Ind Tech 1, 2, 3	1.0	Art Classes	1.0
*Ag Science 4	1.1	*Ind. Tech 4	1.1	*Art 4 (Ind. Study)	1.1
				AP Art Studio	1.4
		CCP classes:	1.1	Band – 9, 10, 11	1.0
Project Lead the Way:		Health and Phys. Ed:		*Band – 12	1.1
Intro to Engineering	1.0	All classes figured at	1.0	Choir – 9, 10, 11	1.0
Principles/Engineering	1.1			*Choir – 12	1.1
				Digital Electronics	1.3

*Denotes must have participated in subject area all four years. Band students must participate in both marching and concert band to receive weighted quality point. Weighted quality points may only be earned during the senior year.

** All move-in courses will be matched up with our courses to determine quality point values. All courses will default to a 1.0 value if no course value is listed.

TEST SECURITY

Except for the publications called "Practice Test," the achievement tests, proficiency tests, and the Ohio Graduation Tests, including any and all material developed for use in any test form, are secure. It is unethical and illegal to use any such secure materials to prepare students for the test or to assist students who have failed the test. It is unethical or illegal to reproduce any of this material or cause it to be reproduced. No secure material from any test will be released to students, to the media, to parents or other community members, or to any other individual or group. It is unethical and illegal to alter a student's responses or to assist the student to cheat in any other way.

Annually, the Superintendent of Schools shall appoint a district test coordinator who shall assume the responsibility of administering and following all test procedures and guidelines.

The high school principal and district curriculum coordinator shall be present during testing and have access to secure materials. Monitors will assist with the testing.

The district test coordinator will be responsible for checking the packing lists of test shipments, verifying if all materials have been received. The coordinator will also disseminate testing materials to the building administrator, in charge of testing, and further, be responsible for collecting all used and unused materials following completion of testing.

Any alleged test security violation will be investigated by the district test coordinator. Procedures used to investigate any violation will include:

1. Questioning of school test coordinator
2. Questioning of test monitors
3. Questioning of any student or students who may be involved in a violation.
4. Examination and/or grading of the student's test booklet and answer sheet.

If it is determined that a violation has occurred, the following actions will be taken:

1. The test score of any individual or group of students will be invalidated. This will be the responsibility of the district test coordinator and will be accomplished by notifying not only the contracted test grader but also the Ohio Department of Education.
2. Within ten (10) days the school district will notify the State Board of Education of the findings and actions taken.
3. Consequences will be handed out to any individual or individuals responsible for the security violation. These may include:
 - a. Having the test score invalidated
 - b. The district Board of Education, after following appropriate procedures, may terminate an employee found guilty of a violation.
 - c. The State Board of Education, after following appropriate procedures, may seek the suspension of a certificate.
 - d. A law enforcement agency, following an appropriate investigation, may prosecute under the State Criminal Code.

These procedures will be communicated annually, by October 1, to employees and students via handouts distributed at staff and class meetings.

It is appropriate to be sure students are prepared for the different types of learner outcomes that are measured by the tests. It is appropriate to integrate instructional activities that address learner outcomes in kindergarten through grade 8, and to include such activities among those planned for the first two months of grade 9. It is also appropriate to establish intervention programs that assist students that fail sections of the tests. ADMINISTRATIVE REGULATION IL-2-R [Revised 6/27/05]

VACATIONS

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught 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.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

(Grades 7 – 12)

Co-curricular Activities:

Co-curricular activities are those activities that are voluntarily engaged in by students, sponsored and supported by the North Union Board of Education. Co-curricular activities are an extension of the "normal" school day and typically, grades are issued for a student's participation.

Extra-curricular Activities:

Extra-curricular activities are those activities that are voluntarily engaged in by students, sponsored and supported by the North Union Board of Education extra-curricular activities typically take place outside of instructional time, and grades are not issued for a student's participation, and do not carry credit toward promotion or graduation.

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITY CODE OF CONDUCT

The Co-curricular & Extra-curricular Activity Code of Conduct establishes expectations for our middle school and high school students. These expectations are designed to assist students and parents in meeting the challenging decisions they will face during the next several years. Coupled with these expectations are consequences for those students who do not make appropriate decisions.

In order to participate in any co-curricular or extra-curricular activity, a student must understand and abide by the Student Code of Conduct as well as all rules and regulations in the Co-curricular & Extra-curricular Activities Code of Conduct. A student's intent to abide by this Code will be evidenced in an agreement that shall be electronically signed by the student and her or his parent(s)/guardian(s) at the yearly preseason meeting or upon joining a club/activity.

The purpose of education is to develop the whole person of the student. For this reason, an educational program must embody as an essential element, activities which involve students beyond the classroom and foster the values which result from interaction and united effort.

Co-curricular activities form a logical extension of the required and general curriculum and the elective or special curriculum.

Participation in extra-curricular programs and activities is a privilege and not a right. This privilege is extended to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level. The coaches and administration of the North Union Local Schools believe certain standards of behavior are important in the development of a sound extra-curricular program. Students who voluntarily participate in extra-curricular activities are expected to accept the responsibilities that accompany this privilege, including regulating his/her personal life in ways that make him/her a worthy representative of North Union Schools District. Failure to comply with these expectations may jeopardize a student's entire extra-curricular career.

The Board has established the following criteria for co-Curricular and extra-curricular activities consistent with its philosophy of, and goals for, education. All activity and programs must meet these criteria.

NORTH UNION LOCAL SCHOOL DISTRICT BELIEVES

- The North Union Local School District believes that students' participation in co-curricular and/or extra-curricular programs and activities, both as a participant and as a spectator is an integral part of the students' educational experience.
- Participation in activities including athletics is an honor and a privilege and we expect students who choose to participate to make the commitment to fully develop their skills and talents.
- Activities must be open to all students, regardless of race, color, religion, sex or national origin.
- We believe that extra-curricular activities make school life richer and more rewarding and that adherence to certain behavior codes and academic standards enhances the students' quality of life.
- Using alcohol, tobacco, or other drugs (non-prescribed dangerous drugs as defined by ORC 4729.01), by any middle school or high school co-curricular or extra-curricular participant is prohibited. Using alcohol, tobacco, or other drugs can have a negative effect on the student's health and safety and endanger fellow students.
- Co-curricular and extra-curricular programs afford students the opportunity to develop valuable skills and attributes through their individual development and the actions of participating as a member of a team.
- Participants in co-curricular and extra-curricular programs will be held to a higher standard of responsibility and conduct. They are representatives of their school, the North Union School District, and community.
- All members of the North Union School community are crucial in the messages we send and in the actions we take. We believe incidents and rumors of suspected violations of the Co-curricular & Extra-curricular Activity Code of Conduct should be reported and investigated.
- All students who participate in extra-curricular activities at any time must comply with this code of conduct all twelve months of the year, in any season, and in all locations.

CITIZENSHIP

Students shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, her or his team/organization, or her or his school will not be tolerated. In keeping with this philosophy, any student involved in any activity that will bring discredit to our school, community, or any team may be suspended or removed from extra-curricular activities. Students may also be suspended or removed from extra-curricular activities for violations of the Student Code of Conduct or the code of conduct for the particular activity in which they participate.

The principal or her/his designee reserves the right to review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken.

NORTH UNION STUDENT ATHLETE CODE

ATHLETIC ELIGIBILITY

Athletic eligibility at the North Union High School and Middle School will be determined by OHSAA (Ohio High School Athletic Association) guidelines. High School students must pass the equivalent of five (5) credits per nine weeks, while Middle School students must pass 75% of their courses per nine weeks, and must have a grade point average of 1.5 or higher. Eligibility is based upon the previous nine weeks grades. Credits earned during summer school cannot be used to restore eligibility. Ineligible students may be permitted to practice until eligibility is restored. Students who meet OHSAA guidelines and who have at least a 1.5 GPA may participate in extra-curricular activities IF they attend a regularly scheduled study program at school and show weekly improvement over the previous quarter's grade.

In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with all eligibility requirements established by the Association. In order to be eligible, a high school student must have passed a minimum of five (5) one-credit courses or the equivalent in the immediately preceding grading period. The five courses may be a combination of high school and college courses. Failure to comply with the grace period eligibility requirements results in extra-curricular, interscholastic ineligibility for the succeeding grading period.

A student enrolled in the first grading period of the ninth grade after advancement from the eighth grade must have passed a minimum of five (5) of all subjects carried the preceding grading period in which the student was enrolled in the eighth grade.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, the student in grade seven or eight must be currently enrolled in school the immediately preceding grading period, and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

ATHLETIC POLICIES

All rules and regulations of the Ohio High School Athletic Association are in effect at all times unless superseded by the North Union Board of Education policies. All coaches of sports teams will present their squad with a complete list of the North Union policies and review the team regulations at the start of each season.

NORTH UNION STUDENT-ATHLETE PHILOSOPHY

The North Union Local School District provides a number of extra-curricular athletic opportunities to all students. Athletics are an important aspect of the educational system. Through athletics, favorable habits and attitudes that are essential to the total personality can be developed which can prepare the student-athlete for their adult life in society.

Participation in athletics at North Union is a privilege and must be comprehended as such.

Therefore, the major objective for our student-athletes is to develop good sportsmanship, self-discipline, pride, unity, dedication and positive mental health. At all times, athletics at North Union provide an educational atmosphere where students learn the importance of hard work, sacrifice, and loyalty to a team.

North Union Student Athletes represent their school, community, and most importantly themselves and their families. Every effort should be made to project the positive image of North Union Student Athletes, not only from your performance in competition, but also by example in everyday activities.

NORTH UNION STUDENT ATHLETE MISSION STATEMENT

The goals and objectives of all North Union Student-Athletes are to have fun in your activities, be successful, develop positive sportsmanship, loyalty to your team, coaches, and school, develop a hard working attitude which leads to success, and enjoy athletics. Emphasis on the team aspects over personal desires should always be the student-athlete's first priority. The ambition to achieve all of these goals and objectives will result in positive outcomes on the playing field, but more importantly, in life as outstanding citizens in society.

ASPECTS OF THE NORTH UNION ATHLETIC PROGRAM

The Athletic Program will be:

1. Subject to the same administrative control as the total educational program.
2. Subject to the Ohio High School Athletic Association and the Mid-Ohio Athletic Conference rules, guidelines, and regulations.
3. Conducted to provide student-athletes with quality experiences that will develop favorable habits and attitudes which will prepare them for adult life in society.
4. Constantly striving to develop leadership through the development of positive personality traits and citizenship, not in wins and losses.
5. Representing the North Union Local Schools, faculty, parents, fans, and community with positive attitudes towards officials, spectators, and the opponent.
6. Striving to achieve excellence and improve North Union Athletics.
7. Constantly providing adequate and natural opportunities for:
 - A. Physical, mental, and emotional growth.
 - B. Acquisition and development of special skills in activities of the student-athlete's choice.
 - C. Team play with the development of such traits as: loyalty to the team and district,

- cooperation, fair play, and sportsmanship.
 - D. Directed leadership and supervision that stresses the following: self-discipline, self-motivation, the drive for excellence, and the ideals that make winning and losing gracious with class and self-esteem.
 - E. A focus of interests in activity programs for the student body, faculty, and community that will generate a general feeling of unity and togetherness.
 - F. Provisions for personal fitness and worthy use of leisure time in later life either as a participant or spectator.
8. Striving to achieve the following standards of the North Union Athletic Program:
- A. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
 - B. To show cordial respect to visiting teams, administration, fans, and officials.
 - C. To achieve a thorough understanding of the rules of the game.
 - D. To encourage leadership, initiative, fair play, and good judgment by players, teams, and coaches.
 - E. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
 - F. To respect the integrity and judgment of officials.

REMEMBER: It is a privilege, not a right, to participate in athletics at North Union Local Schools.

SPORTSMANSHIP

The North Union Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that participation is more important than winning. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We therefore expect school administrators, coaches, athletes, cheerleaders, and spectators to know and embrace the following fundamentals of sportsmanship.

1. Respect should be demonstrated for an athletic opponent and for their school at all times. North Union should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.
2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbiters who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules.
4. All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.

5. All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and goodwill that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

PLAYERS: Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate. Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the official's' judgment.
3. Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
4. Accept seriously the responsibility and privilege of representing the school and community.

Participants (players and cheerleaders) should avoid the following unacceptable behavior.

1. Taunting officials, opponents or spectators.
2. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non- conference and tournament games and should carry over into the next sports season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

Disciplinary Actions:

1. Benching of participant.
2. Removal from contest.
3. Suspension of a portion of the season.
4. Restitution for damages
5. Conference/hearing with school official.
6. If ejected from contest, suspension from contest(s) as required by' OHSAA.

SPECTATORS: Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded that athletes are friendly rivals as members of opposing amateur teams. They are to be treated as such. Spectators should be reminded too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is unsportsmanlike.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectator inappropriate behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators through:
 - a. Chants
 - b. Signs
 - c. Cheers
3. Interruption of contest.
 - a. Throwing objects on playing area
 - b. Entering playing area.
 - c. Disruptive behavior.

Disciplinary Actions:

1. Removal from contest.
2. Conference/hearing with school officials.
3. Loss of privilege to attend future extra-curricular events.

We believe that each participant should be committed to upholding the ideas of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed.

EMERGENCY MEDICAL FORMS

No athlete, manager, statistician, cheerleader, etc. shall be permitted to practice or play in a contest or scrimmage without a completed emergency medical form on file with the Head Coach.

INSURANCE WAIVERS

It is the responsibility of the Head Coach to distribute to his/her team at the first organizational meeting copies of insurance waivers. This waiver must be returned to the Head Coach and must be signed by the parent and/or guardian before the athlete shall be permitted to begin practice or play in a contest or scrimmage.

Waiver forms will be provided to each Head Coach by the Athletic Director prior to the beginning of each sports season. Every athlete must have a completed insurance waiver on file. The waiver tells whether the athlete has purchased school insurance or is insured through his/her parents insurance policies.

SCHOOL INSURANCE

At the beginning of each sport season, the Head Coach will make available upon request to all members of his/her team, the school insurance forms from the carrier approved by the North Union Local School District for that school year. These applications may be secured from the Athletic Director or the North Union High School or Middle School offices. In order to be eligible to participate, an athlete must either purchase school insurance or be insured by his/her parent's /guardian's insurance policy. It is the athlete's responsibility to mail the school insurance form to the insurance company.

PHYSICAL EXAMINATIONS

Normally, one day is set aside during the summer for physical examinations for all North Union students grades 7-12. It is the responsibility of the Athletic Director to determine, with cooperating physicians, the time and site for the physicals and to notify the Head Coach, media, and the athletes. The physicals arranged for by the Athletic Director and cooperating physicians will be provided for a nominal fee. Any athlete who does not receive their physical on the arranged dates will be responsible for obtaining such physical at their own time and expense.

The Athletic Director will secure from the physicians the signed physical cards and keep them on file in the athletic office. It is the Head Coach's responsibility to ensure that every athlete in his/her charge has a physical card on file which has been signed by both parent/guardian and the attending physician. No athlete will be permitted to begin practice or competition without the above requirements being met.

TRAINING RULES / INDIVIDUAL COACHES RULES

It is the responsibility of the Head Coach to set forth any training rules and regulations, which govern the actions and behavior of his/her team members at the beginning of the season. These rules will be given to each team member in writing prior to the beginning of any organized practices or contests. Each team member and their parent/guardian will be required to sign-off on these rules stating that they have read and understand the expectations and what is being requested/required of their student athlete.

Remember, training/coach rules and regulations are in addition to those established elsewhere in this handbook.

TRAINING AND LOCKER ROOM POLICY

The following are training room and locker room guidelines.

1. Tape is for first aid, not for holding up pants or socks.
2. No athlete is permitted to be in the training room without the direct supervision and/or permission of one of the coaches.
3. Taking of first aid supplies is prohibited.
4. Misuse of first aid supplies is prohibited.
5. Horseplay in the training room and locker room is prohibited and will result in disciplinary action.
6. Lockers assigned to athletes shall be kept in a clean, sanitary and orderly manner during their use.
7. Vandalism and thievery on the part of any North Union athlete is prohibited and will be subject to disciplinary action.
8. Language of a harassing, intimidating, obscene, profane and/or foul nature is prohibited and shall not be tolerated in the training or locker areas.

WEIGHT ROOM POLICY

All athletes who use the weight room will follow the following guidelines.

1. No athlete is to use the weight room without the proper supervision of a member of the coaching staff.
2. When in use by athletes, the weight room is to be kept clean and orderly.
3. When using mats, athletes shall at all times use a clean towel and a clean shirt as covering.
4. When use of a certain weight station has been concluded, it is the athlete's responsibility to return the plates to the proper rack. Do not leave plates on the bars or on the floor.

5. Language of a harassing, intimidating, obscene, profane and/or foul nature is prohibited and shall not be tolerated in the weight room.
6. Students with infections or communicable disease should refrain from use of facilities.

SCHOOL ATTENDANCE POLICY

Since good attendance is a reasonable goal in any educational setting, and since participation in athletics is secondary to the academic goals of an institution, the following attendance policies shall be followed by student athletes:

1. Student participants in athletics must be present a half day, per the Building Principal, before a practice or contest in order to participate. Attendance guidelines may be waived when an excused absence is approved by the Building Principal.
2. Any absence over the 10 day attendance policy will result in immediate suspension from participation in all interscholastic athletic activities.

ABSENCE POLICY

Guidelines will be established by each head coach and be handled on an individual basis.

1. Absence from practice or contest, being unexcused or excused, may result in the athlete missing necessary mental and physical preparation for contest(s), resulting in non-participation in practices or contest(s).
2. Holiday absence(s) - Players are to make every effort to notify their coach of absences resulting in missed practices or contest(s) with as much advance notice as possible. Consequences for missed practices or contests will be determined by each Head Coach.

ATHLETE QUITTING A TEAM

Any athlete who quits a team (as defined by OHSAA) will not be permitted to practice, participate, or play with another North Union team during that season. Being unable to participate as a result of quitting or being removed from a team includes but is not limited to any conditioning, open gyms, practices, scrimmages, games, etc. that is in preparation for another athletic program and/or as a member of another in-season program. However, a variance of this rule may be granted given unusual circumstances and only with the agreement of all involved coaches and the Athletic Director.

BUS TRIPS

The bus trip guidelines are as follows:

1. All athletes must ride to and from a contest on the bus. If a parent chooses for their son or daughter to ride home with them, they must sign a release form, which will be in the coach's possession following the contest. Under no circumstance may a student athlete leave a contest with someone other than their parent or legal guardian, unless prior arrangements have been established with the Athletic Director. The Athletic Director is responsible of informing the coach of the arrangements. **Individual coaches may require student athletes to always ride to and from a contest.
2. Proper bus conduct is expected at all times. The athletes will follow the same rules they follow when they ride the bus to and from school.
3. No shoes other than those that are soft soled may be worn on the bus. Cleats and spikes are

- prohibited on the bus.
4. Keep the aisles clear at all times. No one should be permitted to be moving or standing on the bus until the completion of the trip.
 5. No athlete is to put their arms, legs, etc. out any bus window nor should any object(s) be thrown out of the bus. Windows should be closed when the trip is completed.
 6. No horseplay of any kind will be tolerated.
 7. Food, gum or any beverages are not permitted on the bus at any time. Be sure to keep the bus clean.
 8. No unauthorized person should sit in the driver's seat.
 9. Athletes shall not move from seat to seat while the bus is in motion.
 10. Absolute quiet must be maintained at railroad crossings or other danger areas.

AWARDS POLICY

1. The Head Coach shall determine, prior to the start of the season, the qualifications that will be required for earning a Varsity letter in his/her sport.
2. North Union High School recognizes exceptional athletes through a system of points earned for participation in different sports. This system operates as follows:
 - a. Points are to be awarded to each athlete in the following manner:

i.	Members of a squad for a full season.	1 pt.
ii.	First Varsity Letter plus squad member	2 pts.
iii.	Second Varsity Letter plus squad member	3 pts.
iv.	Third Varsity Letter plus squad member	4 pts.
v.	Fourth Varsity Letter plus squad member	5 pts.
vi.	Captain elect	1 pt.
vii.	Managers regardless of letter awards	1 pt.
 - b. Special awards are presented to athletes when they accumulate the following number of points:

i.	Medal	12 pts.
ii.	Medal	20 pts.
iii.	Medal	30 pts.
3. Managers/Trainers letter after their First year of service.
4. Freshman athletes or first year athletes will receive their award numerals following participation in any sport for a full season.
5. The North Union Middle School will establish their own awards criteria.
6. If an athlete participates in a certain sport during each of his/her four years of high school and fails to earn a varsity award in that sport, such award shall be given to him/her at the conclusion of his/her fourth year of participation.

STUDENT/PARENT/GUARDIAN AGREEMENT FORM

All Student Athletes who are participating on an athletic squad must sign the Student Athlete/parent/guardian agreement form at the beginning of each season. This agreement is to insure an understanding of the rules and regulations as well as responsibilities of being a student athlete in the North Union Local School District.

STUDENT ATHLETE PARENT/GUARDIAN AGREEMENT FORM

As a North Union student-athlete, I agree to abide by the rules, regulations, and responsibilities established in the North Union Student Athletic Handbook. I also agree to abide by those rules adopted by the North Union Board of Education and, at all times (in-season and out-of-season) to follow all federal, state, and local laws.

I understand that participation in athletics at North Union is a privilege, and as a student athlete, will take on the responsibility of being a role model. It is my responsibility to project a positive image in everything that is expected as a North Union Student Athlete.

Student Athlete Signature

Date

Parent/Guardian Signature

Date

DRUG TESTING FOR EXTRA-CURRICULAR ACTIVITIES (Grades 7 – 12)

The Board recognizes that the interscholastic athletic, co-curricular and extra-curricular programming is an integral part of the entire educational program. The Board also recognizes the importance of protecting students' health and safety relating to the use of controlled substances. To this end, the Board has developed a drug testing policy for students participating in interscholastic athletics, extra-curricular activities, and those who request parking permits.

Students participating in these activities are expected to hold themselves to good standards of conduct, sportsmanship and training because they represent the District in the course of their activities. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their parents and their school to set the positive examples of conduct, which includes avoidance of the use of controlled substances.

Students participating in interscholastic athletics, extra-curricular activities, or obtain a parking permit and their parents if the student is a minor, are required to consent to participation in the District's drug testing program. Failure to consent to the program results in ineligibility for all parking privileges and extra-curricular activities.

The term "drug test" in this policy refers only to urinalysis tests. The tests may screen for illegal drugs, illegal performance enhancing drugs, unauthorized use of prescription medication, and misuse of over-the-counter medications, alcohol and nicotine.

The District's drug testing policy and procedures are included in student handbooks and extra-curricular activities manuals. Activity advisors provide students with a copy of, and educate students about, the Board's drug testing policy and procedures at the beginning of the academic year or athletic season.

Selling and/or distributing of any drugs or alcoholic beverages is prohibited

- a. **First offense:** The student may be denied the privilege of participating in the extra-curricular activity for 80 school days. School days will be counted beginning with first interscholastic competition of the current or subsequent season. In the case of a student driver, the student may be denied driving and parking privileges for 45 days
- b. **Second offense:** The student will be ineligible for all extra-curricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 90 days.

Drug Testing Program

Drug testing occurs at the beginning of the school year. In addition, random testing of students in extra-curricular activities and students issued parking permits occurs throughout the school year or athletic season(s). Drug testing may also occur when a District administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled substance.

Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

1. The Building Principal, within 24 hours of receiving test results from the Vendor/testing agency, will notify the parent/guardian/custodian. The Building Principal may keep all test results until student's graduation. Due to confidentiality laws, the only information that will be revealed to the coach or activity advisor will be that the policy was violated.
2. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.
3. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Medical Review Officer feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

Use of Drugs or Alcoholic Beverages/Consequences for Positive Test Results

Students who test positive shall be considered in violation of the District's Drug and Alcohol Policy and will be subject to all of the disciplinary sanctions outlined therein.

Violations

For any violation the student will be required, at the parent/guardian/custodian expense, to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) or chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the School District with documentation that the student completed all recommendations of the counselor. The student will be required, at the parent/guardian/custodian expense, to submit to two follow-up drug tests at a time designated by the school's drug testing vendor.

1. **First offense:** The student shall be denied the privilege of participating in twenty percent (20%) of the next or current season extra-curricular contests, and/or in the case of a student driver, shall be denied driving and parking privileges for 45 school days, provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program.

Any varsity student athlete who violates this policy shall lose any leadership position held. Additionally, the student athlete will be required to meet with the building principal and athletic director prior to any reinstatement.

---- OR ----

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extra-curricular activities, or will be denied driving and parking privileges for 90 school days.

2. **Second offense:** The student shall be denied the privilege of participating in fifty percent (50%) of the next or current season extra-curricular contests. In addition, in the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
3. **Third offense:** The student will be permanently ineligible to participate in all athletics and extra-curricular activities for the remainder of his/her academic career in North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career in North Union schools.

Violations are cumulative throughout the student's secondary school career. (Grades 9-12)

Refusal to Test

A student who signs an informed consent form but refuses to submit to a drug test under this policy is subject to a violation like a positive test.

Adulteration Substitution

A student that attempts or assists in an attempt to adulterate or substitute a specimen will be subject to all applicable sanctions which result from a positive test.

Non-Punitive Nature of Policy

No penalties for violations of this policy involve academic sanctions, regular school attendance or referral for criminal penalties.

Prescription Drug Error

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the building administrator, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the building administrator, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

Self-Referrals

Students who knowingly have issues with drugs or alcohol should self-refer during their sign-up period for the activity. Students cannot self-refer on the day of drug testing once they have been informed they have been randomly selected that day. A student who self-refers himself/herself to a District staff member for using a controlled substance before being required to submit to a drug test may continue to participate in co-curricular and extra-curricular activities. The students must, however, agree to participate in a District-approved substance assistance program, which includes monthly random drug tests for the remainder of the season/semester at parent/guardian/custodian/ student expense. Self-referral is permissible one time during a high school career.

APPEAL PROCESS

A student may appeal in writing to North Union Schools to request reinstatement of eligibility for extra-curricular and co-curricular activities after one (1) year, after the third offense, barring no additional discipline violations have occurred. The building principal and Athletic Director will review the request and make a determination.

FOR MORE INFORMATION

District policies and other current school information is an ongoing fluid document. They can be accessed by checking the North Union website, www.n-union.k12.oh.us

STUDENT AND PARENT/ GUARDIAN CONSENT TO PERFORM URINALYSIS FOR DRUGS AND ALCOHOL TESTING FOR STUDENTS PARTICIPATING OR INTENDING TO PARTICIPATE IN extra-curricular ACTIVITIES

Student Name (Print Clearly): _____

As a parent or guardian of a student enrolled in the North Union Local School District, I have read and understand the District's Drug Testing Policy, which applies to high school student athletes, extra-curricular participants, and student drivers.

Because my child participates in high school interscholastic athletic activities, extra-curricular activities, and/or is a student driver, I hereby voluntarily consent on behalf of my student that in order for him/her to participate in such activities, my student will submit to drug/alcohol urine testing. We agree to be subject to the terms of the "Drug Testing" Board Policy. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects as controlled by the testing vendor.

I also understand that while my child cannot be compelled to produce a specimen, the giving of a specimen when requested by the District is a condition of my child's continuing to participate in interscholastic athletic activities, extra-curricular activities, and/or drive and park on campus.

I understand that if a test of my child's specimen reveals an unexplained presence of a drug or alcohol, the District may withdraw the privilege of participating in these activities. I understand that a refusal to submit to a test will have the same consequence as if my child had tested positive.

I authorize the officers, employees, and agents of the District to communicate and share information with each other regarding my child's drug test results both orally and in writing. I understand that these results will also be available to me upon request.

Parent/Guardian Name (Please Print Name Clearly)

Consenting Parent/Guardian Signature

Date

Consenting Student Signature

Date

The following section is to be completed only by a student who is over the age of 18.

Under the Family Educational Rights and Privacy Act (FERPA), the District is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

_____ Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

OR

_____ No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Consenting Student Signature

Date

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that the District may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by the District as appropriate.

Consenting Student Signature

Date

APPENDIX

NORTH UNION LOCAL SCHOOL DISTRICT **DRUG AND ALCOHOL POLICY**

OVERVIEW

Board Policies: IGAG, IGDJ, IGD, IGDJA-R, JFCG, JFCH, JFCI, JFCIA

Substance abuse has become an insidious problem in our country. Communities are becoming increasingly aware of its harmful effects and recognize experimentation and peer pressure can lead to dependency. This dependency disrupts the growth process, alters physical and emotional well-being and interferes with the performance capabilities of the user.

The North Union Board of Education strongly supports programs in the schools that are designed to: raise awareness of the harmful effects of drug use among students and staff; prevent students' involvement of drugs and alcohol; assist and support students who are involved and affected by drug use; work cooperatively with those students who are willing to seek help/treatment; and to provide a disciplinary drug and alcohol policy for the North Union Local School District.

The purpose of this program is:

1. to provide for the safety of all students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. to encourage students who use drugs to participate in drug treatment programs; and
4. prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within North Union Local Schools.

I. EDUCATIONAL PROGRAM

Introduction:

Students who are experiencing problems with drug and alcohol usage are in need of assistance. The type of assistance needed may vary; however, the North Union Local School District is committed to assist the student and his/her family find the most appropriate assistance/treatment program from which these individuals can benefit.

Becoming aware of the extent of the problem, recognizing the symptoms of abuse, and knowing the effects of drug and alcohol use are necessary elements of a "Preventive Educational Effort." Therefore, it shall be the responsibility of the school officials of the North Union Local School District:

1. will communicate information in terms of statistics, publications, meetings, workshops, and other pertinent items of interest regarding substance abuse programs and their availability to students and their families.
2. will provide continuing instructive programs for all staff personnel which will enable them to identify the symptoms of drug and alcohol abuse.
3. will bring outside speakers into the schools and cooperate with other agencies to disseminate information to students.
4. will develop a school curriculum, grades K-12, which is comprehensive and covers areas including but not limited to: physical, emotional, mental, social, and legal ramifications of drug and alcohol involvement.
5. will provide information to students, staff and parents about outside agencies and encourage them to take advantage of these services and programs.
6. will inform students that use, possession, or selling/distributing counterfeit controlled substances is also a criminal offense.

II. ABUSES OF DRUGS AND ALCOHOL

A. Introduction:

It is the primary objective of the North Union Schools to assure that education of all students shall proceed in an efficient, orderly, and non-disruptive manner. The **SALE, USE OR POSSESSION OF INTOXICANTS, ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES** on school premises is an obstacle to that objective and interferes with the responsibility of students to receive quality academic instruction. While student drug education and referral to counseling services will continue to be made available; it is the philosophy of the North Union Schools that such measures should be viewed as instructional or rehabilitative and will be considered as an alternative to disciplinary procedures or measures as specified in the **OFFENSES AND DISCIPLINARY ACTIONS**, Section III.

B. Responsibilities of Students:

Students in the North Union School District shall not possess, transmit, conceal, consume, show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, non prescribed drugs, look- alike drugs, or mind altering substances, the possession of which is prohibited by law and by the North Union Board of Education. This includes narcotics, hallucinogens or intoxicants of any kind:

1. on school property (including vehicles used for transportation of students) and/or at school related events, or off school property when the conduct endangers the health and safety of students within the District or adversely affects the educational process.
2. at any school sponsored or sanctioned activity or event away from or within the school district.

Drug paraphernalia or instruments including, but not limited to, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property and will be subject to immediate confiscation.

This policy and in accordance with state law defines counterfeit, controlled substance as the following:

1. any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
2. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. any substance other than a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year including summer school sessions.

C. Responsibilities of School Officials:

It is the responsibility of all school employees of the North Union Board of Education to inform students and parents about the drug and alcohol abuse policy of this district.

All matters concerning reports of individual students directly related to drug and alcohol abuse shall be and remain confidential except as between the person(s) directly involved in the student's' education and except as otherwise provided herein.

1. When a school official has reason to believe that a student is in violation of the Drug and Alcohol Policy, the following action will be taken:
 - a. the student will be brought to the school administration and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply if guilty.

- b. if a student is in need of medical attention, the medical emergency squad will be notified to render immediate and temporary medical attention.
 - c. the parent(s) or legal guardian will be notified and asked to meet with the building administrator.
 - d. only in the case of a medical emergency and the parents cannot be reached will the person(s) on the medical emergency card be notified.
 - e. to the extent permitted by state and/or federal law, school officials may elect to cooperate with law enforcement agencies and to provide any information that would be considered beneficial in the law enforcement's efforts to stem the use of drugs and alcohol.
 - f. if a student participates in extra-curricular activities or has been issued a parking permit by the school district and is under reasonable suspicion, the student may be selected for drug testing.
2. If a school official has reason to believe that intoxicants, illegal drugs or potentially harmful substances or drug paraphernalia are concealed in a school locker or on a student, the following will apply:
- a. **Locker search:** School lockers, desks or other similar property are subject to search by school officials at any time or without notice.
 - b. **Personal search:** As determined by the United States Supreme Court, when the possession of illegal or dangerous items are suspected to be on a student's person, the school official may ask the student to reveal the items suspected to be on his person.
 - c. **Student vehicle:** When possession of illegal or dangerous items are suspected to be in a student's vehicle on school property, school officials may call local police authorities.

All students are responsible for understanding this Drug and Alcohol Policy and the counseling services available to them. The student's responsibility is to use this information to make decisions about drug and alcohol use. The student who voluntarily requests assistance or counseling in situations where no offense, as specified later in this policy, has been detected by school officials will not be deemed to be in violation of school policy based on information divulged. In situations where an offense, as described later in this policy, has been detected by school officials, the violation of school policy will not be excused on the basis that the student has requested counseling.

D. Parent(s) Responsibility:

The effectiveness of this Drug and Alcohol Policy will be greatly assisted by the cooperative efforts of the school, family, and school board and it is, therefore, the responsibility of the parents to be aware of and completely understand the North Union Local School District Drug and Alcohol Policy.

III. OFFENSES AND DISCIPLINARY ACTION

A. Introduction:

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense by any student and shall be administered by the building principals in accordance with the policy and regulations of the North Union Board of Education. It is noted that the penalty designated below provides a guideline for the penalty to be imposed for the offense described as, at all times, school officials retain the discretion to impose the appropriate penalty; in incidences where extreme violations occur, the specified action may be waived by the school official in favor of a stronger measure such as a longer suspension, expulsion, or other appropriate measures as deemed necessary. Similarly, school officials may at a hearing consider factors that may mitigate routine disciplinary measures.

B. Offenses:

The following conduct by students is prohibited by the North Union Board of Education:

1. Selling or distributing any quantity of intoxicant, illegal drugs, controlled substances or counterfeit controlled substances:

First Offense:

1. Parent(s) will be notified immediately and the student will be removed from the school for the remainder of the day.
2. The police may be notified of the incident.
3. Consultation with parent(s) and student emphasizing the availability of counseling services.
4. The student may be suspended from school for up to ten (10) school days. OR
5. The student may be suspended for ten (10) school days and a recommendation for expulsion filed.

2. Possession of drug paraphernalia/other instruments or being under the influence of illegal drugs or other controlled substances when such a possession or influence is prohibited by law or by the policy of the North Union Board of Education.

First offense:

1. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
2. Police may be notified of the incident.
3. Consultation with parent(s) and student emphasizing the availability of counseling services.
4. The emergency medical rescue squad will be called if deemed necessary by the school officials.
5. It may be recommended to the parent(s) by the school official that a police investigation be made to determine the source of the drug/alcohol.
6. The student may be suspended from three (3) to ten (10) days from school. If the student has been given ten (10) days suspension, a readmission conference must be conducted with student and parent(s).
---- OR ----
7. In cases of students with prior code-of-conduct offenses, administrators may suspend the student for ten (10) days and a recommendation for expulsion may be filed.

Second and subsequent offenses:

1. Parent(s) will be notified immediately and student will be removed from school for the remainder of the day.
2. The police may be notified of the incident.
3. Consultation with parent(s) and student shall occur emphasizing the availability of counseling/treatment services.
4. The emergency medical rescue squad will be called if deemed necessary by the school officials.
5. The student shall be suspended from school for ten (10) days and a recommendation for expulsion may be made. .
6. A readmission conference with student and parent(s) must be held prior to the student returning to school.

IV. DRUG AND ALCOHOL POLICY FOR extra-curricular PARTICIPANTS

A. Introduction:

In addition to the preceding Board Policy (sections I, II, and III of this Policy) regarding drugs and alcohol, the North Union Board of Education has adopted a Drug and Alcohol Testing Policy (See Board Policy IGDJA and Board Regulation IGDJA-R) which shall apply to all students who participate in school-sponsored, student-related, extra-curricular activities, as well as those who are issued a parking permit to drive and park on school district property.

It is the opinion of the North Union Board of Education that extra-curricular activities are an integral and important part in the development of a student's educational program. Participation in extra-curricular activities is encouraged by the Board of Education. Students are volunteering to participate in these extra-curricular activities sponsored by the North Union Board of Education and are expected to accept the responsibility granted them by this privilege of participation by maintaining a higher degree of conduct. To be in extra-curricular activities in the North Union School District is to make a commitment and it is the student's responsibility to meet the commitment.

B. Extra-curricular activities identified:

Extra-curricular activities are those activities that are sponsored by, supported by, and identified by the North Union Board of Education and are an extension of the "normal" school day. Grades are not issued for a student's participation in extra-curricular activities.

Participation in athletics and activities programs is a privilege. This privilege is extended to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level; **therefore**, the privilege of participation in activities and athletics is only extended to those who meet the expectation of non- use of alcohol and other drugs.

C. Violations:

In addition to the North Union Board of Education Drug and Alcohol Policy (see, sections I, II, and III of this Policy), there are two additional responsibilities of trust and confidence placed upon students who participate in extra-curricular activities sponsored by the North Union Schools. Accordingly those students

participating in extra-curricular activities who violate the following rules shall be subject to the discipline outlined above in Section III(B) of this policy and **in addition**, may be disciplined as indicated below:

1. **No selling and/or distributing of any drugs or alcoholic beverages.**

- a. **First offense:** The student may be denied the privilege of participating in the extra-curricular activity for 80 school days. School days will be counted beginning with first interscholastic competition of the current or subsequent season. In the case of a student driver, the student may be denied driving and parking privileges for 45 days
- b. **Second offense:** The student will be ineligible for all extra-curricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 90 days.

2. **No possession and/or use of drugs or alcoholic beverages.**

A positive result to a drug test administered in accordance with Board Policy IGDJA and Board Regulation IGDJA-R shall be considered a violation of this - the North Union Board of Education Drug and Alcohol Policy and will result in a student being subjected to all applicable sanctions.

- a. **First offense:** The student shall be denied the privilege of participating in twenty percent (20%) of the next or current season extra-curricular contests, and/or in the case of a student driver, shall be denied driving and parking privileges for 45 school days, provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. **The student will be required to have a screening by the appointed health professional.** The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program. Any varsity student athlete who violates this policy shall lose any leadership position held.

Additionally, the student athlete will be required to meet with the building principal and athletic director prior to any reinstatement.

---- OR ---

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extra-curricular activities, or will be denied driving and parking privileges for 90 school days.

- b.** **Second offense:** The student shall be denied the privilege of participating in fifty percent (50%) of the next or current season extra-curricular contests. In addition, in the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
- c.** **Third offense:** The student will be permanently ineligible to participate in all athletics and extra-curricular activities for the remainder of his/her academic career in North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career in North Union schools.