



# Union 6th/7th Grade Center

## STUDENT HANDBOOK 2024-2025

### *Welcome to the Union 6th/7th Grade Center*

Our goal at U67 is to create a middle school experience that intentionally transitions students from elementary to junior high. We aim to provide each student with an environment that promotes regulation, engagement, fosters a sense of belonging, and assists students in developing the essential social-emotional skills needed for college/career readiness. The staff at the Sixth/Seventh 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 Sixth/Seventh Grade Center. If there are any questions concerning the information within this handbook, please feel free to call the principals or assistant principals at 918-357-4326.

We are looking forward to having a great school year. The faculty and staff are excellent, and there will be many opportunities for students to grow and develop. Your success this school year depends on your effort and involvement. RESPECT for yourself and others and assuming RESPONSIBILITY for your actions are keys to a successful year.

UNION SIXTH/SEVENTH GRADE CENTER  
10100 East 61st Street  
Tulsa, Oklahoma 74133-1507  
(918) 357-4326  
FAX (918) 357-8047

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**The Union Sixth and Seventh Grade Center - #ALLin**

**Philosophy**

We believe a free, public education is an inherent right, a privilege, and a duty of every individual. Ourschool is concerned with the social and physical development of each student. All students will be encouraged to explore, discover, and appreciate theirworld and their own ability to change and contributeto it. Students will be learning new concepts and continuing the practice of basic skills through a coresot of courses and an exploratory program.

Administrators, counselors, teachers, parents and students must work together to create an atmospherethat promotes learning, and all must contribute to thelearning community. We believe all students can learn and experience success at the Union Sixth and Seventh Grade Center.

**Goals and Objectives**

1. Cultivate a sense of belonging and personalinvestment in learning for all.
2. Ensure that students and families are supportedin all areas of academic, physical, and social/ emotional growth.
3. Nurture a safe and secure school-learningenvironment.
4. Develop literacy skills of thinking, reading, writing, speaking, and listening in all contentareas.
5. Recognize and reinforce character development.

<b>School Calendar for 2024-2025</b>			
<u>1<sup>st</sup> Semester</u>		<u>2<sup>nd</sup> Semester</u>	
Professional Days	Aug. 13-14, 2024	Second Semester Begins	Jan. 6, 2025
First Day of School	Aug. 15, 2024	Professional Day	Jan. 17, 2024
Professional Day	Aug. 30, 2024	Martin Luther King Day	Jan. 20, 2025
Labor Day	Sept. 2, 2024	Professional Day	Feb. 14, 2025
Virtual Day for Students	Oct. 16, 2024	President’s Day	Feb. 17, 2025
End of First Quarter	Oct. 17, 2024	End of 3 <sup>rd</sup> Quarter	March 14, 2025
Conf. Day (No School)	Oct. 17, 2024	Spring Break	March 17-21, 2025
Fall Holiday	Oct. 18, 2024	Virtual Day for Students	April 17, 2025
Thanksgiving Vacation	Nov. 25-29, 2024	Conf. Day (No School)	April 18, 2025
End of First Semester	Dec. 20, 2024	Memorial Day	May 26, 2025
Winter Vacation	Dec. 23, 2024 – Jan. 3, 2025	Last Day of Classes	May 28, 2025
		End of 2 <sup>nd</sup> Semester	May 28, 2025
<b>**Calendar includes 5 snow days**</b>			

## BASIC STANDARDS OF BEHAVIOR

**Respect Above All** – Students will exhibit respect for themselves by doing their best. They will show respect for other students and for staff members. Students will follow directions or instructions when given the first time from any staff member in the school. Students will do as asked without comment or disrespectful non-verbal communication.

**Non-Performance Is NOT an option** – Students will be expected to complete all assignments and to return them to the teacher on time. A student who repeatedly fails to complete schoolwork will be considered to have willfully disobeyed his/her teacher and will be dealt with appropriately. In addition, failure to do his or her best and failure to follow directions are in direct violation of the school's RESPECT ABOVE ALL philosophy and corrective action will be taken.

**Bullying is NOT Allowed** – Students who bully other students will be dealt with severely. Bullying happens when someone with more power repeatedly and intentionally hurts another person's body, feelings or possessions over time. Bullying can be manifested in many different ways such as put downs; hitting, shoving or kicking; ignoring or leaving someone out on purpose; lying or spreading rumors; taking someone's things; writing mean things; or doing other hurtful things.

\*\*For more details on Union's bullying policy, please reference Board Policy 5056.

**Students are Expected to Arrive to School Ready to Learn** – Students are expected to be on time, dressed appropriately and with the necessary materials needed to be successful. This includes completed homework and outside assignments.

**Students are Expected to Contribute to the Learning Community** – We will strive to minimize any interruptions to the educational process. Teachers, staff members and students will be expected to be prepared and to work for the betterment of our students. Parents and visitors will be expected to respect the classroom and support the need for the school to focus on instruction. In addition, students will be prohibited from taking items to class which do not enhance the learning environment.

**Meetings with staff and administration** – Staff and administration prioritize the safety and security of students above all else. Due to student supervision and previously scheduled meetings, staff may not be available upon request. If a staff member is unavailable, parents/guardians may be asked to set up a meeting at a later time. Respectful behavior towards staff and administration is expected at all times.

## UNION PRIDE

The UNION PRIDE program is designed to reward those students who have proven themselves to be model, responsible students focusing on academic excellence.

The criteria for selection:

No grade lower than an "A" or "B"

No referrals, detentions or suspensions of any kind.

No more than five (5) absences per quarter as recorded by the attendance office.

Students will receive an identification card recognizing them for these achievements. They must carry the card at all times to receive the privileges associated with UNION PRIDE.

Students may lose the privileges associated with UNION PRIDE for falling below the minimum criteria at any time.

### IMPORTANT PHONE NUMBERS

Main Office	918-357-4326
7 <sup>th</sup> Gr. Attendance	918-357-8077
7 <sup>th</sup> Gr. Attendance	918-357-8177
6 <sup>th</sup> Gr. Attendance	918-357-8029
6 <sup>th</sup> Gr. Attendance	918-357-8090
Nurse	918-357-8080
Cafeteria	918-357-8083

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	●	●	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	●	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	ER	7
8	9	10	11	12	ER	14
15	16	17	18	19	ER	21
22	23	24	25	26	ER	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	ER	5
6	7	8	9	10	ER	12
13	14	15	V	▲	18	19
20	21	22	23	24	ER	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					ER	2
3	4	5	6	7	ER	9
10	11	12	13	14	ER	16
17	18	19	20	21	ER	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	ER	7
8	9	10	11	12	ER	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\*No early release on 20th due to finals

## School Calendar 2024-2025 (Early Release Fridays)



**UNION  
PUBLIC  
SCHOOLS**

Professional Days	Aug. 13-14, 2024
First Day of School	Aug. 15, 2024
Professional Day	Aug. 30, 2024
Labor Day	Sept. 2, 2024
Virtual Day for Students	Oct. 16, 2024
End of First Quarter	Oct. 17, 2024
Parent/Teacher Conf.	Oct. 17, 2024
Fall Holiday	Oct. 18, 2024
Thanksgiving Vacation	Nov. 25-29, 2024
End of First Semester	Dec. 20, 2024
Winter Vacation	Dec. 23, 2024- Jan. 3, 2025
Classes Resume	Jan. 6, 2025
Professional Day	Jan. 17, 2025
Martin Luther King Day	Jan. 20, 2025
Professional Day	Feb. 14, 2025
President's Day	Feb. 17, 2025
End of Third Quarter	Mar. 14, 2025
Spring Break	Mar. 17-21, 2025
Virtual Day for Students	Apr. 17, 2025
Parent/Teacher Conf.	Apr. 18, 2025
Memorial Day	May 26, 2025
End of Second Semester*	May 28, 2025
Last Day of Classes*	May 28, 2025

\*Calendar includes 5 snow days

<u>First Semester</u>	<u>Second Semester</u>
84 Instructional Days	88 Instructional Days
3 Professional Days	2 Professional Day
87 Total	90 Total Days

**172 Total Instructional Days**

### Virtual Days

On Virtual Days, students will complete assignments at home while teachers are involved in collaboration and training.

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	ER	11
12	13	14	15	16	●	18
19	20	21	22	23	ER	25
26	27	28	29	30	ER	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	ER	8
9	10	11	12	13	●	15
16	17	18	19	20	ER	22
23	24	25	26	27	ER	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	ER	8
9	10	11	12	13	▲	15
16	17	18	19	20	21	22
23	24	25	26	27	ER	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	ER	5
6	7	8	9	10	ER	12
13	14	15	16	V	▲	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Legend

- |    |   |   |                            |
|----|---|---|----------------------------|
| ●  | Professional Day (No school)                                    | ▲ | Conference Day (No school) |
| □  | Semester begins/ends  | S | Snow Day                   |
| ■  | Holiday (No school)   | □ | District Offices Closed    |
| ✕  | End of quarter  | V | Virtual Day                |
| ER | Early Release; classes are released from school 40 mins earlier |   |                            |

### District Offices Closed

July 4, 2024	Jan. 20, 2025
Sept. 2, 2024	Mar. 21, 2025
Nov. 27-29, 2024	May 26, 2025
Dec. 24, 2024 - Jan. 1, 2025	
District offices closed on Fridays in summer	

Approved - 3/11/24

# 6<sup>th</sup> Grade Bell Schedule

- For the most part, 6th grade will operate on a bell-less schedule.
- A bell will ring at 9:25 to release students to 1st period.
- Teams/students traveling to and from electives should be escorted by a teacher. Students should be in single file line, walking quietly.
- Teams transitioning within their own team should work with surrounding teams so that teams close together are not transitioning at the same time.

## UNION SIXTH GRADE CENTER

### Monday-Thursday Bell Schedule

9:25-9:45	<b>1st Period</b> U Time (20 minutes)
9:45-9:46	Transition Time all teams
9:46-10:29	<b>2nd Period</b> (43 minutes)
10:29-10:32	Transition Time
10:32-11:15	<b>3rd Period</b> (43 minutes)
11:15-11:18	Transition Time
11:18-12:01	<b>4th Period</b> (43 minutes)
12:01-12:04	Transition Time
12:04-12:47	<b>5th period</b> (43 minutes)
12:47-12:50	Transition Time
12:50-2:38	<b>6th period</b> (108 min) Lunch period
2:38-2:41	Transition Time
2:41-3:23	<b>7th period</b> (43 minutes)
3:23-3:26	Transition Time
3:26-4:07	<b>8th period</b> (43 minutes)

### Friday Bell Schedule

9:25-10:05	<b>2nd Period</b> (43 minutes)
10:05-10:08	Transition Time
10:08-10:48	<b>3rd Period</b> (43 minutes)
10:48-10:51	Transition Time
10:51-11:31	<b>4th Period</b> (43 minutes)
11:31-11:34	Transition Time
11:34-12:14	<b>5th period</b> (43 minutes)
12:14-12:17	Transition Time
12:17-1:57	<b>6th period</b> (108 min) Lunch period
1:57-2:03	Transition Time
2:03-2:43	<b>7th period</b> (43 minutes)
2:43-2:47	Transition Time
2:47-3:27	<b>8th period</b> (43 minutes)

# 7<sup>th</sup> Grade Bell Schedule 2024 – 2025

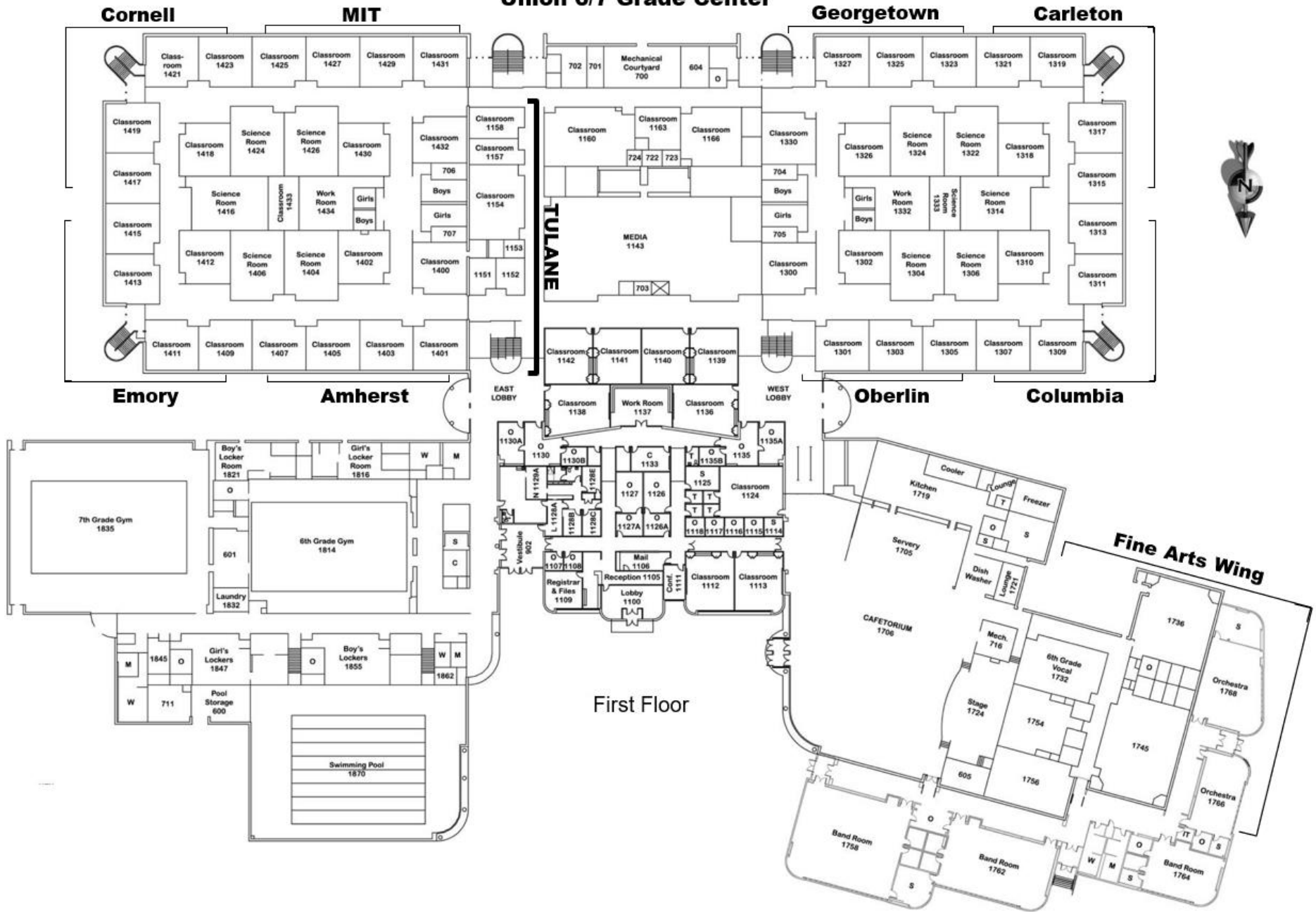
A staggered release will be utilized during passing periods to minimize traffic congestion in the hallways.

<i>1<sup>st</sup> Bell Release:</i> (2-minute passing)	<i>2<sup>nd</sup> Bell Release:</i> (2-minute passing)
All Electives Purdue Dartmouth Princeton Stanford	Yale Rice Oxford Duke Baylor

<b>Bell Schedule</b>		
<b>1<sup>st</sup> Period</b>	<b>7:40 – 7:59</b>	<b>19 minutes</b>
Passing	7:59 – 8:03 <i>1<sup>st</sup>: 7:59 / 2<sup>nd</sup> 8:01</i>	
<b>2<sup>nd</sup> Period</b>	<b>8:03 – 8:54</b>	<b>51 minutes</b>
Passing	8:54 – 8:58 <i>1<sup>st</sup>: 8:54 / 2<sup>nd</sup> 8:56</i>	
<b>3<sup>rd</sup> Period</b>	<b>8:58 – 9:49</b>	<b>51 minutes</b>
Passing	9:49 – 9:53 <i>1<sup>st</sup> 9:49 / 2<sup>nd</sup> 9:51</i>	
<b>4<sup>th</sup> Period</b>	<b>9:53 - 10:44</b>	<b>51 minutes</b>
Passing	10:44 – 10:48 <i>1<sup>st</sup> 10:44 / 2<sup>nd</sup> 10:48</i>	
<b>5<sup>th</sup> Period (Lunch)</b>	<b>10:48 – 12:32</b>	<b>104 minutes</b>
Passing	12:32 – 12:36 <i>1<sup>st</sup> 12:32 / 2<sup>nd</sup> 12:34 – 12:36</i>	
<b>6<sup>th</sup> Period</b>	<b>12:36 - 1:27</b>	<b>51 minutes</b>
Passing	1:27 – 1:31 <i>1<sup>st</sup> 1:27 / 1:29</i>	
<b>7<sup>th</sup> Period</b>	<b>1:31 – 2:22</b>	<b>51 minutes</b>

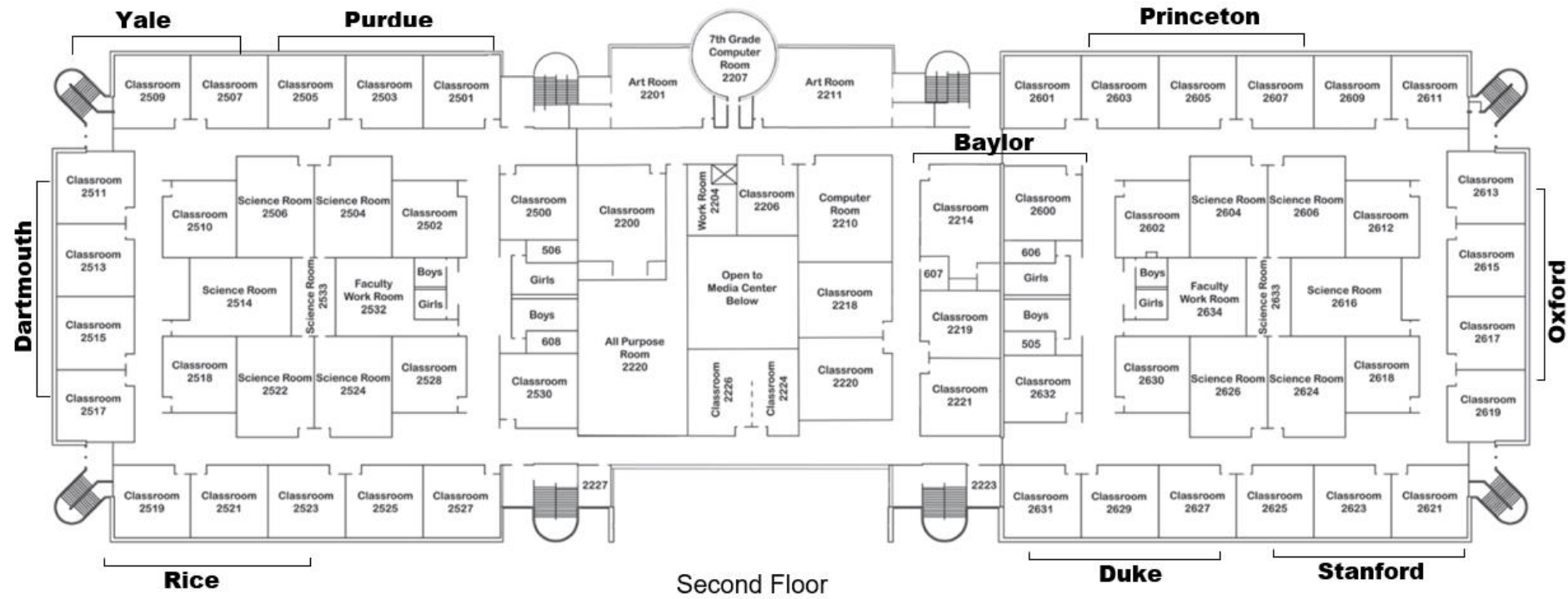
<b>Early Release Friday Bell Schedule</b>		
<b>2<sup>nd</sup> Period</b>	<b>7:40 – 8:28</b>	<b>48 minutes</b>
Passing	8:28 – 8:32 <i>1<sup>st</sup>: 8:28 / 2<sup>nd</sup> 8:30</i>	
<b>3<sup>rd</sup> Period</b>	<b>8:32 – 9:20</b>	<b>48 minutes</b>
Passing	9:20 – 9:24 <i>1<sup>st</sup> 9:20 / 2<sup>nd</sup> 9:22</i>	
<b>4<sup>th</sup> Period</b>	<b>9:24 - 10:12</b>	<b>48 minutes</b>
Passing	10:12 – 10:16 <i>1<sup>st</sup> 10:44 / 2<sup>nd</sup> 10:48</i>	
<b>5<sup>th</sup> Period (Lunch)</b>	<b>10:16 – 11:58</b>	<b>102 minutes</b>
Passing	11:58 – 12:02 <i>1<sup>st</sup> 11:58 / 2<sup>nd</sup> 12:00</i>	
<b>6<sup>th</sup> Period</b>	<b>12:02 - 12:50</b>	<b>48 minutes</b>
Passing	12:50 – 12:54 <i>1<sup>st</sup> 12:50 / 12:52</i>	
<b>7<sup>th</sup> Period</b>	<b>12:54 – 1:42</b>	<b>48 minutes</b>

# Union 6/7 Grade Center



First Floor





Second Floor

## I. ATTENDANCE

### **Arrivals and Departures**

All students are restricted to the school campus from time of arrival in the morning until time of departure in the afternoon. No student is to leave the campus during the school day unless checked out through the main office by a parent / guardian or school nurse. Parents must check out students at the receptionist desk and proper photo identification must be provided **EACH TIME**. Students leaving school without permission will be considered truant.

### **6<sup>th</sup> Grade Drop off & Pickup times:**

Drop off no earlier than: 9:00 a.m. (unless attending EDP)

Tardy Bell: 9:25

End of day: 4:07

Pickup: no later than 4:20.

### **7<sup>th</sup> Grade Drop off & Pickup times:**

Drop off no earlier than: 7:20

Tardy Bell: 7:40

End of Day: 2:22

Pickup: no later than 2:40

***Repeated violations may result in administrative action.***

### **Clearing Student Absences**

Please contact school before 10:15 a.m. any time a student will not be in attendance

7th Grade - Call 918-357-8077 or 918-357-8177

6th Grade - Call 918-357-8029 or 918-357-8090

### **Absences**

Please refer to Board Policy #5025 located in the back of this handbook on pages 27-29 for the definition of absences. An excused absence is not exempt from the minimum attendance requirement even though it is excused.

### **Truancy**

Students are considered truant if the school and/or the parent are unaware of their absence. Students shall not receive credit for work missed due to truancy. A zero

(0) will be given in each class missed. The student will be referred to an assistant principal for disciplinary action.

### **Tardies**

A student is counted tardy if he/she is NOT in his/her assigned seat when the tardy bell rings per class period. Students are responsible to obtain an excused tardy slip when they are detained in the office or by a teacher. If a student does not have a tardy slip, the student will be admitted to class and recorded as UNEXCUSED tardy by the teacher. All tardies without an excused pass are considered unexcused. Tardies are counted per class.

1<sup>st</sup> Offense: Verbal Warning

2<sup>nd</sup> Offense: Warning; Parent Contact

3<sup>rd</sup> Offense: 1 Lunch Detention; Parent Contact

4<sup>th</sup> Offense: 2 Lunch Detentions; Parent Contact

5<sup>th</sup> and Subsequent Offense: Referral to an assistant principal - action to be determined by administrator and may include suspension and/or IP placement.

### **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 may be given lunch detention, regardless of the incident number. It is the responsibility of the student to get a pass from a teacher if they are to be in the halls after the tardy bell rings.

### **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, or parents may check the district website at [www.unionps.org](http://www.unionps.org)

## **Homebound Program**

Union Public Schools offers 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 statement.
- B. Applications for this service are approved by the Director of Special Services.
- C. The State Department of Education must approve the request. Homebound services will only begin after the proper forms have been successfully completed and placed on file in the Special Services Office.

## **II. COUNSELORS**

### **Visiting the Counselor**

A student needing to see their counselor should sign up via the Counselor Sign Up Form located on Canvas. See the Counselor Corner Module in the Announcements and Resources page. The counselor will send a pass for the student at their earliest convenience. If a parent believes their child is in need of ongoing special services, they may contact the counselor for information.

### **Schedule Change Requests:**

- Schedule change request forms are located on Canvas. See the Counselor Corner Module in the Announcements and Resources page. The form will be active during the first two weeks of the school year for both 6th and 7th grade, and the first two weeks of 2nd semester for 7th grade only.
- There must be an academic or medical reason to process a schedule change. Changes will not be made for the following reasons: to have another teacher, to be in a class with a friend, or be on a different team.
- A schedule change will only be permitted if the change does not create an overcrowding situation in the class requested. Elective spaces are very limited.
- Students requesting to switch between Advanced and On-level classes should have their parents communicate with their teacher in that subject area regarding the request. Teachers will then communicate with the counselor if a change is recommended.
- Students requesting to switch between Athletic courses should have their parents communicate with their Coach regarding the request. The coach will then communicate with the counselor if a change is recommended.
- Students will continue their current schedule until informed otherwise. For changes made before school starts, parents will be contacted by email and/or phone call.
- Schedule change requests are NOT GUARANTEED.

## **III. GRADING SYSTEM**

The letter grades A, B, C, D, F, P and I shall be used to indicate the following degree of achievement:

<b>A / 90-100</b>	<b>Superior</b> quality of work
<b>B / 80-89</b>	Above quality of work expected
<b>C / 70-79</b>	Satisfactory quality of work
<b>D / 60-69</b>	Below quality of work expected
<b>F / 0-59</b>	Failing - Unsatisfactory work
<b>P</b>	Pass
<b>I</b>	Incomplete

### **Report Cards**

Report cards will be issued at the end of each semester. Parents are encouraged to conference with the teacher and counselor regarding any grade problem. Progress reports will be sent home approximately every four and one-half weeks to all students. We urge parents to maintain contact with the school through the counselors concerning any problems a student may be experiencing at school.

### **Grades Online**

**Grade checks can be obtained by accessing Grades Online on the Union Public Schools website at [www.unionps.org](http://www.unionps.org).**

To receive access to the student's grades, parents should go to the child's school with a valid photo ID to receive specific instructions. Grade checks can also be obtained from the student's counselor.

### **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, text, or quiz, a call from the teacher to the parent or guardian, and any disciplinary measures listed under board policy 5050.

### **Late Work Policy**

If a student does not have an assignment completed and turned in on the due date, the assignment is considered late. Late assignments may be turned in the next school day for reduced credit. Further information regarding late assignments may be obtained from the student's teacher. If a problem with late or missing assignments persists, an intervention may be initiated through the student's team.

### **Homework Assignments When Absent**

All schoolwork missed during an excused absence may be made up. It is the student's responsibility to procure missed assignments and/or makeup work, as well as returning it to the teacher within specified time limits. No penalty shall be assessed for makeup work as long as it is turned in or made up in the same number of days the student was absent plus one extra day. For example, a student who is absent four days will have homework due on the fifth day the student is back in class unless homework has been requested to be completed during the student's absence.

### **Requesting Assignments During an Absence**

After the first day, parents may request work during a student's illness only if three (3) or more consecutive days of absences are expected. If makeup work is requested during the student's absence, the homework is due upon the student's return to class. Homework should not be requested unless the student is capable of completing all assignments prior to his/her return. If homework is requested prior to a planned absence (i.e., vacation), all work is due when the student returns. It may not always be possible to get all work in advance of a planned absence.

If the request is made before 9:00 a.m., the assignments may be picked up the next school day. However, if the request is made after 9:00 a.m., the assignments may NOT be expected to be ready before 3:00 p.m. the following school day.

### **Sixth And Seventh Grade Promotions**

Promotion is a highlight of a school year and affects the teacher, pupil and parents. Therefore, serious consideration should be given to the following factors when determining a student's promotion or retention:

- A. Number of years retained
- B. Chronological age.
- C. Scholastic achievement.
- D. Cognitive ability.
- E. Developmental and social maturity.

A decision to recommend retention will be made by a **ft**eam of teachers, a counselor, a parent and an administrator. A parent/guardian, if dissatisfied with the recommendation, may appeal the decision by contacting the principal.

### **CHANGE OF ADDRESS**

**In-District:** Notify the school of any address and/or telephone changes so parents can be notified in the event of an emergency. With an address change, the district will require two current proofs of residence in the form of gas, electric or water bill and/or lease

**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 and Records"). Should a student move out of the district, he/she may remain at the Sixth and/or Seventh Grade Center to complete the current school year if the parents supply transportation for the student. **This provision does not apply if a student is on an Affidavit of Residency.**

### **Withdrawals or Transfers**

Any student wishing to withdraw or transfer from the Union 6<sup>th</sup>/7<sup>th</sup> Grade Center must take the following steps:

- A. Make an initial request to withdraw or transfer through the registrar. This request should be made at least one day before the intended date of withdrawal. Contact from a parent/legal guardian of a minor student must be obtained in order for a student to withdraw.
- B. Report to registrar or office before classes begin on last day of attendance to pick up a withdrawal form. The student will submit the form and books, or materials issued to him/her to the teacher of each class. Each teacher will assign a cumulative grade to date and will indicate whether or not books or materials have been turned in and if any fees have not been paid. Students must be in attendance a minimum of two weeks in order to receive a withdrawal grade.
- C. Obtain signed clearance from the library and cafeteria.
- D. Upon completion of all parts of the withdrawal form, return the form to the registrar or office for final approval. Approval for withdrawal will not be granted until all requirements above are met.
- E. Student records will not be released until all fees owed are paid.

#### IV. CAFETERIA

All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria and/or commons area. Please abide by the cafeteria rules during lunch time so everyone's lunch will be pleasant, comfortable, relaxing and expedient. Students who choose not to follow procedures and café expectations may receive a consequence such as, but not limited to, Community Service, assigned seating and/or office referral.

##### **Price of Meals**

Breakfast.....	\$1.40
Regular School Lunch .....	\$2.50
Extra Milk.....	\$0.70
Reduced Breakfast.....	\$0.30
Reduced Lunch.....	\$0.40
A La Carte Items.....	cost varies
Fast Foods.....	cost varies

**\*\*Prices are subject to change. \*\***

*No lunch charges are allowed at the secondary level.*

##### **Cafeteria Behavior**

- Students are expected to follow directions and do as they are asked in the cafeteria at all times.
- Students are to remain seated at all times until given permission to get up or until dismissed.
- No tossing or throwing of any items.
- Students are expected to walk and remain in single file and are not to break the lunch line or save places in the line.
- No gym bags, purses, books, etc., should be carried through the lunch line.
- Each student is to buy and select his/her own lunch
- Food may not be ordered from outside vendors and/or delivered to school without prior permission. Parents must check in at the office first when delivering food items.
- Once students are seated at a table they are not to leave without permission from the teacher.
- Food and drinks are NOT to be taken out of the cafeteria.
- Food items are to be kept on the cafeteria trays.
- Students are responsible for leaving the table area clean when they are dismissed. Trays and trash should be returned to the appropriate area.
- All students should be in the cafeteria during their lunch period. No student is to be in the classroom or hall during lunch unless permitted and supervised by a teacher.
- Students are to use the restrooms in the cafeteria area.
- If students are taken out of the building for lunch, they must return by the end of the normal lunch period (30 minutes). Students will be counted tardy or absent if they return from lunch late.

#### V. GENERAL STUDENT INFORMATION

##### **Identification Cards**

For the security of our students and staff, everyone attending Union 6/7 Grade Center must have an identification card on, out and obvious at all times. Failure to display identification cards may result in disciplinary action.

- 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.

**Dress Code (see Board Policy #5060)**

It is important that student dress contribute to and not detract from the educational environment. Any item of apparel that interferes with the educational process will not be permitted. Union Public School dress code is clearly stated within Board Policy #5060 and will be strictly enforced by all staff members.

Students in violation of this policy will not be allowed to attend classes.

**Restroom Use**

Students must have a pass to use the restroom. They may ask their classroom teacher for permission. Students are expected to help keep restrooms clean. If out of a classroom to use the restroom, please use the closest, appropriate (boys' or girls') restroom.

Please do not litter or damage the school facilities in any way. Writing on the walls is considered vandalism and will result in disciplinary action including possible suspension.

**Lost and Found**

Lost articles should be reported to the front office. When an item has been lost, check in the front office with the receptionist and also in the cafeteria lost and found.

**Telephone Use**

The school phones are for school business purposes only. Students will NOT be called out of class to answer calls except in cases of an emergency.

Students are NOT to use the telephone in the classroom or office without permission.

**Electronic Device Expectations (Not issued by school)****OFF AND AWAY. ALL DAY.**

- Cell Phones must be off and away, all day, from entering the building to exiting the building.
- Students will be reminded daily to "power off" their phones and put them away during the first weeks of school.
- Failure to meet these expectations may result in disciplinary action.

***\*\*Union Public Schools is not responsible for lost or stolen electronic devices.\*\****

**Deliveries**

We do not allow deliveries for students during the school day which are not needed for academic

**Hall Passes**

A hall pass should be open and visible to any teacher who may ask to see the pass. Hall passes are required for all students at all times that classes are in session. Hall passes must be presented and returned to the appropriate teachers.

reasons. Gifts for holidays, special occasions, etc., cannot be delivered to the classroom without creating a disruption and will not be allowed.

**Student Messages**

Parents should restrict calls to students during school hours. Students will be called to the office for emergency messages only. Please make calls before school dismisses.

We ask that invitations to private parties not be distributed at school.

**Visitor Check In**

Student safety is our highest priority. It is important we know who is on our campus at all times and can confirm that an individual has the authority to have access to a student. Thanks to new technology, the 6th/7th Grade Center has a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members.

- All visitors must present a photo ID (i.e., driver's license or state-issued ID) to the receptionist. Refusal may result in the denial of access.
- The receptionist will enter the ID into a software program that scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. No additional visitor data will be gathered, and no data will be shared with any outside company or organization.
- Once cleared, visitors are issued a visitor's badge, which they should wear in a visible place throughout their stay.
- Badges should be returned to the office at the end of the visit when the visitor checks out.

### **Money, Collectibles and Other Valuables**

Large quantities of money or objects of substantial value should not be brought to school. Students should not bring “Collectible” items to school.

Students are not permitted to sell or trade items at school. The school assumes no responsibility to replace or pay for any item lost or taken by others. A student bringing to school any object of great value should check it in with the principal or assistant principal’s office.

### **Gum and/or Candies**

Gum chewing is not allowed. Candy will be restricted to the cafeteria areas or when provided by school personnel.

### **Selling Items**

Students are not allowed to sell items at school without prior permission from the principal.

### **Public Display of Affection**

No public display of affection, which includes holding hands, hugging or kissing, should occur during school. Students should conduct themselves at school and at school-sponsored activities in a manner that the attention of others will not be attracted to them.

**Fighting/Physical Assaults (board policies 5050 & 5054)** 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.

**Disrespect Towards Staff Members** Profanity, derogatory language, threats, verbal assaults, obscene gestures or physical violence directed at a staff member will be subject to disciplinary action according to Board Policy.

Charges may also be filed with the police department.

### **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 parents and/or the fire department or police department will be notified. The student may be suspended up to one calendar year.

### **Theft**

Theft of any item will be viewed very seriously and will be subject to disciplinary action according to Board Policy.

### **Damage to School Property / Vandalism**

All school property belongs to the patrons of the Union Public School District and is to be used by and for the benefit of all the students. When students intentionally or carelessly destroy or damage school property by irresponsible actions, they are personally liable and will be disciplined and/or required to pay any costs which include labor.

### **Explosive / Flammable Devices**

“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, FIRECRACKERS, SNAPPERS, SMOKE BOMBS, STINK BOMBS, AMMUNITION, LIGHTERS, MATCHES, ETC.)

will be confiscated and not returned. The student may be suspended for a period of time not to exceed the current semester and succeeding semester.

### **Gambling**

Gambling is not allowed at school or at school-sponsored activities at any time.

### **Other Prohibited Items**

NO Sharpies, permanent markers of any kind, White-Out, rubber bands, laser pens or other toys on campus.

NO Bags, Purses, Backpacks or Gym Bags are to be taken into the classrooms.

NO Bicycles, Skateboards or Roller Blades on campus.

***\*Any other items in addition to those listed which the administration feels are disruptive or dangerous will be confiscated. Union Public Schools will not be responsible for lost or stolen items.***

### **School Activities**

Various school activities and athletic events will be provided during the school year. School activities are considered an extension of the school day. All rules, regulations and policies will be enforced. It is expected and suggested that prior arrangements be made concerning pick-up time and place. Only Union sixth and seventh grade students are admitted to

respective school activities on campus. Students will be required to present some form of identification. Students under any type of suspension may not attend school activities.

Promotion of any non-school related activity is not permitted without the permission of the principal.

## **LIBRARY MEDIA CENTER**

Passes signed by a faculty member are required for individual students to enter the Media Center during school hours.

Photocopies of material can be obtained at the circulation desk if an aide is on duty. Photocopies of objectionable materials will not be allowed.

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 may be checked out for overnight or weekend use only and are required to be returned no later than beginning of second hour the following school day. Lost or damaged books will be charged the replacement cost.

Each nine weeks, students must clear their library records of overdue or lost books. If a lost book cannot be found at this time, it must be paid for. If a paid-for book is found, the student will receive a refund less the amount of the fine due at the time the book was paid.

## **HEALTH SERVICES**

House Bill 1550, 1984

### **Nurse**

A nurse will be on duty during the school day. Except for an emergency, a pass from a teacher will be required to go to the nurse. In all cases, the student must be cleared by the nurse and by the attendance office to leave the school premises. Parents must be notified before the student leaves school because of illness, and arrangements must be made with the parent and/or guardian to take the student home since the school does not have facilities to care for students who are ill for an extended period of time (greater than one hour).

### **LOCATION - Office Area**

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.** Refer to Board Policies #5008, #5010, #5013, #5015, and #5016.

## **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.

The following guidelines apply to all organizations:

- 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 at the 6th/7th Grade Center:



<u>Athletics</u>	<u>Academic</u>
Track & Field	Academic Team
Wrestling	Student Council
Golf	Drug-Free Youth
Cross Country	ARC CouncilTennis

#### Fine Arts

Choir  
Band  
Orchestra

#### **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. Meetings must be approved in advance by the Facilities Use Committee.

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's name, mascot or logos without permission.

#### **OKLAHOMA SECONDARY SCHOOLS ACTIVITIES ASSOCIATION**

Union 6th/7th Grade Center adheres to OSSAA rules and regulations.

#### **Eligibility Based on 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 semesters should be obtained from the records in the school last attended.

#### **Special Education Students**

Special education students who are enrolled in special education classes, who 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.

#### **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.

### **VI. RIGHTS**

#### **Legal Custody**

A parent or guardian who has legal custody of a child and does not wish to have the other parent(s), relatives or other persons, to have access to the child **MUST** present the proper legal documents showing such restrictions to the principal. This should be done at the time of enrollment or at any time during the year that these conditions or changes occur. A parent or guardian who has gained custody of a 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 to 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 seeks or 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.)

4. 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 20202-4605

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

## **VII. 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 at 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 a social maturity and desire to accept their responsibilities are permitted many personal freedoms. To a very large extent, students are treated the way their behavior dictates.

School and class rules are few in number. 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.

We have been very proud of the student behavior in Union Public Schools. 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 principal's or 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:**

- A. 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.
- B. 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.

## **DETENTIONS**

In order to be counted present, a student must be on time and bring appropriate materials such as homework, textbook, paper, pencils, etc.

- A. Detention assignments will be made by teacher and/or administrator after consulting with the student's parent/ guardian. After the time and date have been set, the student is expected to attend at that time.
- B. Changes in assigned detention can only be made through parent/ guardian request made prior to the detention time or due to an excused absence on the day the detention is to be served.
- C. If the student chooses not to serve the detention time assigned or is late for detention, then the detention time will be doubled.
- D. If the student continues not to serve assigned detention, the problem becomes one of defiance to authority. This will result in a

greater consequence(i.e., suspension) by the principal.

**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.

**DRUG, DRUG PARAPHERNALIA, CONTROLLED SUBSTANCE, ALCOHOL (Board Policy 5039)**

Controlled substances include, but are not limited to, alcohol, illegal drugs, narcotics, hallucinogens, barbiturates, anabolic steroids/chorionic gonadotropin, designer drugs, unauthorized prescription medications, mood/behavior altering chemicals/substances/drugs, counterfeit/look-alike drugs, and inhalants.

Remember: All medications are to be checked in with the school nurse when the student arrives at school.

Students found to be in violation of this policy will face the following consequences:

**INITIAL OFFENSE**

Confiscation, parental notification, and immediate suspension. Law enforcement authorities may be contacted.

**Terms of Suspension**

45-day suspension with the first three days to be served at home and the remainder in the Intervention Program (IP)

Suspension reduction:

A first-time suspension may be reduced if the following conditions are met:

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

**SUBSEQUENT OFFENSES**

Up to 90 day suspension and any other disciplinary action as deemed appropriate by building administration under board policy 5050.

**Distribution/Sale of 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.

**Substance Abuse Resource Agencies**

<u>Agency</u>	<u>Telephone Number</u>
Creoks	918-592-1622
Palmer Drug Abuse Program	918-832-7763

**TOBACCO/VAPING/ELECTRONIC CIGARETTES (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.

## VIII. BUS AND TRANSPORTATION RULES

Safety is the overriding concern in all transportation policies and procedures. The information outlined in this section is intended only as a guideline and may be amended or altered as needed to assure the safety of all students riding Union Public Schools buses.

### **Student Responsibilities**

Students should:

- A. Arrive at bus stop five (5) minutes before the bus is due. Dress appropriately for the weather.
- B. Wait in a safe place, ten (10) feet back from the roadway. Wait for the bus to come to a complete stop.
- C. Form a single line; enter in an orderly manner; always use the handrail; find a seat quickly.
- D. Apply all classroom rules to the bus.
- E. Always be courteous and cooperate with the driver and other school officials.
- F. Remain seated facing forward, feet out of the aisle. Do not change seats.
- G. Assume sole responsibility for their own behavior.
- H. Refrain from destruction, vandalism, harmful items (i.e., drugs, weapons), throwing of objects, etc.
- I. Help keep the bus clean. No food or beverages are allowed.
- J. Always cross the street in front of the bus. Never cross behind the bus.

### **Items Not Allowed on School Buses**

Students are not permitted to bring large items onto the bus that cannot be safely held in the student's lap or stored under the student's bus seat. Any exception must be approved by the Transportation Department.

### **Eligibility to Ride a School Bus**

- A. Students who reside within the boundaries of the Union Public School District and live more than 1 & 1/2 miles from the school are eligible for bus service.
- B. Students who reside outside the district and attend Union Public Schools 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. Students must ride the same bus every day and must get on and off at their assigned bus stop.
- D. Bus passes must be obtained from the principal to ride any bus other than the assigned bus. Approval will be contingent on available space on the bus.

### **Disciplinary Guidelines**

**The same rules of conduct expected at school apply to students on the school bus.**

Every student's behavior directly impacts the safety of all other passengers. Behavior on the bus is expected to be above reproach. Misbehavior on the bus which may distract the driver's attention could result in a catastrophe. All offenses on the school bus will be dealt with very seriously.

Generally, the bus driver will take the following approach in handling most bus discipline problems:

*First Offense* - Verbal warning by driver.

*Second Offense* - Assigned seat for at least three days (driver has the authority to assign seats to any or all students at any time, for any reason.)

*Third Offense* - Parent contacted by phone (or mail if parent cannot be reached).

*Fourth Offense* – An “Unsafe Conduct Report” will be submitted to the administrator in charge of bus discipline. The report submitted usually results in a loss of bus-riding privileges.

Subsequent offenses will be dealt with more severely and may result in permanent loss of riding privileges.

The consumption of food and/or drinks is not permitted on school buses. Failure to comply may result in loss of bus riding privileges for three days or more.

### **Severe Violations**

Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver or other school official will lose their riding privileges without receiving warnings. Furthermore, students may receive additional school consequences. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession of use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

## **Important Information**

- A. Emergencies - In the event of any emergency, students must always fully cooperate with the driver. Students should remain calm and quiet so they can hear the driver's instructions.
- B. Snow and Weather Conditions/ Emergencies - Inclement weather may hinder transportation services. Even rain may cause delays in bus schedules. Be ready for such delays. Dress appropriately.
- C. School Closings/Delays/Ice Routes - All major media (television and radio stations) will be informed of any such school closings, delays or ice routes by 6:00 am. Parents may also check the Union website at [www.unionnps.org](http://www.unionnps.org)
- D. Bus Stops - All bus stops within the Union District are generally placed in locations which would not require a student to walk more than four blocks (4/10ths of a mile). The student's behavior at the bus stop prior to the arrival of the bus is the responsibility of the parent. Destruction of property and/or vandalism at a bus stop is a civil matter and will be handled by the police.  
Continued destruction or harassment of property owners at any bus stop may result in the elimination of the stop.

## **IX. BOARD OF EDUCATION POLICIES**

### **STUDENT BEHAVIOR 5050**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Union schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges provided must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

#### **VIOLATION OF SCHOOL RULES**

The following behaviors while in school, at school bus stops, in school vehicles, on school grounds, going to or from school, off campus during lunch, attending school events or while attending school-sponsored events whether at Union Public Schools or elsewhere will result in disciplinary action which may include in-school placement options or out-of-school suspension. This list includes, but is not limited to:

- A. Conduct which jeopardizes the safety of others including, but not limited to:
  - 1. Possession, threat or use of dangerous weapons.
  - 2. Possession of ammunition, explosives or flammable material.
  - 3. Arson, abuse of fire alarms or safety equipment, or bomb threats.
  - 4. Fighting.
  - 5. Membership or involvement in gangs or gang-related activities, in secret clubs, fraternities, sororities or other secret organizations.
  - 6. Hazing.
  - 7. Harassment:
    - a. racial
    - b. sexual
    - c. student to student
    - d. student to staff
    - e. threat to students or staff
    - f. any other harassment based on national origin, color, age, religion, gender, gender expression or identity, sexual orientation, pregnancy, genetic information, veteran status, or disability
- B. Threats to students or staff or property: Threatening behavior means any verbal threat or threatening behavior (including social media) which indicates potential for future harm to students, school personnel, or school property whether or not it is directed at another specific person.
- C. Possession, use, or being under the influence of alcoholic beverages, low-point beer, inhalants or any drug or medication not administered by the school nurse with parental authorization.
- D. Use or possession of tobacco, tobacco products, vapor products/e-cigarettes, or other smoking paraphernalia.
- E. Theft.
- F. Vandalism.
- G. Possession/distribution of pornographic material (written, audio, technological or visual).
- H. Extortion.
- I. Willful disobedience of a request of any school official.
- J. Use of profanity or vulgar/profane gestures.
- K. Cheating.
- L. Violation of the dress code.
- M. Forgery.
- N. Gambling.
- O. Failure to attend assigned Detention Halls/discipline programs.
- P. Inappropriate public behavior.
- Q. Truancy.
- R. Immorality.
- S. Inappropriate use of technology.
- T. Unauthorized use of an electronic paging device, cellular phone, wireless telecommunications device and/or potentially harmful laser pointer.
- U. Failure to comply with state immunization requirements.
- V. Any behavior that disrupts the education process.
- W. Violation of school rules and regulations.
- X. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process or effectiveness of the school.
- Y. Bullying constitutes unethical and unacceptable conduct that will not be tolerated at any level. All persons are strictly prohibited from engaging in any form

of bullying of any student. Anyone engaging in any form of bullying is subject to disciplinary action in accordance with district policy.

When allegations of bullying are filed, a thorough investigation will be conducted by the Superintendent or designee. The investigation will include interviews with relevant persons including, but not limited to, the complainant, the accused, student(s) and other potential witnesses.

Students found in violation of this policy may be subject to any and all disciplinary action that may be imposed by Board Policy #5050.

Prevention and education about bullying behavior will be provided at all schools as a part of the overall discipline and behavior program. The district will establish a procedure whereby a school may recommend that available community mental health care options be provided to the student, if appropriate, and whereby a school may request the disclosure of any information concerning students who have received mental health care that indicates an explicit threat to the safety of students or school personnel.

Any disclosure of student information shall not violate any applicable federal or state privacy law.

The following behaviors, while riding on a Union school bus, will result in disciplinary action which may include discipline, school suspension or restriction of bus riding privileges:

- A. Throwing any objects.
- B. Placing any part of the body outside of the window (bus moving or stationary).
- C. Eating, drinking, and/or possession of food or drink while on a bus. Lunches taken to school are excluded, provided they are packed in a container and the container is not opened on the bus.
- D. Failure to remain seated (feet on floor, facing front).
- E. Disrespectful words, comments, or actions toward the driver.
- F. Blocking aisle.
- G. Pushing while loading/unloading or while bus is approaching.
- H. Transporting unauthorized items.
- I. Harassment, including sexual harassment.
- J. Excessive noise.
- K. Improper street crossing during loading or unloading.

#### FORMS OF DISCIPLINE

Union Public Schools believes parental involvement is necessary in successful discipline. These disciplines or a combination thereof are intended to alter and improve student behavior. Discipline shall be consistent with the nature and severity of the offense, and shall take into account whether it is a first or repeat offense and the student's general disciplinary record. Discipline shall also be consistent from student to student under similar circumstances considering the exceptions dictated by federal law. Discipline of students with disabilities will be administered pursuant to federal and state laws.

- A. Detention: Detention shall be an isolated supervised study time, meeting each day before or after regular class hours.  
Types of detention that might be provided:
  1. Before school.
  2. Recess.
  3. Lunch.
  4. After school.
- B. Service: Providing a service for the improvement of the community and school campus under proper supervision.  
Examples of service:
  1. Cleaning cafeteria area (wiping tables or picking up litter).
  2. Grounds beautification.
  3. Other services considered appropriate by the building principal.
- C. Dismissal from individual class: A student may be dismissed from an individual class to an area designated by a principal for disruptive behavior in that class. It is the student's responsibility to make up all work missed in a timely fashion. Failure to make up work will result in loss of credit for work missed. Repeated discipline from the same class may result in other disciplinary action.
- D. Guidance and counseling: This service may be made available during any stage of a disciplinary action. Confidentiality of the counseling/health service shall preclude any disciplinary action if deemed appropriate for the benefit of the student.
- E. Other disciplinary actions:
  1. Conferences:
    - a. Individual student.
    - b. Parent/student/teacher.
    - c. Parent/student/teacher/principal.
    - d. Student/teacher.
    - e. Parent/student/bus driver/principal.
    - f. Parent/student/bus driver/transportation director.
  2. Parental shadowing allows the parent to attend classes with the student with special permission from the building administrator. Parental shadowing also allows the parent to ride the bus with the student with special permission from the Director of Transportation and building administrator.
    - a. Written assignments.
    - b. Development of a behavior modification plan.
    - c. Fines (library, lost books, vandalism, etc.).
    - d. Bus suspension: Misconduct on a school bus may result in loss of the bus riding privilege. Actions by the student that directly threaten the safety of a student(s), and/or cumulative minor offenses will result in removal of the bus riding privilege. Any form of discipline which applies to classroom conduct may be applied to misconduct on a bus. Transportation of the student while under bus suspension will be the sole responsibility of the parent.
- F. Students may be disciplined and removed from the normal class setting for offenses of a serious or continuous nature or any of the behaviors set forth above.

Students will not be permitted to come to school for classes or activities, nor will they be permitted to participate in any extracurricular activities associated with the district while involved in other disciplinary or corrective actions. Students may be suspended for a specific number of days, not to exceed a calendar year. In accordance with state statutes regarding suspension, students suspended out-of-school shall be provided with a home-based work assignment plan,

and/or the opportunity to complete ongoing assignments at home, and the opportunity to make up assignments missed as a result of their suspension.

G. INTERVENTION PROGRAM (IP)

Intervention Program (in-school placement) is a disciplinary/correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site and a specific Intervention Program designated by the school for a prescribed course of education as determined by the school. Before a principal recommends out-of-school suspension, the principal shall consider alternative in-school placements, including but not limited to, placement in the Intervention Program, reassignment to another classroom, placement in detention, or other available disciplinary or correctional options. Intervention Program placement, detention, and similar disciplinary options or correctional measures are not out-of-school suspensions.

H. ADULT LEARNERS

Adult Basic Education students who are enrolled in the Adult Basic Education Learning Center must follow the behavior contract approved by the State Department of Education for adult learners.

DISCIPLINE PROCEDURE STEPS:  
Student Discipline Conference

- A. When a student violates Board of Education policy, a school rule, or regulation, the principal or assistant principal will conduct an informal conference with the student. At the conference with the student, the principal or assistant principal will read the policy, rule or regulation which the student is charged with violating and will discuss the conduct of the student which violated the policy, rule or regulation.
- B. The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
- C. If it is concluded that an out-of-school suspension and/or Intervention Program placement is appropriate, the student will be advised of the length of the discipline.
- D. The principal or assistant principal will immediately notify the parent/guardian by phone and in writing that the student is being suspended out of school or placed in the Intervention Program and other available options have been considered and rejected. Students will not be dismissed before the end of the school day without advance notice to the parent/guardian.

Immediate Suspension Without a Student Discipline Conference

- A. A student may be suspended without the above student discipline conference with the student **only** in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute a danger to the health or safety of other students, to school property, or a continued substantial disruption of the educational process.
- B. In such cases, a student discipline conference with the student and the parent/guardian will be scheduled as soon as possible after the student has been removed from the building.

STUDENT PRIVILEGES WHILE UNDER EITHER OUT-OF-SCHOOL SUSPENSION OR INTERVENTION PROGRAM PLACEMENT

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in an out-of-school suspension and/or Intervention Program placement, the student **immediately**, regardless of filing of any appeal, forfeits the privilege of participating in all extracurricular activities of the school throughout the disciplinary period. In the sole judgment of the principal, students may be allowed to practice and go through tryouts, but may not in any way represent the school in performances.

"Extracurricular activities" include, but are not limited to, all school-sponsored teams, clubs, organizations, events, ceremonies, student government, band, athletics and all other school-sponsored activities and organizations.

APPEAL PROCEDURES

The judicial extension of the 14th Amendment, Protection to Students in the Public School, emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

FIRST LEVEL OF APPEAL:

Principal Conference:

- A. A parent/guardian may initiate an appeal to the principal by requesting it within 24 hours (excluding weekends and holidays). The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- B. At the conference, the principal will read the policy, rule, or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent/guardian will be asked by the principal if he/she understands the rule and the charges against the student.
- C. The principal will inform the parent/guardian whether he/she will uphold, modify or rescind the out-of-school suspension and/or Intervention Program placement. The Principal's decision will be final and non-appealable for all appeals pertaining to out-of-school suspensions of 10 days or less and all Intervention Program placements. The parent/guardian will be advised of the opportunity to have out-of-school suspensions of 11 days or more reviewed by the Building-Level Review Committee.

SECOND LEVEL OF APPEAL:

Building-Level Review Committee

- A. A parent/guardian may initiate a hearing by the Building-Level Review Committee by requesting that the building principal schedule such a hearing.
- B. The Building-Level Review Committee will meet with the parent/guardian and student to review the discipline after the conference is held with the building principal.
- C. The request must come within 24 hours (excluding weekends and holidays) after the principal conference. The hearing shall be held within 48 hours (excluding holidays and weekends) of the time the request is made, if at all possible.
- D. The committee will be composed of the following members:
  1. An administrator not involved in the discipline will conduct the hearing.
  2. A teacher of the student's choice.
  3. A teacher appointed by the principal.
- E. The appeals hearing is based on these questions:
  1. Is the student guilty of the infraction?
  2. Has the policy been applied in accordance with the student handbook?
- F. The committee will decide one of the following:



1. To uphold the suspension.
  2. To rescind the suspension.
  3. To modify the suspension.
- G. The committee will inform the parent/guardian of its decision and advise the parent/guardian of the opportunity to have the discipline reviewed by the Superintendent or designee.

#### THIRD LEVEL OF APPEAL:

##### Appeal to the Superintendent

- A. An appeal may be requested by letter to the Superintendent.
- B. If no appeal is received within 24 hours after the Building-Level Review Committee's decision is received by the parent or student, the committee's decision will be final.
- C. The Superintendent or designee will hold a conference with the student and the parent/guardian as quickly as possible after receipt of an appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
- D. At the conference, the Superintendent or designee will read the policy, rule, or regulation which the student is charged with violating and will briefly outline the conduct on the part of the student. The parent/guardian should be asked if the rule and the charges against the student are understood.
- E. The Superintendent or designee will inform the parent/guardian whether he/she will uphold, rescind, or modify the suspension. The student and the parent/guardian will be advised of the opportunity to appeal the ruling to have out-of-school suspensions of 11 or more school days reviewed by the Board of Education.

#### FOURTH LEVEL OF APPEAL:

##### Appeal to the Board Of Education

- A. An appeal for out-of-school suspensions of 11 or more school days may be requested by letter to the Superintendent or to the clerk of the Board. The Board of Education's decision is final and non-appealable.
- B. If no appeal is received within 24 hours after the Superintendent's or designee's decision is received by the parent/guardian or student, the decision will be final.
- C. The Board of Education will hear the appeal as soon as possible. Reasonable efforts will be made to accommodate the work schedule of parents and members of the Board of Education.
- D. The parent/guardian and student will be notified in writing of the date, time, and place of the hearing and will be provided a copy of this policy.
- E. The parent/guardian and student will have the right to an open or closed hearing, at their option.

#### BOARD APPEAL PROCEDURE

- A. The Board of Education president should:
  1. Announce that the next agenda item is an out-of-school suspension and/or Intervention Program placement review hearing for the student, stating his/her name.
  2. Ask whether the parent/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response are to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session, per their request, should be made and voted on.
- B. The Board of Education president should advise the parent/student:
  1. That they are entitled to legal counsel, if they desire it.
  2. That the administration will present witnesses first and that after each witness, the parents or their legal counsel will be given an opportunity to cross-examine.
  3. That the parent/student will be given an opportunity to call any witnesses and present evidence, subject to cross-examination by an appropriate administrator or legal counsel.
  4. The Board of Education will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
  5. The parent/student may ask any questions about the procedure.
- C. Following the presentation of A and B, all administration witnesses and documents should be presented, subject to cross-examination.
- D. Parent/student may call witnesses and present documents subject to cross-examination.
- E. After each witness is presented, Board of Education members may ask the witness questions.
- F. Administration's closing statement.
- G. Closing statement by parent/student.
- H. Deliberate in private (if the hearing is not in executive session, the Board of Education may deliberate in executive session only with permission of the parent/student).
- I. Return to open session and vote. After adopting a motion and making certain findings of facts, the Board of Education must make a motion to:
  - (1) uphold discipline, (2) modify discipline (increase or decrease severity of discipline), or (3) rescind discipline.

#### ATTENDANCE AT SCHOOL PENDING APPEAL HEARING

Pending the outcome of the appeal process for an out-of-school suspension, the student will have the right to attend school in the Intervention Program under such restrictions as the principal deems necessary and proper, except that at the discretion of the principal, the student may be prohibited from attending school pending the appeal hearing if in the judgment of the principal:

- A. The conduct for which the student was suspended reasonably indicates that continued attendance by the student, pending the appeal hearing, would be dangerous to other students or school property.
- B. The conduct for which the student was suspended reasonably indicates that the continued attendance of the student at the school, pending the appeal hearing, would substantially interfere with the educational process at the school. Pending the outcome of the appeal process, the student will attend the Intervention Program rather than the regular classroom.

#### RECORDS AND REPORTS

The principal will keep written records for two years containing the date of the conference, the names of the persons present, and the time duration of each discipline assigned.

*Revised 12/10/18*

The Union Public School District considers the safety and security of its employees, students, patrons and other third-party visitors of the district to be a priority. Therefore, threats, threatening behavior, acts of violence and any related conduct including, but not limited to, physical violence, verbal or written threats or intimidation, intimidating gestures or actions, and violence against property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on district property may be removed from the premises pending the outcome of an investigation. Threats, threatening behaviors, or other acts of violence executed off district property or in the online/social media space but directed at students, employees or other persons on district property or during district-sponsored activities are also in violation of this policy.

Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, online/social media or any other communication medium.

Students found in violation of this policy may be subjected to any and all disciplinary action that may be imposed by the district's policy regarding student behavior (Board Policy #5050).

If the source of such inappropriate behavior is a member of the public, the response may include barring the person(s) from district property, termination of business relationships with individual(s) and/or prosecution of the person(s).

Students are responsible for notifying their principal(s) or counselor(s) or the Executive Director of Human Resources of any threats or violence they have witnessed or that have been made or perpetrated against them or others on district property or while at district-sponsored events.

*Revised 12/10/18*

### **STUDENT DRESS AND PERFORMING GROUPS 5060**

While the mission of Union Public Schools is to educate its students, there is a close relationship between high standards of dignity and pride and proper grooming. It is important that dress contribute to the atmosphere of a good educational environment. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and the parent to adhere to these guidelines. Exceptions to this policy are at the discretion of the building principal.

There may be clothing, hairstyles, and/or accessories not specifically addressed herein that might be so disruptive to the educational process that the building principal may need to take immediate corrective action. In those cases requiring such action, the building principal may act immediately.

General Guidelines:

- A. Modesty will be the dominant feature in all clothing.
- B. Clothing must be clean and safe.
- C. Clothing, hairstyles and/or accessories must not be revealing, disruptive, or distract from the educational process in any way.
- D. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages.
- E. All students are required to wear clothing including shoes which are safe and appropriate for school activities.
- F. Hair is to be well-groomed and clean.
- G. Coats and/or outerwear may not be worn during the school day except at the discretion of the classroom teacher (dependent on classroom conditions) or the administration. Coats should be kept in lockers except when arriving to or exiting from the building.
- H. One-piece swimsuits must be worn while using the pool.
- I. Shorts, dresses or skirts must be longer than two inches beyond the tip of the longest finger with arms fully extended against the leg (no tears, cuts or holes in garments above this point are acceptable).
- J. Tattoos which violate Board policy must be covered so they are not visible. Unacceptable Clothing and Accessories:
- K. Dresses, shirts or blouses that only partially cover the shoulders (no tanktops and no halter tops).
- L. Low-cut shirts or blouses; shirts which expose the midriff or full back; and pants, skirts or other clothing which expose the midriff.
- M. Any clothing which reveals undergarments.
- N. Slacks, pants or shorts worn below the hip.
- O. Caps, hats, hoods or other head covering in the building.
- P. Clothing and/or accessories which carry messages either written or suggesting the promotion of illegal substances including, but not limited to, drugs, alcohol, tobacco products; vulgar language, sex, violence, gang-related affiliation or other symbols that detract from the learning environment.
- Q. Gang-related attire (colors, bandannas, shoelaces, symbols, belts/buckles, jewelry, etc.)
- R. Bedroom attire (pajamas, lounge pants, slippers, etc.)
- S. Jewelry with spikes, electronic jewelry, or items worn as jewelry which are not intended to be worn as jewelry.
- T. Collars intended for use on animals.
- U. Chains, including wallet chains or collars.
- V. Excessive or distinctive makeup.
- W. Sheer shirts covering unacceptable clothing.
- X. Cleated or steel-toed shoes or boots.
- Y. Sunglasses.

#### **PERFORMING GROUP UNIFORM GUIDELINES**

Uniforms used by parent- or school-sponsored groups will be selected by the sponsor with approval by the principal or director responsible, after consultation with the Superintendent or designee. Uniforms should be tasteful and appropriate for the activity. Some approved uniforms may be appropriate for performances or competitions, but not for school attire. Uniforms worn on campus during the school day must meet the dress code guidelines.

#### **GRADUATION ATTIRE**

Each year students eligible to graduate will be given expectations for appropriate dress for the graduation ceremony.

*Revised 12/10/18*

### **INTERNET ACCEPTABLE USE 1601**

Union Public Schools provides its students and employees with access to the district's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the district's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the district and its patrons.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the district or which is inappropriate for distribution to children. The district will take available

precautions to restrict access to inappropriate material. However, on a global network, it is impossible to control all materials, and an industrious user may obtain access to inappropriate information or material. The district firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a district user violates any of these provisions, his or her account will be terminated and future access could be denied. Students' use of the district's system will also be governed by a student code of conduct.

#### INTERNET ACCESS - TERMS AND CONDITION

- A. **Acceptable Use** - The use of the district system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the district. The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material inconsistent with the education objectives of the district is prohibited. This includes, but is not limited to, copyrighted material; threatening, indecent, lewd or obscene material; or material protected by trade secret. Use of the district system for personal commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- B. **Privilege of Use** - The district system and its Internet access is a privilege afforded to students, staff and employees of the district. Use of these resources is not a right, and inappropriate use may result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the district's system administrators to be inappropriate under particular facts and circumstances.

#### Internet Filtering

- 1. The district implements various technologies that block and filter Internet access to visual depictions that are obscene, pornographic, or harmful to minors. The district defines "harmful to minors" as any picture, image, graphic image file, or other visual depiction that appeals to a prurient interest in nudity or sex or, taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.
- 2. As no Internet filter can ensure all inappropriate sites are blocked, the district implements various technologies to block websites categorized as adult, pornographic, promoting illegal activities, hate, gambling, weapons, violence, and other categories determined to negatively impact the classroom.
- 3. All Internet activity may be tracked, monitored, and recorded by the unique individual user name.
- C. **Inappropriate Use** - Each system user is expected to comply with all district policies governing Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:
  - 1. **Appropriate language** - Do not use abusive language, including acronyms or abbreviations, in messages to others. Be polite and respect the feelings and ideas of others. Do not use obscene, indecent, lewd or profane language, vulgarities, rude, threatening, harassing, insulting, teasing, or disrespectful language.
  - 2. **Safety** - Do not reveal personal contact information about yourself or any other person. This information includes age, telephone numbers, and addresses. Users will promptly disclose to the teacher or district administrator any message they consider to be inappropriate or which makes them feel uncomfortable.
  - 3. **Electronic Communication** - Users should be aware that electronic communication may not be assumed to be a private communication. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private. Users should not upload, post, or share pictures or videos that would not be appropriate to share in the classroom.
  - 4. **Network resources** - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only.
  - 5. **Intellectual property** - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
  - 6. **Unique Login credentials** - Do not share login information with anyone.
- D. **Limitation of Liability** - The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which users may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any personal financial obligations which may be incurred through use of the district system.
- E. **Security** - Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide his/her personal password to another person. If you identify a potential security problem on the district system or the Internet, you must notify the Executive Director of Technology immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of abusive problems with the district system or any other computer system may be denied further access.
- F. **Vandalism** - Vandalism of district hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the district, of another user or of any other network connected to the Internet or all or any portion of the district's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the district's computer system. All system users shall avoid the accidental spread of computer viruses by strict adherence to district policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the district's system.
- G. **Inappropriate Material** - Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the district system to access information or to distribute information or material which is:
  - 1. **Obscene**, meaning (a) material which, taken as a whole, lacks serious literary, artistic, political or scientific value and, (b) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex.
  - 2. **Libelous**, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
  - 3. **Vulgar, lewd or indecent**, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
  - 4. **Display or promotion of unlawful products or services**, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
  - 5. **Group defamation or hate literature**, meaning material which disparages a group or a member of a group on the basis of race, age, color, religion or religious affiliation, ethnic or national origin, gender, gender identity or preference, sex, sexual orientation, genetic information, veteran status, disability or handicapped condition or which advocates illegal conduct or violence or discrimination toward any particular group of people.
  - 6. **Disruptive to school operations**, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly

- operation of school activities or school discipline.
- H. CIPA Compliance - As Internet safety is of utmost importance for all students, the district provides annual education to minors to demonstrate appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

#### HOME PAGE AND WEB SITES

The Communications Department is responsible for the style, content and presentation of the district's Internet home pages and websites.

Individual sites, staff and departments may have their own home pages/web pages. All must adhere to this policy and the guidelines set out by Teaching and Learning and the Communications Department which have the authority to review and edit content. (Board Policy #1102). *Revised 12/10/18*

***To access all Board of Education Policies, visit  
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## [XI. Meningococcal Disease](#)



Oklahoma State Department of Health  
Acute Disease Service  
Public Health Fact Sheet

# 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 meningococcemia. 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.