Union Public Schools

Student/ Parent Handbook

All students are to be familiar with the information within this handbook and are subject to all the rules and regulations set forth by the Union Board of Education, State Department of Education, and the Oklahoma Secondary School Activities Association.

The information contained within this handbook is to further the link of communication among the school, the students, the teachers, and the parents or guardians. We ask each student and parent or guardian to read the handbook to become more familiar with the educational process and the required conduct of the student while at Union High School Freshman Academy.

If there are any questions concerning the information within this handbook, please feel free to call Union High School Freshman Academy at 918-357-4324.

A viso a los Padres Hispanos

Si usted debe tener necesidad de hablar a alguien en español sobre su estudiante, o tiene las preguntas acerca de la política escolar, por favor siéntase libre para llamar a Amanda Peregrina por el teléfono a 918-357-7759 o usted pueden entrar para visitarla en su oficina. Nosotros esperamos que esto le ayudará comunicar con la escuela si usted debe tener cualquier pregunta que involucra a su hijo o hija. Si nosotros podemos ser de ayuda en cualquier otra materia, por favor permítanos saber.

Revised July 2024

Mar. 22, 2024

May 27, 2024

Fin de trimestre

Día Virtual

Dic. 22, 2023 - Ene. 1, 2024
Las Oficinas del Distrito Cerradas los Viernes
Durante el Verano

Aprobado por La Junta 2023-2-13

School Calendar
2025-2026 (Early Release Fridays)

UNION PUBLIC SCHOOLS

Professional Days	Aug. 12-13, 2025
First Day of School	Aug. 14, 2025
Professional Day	Aug. 29, 2025
Labor Day	Sept. 1, 2025
Virtual Day for Students	Oct. 15, 2025
End of First Quarter	Oct. 16, 2025
Parent/Teacher Conf.	Oct. 16, 2025
Fall Holiday	Oct. 17, 2025
Thanksgiving Vacation	Nov. 24-28, 2025
End of First Semester	Dec. 19, 2025
Winter Vacation	Dec. 22, 2025 - Jan. 2, 2026
Classes Resume	Jan. 5, 2026
Professional Day	Jan. 16, 2026
Martin Luther King Day	Jan. 19, 2026
Professional Day	Feb. 13, 2026
President's Day	Feb. 16, 2026
End of Third Quarter	Mar. 13, 2026
Spring Break	Mar. 16-20, 2026
Virtual Day for Students	Apr. 2, 2026
Parent/Teacher Conf.	Apr. 3, 2026
Memorial Day	May 25, 2026
End of Second Semester*	May 27, 2026
Last Day of Classes*	May 27, 2026

***Calendar includes 5 snow days**

July 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		

August 2025

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	●	●	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	●	30
31						

September 2025

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14	15	16	17	18	19	20
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28	29	30				

October 2025

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12	13	14	15	X	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

December 2025

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

***No early release on 19th due to finals**

January 2026

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11	12	13	14	15	●	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

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

March 2026

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8	9	10	11	12	X	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

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26	27	28	29	30		

May 2026

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Semester		Second Semester	
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.

DISTRICT OFFICES CLOSED

July 4, 2025	Jan. 19, 2026
Sept. 1, 2025	Mar. 20, 2026
Nov. 26-28, 2025	May 25, 2026
Dec. 24, 2025 - Jan. 1, 2026	

District offices closed on Fridays in summer

Approved - 3/10/25

Legend

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

Calendario Escolar

2025-2026 (Viernes de salida temprana)

UNION PUBLIC SCHOOLS

Días Profesionales	Ago. 12-13, 2025
Primer Día de Clases	Agosto 14, 2025
Día Profesional	Agosto 29, 2025
Día del Trabajo	Sept. 1, 2025
Día Virtual para Estudiantes	Oct. 15, 2025
Fin del Primer Trimestre	Oct. 16, 2025
Conf. Padres /Maestros	Oct. 16, 2025
Vacaciones de Otoño	Oct. 17, 2025
Vacaciones de Acción de Gracias	Nov. 24-28, 2025
Fin del Primer Semestre	Dic. 19, 2025
Vacaciones de Invierno	Dic. 22, 2025 - Ene. 2, 2026
Reinicio de Clases	Enero 5, 2026
Día Profesional	Enero 16, 2026
Día de Martin Luther King	Enero 19, 2026
Día Profesional	Feb. 13, 2026
Día de los Presidentes	Feb. 16, 2026
Fin del Tercer Trimestre	Mar. 13, 2026
Vacaciones de Primavera	Mar. 16-20, 2026
Día Virtual para Estudiantes	Abril 2, 2026
Conf. Padres / Maestros	Abril 3, 2026
Día Conmemorativo	May 25, 2026
Fin del Segundo Semestre*	May 27, 2026
Último Día de Clases*	May 27, 2026

***El Calendario incluye 5 días de nieve**

Primer Semestre		Segundo Semestre	
84	Días de Instrucción	88	Días de Instrucción
3	Días Profesionales	2	Días Profesionales
87	Días en Total	90	Días en Total

172 Días en Total de Instrucción

Días Virtuales

En los días virtuales, los estudiantes completarán las tareas en casa. Mientras que los profesores participan en la colaboración/formación

Julio 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		

Agosto 2025

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

Septiembre 2025

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Octubre 2025

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

Noviembre 2025

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Diciembre 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			

*No habrá salida anticipada el día 19 debido a las finales

Enero 2026

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

Febrero 2026

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

Marzo 2026

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

Abril 2026

S	M	T	W	T	F	S
			1	2	▲	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		

Mayo 2026

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						

Junio 2026

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				

Oficinas del Distrito Cerradas

Julio 4, 2025	Enero 19, 2026
Sept. 4, 2025	Mar. 20, 2026
Nov. 26-28, 2025	May 25, 2026
Dic. 24, 2025 - Ene. 1, 2026	

Las Oficinas del Distrito Cerradas los Viernes Durante el Verano

Aprobado por La Junta 2025-3-10

leyenda

- ● Día Profesional (No hay clases)
- El semestre comienza / termina
- Vacaciones (no hay clases)
- X Fin de trimestre
- ER Salida Temprano: Los estudiantes salen de la escuela 40 minutos antes.
- ▲ Conferencias no hay clases
- S Día de Nieve
- Oficinas del Distrito Cerradas
- V Día Virtual

Table of Contents-
Union HS Freshman Academy Handbook

Introduction

Calendar....2-3
Mission Statement/Philosophy/Objectives....5
Daily Bell Schedules....6
Rights - Legal Custody, Records, FERPA....7

Attendance Policies and Procedures

Absence Procedure....10
Change of Address....11
Emergency School Closing....11
Homebound Program....11
Truancy....11

Academics, Curriculum, and Grading

Alternative Education....11
Counselors....12
Credits....12
Enrollment....12
Field Trips....12
Grade Checks....12
Grade Point Average....12
Grading....12
Graduation Requirements....12
Homework....13
Internet-Based Instruction....13
Makeup Work....13
Makeup Work for Extended Absences....13
Oklahoma's Promise (OHLAP)....13
Progress Reports/Report Cards....14
Schedule Changes....14
Semester Examinations....14
Tulsa Achieves....14
UCAP....14
Withdrawals or Transfers....14

Student Information

Accidents/Injuries....14
Arrivals and Departures....15
Deliveries....15
Emergency Drills and Procedures....15
Food, Drinks, and Gum....15
Hall Courtesy Congregating and Loitering....15
Hall Passes....15
Health Services....15-16
Identification Cards....16
Lockers....16
Lost and Found....16
Lunch....16
Media Center....17
Restroom Use....17
Safety Sweeps....17
School Activities....17

Student Information (Cont.)

School Organizations....17-18
Student Holds....18
Student Messages....18
Telephone Use....18
Textbooks and School-Owned Materials....18
Visitors/Guests....18

Student Code of Conduct - Welfare and Safety

Preamble....21
Behavior Expectations of Students....21
Bullying....21
Campus Conduct and Cleanliness....21-22
Cellular and Electronic Devices....22
Cheating....22
Commons Area/Cafeteria Behaviors....22
Dangerous Explosives....22
Detention Hall....22
Disruption of the Educational Process....23
Dress Code....23
Drugs, Drug Paraphernalia and Alcohol....23
Fighting and/or Provoking between Students....23
Physical Assaults....23
Gambling....23
Gang-Related Involvement Policy....24
Money, Valuables, and Other Expensive Items....24
Possession of Dangerous Weapons....24
Profane Language, Gestures, Possession of Pornographic Material....24
Public Display of Affection....24
Theft....24
Threats of Severe Violence/ Abuse of Safety Equipment....24
Tobacco/Vaping/Electronic Cigarettes....24
Vandalism, Defacing, and/or Destruction of School Property....25
Video Recording....25
Maps....25-28

Transportation

Motor Vehicles....31
Parent Drop-off and Pick-up....31
Skateboards/Roller Blades....31
Transportation and Bus Rules....31

Appendix

Board Policies....32-60

Union High School Freshman Academy

Mrs. Briane Grass
UHS Freshman Academy Principal

Mission Statement
Our mission is to graduate 100% of our students, college and career ready.

Philosophy
The Union High School Freshman Academy believes that free public education is an inherent right, a privilege, and a duty of the individual.

The school is concerned with the social and physical development of each individual. Group interaction and utilization of community resources will further encourage each student's social and physical maturity.

Administrators, counselors, and teachers share a relationship of cooperation with a sharing of experiences, knowledge, and enthusiasm in a professional atmosphere.

The teacher is to provide the structured environment and inspiration which are conducive to student growth. He or she also shares in the efforts of the school to plan, structure, and implement activities which contribute positively to various phases of moral, intellectual, social, and physical growth.

Students will be learning new concepts and continuing the practice of basic skills; at the same time they will be involved in the process of learning how to learn. Emphasis will be placed on communication and math-science skills. The students will also be given opportunities to explore new areas of knowledge and interests in all curricula.

UNION HIGH SCHOOL ALMA MATER

Union High stands proud forever!
Loyalty rides high.
Memories, forget them never
As the years go by.
Friends, we make from year to year,
Watch as goals are reached.
Union High will always be dear
To our destiny.

UNION HIGH FIGHT SONG

Union Redhawks, hats off to thee
To our colors true will ever be,
Firm and strong united are we.
Rah, rah, rah, rah
Rah, rah, rah, rah
Loyal to Union High.

All students will be encouraged to explore, to discover, and to appreciate their world and their own ability to change or contribute to it. Academic content and the well-being of the child are of equal importance.

The school works in close cooperation with home, community, and civic organizations to complement the activities of each for the complete development of the student.

Objectives
1. To develop skills in four areas of communication: reading, writing, speaking, and listening.
2. To develop a desire for learning.
3. To learn how to examine and use information.
4. To understand and to practice democratic ideals.
5. To learn about and try to understand the changes that take place in the world.
6. To appreciate culture and beauty in the world.
7. To understand and to practice the skills of family living.
8. To teach the pillars of Character Counts: Caring, Respect, Fairness, Citizenship, Responsibility, and Trustworthiness.
9. To develop a feeling of self-worth and pride.
10. To develop good character and self-respect.
11. To learn how to be a good manager of personal resources.
12. To gain a good general education.

Tamarah Danzy
UHS Freshman Academy Assistant Principal

Greg Kelly
UHS Freshman Academy Assistant Principal

UFA Bell Schedule
2025-2026

Monday-Thursday Schedule

1st Hour: 8:45-9:43
2nd Hour: 9:47-10:46
3rd Hour: 10:50-11:48

1st Lunch (Math, Science, ALA, Spanish, Art, Construction)
lunch: 11:52-12:23
4th hour: 12:27- 1:26

2nd Lunch (English, History, PE, Business)
lunch: 12:55-1:26 (release at 1:24 to get bags from 4th hour)
4th hour: 11:52-12:51

5th Hour: 1:30-2:28
6th Hour: 2:32-3:30

Friday Schedule

1st Hour: 8:45 - 9:37
2nd Hour: 9:41 - 10:33
3rd Hour: 10:37 - 11:29

1st Lunch (Math, Science, ALA, Spanish, Art, Construction)
lunch: 11:33-12:00
4th hour: 12:04 –12:55

2nd Lunch (English, History, PE, Business)
lunch: 12:25-12:55 (release from lunch at 12:53)
4th hour: 11:33 –12:25

5th Hour: 1:00 - 1:51
6th Hour: 1:55 - 2:47

Rights

Legal Custody

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

FERPA Statement of rights

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 oficial) 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 oficials with legitimate educational interests. A school oficial 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 oficial committee, such as a disciplinary or grievance committee, or assisting another school oficial in performing his or her tasks. A school oficial has a legitimate educational interest if the oficial 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 oficials 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.)The following student directory information may be published or transmitted by Internet without prior parent consent:
   - Student's name, address, telephone, date and place of birth;
   - Student's participation in oficially recognized activities, sports, weight and height of members of athletic teams;
   - Student's date of attendance, name of school, degrees and awards received;

   Parents may request in writing that the above directory information not be published or transmitted by the school district.
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 ofice that administers FERPA are:

   Family Policy Compliance Ofice,
   U.S. Department of Education,
   400 Maryland Avenue, SW
   Washington DC 20202-5901.

The ofice of the Superintendent of Schools
shall maintain the oficial FERPA policy.

Attendance Policies and Procedures

Absence Procedure

When a student is absent a call or email to the appropriate attendance office must be received from the parent to keep the absence from being coded as truant. Under current Oklahoma Law only absences certified by a physician, licensed counselor, dentist, psychologist, psychiatrist, or judge are considered excused. If your child has been seen by a healthcare provider please ask them to provide a note at the time of appointment.

Students with Last Names A-K - Attendance Office
(918)-357-7619

Students with Last Names L-Z - Attendance Office
(918)-357-7792

If a call is not received or a note is not turned into the attendance office when the student returns to school, the absence will be considered truant.

A students absence must be cleared with the appropriate attendance office withing 48 hours.

Parents will receive an automated phone call from ConnectEd when their student is marked absent. Calls go out twice a day. Please contact your child's attendance office if you have questions after receiving this call.

If we do not receive contact, the school will attempt to verify each student's absence by contacting parents/legal guardians at home or work when student returns to school. For this reason, parents are encouraged to provide the attendance office with at least two current telephone numbers where they can be reached during the day.

Fourth Absence: Upon the fourth absence from any class in a semester, the parents will be notified in writing by the attendance office.

Seventh Absence: Upon the seventh absence from any class in a semester, the parents will be notified in writing by the attendance office.

Tenth Absence: When a student reaches the tenth absence in the semester, a letter will be sent to the home informing the parent/legal guardian of the situation and the ensuing consequences for continued absence. The student will be confronted and the consequences for exceeding the ten-day limit will be discussed.

The Tulsa County District Attorney and Department of Human Services will be notified in cases of excessive unexcused absences.

Specific classes or programs may have additional attendance requirements for which students who choose to participate will be responsible. Examples of such classes are band, choir, orchestra, etc.

Union High School Freshman Academy IS A CLOSED CAMPUS.
Students may not leave the school campus during regularly scheduled classes without being signed out by a parent/guardian or eligible person in the system after showing ID.
Violators will be referred to the assistant principal for disciplinary action.

Clearing Student Absences
If a student is absent, please call before 10:00 a.m.

Please contact school any time student will not be in attendance. If you plan on an extended trip/vacation, notify the attendance office several days in advance.

Early Dismissal
Whenever possible, parents are requested to contact the appropriate attendance office in advance to request an early dismissal. Students should come by the appropriate attendance office before school, between classes, or during lunch to obtain their early dismissal slip. If the student is unaware of the dismissal request, the office will deliver the dismissal slip to the student. The dismissal slip will allow the student to leave class at the time requested. No passes will be delivered after 2:45 p.m. Before leaving the building, the student must sign out through the appropriate attendance office. Failure to sign out will result in referral for disciplinary action.

Tardies
Being late to class deprives students of information important to their academic success and disrupts the teaching and learning process of others.

Students are to be in their assigned classroom or location when the tardy bell rings. Teachers may require students to be in their assigned seats. Teachers will inform students when they are tardy.

On the fourth and each successive tardy, the teacher will refer the student to the assistant principal's office for disciplinary action.

A student is considered absent when he/she has missed ten (10) minutes of a class period.

Guidelines for Discipline for Tardies
Students are counted tardy if they are NOT in the classroom or location when the tardy bell rings. Students detained in the office or by a teacher need a tardy slip from the person who detained them before they proceed to the next class. Tardies accumulate in any one class each semester.

First Tardy	Parent Contact - warning by teacher.
Second Tardy	Parent Contact – 2 lunch detentions
Third Tardy	Parent Contact - up to 4 lunch detentions
Fourth Tardy	Referral to the office of assistant principal

Hall Sweeps
In an effort to encourage responsible time management and curb the number of tardies during the school year, periodic hall sweeps may be utilized. Students will receive four (4) days lunch detention each time they are stopped during a hall sweep.

Change of Address

In-District: Notify the school of any address and/or telephone changes so we may notify parents in the event of any emergency. Changes in work telephone numbers for parents or guardians should also be brought to the attention of the school.

Out-of-District: Notification of the school is necessary so the student can be withdrawn from the roll, and his/her transcript can be forwarded to the new school (refer to "Rights to Records"). Should a student move out of the district, he/she may remain at Union High School Freshman Academy to complete the current school year if the parents supply transportation.

Emergency School Closing

The Superintendent will make the decision if schools are to be closed due to severe weather. In case of bad weather, the official announcement will be heard over local radio and TV stations (particularly KRMG/AM 740/FM 102.3). Since the decision to close school is not made at the building level**, it is not necessary to call your child's individual school for this information.**

Listen to the ConnectEd message, the radio or TV for the announcement that Union Public Schools or Tulsa Union will be closed or check the district website at www.unionps.org.

Homebound Programs

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

1. A student must be physically or emotionally unable to attend regular classes for a minimum period of two weeks, and this must be verified by a doctor's statement.
2. The Director of Special Services must approve the request.
3. The State Department of Education must approve the request. (Homebound service will only begin after the proper forms have been successfully completed and placed on file at the Special Services Office.)
4. Parents must contact their child's school counselor to begin this process.

Truancy

A student is considered "truant" when the student is absent and neither the parents nor the school officials know of his whereabouts and/or the absence of a student is not condoned by the parents nor the school officials, or absence is not cleared within 48 hours.

Examples of truancy:

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

Attendance is taken and recorded at the start of each class, each hour. Any student leaving campus between 8:45a.m. & 3:30 p.m. must be signed out at the front office by a person listed as eligible in the system. That person will be required to show ID.

Academics and Grading

Alternative Education

The Union Alternative Education Program was created to meet the needs of Union students who have not been successful in their regular education programs. Students from ninth through twelfth grades may be enrolled in the program which is located at the Union Extended Education Building, 5656 S. 129th E. Ave. This is NOT a punishment program; instead, it is intended to lead students back into success in the mainstream of education through the use of innovative teaching techniques, greater access to counseling services, more individualized courses of study, flexible scheduling, lower student/teacher ratios of no more than 15:1, and a supportive classroom atmosphere.

The goals of the program include a reduced drop-out rate, an increase in the number of academic credits earned, a decrease in the number of classes failed, a reduction in the number of absences, an increase in grade point averages, an improvement in criterion referenced test scores, a reduction in behavioral problems, and the approval of the program by parents, students, school administrators, and employers.

The teachers who have been employed for this program are all highly experienced alternative educators who truly care about their students, are flexible and open-minded, and know how to lead all willing students toward academic success. Classes are designed to challenge each student's abilities while remaining accessible to all. Everyone in the program works together to maintain a friendly, constructive atmosphere based on mutual respect. Courses are offered in language arts, math, social studies, science and life skills, and all teachers are fully certified.

The intake process for the program is intended to be both thorough and simple. Since a maximum of 200 students can be enrolled, it is important that the students who are taken into alternative education are truly in need of these services and are likely to benefit from the program. Applicants may be referred by any school professional, by the parents, or by themselves. Once the application is received, the student's records are reviewed, and interviews are conducted with the student, his parents or guardians, school personnel, and other sources. The results of these interviews are discussed among the program's teachers who subsequently enroll those students deemed most appropriate for the program. Before a student is accepted into the program, he must be willing to sign a contract which states his/her willingness to comply with the school's rules and to be successful in the program. Students who fail to comply with this contract may be involuntarily returned to regular education classes or sent to the Intervention Program.

Block scheduling is a major component of the alternative program. All students attend a single class from first through fourth hours daily for four weeks. At the end of this four weeks, the students rotate into another class for the next four-week cycle. This schedule allows the program to enroll new students every four weeks if space is available. This type of scheduling encourages teaching creativity, gives far greater flexibility, allows more opportunity for individualization of assignments toward each student's strengths and weaknesses, and--most importantly--fosters the creation of a more supportive classroom atmosphere.

Counselors

Union High School Freshman Academy has a staff of highly qualified guidance counselors. Each guidance counselor assists students by strengthening their academic goals, creating positive social relationships, and building solid aspirations for the future. All UHS Freshman Academy students are encouraged to utilize their counselors.

Students may sign up to see the counselor one of two ways; scanning the QR code signs hanging around the school to fill out the form or selecting the "Submit Counselor Request" link in the UFA Hub canvas course. The counselor will send a pass to the student as they work through the queue of requests.

Even though the guidance counselors do not function as private therapists, they are available to counsel students in crisis situations. If a parent believes his child needs special services on an ongoing basis, he may contact the counselor for information regarding services in the community.

Schedules are developed by the student's appropriate counselor. All students will be enrolled for six credit hours.

Enrollment

Each school year, during the month of February, students are enrolled for the next school year. After receiving the COURSE DESCRIPTIONS booklet, parents take an active part in helping their child make the best schedule for the next school year with assigned Union UCCAP adviser.

Field Trips

Field trips are a means of extending the school's curriculum beyond the classroom setting.

To participate in a field trip, a student must have written permission from his/her parent/legal guardian. Students who do not present written permission to the teacher will not be permitted to attend. The absence for a field trip will be "school related" and not charged against the student with regard to the attendance policy. Each student will be responsible for work missed in all classes on the day of the trip.

All school rules and regulations governing students at school apply on all trips.

Credits

To achieve sophomore status, 3 credits are required. At least two of which must come from Core classes. 6 credits needed to be credit sufficient.

Grade Checks

Parents can now access Grades Online to monitor their child's grades and attendance. For details go to www.unionps.org and click on the "Parents" link.

If access to Grades Online is unavailable, please contact your student's teacher or counselor. Teachers' contact information can be found on www.unionps.org and click on the "Union High School Freshman Academy" link.

Students are highly encouraged to keep track of their grades and to keep parents informed of impending grades. Folders or portfolios of work with the student's assignments and/or tests are highly recommended and advised to be kept by students.

Grade Point Average

The standard "four-point" grading system (A-4, B-3, C-2, D-l, F-0) will be used calculating the GPA on all student transcripts. All courses taken in grade 9 through grade 12 will be included when calculating the GPA. A weighted grade point system (i.e., AP and Pre-AP) will be used for class ranking and the distinguished graduate program.

Grading

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

A / 90-100.....Superior quality of work
B / 80-89.....Above quality of work expected
C / 70-79.....Satisfactory quality of work or satisfactory progress in terms of ability
D / 60-69.....Below quality of work expected
F / 59-Below.....Unsatisfactory work (failing)

Graduation Requirements

Union Minimum Graduation Requirements:

- Language Arts/English: 4 units which include Grammar and Composition, American Literature, World Literature and English Literature or their equivalent
- Math: 3 units including Algebra I (three units in mathematics must be completed in the ninth through twelfth grades)
- Science: 3 units including Biology I
- History: 3 units including 1/2 (unit or competency) OK History, 1/2 US Government, 1 US History, and 1 selected from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved to meet college admission requirements.
- Fine Arts Competencies: 1 unit or set of competencies
- Foreign Language or Computer Technology: 2 units
- Personal Financial Literacy Requirement
- CPR/AED Requirement
- Electives: 9 units
- ICAP Requirement

Homework

Homework is an integral part of the total Freshman Academy educational experience. It is designed to reinforce and enrich classroom activities, develop self-discipline and a sense of responsibility within the student. It is an indispensable learning activity which increases in complexity with the course of study.

Definition: All class-related work which must be completed within a time frame determined by the classroom teacher. Homework includes daily independent practice, as well as preparation for tests, quizzes, and class discussions.

Homework enables the student and teacher to realize whether or not the material is being mastered and helps to determine areas which may require additional instruction/practice.

Both students and faculty need immediate feedback about their progress toward attaining the course outcomes. It is very important that assignments be completed on time! Failure to complete assignments within the time frame established by the teacher may result in a lower grade and/or other disciplinary action.

The amount of homework a student will have may vary according to the courses taken. Students enrolled in Advanced courses will have more homework than students enrolled in regular courses of study.

All homework will be corrected and/or acknowledged by the course instructor.

On the ninth-grade level, the assignment of homework serves the dual purpose of reinforcing classroom activity and preparing the student for the extra classroom commitment required by more demanding academic work in senior high.

Internet- Based Instruction - Board Policy #5508

See Board Policy #5508 on page 58.

Makeup Work

Obtaining missed assignments and/or makeup work, as well as returning it to the teacher within specified time limits, is the student's responsibility.

Students are encouraged to make up any work missed due to an absence. The faculty of the Union High School Freshman Academy wants students to acquire as many course outcomes as possible and avoid any gaps in the learning process.

In general, students will be granted one school day for each school day missed. For example, a student who is absent four days will have homework due on the fourth day the student is back in class. More time may be allowed at the discretion of the teacher depending on the nature of the assignment(s) and length of the absence.

Students are responsible for acquiring, completing, and turning into the teacher, within the determined time period, any work missed.

Projects, Reports, and Tests
Projects, reports, and tests which are known prior to a verified absence are expected to be turned in and/or taken upon the student's return to school.

Exceptions may be granted due to the extent and/or nature of the absence, or the specific classwork missed. Students are encouraged to talk with their teacher.

Pre-Approved Absences
Absences for vacations, college visits, school activities, or other administratively approved reasons require that as much of the work as possible be completed and turned in prior to the absence. If a teacher deems appropriate, arrangements can be made to make up the work missed upon the student's return to school.

OKLAHOMA'S PROMISE (OHLAP)

With Oklahoma's Promise, formerly known as OHLAP (Oklahoma Higher Learning Access Program), students who meet certain criteria can earn free college tuition. Oklahoma's promise will help pay your tuition at an Oklahoma public two-year college or four-year university. It also will cover a portion of tuition at an accredited private college or university or for courses offered at a public technology center that qualifies for credit from a public two-year college.
To enroll in Oklahoma's Promise, you must:

- Be an Oklahoma resident.
- Enrolled in the 8th, 9th, 10th, or 11th grade in an Oklahoma high school
- Be the child of parents whose gross income does not exceed $60,000 for 1 or 2 dependent children OR $70,000 for 3 or 4 dependent children OR $80,000 with 5 or more dependent children.

For more information contact your counselor or visit www.okpromise.org.

Progress Reports/ Report Cards - Board Policy #5035

Based on the performance of each student, grades shall be calculated cumulatively during each semester.

Students shall be provided the opportunity to see their grades during the grading period to monitor progress.

We encourage parents to contact the teacher regarding any grade problem and urge parents to maintain contact with the school concerning any problems a student may be experiencing at school. If you would like a conference with your student's teacher, please contact the counselor's office to schedule an appointment.

Schedule Changes

To obtain a schedule change, a student must submit a Schedule Change Request Form via canvas on The Hub. This form should be filled out completely and returned to the counseling office promptly. All requests for schedule changes will be considered; however, schedules may not be changed during the first three days of school either semester. In addition, if a schedule change is requested outside of the schedule change window later in the semester, it will be examined on a case-by-case basis considering special circumstances and will require administrative approval.

Schedules will not be changed for any of the following:

1. To have another teacher or a different hour to have class with a friend.
2. To have lunch with a friend and/or to have a different lunch time.
3. There will be no course changes after the schedule change deadline due to seat time to earn credits.
4. Schedules will be changed only if the change can be made without affecting too many classes.
5. A change will not be made if the change overloads another class.
6. Schedules will only be changed within the first 10 days of each semester.

Semester Examinations

A comprehensive final examination will be given in all classes at the end of each semester. All students are required to take the semester examination as part of course requirements.

The semester examination will count not less than ten percent nor more than 20 percent of the semester grade.

Semester exams will be given
the last two days of each semester. Backpacks are not
permitted the last two days of the spring semester.

Tulsa Achieves

The Tulsa Achieves scholarship program through Tulsa Community College will pay up to 100% of tuition and fees for up to 60 college credit hours for students living in Tulsa County and graduating from a public or private high school. For more information, contact your school counselor.

Union College/Career Action Plan (UCCAP)

At the spring parent conference time, each teacher/advisor will meet with the student and his/her parents to review the student's progress, check on credits for graduation, and sign off on the following year's class schedule.

Withdrawals or Transfers

Any student wishing to withdraw or transfer from Union High School Freshman Academy must take the following steps.

1. Make an initial request to withdraw or transfer through the registrar's office. This request should be made at least one day before the intended date of withdrawal. The signature of a parent/legal guardian of a minor student must be obtained in order for a student to withdraw. If circumstances prohibit the parent/legal guardian from coming to the school, a signed letter from the parent/legal guardian requesting withdrawal will be accepted. The withdrawal procedure will not be completed until a signature is obtained. Only verification is needed for non-minor students.
2. Student should report to the registrar's office before classes begin on last day of attendance to pick up withdrawal form. Students will submit the form and books or materials issued to them to teachers of each of their classes. Each teacher will assign a cumulative letter 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.
3. Student will be required to obtain signed clearance from each of the following: library (media center), nurse's office (verifying that they have received a photocopy of their health record), attendance office, student's counselor, and appropriate assistant principal.
4. Upon completion of all parts of withdrawal slip, the student must return the slip to the registrar's office for final approval. Approval for withdrawal will not be granted until all requirements above are met.
5. Student records will not be released until all fees owed are paid.

Student Information

Accidents/Injuries

All accidents and injuries must be reported to the classroom teacher or school nurse immediately. Reports of accidents or injuries will be documented by the teacher or nurse and turned in to the main office. This procedure will assist with the processing of any medical claims which may result from the accident or injury.

Arrivals and Departures

School Day - 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 attendance office by parent/guardian or school nurse.

Students are NOT to leave school after arriving on campus by bus or own transportation without the permission of the principal or assistant principal. Leaving campus will be considered a truancy & may result in disciplinary action.

Car Riders will enter the gym lobby doors located at the South of the building. Bus Riders will enter through the lobby doors in the front of the building.

Students should make arrangements to exit the building by 3:35 p.m. unless they are under the direct supervision of a teacher and/or sponsor.

Parents must check out students through the attendance office before the student may leave school for any reason.

Deliveries for Students

Deliveries of gifts, flowers, balloons, etc. is prohibited for safety and security reasons.

Food delivery services are prohibited and will not be accepted.

Emergency Drills and Procedures

Emergency/disaster drills are conducted on a regular basis to assure that everyone is familiar with emergency procedures should a true emergency arise. For that reason:

- Directions and maps are posted in the classrooms and throughout the building.
- Students and staff should familiarize themselves with the procedures in each room in which they have classes.
- Each student is expected to participate and cooperate during emergency procedures.

Additionally, 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.

Food, Drinks, and Gum

Use of gum, food, and drinks in the classroom will be up to the discretion of each student's individual teacher.

THE SELLING OF ANY ITEMS WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL IS PROHIBITED.

The selling of these items (or any item) without permission from the principal constitutes a violation of school policy, and

Hall Passes

No hall passes will be issued the first 10 minutes, last 10 minutes of class, or during the 4th period of the day. Students needing to leave a class must be wearing a student ID, must obtain permission from their teacher, and collect their pass. Leaving class without permission will be considered insubordination. Students are required to have a valid pass whenever they are in the halls during class time. Passes are to always be visible and shown upon request. Any student in the hall without a pass may be referred to the assistant principal for disciplinary action. Passes may be issued for the following reasons:

A. To admit a student who is late for class because he/ she was kept by the previous teacher.
B. To permit a student to move from one area to another under approved conditions.

Any student who is given a hall pass is expected to report immediately to his/her destination using the most direct route

Hall Courtesy- Congregating and Loitering

1. Walk to the RIGHT of the halls and do not block traffic by standing in groups.
2. Discard trash in the containers provided.
3. DO NOT RUN IN THE HALLS!
4. Do not congregate in the halls, locker areas, lobbies or commons area between classes. This time should be used for passing from one class to another. Continued disregard of accepted hallway courtesy could result in disciplinary action.
5. Do not yell or scream in the hallways.
6. Utilize all stairwells located throughout the building.

Health Services

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 sick students for an extended period of time (greater than one hour).

Location - Union High School Freshman Academy - Office Area

Normally, the nurse will not treat an injury or illness except for first aid. If the nurse is not in her office, go to the main office for assistance.

DO NOT GO TO THE RESTROOM OR STAY IN A RESTROOM IF YOU ARE ILL.

Health Services (Cont.)

Medications

ALL MEDICATIONS, NON-PRESCRIPTION OR PRESCRIPTION, MUST BE TAKEN TO THE NURSE UPON ARRIVAL AT SCHOOL.

Prescriptions: The prescription medication must have the pharmacy label attached with the name and address of the pharmacy of origin, date of filling, name of student, name of prescriber, directions for administration, and prescription number.

Non-Prescriptions: All over-the-counter medications must be in their original containers with the directions for administering.

No medication, even ASPIRIN, will be given to a student without a written directive signed by a parent or guardian.

Any medication requiring administration longer than a two-week period must have a physician's written request.

Immunizations

A certified immunization record indicating date and type of immunization received is a prerequisite to enrollment of all new students. All immunizations must be kept up to date in ac-accordance with Oklahoma State Law for all students. Please contact the school nurse if specific information is needed.

Chronic Illnesses or Special Health Problems

If a student has a chronic illness or any special health problem which requires special attention or care by the school nurse, the parent needs to have the child's medical history and/or a doctor's statement on file with the school nurse.

ID Cards

For the security of our students and staff, everyone attending Union High School Freshman Academy must have an identification card in their possession at all times. Failure to display an identification card may result in disciplinary action.

1. ID cards will be provided for each student at the beginning of the school year at no charge. Students may purchase an activity ID for a charge which will allow the student to attend Union activities at any regularly scheduled home event.
2. Students must wear and display IDs at all times. IDs will be required to gain entrance to school-sponsored activities, including football games.
3. 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.
4. Failure to have an ID card will result in the student's detention until positive identification can be established.
5. Repeated violations of this requirement will result in a referral to the assistant principal.
6. Students who do not have ID's will be required to sit at a reserved table.

Lockers

Lockers will only be issued upon request. Please visit the L-Z office to request a locker

Students should not share lockers and/or lock combinations. Students should be extremely careful that the locker combination does NOT become known by any other student. In the event that items are stolen from the student's locker, the student should report immediately to the main office. The combinations are kept on file in the main office if emergency access is needed to the locker by the student, his/her parent, or the administration.

Students are responsible for all items placed in their lockers at any given time.

REMEMBER:
DO NOT SHARE LOCKERS -- DO NOT SHARE LOCK COMBINATIONS

Disciplinary action will be taken against any student who is found guilty of tampering with another student's locker.

A "jammed locker" IS NOT an excuse for being tardy to class. Report to your class and teacher to get permission to go to the custodian's office for locker assistance. These tardies count on semester tardies.

Student Locker Search Policy - Board Policy #5051 - See page 47.

Lost and Found

The lost and found articles should be reported to the appropriate attendance office. Also when reporting a lost article, please give the report in writing with all the appropriate information about the lost article.

Lunch

Union High School Freshman Academy is a closed campus. Students leaving campus at lunch without permission are considered truant. All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria and/or the commons area. Students are responsible for throwing away their trash after lunch.

Lunch periods are 30 minutes in length. For the safety of our students, parents are required to check students out in the front office for lunch. Notes, e-mails, and phone calls are not acceptable.

No student is to be in any classroom during the lunch period unless that teacher is in the room to supervise. **No one is permitted in the halls without a pass during lunch.** Students should get materials they need during the passing periods. First lunch students should go to their 4th period classrooms to put away books and materials before entering the lunch lines. Books, backpacks, and bags should not be carried through the lunch line.

PRICE OF LUNCHES

Regular School Breakfast - $1.40
Regular School Lunch - $2.50
Reduced - $.40
Extra Milk - $.40
Fast Foods – cost varies
Al La Carte Items – cost varies

Lunches are subject to price changes during the school year when need arises.

FOOD MAY NOT be ordered from outside vendors and/ or delivered to the school.

Media Center

The library media center is open from 8:30: a.m. until 3:30 p.m. during the school year. Students who use the Media Center must sign in and out. During class hours students will need a pass from their teacher. Photocopies of material can be obtained at the circulation desk for ten cents (10¢) per page if a student library aide is on duty.

Books are checked out for two weeks and may be renewed for a two-week period unless a hold has been placed on that title. Reference materials may be checked out for overnight or weekend use only, and they are required to be returned no later than 8:45 a.m. the morning of the following school day. If a book is lost or not returned that student will be asked to pay for that book.

Lost Books.....Replacement cost

Vertical file and periodical materials
are restricted to use in the library.

Restroom Use

Restrooms are to be used before and after school, between classes, and during the lunch period. Students are expected to help keep restrooms clean. Please do not litter, smoke, write on the walls, or damage the school's facilities in any way. If out of a classroom to use the restroom, use the closest, appropriate (boys' or girls') restroom.

Safety Sweeps

--SAFE SCHOOL NOTICE--UNION PUBLIC SCHOOLS IS A GUN-FREE, DRUG-FREE, ALCOHOL-FREE, AND TOBACCO-FREE ZONE.
All vehicles entering this property are subject to search.
Thank you for keeping our schools safe!

School Activities

Various school dances, athletic events, and other school activities will be provided during the school year. These activities provide students with an opportunity for entertainment and social gatherings after school hours. These activities will be well supervised, and parents are always welcome to volunteer.

School activities are considered an extension of the school day. All rules, regulations, and policies will be enforced. Students choosing to leave a school activity before the conclusion of the dance will not be permitted to return.

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 UMAC Management Office) and pay any required rental fees. There may 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.

Athletics
Baseball
Basketball
Football
Golf
Soccer
Softball
Swimming
Tennis
Track & Field
Wrestling

Spirit
Cheer
Drill
Pom

Fine Arts
Band
Choir
Colorguard
Drama
Jazz Choir

Academic
NHS
Student Council
Yearbook
Academic Team
Drug-Free Youth
BPA
FCCLA
Speech/Debate

Misc.
E-Sports
ROTC

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.

School Organizations (Cont.)

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. These clubs and organizations include, but are not limited to, the following: Fellowship of Christian Athletes, Teenage Republicans, Teenage Democrats, Share/Care Support Groups, Rugby, Hockey, & Bowling.

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.

National Junior Honor Society

The National Junior Honor Society promotes character, service, leadership, and citizenship. Students must have a 3.6 grade average to be eligible for the honor society; this grade average must be maintained, and grades are only one of the five requirements for membership. Teacher recommendations in character, service, leadership, and citizenship are very highly regarded to become a member of this distinguished society. The initiation ceremony is held in the fall of the school year.

A suspension from school during a school year will make a student ineligible for consideration for NJHS nomination that year. The student's eligibility for nomination for NJHS membership will be reinstated the next school year provided the student meets the academic/citizenship requirements.

Student Holds

All fines, fees, and school-related debts must be cleared each semester. Students who fail to make arrangements with the registrar for eliminating the debts will not:

- Be allowed to register to obtain a schedule of classes for the next semester.
- Receive report cards, transcripts, diplomas, or other school records.
- Be able to participate in school-related activities including graduation or other class activities.

Student Messages

Students who are given messages will be called to the office only for emergencies and notes of instructions from parents or guardians. Please make calls before 2:00 p.m. so students may be contacted before school dismisses at 3:27 p.m. PLEASE MAKE ARRANGEMENTS FOR TRANSPORTATION, PERMISSION FOR ACTIVITIES, ETC., BEFORE COMING TO SCHOOL SO THE NEED FOR LAST-MINUTE PHONE CALLS IS MINIMAL.

Telephone Use

Students are not allowed to use the classroom or office telephones without the teacher's permission. Also, students are not allowed to use the office telephones without prior permission as the telephones are for school business use. Students are encouraged to make necessary arrangements for transportation, parental permission for activities, etc., so the need for last-minute phone calls is minimal.

Textbooks & School-Owned Materials - Board Policy #5022

Textbooks, school-owned musical instruments, and similar class-related materials provided by the school become the responsibility of the student to whom they are issued. While reasonable wear is expected, books and other materials must be returned in good/usable condition. Repair and/or replacement costs will be assessed to the student for damaged, lost, or stolen materials.

Visitors/Guests

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

This is subject to change based on any changes to the district re-entry plan.

Student Code of Conduct, Welfare, & Safety

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. Teenagers should develop 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.

Assuming the responsibility granted to it by laws, the Union Board of Education has established the following categories of misconduct as those which may result in temporary separation, suspension, or exclusion from the Union Public School District.

Age of Majority
The guidelines and regulations are written for and apply to all students at Union High School Freshman Academy, regardless of age, during school hours, and at school events. They are designated to establish and maintain a safe, secure, and positive learning environment.

Behavior Expectations of Students

To give the students a general idea of what behaviors are expected of them, we offer these guidelines: Students should -

- ATTEND school regularly.
- BE PREPARED for each class.
- UNDERSTAND and FOLLOW school policies.
- RESPECT the worth and dignity of each individual.
- RESPECT the rights and responsibilities of faculty members as they perform their duties.
- RESPECT the rights of fellow students.
- RESPECT the rights and responsibilities of other school personnel, such as custodians, clerical staff, food service and transportation employees.
- BE PROMPT in arriving at their assigned places.
- OBSERVE a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
- INVOLVE themselves in the total school program.
- AVAIL themselves of all the school has to offer in the way of curriculum.
- DEVOTE all their energies toward realizing their potential

Bullying- Board Policy #5056 / Anti-Violence Policy #5054

Bullying - See Board Policy #5056
Anti-Violence - See Board Policy #5054

Bullying, harassment, intimidation, threats, and/or threatening behavior, on or off school property will not be tolerated. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, graphic, or physical act (including electronically transmitted acts, i.e., Internet, telephone, cell phone, or computer) that is reasonably perceived as hurtful to another individual.

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

If you are the subject of bullying, please notify a teacher, counselor, or administrator or call Safe Schools at 918-505-9802 and the incident will be investigated. If a student is found in violation of this policy (pending the outcome of the investigation), appropriate consequences will be issued.

Campus Conduct and Cleanliness

The conduct of students and the appearance of the school campus give lasting impressions to visitors as to the quality of the school program and the character of the students. Litter and disruptive behavior create health and safety hazards for all who attend or visit Union High School Freshman Academy. Therefore, it is important that all students refrain from disruptive behavior and littering the hallways and grounds. To this end:

1. Glass containers are not to be brought onto the premises.
2. Food and/or beverages are allowed in the classroom at the teacher’s discretion.
3. Trash is to be disposed of in the waste containers provided for that purpose.

Campus Conduct and Cleanliness (CONT.)

Students who violate this regulation may be referred to the assistant principal's office for disciplinary action.

*Special Note: Vending machines are available on campus as a service/privilege for the student body. These machines may be shut down for a specified period of time and/or permanently removed from the campus if students choose to be irresponsible with regard to their use and the proper disposal of trash.

We encourage all students to show Union pride in our school campus.

Cellular and Electronic Devices

Union Freshman Academy promotes an environment for instruction and learning that is safe and secure. Therefore, the district establishes the following policy, Oklahoma Senate Bill 139 bans cell phones use in schools. This bill mandates that students must have their cell phones and other personal electronic devices turned off and put away during the entire school day, from the first bell to the last. The bill requires school districts to implement a "bell to bell" ban on cell phone use, meaning phones must be off and stored away during the entire school day. This includes air pods, headphones, and all other listening devices. Consequences could apply if students abuse this or refuse to follow the law.

Board Policy #5052 regards the use of cell phones/wireless telecommunication devices.

Cheating - Board Policy #5050

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

Commons Area/Cafeteria Behaviors

Please abide by the following rules during lunch time so that everyone's lunch will be pleasant, comfortable, relaxing, and expedient:

1. Students are NOT to throw food, ketchup, salt, etc.
2. Students are to remain seated until lunch dismissal bell.
3. Students are not to cut the lunch line, save places in the line or enter the serving areas through the payout stations.
4. Students are to buy and select their own lunch.
5. Please do not take books, book bags, and/or notebooks (etc.) through the lunch lines and/or into the serving areas.
6. Food and/or drink are NOT to be taken from the commons area into the hallways and/or classrooms.
7. Do not enter hallways until the lunch period is over.
8. Use the restrooms adjacent to the commons area.
9. Please keep food items on the cafeteria trays.
10. Students are NOT to buy candy and/or pop from the vending machines during lunch.
11. Panhandling (begging/asking) for money from others is NOT permitted.
12. No more than 8 students are allowed at a table.
13. Students should remain seated at their table until dismissed by administrators.

Dangerous Explosives

Explosives (as defined below) are NOT to be brought to school. If a student violates this policy, his parents and/or the police will be notified.

The possession and/or use of items related to this category are a disruption and may be life threatening to the members of our school community. Therefore, maximum penalties will be enforced if these items are brought onto any Union School District property.

"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, etc.) will be confiscated and not returned.

The student will be suspended which may result in a suspension of the current semester and succeeding semester.

Detention Hall

Lunch Detention

Lunch detention is offered as an alternative consequence for minor infractions of school rules. This detention is assigned at the discretion of the principal or staff members.

In School Detention

In School Detention (ISD) is an alternative beyond lunch detention. This is detention time for a specific class where the student goes to a designated classroom for that particular class period. The length of how many hours student is to spend in ISD room is up to the assistant principal. Students are to bring something work on for the class they are missing. Students are to stay quiet and in their chair during their time in ISD room. If students violate the rules of ISD additional consequences can be applied.

Disruptions of the Educational Process

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

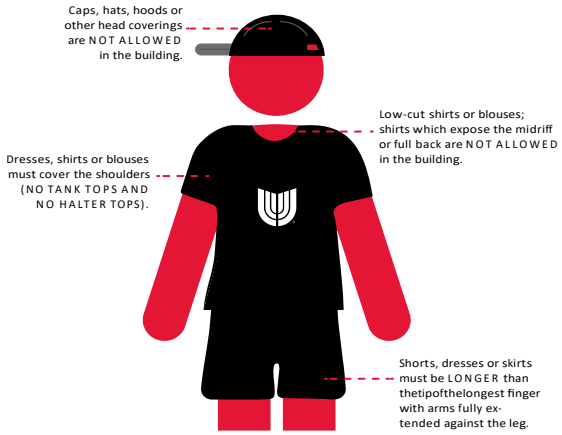
Dress Code
Board Policy #5060

Modesty will be the dominant feature in all clothing. Clothing must not be derogatory to any individual, group, or institution, including hate-group messages. Shorts, dresses, or skirts must be two inches longer than the fingertips with arms fully extended against the leg (no tears cuts or holes in the garment above this point are acceptable).

Halter tops, low cut shirts, blouses or any shirt which expose the mid-riff or full back may not be worn in the building. Under garments must not be revealed. Slacks, pants, or shorts worn below the hip are not permitted.

Bedroom attire (pajamas, lounge pants, slippers, etc.) may not be worn in the building. Students will not be allowed to class should they be out of dress code. Caps, hats, hoods or other non-religious head coverings are not allowed in the building. Students may be asked to leave these items in an office until the item can be picked up by a parent or guardian.

If the violation is not correctable, a parent will be called, and the student will be placed in In-School Detention for the remainder of the school day.



Drugs, Drug Paraphernalia and 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. Students found to be in violation of this policy will face the following consequences:

Confiscation, parental notification, and immediate suspension. Law enforcement authorities may be contacted. All drug offenses are subject to any other disciplinary action as deemed appropriate by building administration under board policy 5050.

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

- Confiscation, parental notification, and immediate suspension. Law enforcement authorities may be contacted.
- **1st offense:** 45-day suspension with the first five days to be served at home and the remainder in the Intervention Program (IP)
- **Subsequent offenses:** Up to suspension for the remainder of the semester plus the entirety of the following semester and any other disciplinary action as deemed appropriate by building administration under board policy 5050.

Suspension Reduction

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

(1) Student and parent/guardian 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.

See Board Policy, page 43.

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.

Fighting and/Physical Assault - Board Policy #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.

Physical Assaults

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.

Gambling

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

Gang-Related Involvement Policy - Board Policy #5041

See Board Policy #5041
Gang-related activities and/or involvement will not be tolerated.

Money, Valuables, and other Expensive Items

Large quantities of money or objects of substantial value should not be brought to school. Specific items being referred to are but not limited to: electronic devices, expensive famous-label purses, jewelry (rings, watches, family heirlooms), jackets, expensive gym shoes, etc.

THE SCHOOL ASSUMES NO RESPONSIBILITY TO INVESTIGATE, RECOVER, REPLACE, OR PAY FOR ANY ITEM LOST OR STOLEN.

Possession of Dangerous Weapons - Board Policy #5055

See Board Policy #5055

Profane Language, Gestures, Possession of Pornographic Material

Students are expected to present themselves in a way that will create a positive impression as to their character. Profanity/obscene gestures/derogatory language are not permitted at Union High School Freshman Academy at any time. Any use of profane language, gestures, and/or possession of pornographic materials may result in a referral to the assistant principal's office for disciplinary action.

Any spoken or written language directed toward an adult supervisor, teacher, administrator, staff member, or bus driver may result in a suspension of up to 45 school days.

Public Display of Affection

There is a proper time and place for expressing affection. The school campus is not considered a proper place. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events.

Students involved in PDA will be counseled. If the PDA is of a serious nature or becomes a repeated problem, the students will be referred to the assistant principal's office for disciplinary action.

Theft

The theft of any item will not be tolerated & will result in disciplinary action.

First Violation: Suspension to the home for up to ten days and up to 35 days in IP. Parent conference, full restitution for damages, police involvement, and prosecution if appropriate.

Second Violation: Suspension to the home for up to 90 days, assignment to IP for a specified period of time, parent conference, full restitution for damages, police involvement, and prosecution if appropriate. Upon return to school, the student will be placed on a behavior contract which will set forth the terms and conditions for continued attendance.

Threats of Severe Violence/Abuse of Safety Equipment

Students are responsible for notifying their principal(s) or counselor(s) or the Senior 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.

Violation of: State/federal laws, local ordinances, abuse of fire alarms/safety equipment, arson, or bomb threats.

First Violation: Up to ninety (90) days suspension, parent conference, complaint filed with police, and recovery of damages sought through a court of competent jurisdiction.

Second Violation: Student will be suspended for the remainder of the current semester and the succeeding semester. In addition, parent conference, complaint filed with police, and recovery of damages sought through a court of competent jurisdiction. Upon return to school, the student will be placed on a behavior contract which sets forth the terms and conditions of continued attendance.

Conviction by a Court of Law: A student who is found guilty of a gross misdemeanor or commission of a criminal act by a court of competent jurisdiction or pleads "nolo contendere" will be subject to disciplinary action up to and including suspension to the home for the remainder of the current semester and succeeding semester or the maximum allowable penalty under Oklahoma School Law.

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.

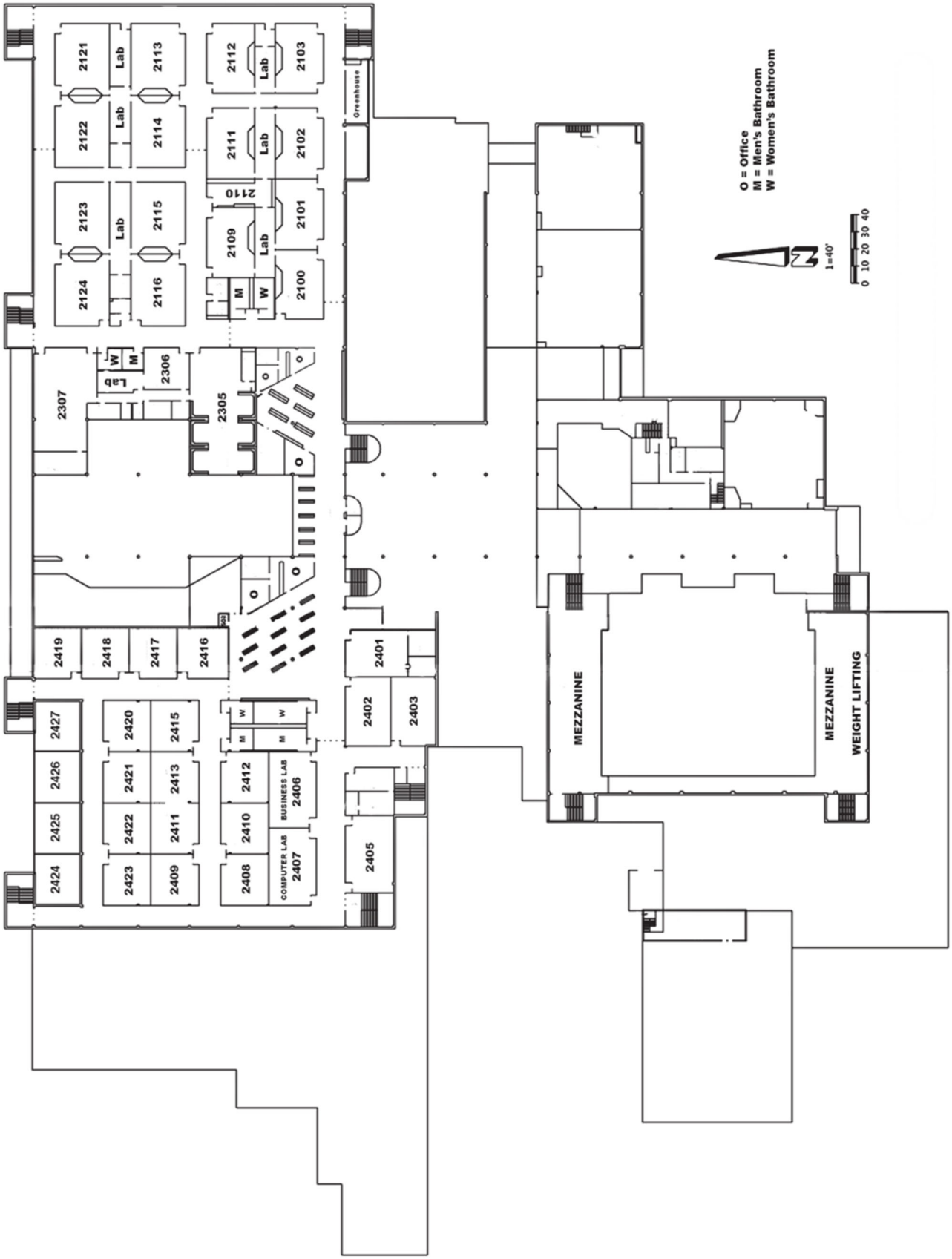
Students in violation of this policy will be subject to disciplinary consequences under board policy 5050.

Vandalism, Defacing, Destruction of School Property

All school property belongs to the patrons of the Union 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 could include labor.

Video Recording - Board Policy #5050 (R)

Any student found video recording an activity that violates school and/or district policy will receive disciplinary action. This will be up to 10 days of IP.


O = Office
M = Men's Bathroom
W = Women's Bathroom
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Greenhouse
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COMPUTER LAB
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MEZZANINE
WEIGHT LIFTING

Transportation

Motor Vehicles

Students driving to campus must purchase a parking permit in the main office for $25. Students must provide a copy of their driver's license and proof of insurance. Parking for students is limited to the south lot only.

Parent Drop-off and Pick-up

Parents who are dropping off or picking up their students should do so in the south parking lot at the gymnasium entrance. Cars are prohibited from entering the bus loop during school hours.

Skateboards/Roller Blades

Skateboards and/or roller blades are not permitted at school.

Transportation and Bus Rules

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

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 first report submitted usually results in a loss of bus-riding privileges for a minimum of three days or more. The second report usually results in a bus suspension for 10 days or more. The third report, 45 days or more! Subsequent offenses will be dealt with more severely and may result in permanent loss of riding privileges.
- **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 oficial will lose their riding privileges without receiving warnings. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

Eligibility to Ride a School Bus

1. Students who reside within the boundaries of the Union Public School District and live more than one and one-half miles from the school are eligible for bus service.
2. 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 ser-vice from existing stops within the district.
3. STUDENTS SHOULD RIDE THE SAME BUS EVERY DAY and should get on and off at the bus stop closest to their home.
4. Bus passes must be obtained from the principal to ride a bus other than your neighborhood bus. This approval will be contingent on available space on the bus.
5. Parent/guardian must request a bus pass for their student from their appropriate assistant principal.

Important Information

1. 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.
2. 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.
3. 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.

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.

Student Responsibilities

Students should:

1. Arrive at bus stop five minutes before the bus is due. Dress appropriately for the weather.
2. Wait in a safe place 10 feet back from the roadway, wait for the bus to come to a complete stop.
3. Form a single line, enter in an orderly manner, always use the handrail, find a seat quickly.
4. Apply all classroom rules to the bus.
5. Always be courteous and cooperate with the driver and other school officials.
6. Remain seated facing forward, feet out of the aisle, DO NOT CHANGE SEATS.
7. Assume sole responsibility for their own behavior.
8. Refrain from destruction, vandalism, harmful items (i.e., drugs, weapons), throwing of objects, etc.
9. Help keep the bus clean. NO FOOD OR BEVERAGES ARE ALLOWED.
10. Always cross the street IN FRONT OF THE BUS. Never cross behind the bus.

Board Policies

To view board polices
click **HERE.**