

Union Eighth Grade Center

STUDENT HANDBOOK

2023-2024

It is the mission of the Union Eighth Grade Center to provide our students with diverse quality educational opportunities in a safe environment, which maximizes individual potential and strengthens positive decision-making skills. The Eighth Grade Center is designed to assist students in making a successful transition from a middle school to a high school setting. The staff at the Eighth Grade Center will work toward academic excellence for all students and will maintain high expectations of the students. To accomplish our academic goals and to create an overall learning community, we must work cooperatively with the parents and students.

Contained within this handbook are the rules and regulations set forth by the Union Board of Education, State Department of Education and the Oklahoma Secondary School Activities Association. These regulations are written to provide a safe and disciplined environment where the emphasis is on learning. We ask each student and parent to read this handbook and become more familiar with the educational process and regulations at the Union Eighth Grade Center.

UNION EIGHTH GRADE CENTER

6501 South Garnett
Broken Arrow, Oklahoma 74012
Main Office 918.357.4325
FAX 918.357.7899

Aviso a los Padres hispanos:

Si usted debe tener necesidad de hablar a alguien en español sobre su estudiante, o tiene las preguntas acerca de la política escolar, por favor siéntase libre para llamar por el teléfono a 918-357-4325 extensión 7887; o usted pueden entrar para visitarla en su oficina. Nosotros esperamos que esto le ayudará comunicar con la escuela si usted debe tener cualquier pregunta que involucra a su hijo o hija. Si nosotros podemos ser de ayuda en cualquier otra materia, por favor permítanos saber.

Revised July 2023

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BOARD OF EDUCATION POLICIES

A complete listing of all Board Policies can be found at
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Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

What are the symptoms?

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Is there a vaccine to prevent meningococcal disease?

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

For more information call or visit us on the web:

Phone: 405-271-4060 <http://ads.health.ok.gov>

OSDH 12/15

RIGHTS

Legal Custody

A parent or guardian who has legal custody of a child and does not wish the other parent or parents, or any other persons, to have access to the child should present the proper legal documents to the Enrollment Center to establish custody rights. A parent or guardian who has gained custody of the student must present to the school Legal Guardianship documents from the Court before the student is permitted to enroll.

Special Services

The Union Public School District makes every effort to locate, evaluate and educate, in the least restrictive environment, all special needs children ages three through 21, under the provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

This notice is a Child Find project to make patrons aware of the availability of special education and related services for students with disabilities. Programs and services are provided for eligible students in the areas of specific learning disability, deaf/hearing impairment, visual impairment, orthopedic impairment, other health impairment, multiple disabilities, mental retardation, speech or language impairment, emotional disturbance, traumatic brain injury, and autism. If you have or know of a child who may have a significant disability which adversely affects educational performance, please contact the Special Services Office at the Education Service Center, 918-357-4321.

Rights to Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request.)

The following student directory information may be published or transmitted by Internet without prior parent consent:

- Student's name, address, telephone, date and place of birth.
 - Student's participation in officially recognized activities, sports, weight and height of members of athletic teams.
 - Student's date of attendance, name of school, degrees and awards received.
- Parents may request in writing that the above directory information may not be published or transmitted by the school district.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington DC 20202

The office of the Superintendent of Schools shall maintain the official FERPA policy.

ATTENDANCE

CLEARING STUDENT ABSENCES

Students will be recorded as absent when they do not attend in accordance with each building's administrative regulations. If a student will be absent, the parent/guardian must notify the attendance office before 10:00 AM. Please provide the reason for the absence and the approximate date of return.

FAILURE DUE TO ATTENDANCE

Students exceeding ten (10) absences per semester may receive an 'F' based on Board Policy #5025.

EXCUSED ABSENCES

Excused absences will not count against the number of allowable absences. In compliance with Board Policy #5025, absences can only be excused if one of the following conditions is met:

- A doctor's note is provided.
- The absence is due to observation of a religious holiday.
- The absence is deemed by the principal to be an emergency.
- Absences related to a parent's military deployment activities may be excused at the discretion of the Superintendent.

TRUANCY GUIDELINES

Students are considered truant if they are unaccounted for or are absent without consent of parent/school officials. Students marked as truant will be referred to the assistant principal for disciplinary action in accordance with Board Policy #5050. Examples of truancy:

- Leaving campus without the advanced consent of the parent.
- Leaving class without permission.
- Counterfeit phone calls to have the student dismissed from class.
- Other fraudulent attempts to be absent from school not covered in this definition.
- "Walk outs" and/or "skip days."

LATE ARRIVALS

Students arriving late to school must enter the building through the front office.

Students arriving within the first 10 minutes of the day will go directly to their first class. The teacher will mark them tardy.

Students arriving more than 10 minutes after the school start time must check in at the Front Office and get a Student Admit form before entering class. Students who arrive more than 10 minutes late for class are considered absent.

TARDIES

Students are counted tardy if they are not in their assigned class when the tardy bell rings. Students are responsible for getting an official pass if they are in the office or detained by a teacher. Tardies accumulate in any one class each semester.

Guidelines for Discipline for Tardies

1 st	Verbal Warning
2 nd	Parent Notification
3 rd	PM Detention and Parent Notification
4 th & over	Referral to Assistant Principal

STUDENT CHECK-OUT / LEAVING CAMPUS

Students are restricted to the school campus from time of morning arrival until time of departure in the afternoon. No student is to leave campus during the day unless checked out through the office. Leaving school without permission is classified as truancy.

In all cases, parental verification (photo ID) will be required at the time of check out.

A parent/guardian must come to the front office in person, present a valid photo ID, and sign the check-out sheet before a student may leave school for any reason. The check-out process may take up to 15 minutes. Parents/guardians should consider these factors and allow for enough time when planning to check out a student.

ASSIGNMENTS WHEN ABSENT

Students are encouraged to makeup missed work. Students are responsible for obtaining, completing, and returning assignments to the teacher for credit. Students will be granted at least one makeup day for each absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignments and length of absence.

If extended absences are necessary, parents should submit a letter of request two weeks prior to leaving, stating the reason for the absence. If approved, special arrangements will be made regarding assignments.

HOMEBOUND PROGRAM

Union Public Schools offer a homebound program through the Special Services Department. The criteria are as follows:

- A. A student must have an acute or chronic condition which prevents attendance in regular classes for a minimum period of two (2) weeks. This must be verified by a doctor's note in writing.
- B. Applications for this service are approved by the Director of Special Services.
- C. Homebound service will only begin after the proper forms have been successfully completed and placed on file in the Special Services Office.

EMERGENCY SCHOOL CLOSING

When it becomes necessary to close school because of severe weather conditions or other emergencies, announcements will be made through local radio and television stations. The Union web site at www.unionps.org will also provide information.

CHANGE OF ADDRESS

In-District: Notify the school immediately of any address, telephone, or work number changes so parents can be contacted in the event of any emergency.

All address changes must be made through the Union Enrollment Center. Phone numbers, emails, and emergency contacts may be updated in the Parent Portal. Changes may also be made in-person, with photo ID. For safety, we do not make changes over the phone.

Out-of-District: Notification of the school is necessary so the student can be withdrawn from the roll, and his/her transcript can be forwarded to the new school (refer to "Rights to Records"). See Board Policy #5450.

GRADING/CURRICULUM

GRADING SYSTEM

The standard “four-point” grading system (A-4, B-3, C-2, D-1, F-0) will be used in calculating the GPA on all student transcripts.

The letter grades A, B, C, D, F shall be used to indicate the achievement of eighth grade students in all instructional areas. The letter grades used shall indicate the following degree of achievement:

A = 90-100	Superior quality of work
B = 80-89	Above quality of work expected
C = 70-79	Satisfactory quality of work
D = 60-69	Below quality of work expected
F = 59-Below	Unsatisfactory work

SCHEDULE CHANGES

In order to obtain a schedule change, a student must first complete a Schedule Change Request Form. This form should be filled out completely and returned to the counseling office. Schedules will not be changed during the first three days of school.

There will be no schedule changes after the first ten (10) school days without principal approval.

Schedule changes will not be made to switch teachers or to have class/lunch with a friend. Schedule changes will only be permitted if the change does not create an overcrowding situation in the requested class. Elective spaces are limited.

COUNSELORS

The Eighth Grade Center’s guidance counselors assist students by strengthening their academic goals, creating positive social relationships, and building solid aspirations for the future.

The Eighth Grade Center’s guidance counselors assist students and their parents by:

- Developing student schedules.
- Guiding students in planning for high school.
- Working with parents and teachers to track a child’s progress in meeting academic and behavioral goals.
- Coordinating the intervention process between parents, teachers and other school personnel.
- Helping students deal with personal problems or family issues such as depression, abuse, stress, drug abuse or grief.
- Mediating disputes among students to promote positive social relationships.
- Answering parents’ questions about school policies, courses and standardized tests. Sponsoring support groups to help students explore issues such as self-esteem and anger management.
- Referring families to needed community resources.

STUDENT INFORMATION

The information below concerns site-specific rules/ expectations for the Eighth Grade Center. Please also refer to the Board Policies listed in the handbook for further explanation.

IDENTIFICATION CARDS

For the security of our students and staff, everyone attending Union 8th Grade Center must have an identification card in their possession at all times.

- A. ID cards will be provided for each student at the beginning of the school year at no charge.
- B. Students must wear and display IDs at all times. IDs will be required to gain entrance to school-sponsored activities, including football games.
- C. If an ID card is lost, stolen or damaged, it is the student's responsibility to replace the card immediately. A fee of \$5.00 will be charged for a replacement card. Lanyards and replacement sleeves may be purchased for \$1.00.
- D. Do not place stickers on the ID or deface ID in any way, as it will be confiscated, and the student will be responsible for replacing the ID.
- E. ID checks will take place every day. **Failure to display an identification card may result in disciplinary action.**

CELL PHONES

Cell Phones must be **OFF AND AWAY, ALL DAY**, from the first bell to the last bell of the school day. Students will be reminded daily to "power off" their phones and put them away during the first few weeks of school. Failure to meet these expectations may result in disciplinary action.

STUDENT MESSAGES

Parents who need to contact their student during the school day may call the main office and a message will be delivered to the classroom. Parents are encouraged to call before 2:00 PM so messages may be delivered before school dismisses.

SCHOOL PHONES

The school phones are for school business purposes only. Students are not to use the telephone in the classroom without teacher permission. School phones for student use are available in the administration offices.

DETENTION

Detention times have been scheduled as opportunities to create consequences for students who violate school rules. It is imperative for students to complete the assigned detentions. Failure to do so will result in additional consequences. Students who arrive late for their scheduled detention will not receive credit for the detention.

Detention Rules

- Students must bring school work to complete or a book to read.
- Students are not allowed to use personal electronic devices during detention.
- Students are not to disturb others or sleep during detention.
- Students are to use the restroom before detention begins.
- Failure to comply may result in removal from detention and additional consequences.

DRESS CODE (BOARD POLICY #5060)

It is important that student dress contribute to the atmosphere of a good educational environment. It is the responsibility of the student and the parent to adhere to the dress code guidelines as stated in Board Policy #5060.

Discipline Guidelines for Dress Code Violations

Students may not be sent back to class until they have met the guidelines of the dress code. Repeated offenses will result in additional consequences determined by the administration. Parents may be asked to bring appropriate clothing to school for the student. If the violation is not correctable, the student will be placed in In-School Detention for the school day.

LUNCH

No student is to be in any classroom during the lunch period unless that teacher is in the room to supervise. Students must eat lunch in the cafeteria.

Lunch periods are 30 minutes. Parents wishing to take their children out to lunch must check them out through the attendance office. Attendance will be marked accordingly.

FOOD DELIVERIES

Food deliveries from services such as Door Dash, Uber Eats, Grub Hub, etc. are not allowed. Deliveries will be turned away at the door. The school is not responsible for the cost. Parents may not bring food for students other than their own.

CAFETERIA

All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria/commons area. Students are responsible for disposing of all trash in the appropriate trash bins upon dismissal.

CAFETERIA BEHAVIOR

- A. **FIVE (5)** students may be seated at a single table; chairs are not to be moved from one table to another.
- B. Seating may not be reserved.
- C. Students are not to break the lunch line or save places in the line.
- D. Use the restrooms in the cafeteria area.
- E. **ALL students must go through the lunch line.** Whether you are purchasing a lunch, brought a lunch from home, or not eating a lunch, all students go through lunch line and both ID check points.

HALL PASSES

Hall pass must include student's name, time, date, destination, and teacher name. A hall pass should be open and visible to any adult who may ask to see the hall pass in the hallways. **Halls passes are not given during the first ten and last ten minutes of class or after 2:00 PM.**

HALL SWEEPS

In an effort to curb the number of tardies to class, the administration may institute a procedure referred to as a "Hall Sweep." Students who are in the hall without a pass after the tardy bell rings during a hall sweep will automatically receive detention regardless of the incident number.

HALL COURTESY

- A. One-way hall signs must be observed.
- B. **DO NOT RUN IN THE HALLS!**
- C. Do not congregate in the halls or commons area between classes. This time should be used for passing from one class to another.
- D. Discard trash in the containers provided.

RESTROOM USE

Restrooms are to be used before/after school, during the lunch period, or between classes. Students may use the restroom during class with a hall pass. However, **restroom passes are not given during the first ten and last ten minutes of class or after 2:00 PM.** Students are expected to help keep restrooms clean. Loitering, smoking, writing on the walls or damaging the facilities in any way is prohibited.

DELIVERIES

Due to many special occasions/holidays, we are often faced with the dilemma of receiving a variety of gifts (flowers, balloons, etc.) at school throughout the year. These items cannot be delivered to the classroom and are often so large they cannot be taken on the bus, so they must be stored in an already busy and crowded office area. Due to these complications, we cannot allow deliveries of this type during normal school hours. **Deliveries from food delivery services are not allowed.** Your cooperation is appreciated.

GUM AND/OR CANDIES

Gum/candy will be allowed at the teacher's discretion. Students will be expected to abide by all classroom rules which will be enforced by the administration.

SELLING GUM AND/OR CANDY TO OTHER STUDENTS IS PROHIBITED.

The selling of these items (or any item) without permission from the principal constitutes a violation of school policy, and disciplinary action will be taken. All items may be confiscated and not returned. Candy sales for fundraisers are not allowed during the school day.

STAYING AFTER SCHOOL

Only those students who have a legitimate school-related reason may remain at school after the dismissal bell rings. Students will be required to leave the building unless prior arrangements have been made through the principal's office. Students are not permitted to loiter on school property after school hours. Repeated offenses may result in consequences determined by the administration.

MONEY AND VALUABLES

Large quantities of money or objects of substantial value should not be brought to school. The school assumes no responsibility for lost or stolen articles.

LOST AND FOUND

Lost and found articles should be reported to the front office. When reporting a lost article, please give the report in writing to your assistant principal with all the appropriate information about the lost article.

VISITORS

School policy is to accept only those visitors who have legitimate business to attend to at the school. Student visitors will not be permitted in the classroom during the school year without permission of the principal.

While parents are always welcome at Union, we ask that you make an appointment to see a teacher, principal, or to visit classes. As a way to limit disruption to the educational process, administration reserves the right to restrict parent visitation to the classroom during instructional time. This assures that we will be available to you and that the educational process will not be disrupted. For security reasons, all visitors are asked to report to the main office upon entering the building and sign the guest register. Guests will be issued a visitor's pass, which must be worn while on campus. All visitors will be asked to present state-issued identification and to state the purpose of being in the building.

LIBRARY MEDIA CENTER

Students are encouraged to use the library for research and pleasure reading. Books are checked out for two weeks and may be renewed for a two-week period if a hold has not been placed on that title. Reference materials are to be used in the library and may not be checked out by students.

HEALTH SERVICES

House Bill 1550, 1984

A nurse will be on duty during the school day. A pass from a teacher will be required to go to the nurse except for an emergency. In all cases, the student must be cleared by the nurse and by the attendance office to leave the school premises. Parents will be notified of a student's need to leave school because of illness or injury. Arrangements should be made for the parent to pick up the student as soon as possible after notification.

Normally, the nurse will not treat an injury or illness except for first aid. If the nurse is not in her office, the student should go to the main office for assistance. **DO NOT GO TO THE RESTROOM OR STAY IN A RESTROOM IF YOU ARE ILL.**

Parents are required to come in person to deliver medication to the school nurse and complete the Medicine Authorization form.

EMERGENCY PROCEDURES

Union Public Schools has emergency procedure guidelines that are approved by the Board of Education. The Emergency Procedures Manual outlines school procedures to be followed during emergency situations.

SCHOOL ORGANIZATIONS

Student activities and organizations are divided into two major categories: school-sponsored and non-school-sponsored. In order to meet on school property and/or have the privilege of publicizing meetings and events, the following guidelines must be followed.

- A. All organizations must have a faculty sponsor or faculty monitor authorized by the principal.
- B. All organizations must annually complete a required application for organizations, which requires written by-laws or a constitution as well as a summary description of the purpose and anticipated actions of the organization.
- C. All organizations must have approval from the administration for designated meeting place(s) on school property. Any organization using school facilities outside of the regular school hours must submit the proper facility usage form for approval (first through the principal, then to the Education Service Center) and pay any required rental fees. There will be rental fees for using the UMAC, UPAC and Union Tuttle Stadium.
- D. All publicity pertaining to clubs and organizations must be signed by the sponsor/monitor and approved through the principal's office. The school may prohibit publicity items that are defamatory, violent, obscene or disruptive to the educational environment and will regulate locations, times and types of publicity.
- E. Use of district logos is regulated by the Union Board of Education policies, and all organizations must have administrative permission in order to use a Union logo.

School-Sponsored Organizations

School-sponsored organizations are those groups which have been initiated by the school district to promote and enrich the school curriculum and include those competitive sports and activities under the auspices of the Oklahoma Secondary Schools Activities Association (OSSAA). The following list includes, but is not limited to, the organizations sponsored by Union Public Schools:

<u>Athletics</u>	<u>Academic</u>	<u>Fine Arts</u>
Basketball	National Junior Honor Society	Band
Football	Student Council	Choir
Volleyball	Yearbook	Orchestra
Golf	Academic Team	Winter Guard
Soccer	Robotics Team	Drama
Softball	Math Counts	Speech/Debate
Swimming		
Tennis		<u>Spirit</u>
Wrestling		Cheer
Track		High Steppers
Cross Country		Pom

Non-School-Sponsored Organizations

Non-school-sponsored organizations are those groups which are not under the direct control of the district and include athletics that are not under the auspices of the Oklahoma Secondary Schools Activities Association. In order to meet on school property or advertise meetings, these organizations must be open to all interested students and obtain a faculty monitor who attends all meetings and activities on school grounds. Non-school-sponsored groups are allowed limited privileges such as monitored meeting space and posting of events but should not expect the same recognition as school-sponsored organizations. These groups will not be included in the school yearbook, will not be permitted to use district activities funds, and will not be recognized during spirit assemblies or in school publications. Additionally, they cannot use the school name, mascot or logos without permission.

OKLAHOMA SECONDARY SCHOOLS ACTIVITIES ASSOCIATION

Attendance

A student who has not attended classes ninety percent of the time for the semester becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or valid reasons for late enrollment.

Semester Grade

- A. Students must have received a passing grade in any five subjects counted for graduation which they were enrolled in during the last semester they attended fifteen or more days.
- B. If students do not meet the minimum scholastic standard, they will not be eligible to participate during the first six weeks of the next semester they attend.
- C. Students who do not meet the above minimum scholastic standard may regain their eligibility by achieving passing grades in all subjects they are enrolled in at the end of a six-week period.
- D. Students enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Special Education Students

Special education students who are enrolled in special education classes, have an Individual Educational Plan, and who have been certified by the principal as doing a satisfactory quality of work may be accepted as eligible under this rule, with the approval of the Board.

Eligibility Hardship Criteria

The following criteria is used in considering the granting of residence hardship eligibility cases:

1. Children of divorced parents.
2. Attending school in the district where the parents are employed.
3. Changing residence to care for members of the immediate family.
4. Changing residence due to unstable home environment.
5. Changing residence due to change in parents' financial condition.
6. Remaining in a school district where student is established.
7. Placement in a new residence by order of the Oklahoma Department of Human Services or a court order.
8. Change in school attendance when recommended by professional staff for a student who is undergoing chemical abuse rehabilitation.
9. No penalty will be assessed to student when he/she participated illegally due to errors made by school personnel in the enrollment process.
10. Transportation and/or safety.
11. Student desiring to continue a program.
12. An exception may be made to any rule in the OSSAA rules and regulations Handbook except Rule 1, the age rule.

However, exceptions to many rules, such as the semester, seasons of opportunity, attendance, scholarship, and end of season, etc., will be a rarity. The following criteria will not be used when considering the granting of residence hardship eligibility cases:

1. Simple change in guardianship.
2. Discontentment with the school in which the student's eligibility has been established.
3. Changing schools to take a curriculum offering or an activity that is not offered unless a student is denied the opportunity to continue a program.
4. Reinstatement of eligibility of a student who knowingly gives a school official an incorrect address.
5. The age rule.
6. Parents living in or maintaining more than one residence to circumvent eligibility.

STUDENT CODE OF CONDUCT

Preamble

A primary responsibility of schools in Oklahoma and their professional staffs is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school is a community. Rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of that citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect and live within the laws of the community.

The Board of Education, administration, faculty, and staff of the Union School District recognize that the parents of Union students share a major responsibility in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in determining the level of success achieved by the student.

Parents should be aware of school policies such as seeing that the child is in school regularly and on time, going through the proper channels when the child is absent, and in general, aiding the school in every way possible. School policies and procedures are formulated for the purpose of benefiting the child. Parents must realize the value of cooperative effort and that honesty is the best policy. If it is honestly felt that a policy is unfair or that a student has been treated unjustly, we request that parents contact the school and try to resolve the problem through discussion with all of those involved.

Students also have a definite responsibility to the school, to their parents, and to themselves. There are several concepts which young people should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others and be willing to accept responsibility for both social and household duties. Students should be developing mature, sensitive ways of dealing with people. With the proper guidance from the school and the home collectively, it is the responsibility of students to see that these mature concepts are developed.

The Union School District has the responsibility to assist each individual in developing their capabilities so that students may become effective and productive citizens. Students can expect to be treated fairly and equally by school personnel. Students can expect a safe and productive environment that fosters learning. More importantly, students and parents alike can expect courteous and accountable behavior in their association with the Union School District.

DISCIPLINE POLICY/GUIDELINES

Our school operates on a system of rights and responsibilities. Students who show social maturity and desire to accept their responsibilities are permitted many personal freedoms. These rules help create a better learning environment for all students. The rules will be enforced and must be followed by all students. At all times, students are under the authority of any teacher who is in their presence. Be sure that you as a parent or student understand the rules that have been established. As in society, ignorance of the rules is no excuse for non-compliance.

In most cases, teachers have the primary responsibility for dealing with student problems. When student problems become more serious, students will be sent to the assistant principal's office.

You, as a parent, should read this paragraph carefully. Many educational studies have been made which can attest the following two points:

1. You, the parents, are still the most influential persons in your child's life. The values and feelings you hold toward our school will most likely be the values and feelings your child holds.
2. Children will almost always be able to solve their own problems when they have parents who are willing to become positively involved in finding solutions to their child's discipline problems. Most problems can be solved by a meeting held between the individual teacher, student, and parent; therefore, be sure the student is in attendance for at least part of every conference. Do not leave the child at home. School personnel and parents can come up with all kinds of solutions which will not work unless the child is willing to try the solutions. Incidentally, you may feel free to call the principal or assistant principal if you feel the need after talking with the teacher.

CAMPUS POLICIES

STUDENT ASSISTANCE

The Union Public School District's mission is to provide our community of learners with educational opportunities to acquire and develop the best possible academic, vocational, recreational, social, and participatory skills, enabling them to become valued, contributing members of a changing global society. It is not our intent that disciplinary actions ever become an obstacle to this process. For this reason, Union Public Schools will offer amnesty to any student who approaches the professional staff sincerely seeking help in overcoming any personal problem with controlled substance abuse. A student who does so is not guilty of an "offense" discussed in this policy.

TOBACCO/VAPING - BOARD POLICY #5045

The possession or use of tobacco, tobacco products, including smokeless tobacco and vapor products or e-cigarettes in any form is prohibited on school premises, at school-related events outside of school premises, or while in transit to or from school or a school-related event in a school-authorized vehicle. Students in violation of this policy will be subject to disciplinary consequences under Board Policy 5050.

DRUGS/ALCOHOL - BOARD POLICY #5039

Controlled substances include, but are not limited to:

Alcohol, illegal drugs, narcotics, hallucinogens, barbiturates, anabolic steroids/ chorionic gonadotrophin (non-prescription), designer drugs, unauthorized prescription medications/drugs, mood/behavior-altering chemicals/ substances/drugs; counterfeit/ look-alike drugs, inhalants.

Students found in violation of this policy will face confiscation, parental notification, and immediate suspension. Law enforcement authorities may be contacted. All drug offenses are subject to disciplinary action within the guidelines of Board Policy 5050.

Suspension Reduction

All first-time drug-related suspensions may be reduced if the following criteria are met:

1. Student and parent/guardian attend a free drug and alcohol assessment at a district-approved provider.
2. Student and parent/guardian attend the parent/student involvement substance abuse program provided by the district.

Sale/Distribution of Illegal Controlled Substances

The distribution and/or sale of illegal substances is a serious offense which endangers the health and well-being of others. Students involved in the sale or distribution of illegal substances will face consequences including, but not limited to, immediate suspension for up to a calendar year, parental notification, and notification of local law enforcement agencies.

DISRUPTION OF THE EDUCATIONAL PROCESS

Any student involved in or attempting to generate, incite, encourage or prompt a disturbance which interferes with or disrupts the normal educational process, either on campus during school hours or at school-sponsored events, will be subject to disciplinary action within the guidelines of Board Policy #5050.

BULLYING

Bullying is not allowed. Bullying happens when someone hurts another person's body, feelings or things repeatedly on purpose. Bullying is not an accident; it is mean, deliberate behavior by one student or several students. (See Board Policy #5056.)

If a student is found in violation of this policy, the student will be subject to disciplinary action within the guidelines of Board Policy #5050.

FIGHTING/VIOLENCE

All forms of fighting, physical assault, violence, and threatening behavior are prohibited under Board Policies 5050 and 5054. Upon an investigation by school administrators, students found in violation of these policies will be subject to disciplinary action, which may include suspension, placement in IP, or any other measures listed under Board Policy 5050. **Administration reserves the right to require the student to remain at home pending the outcome of the investigation.**

ARSON / FIRES / ALARMS / BOMB THREATS

The acts of arson, setting or lighting any fire, bomb threats, or setting of fake alarms will not be tolerated. If a student is found in violation of this policy, the student will be subject to disciplinary action within the guidelines of Board Policy #5050.

EXPLOSIVES

"Explosive" will be defined as any device that will explode, pop, and/or anything that will create a disturbance. All explosives (examples include, but are not limited to, BULLETS, FIRE CRACKERS, SNAPPERS, SMOKE BOMBS, STINK BOMBS, AMMUNITION, ETC.) will be confiscated and not returned. The student will be subject to disciplinary action within the guidelines of Board Policy #5050.

GAMBLING

Gambling is not allowed at school or at school-sponsored activities at any time. Gambling includes matching coins, throwing dice, playing cards, etc. Disciplinary action may result if a student is in violation of this policy.

CHEATING

Cheating is prohibited under Board Policy 5050. Cheating is defined as the act or intent to gain or give knowledge or information for or during an assignment, quiz, test, or project. Plagiarism is a form of cheating. The consequences for cheating may include, but are not limited to, a zero on the assignment, test, or quiz, a call from the teacher to the parent or guardian, and any disciplinary measures listed under Board Policy 5050.

PUBLIC DISPLAY OF AFFECTION

The school will insist that all couples conduct themselves at all times at school or at school-sponsored activities in such a manner that attention of others will not be attracted to their behavior. No public display of affection, which includes holding hands, should occur during school. Students who publicly display affection may have consequences at the administrators' discretion.

PROFANITY / DEROGATORY LANGUAGE /OBSCENE GESTURES

Derogatory language (language that is inappropriate and/or unacceptable) used by a student in the school environment will not be tolerated. Profanity/obscene gestures in either spoken language or written language directed at any staff person or student will be subject to disciplinary action within the guidelines of Board Policy #5050.

SEXUAL HARASSMENT

Any unwelcome sexual advances, requests for sexual favors or verbal, physical or other sexually offensive conduct made by any student or person on district property or during any district-sponsored event will be subject to disciplinary action within the guidelines of Board Policy #5050.

THEFT

Theft of any item will be viewed very seriously. Students found in violation of this policy will be subject to disciplinary action within the guidelines of Board Policy #5050 and may require restitution.

INAPPROPRIATE USE OF TECHNOLOGY

Inappropriate use of technology at school is strictly prohibited. This includes, but is not limited to, inappropriate use of computers, cameras, calculators or any school resources. Any student found video recording an activity that violates school and/or district policy will receive disciplinary action. Violators will be subject to disciplinary action within the guidelines of Board Policy #5050.

VANDALISM

All school property belongs to the patrons of the Union Public School District and is to be used for the benefit of all the students. When students intentionally or carelessly destroy or damage school property, they are personally liable and will be disciplined and/or required to pay any costs which could include labor. Student will be subject to disciplinary action within the guidelines of Board Policy #5050.

TRANSPORTATION

BICYCLES

We do not encourage the riding of bicycles to school unless students are within walking distance of school. Once the bicycle is on campus, it should be parked in the designated area and not ridden until it is time to go home. It is best to have a lock for your bicycle. The school is not responsible for stolen bicycles.

SKATEBOARDS

Skateboards are not an approved form of transportation and not allowed at school.

TRANSPORTATION AND BUS RULES

Bus transportation is a privilege. Safety is the overriding concern in all transportation policies. The information outlined in this section is intended only as a guideline and may be amended as needed to assure the safety of all students.

Student Responsibilities

- A. Arrive at the bus stop 5 minutes before the bus is due.
- B. Wait in a safe place, 10 feet back from the road. Wait until the bus stops completely.
- C. Always use the handrail. Sit facing forward with feet out of aisle. No changing seats.
- D. Apply all classroom rules to the bus. Be courteous and cooperate with driver. Keep bus clean. No destruction/vandalism, throwing, or harmful items. No food or beverages.
- E. Always cross the street in front of the bus. Never cross behind the bus.

Items Not Allowed on School Buses

Large items that cannot be safely held in the student's lap or stored under the student's seat are prohibited. Any exception must be approved by the Transportation Department.

Eligibility to Ride a School Bus

- A. Bus service is available for students within Union District that live more than 1½ miles from school. Students must ride their assigned bus and exit their assigned stop.
- B. Students who reside out of district and attend Union on an authorized transfer are eligible for district transportation as space is available, which includes service from existing stops within the district. (School Board Policy #5500, Section G)
- C. Bus passes must be obtained from the Transportation Office 48 hours in advance.

Disciplinary Guidelines- All school rules of conduct apply to the bus.

- A. Due to the serious nature of student transportation, disruptive behavior that might endanger any student's well-being will not be tolerated.
- B. The Transportation Department will establish disciplinary procedures for drivers to follow when dealing with disruptive students. Bus rules will be made available to all students through handbooks and/or flyers. Rules will also be posted clearly on the bus.
- C. All school behavior rules also apply to students while on the bus, at the bus stop, and on school activity trips. Behavior violations are subject to the same disciplinary measures. Additionally, students are subject to denial of bus privileges for any length of time at the discretion of the administrator imposing the discipline.
- D. Bus/CDL drivers are authorized to assign any and/or all seats in the bus for any reason or for any length of time.