



Union 6th/7th Grade Center

STUDENT HANDBOOK 2026-2027

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 and will maintain high expectations for all students. To accomplish our academic goals and to create an overall learning community, we must work cooperatively with students and their guardians.

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
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TABLE OF CONTENTS

Philosophy	3	Fighting and Verbal Assaults	15
Goals and Objectives	3	Disrespect Towards Staff Members	15
School Calendar (summary)	3	Arson/Fire/Alarms/Bomb Threats	15
Important Phone Numbers	3	Theft	15
Basic Standards of Behavior	4	Damage to School Property/Vandalism	15
Union SOAR	4	Explosive/Flammable Devices	15
School Calendar	5	Gambling	15
6 th /7 th Grade Daily Schedule	6 - 7	Other Prohibited Items	15
Maps	8 - 9	School Activities	16
		Library Media Center	16
		Health Services	16
I. <u>ATTENDANCE</u>		Nurse	16
Arrivals and Departures	10	School Sponsored Organizations	17
Absences	10	Non-School Sponsored Organizations	17
Truancy	10	Eligibility for Extracurricular Activities	17
Tardies	10	Emergency Procedures	17
Hall Sweeps	10		
Emergency School Closings	10	VI. <u>RIGHTS</u>	
Homebound Program	11	Legal Custody	18
		Special Services	18
II. <u>COUNSELORS</u>			
Visiting the Counselor	11	VII. <u>STUDENT CODE OF CONDUCT</u>	
Schedule Change Requests	11	Preamble	18
		Discipline Policy/Guidelines	19
III. <u>GRADING SYSTEM</u>		Detentions	19
Grading	11	Student Assistance	19
Report Cards	11	Drugs/Alcohol	19
Grades Online	11	Initial Offense	19
Cheating	11	Terms of suspension	19
Late Work Policy	12	Subsequent Offenses	20
Homework Assignments When Absent	12	Sale/Distribution of Illegal/Controlled Substances	20
Requesting Assignments	12	Tobacco/Vaping	20
Promotion	12	Student Searches	20
Change of Address	12		
Withdrawals or Transfers	12	VIII. <u>BUS RULES/TRANSPORTATION</u>	
		Student Responsibilities	21
IV. <u>CAFETERIA</u>		Items Not Allowed on School Buses	21
Price of Meals	13	Eligibility to Ride a School Bus	21
Cafeteria Behavior	13	Disciplinary Guidelines	21
		Severe Violations	21
V. <u>GENERAL STUDENT INFO</u>		Important Information	22
ID's	13		
Dress Code	13	IX. <u>BOARD OF EDUCATION POLICIES</u>	
Restroom Use	14	Student Records (FERPA)	22
Lost and Found	14	Parents' Bill of Rights	23
Telephone Use	14	Prohibition on Race and Sex Discrimination in Curriculum and Instruction	24
Electronic Device Expectations	14	Attendance	25
Deliveries	14	Student Behavior	26
Hall Passes	14	Cell phones and Wireless Devices	30
Student Messages	14	Anti-Violence	30
Visitor Check In	14	Bullying and Prevention	31
Money, Collectibles, Valuables	15	Student Dress and Performing Groups	33
Gum and/or Candy	15	Internet Acceptable Use	34
Selling Items	15		
Public Display of Affection	15	X. <u>MENINGOCOCCAL DISEASE</u>	36

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 coreset 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.

School Calendar for 2026-2027			
<u>1st Semester</u>		<u>2nd Semester</u>	
Professional Days	Aug. 10-12, 2026	Classes Resume	Jan. 5, 2027
First Day of School	Aug. 13, 2026	Martin Luther King Day	Jan. 18, 2027
Labor Day	Sept. 7, 2026	Professional Day	Feb. 12, 2027
Professional Day	Oct. 14, 2026	President's Day	Feb. 15, 2027
End of First Quarter	Oct. 15, 2026	End of Third Quarter	Mar. 12, 2027
Parent/Teacher Conf.	Oct. 15, 2026	Spring Break	Mar. 15-19, 2027
Fall Holiday	Oct. 16, 2026	Parent/Teacher Conf.	April 2, 2027
Thanksgiving Vacation	Nov. 23-27, 2026	End of Second Semester*	May 25, 2027
End of First Semester	Dec. 18, 2026	Last Day of Classes*	May 25, 2027
Winter Vacation	Dec. 21, 2026 - Jan. 4, 2027	Memorial Day	May 31, 2027
Calendar includes 5 snow days			

IMPORTANT PHONE NUMBERS

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

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 SOAR

The UNION SOAR program is designed to reward 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 four (4) 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 SOAR.

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

Each month, students will self-assess, and reflect on the four components of UNION SOAR:

- Self-Control
- Ownership
- Achievement
- Respect

Name _____ Date _____

SOAR Reflections

Place a check in the box by the things you do well every day. Check all that apply.

S.O.A.R. Standards.

Self-Control



- ☐ Kind words and manners
- ☐ Calm inside voice (level 1-2)
- ☐ Follow classroom procedures
- ☐ Ask for permission to use a Smart Pass or get out of my seat

Ownership



- ☐ Present and prepared to learn
- ☐ Have all materials for class (pencil, charged laptop, charger etc.)
- ☐ Sit in assigned seat
- ☐ Focused and on task, ask for help

Achievement



- ☐ Ask questions and actively listen
- ☐ Give best effort
- ☐ Complete all work and turn it in

Respect



- ☐ Show kindness and include others
- ☐ Keep hands and feet to self and respect other's bubble
- ☐ Allow others to have a turn
- ☐ Stay on topic and follow directions

Current Grade _____ Number of missing assignments _____

My strength _____

My second semester goal _____

July 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	

August 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					

September 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		

October 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

November 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						

December 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	

*No early release on 18th due to finals

School Calendar 2026-2027 (Early Release Fridays)



**UNION
PUBLIC
SCHOOLS**

Professional Days
First Day of School
Labor Day
Professional Day
End of First Quarter
Parent/Teacher Conf.
Fall Holiday
Thanksgiving Vacation
End of First Semester
Winter Vacation
Classes Resume
Martin Luther King Day
Professional Day
President's Day
End of Third Quarter
Spring Break
Parent/Teacher Conf.
End of Second Semester*
Last Day of Classes*
Memorial Day

Aug. 10-12, 2026
Aug. 13, 2026
Sept. 7, 2026
Oct. 14, 2026
Oct. 15, 2026
Oct. 15, 2026
Oct. 16, 2026
Nov. 23-27, 2026
Dec. 18, 2026
Dec. 21, 2026 - Jan. 4, 2027
Jan. 5, 2027
Jan. 18, 2027
Feb. 12, 2027
Feb. 15, 2027
Mar. 12, 2027
Mar. 15-19, 2027
April 2, 2027
May 25, 2027
May 25, 2027
May 31, 2027

*Calendar includes 5 snow days

First Semester
84 Instructional Days
4 Professional Days
88 Total

Second Semester
88 Instructional Days
1 Professional Day
89 Total Days

172 Total Instructional Days

January 2027						
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						

February 2027						
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						

March 2027						
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			

April 2027						
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	

May 2027						
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 2027						
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			

DISTRICT OFFICES CLOSED

July 3, 2026 Jan. 18, 2027
Sept. 7, 2026 Mar. 19, 2027
Nov. 25-27, 2026 May 31, 2027
Dec. 24, 2026-Jan. 1, 2027

District offices closed on Fridays in summer

Final - 2/25/26

Legend

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

6th Grade Bell and Lunch Schedule 2026-2027

- 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.

6TH GRADE bell schedule					
Bell Schedule			Early Release		
U-Time	9:25-9:48	23 Minutes	2nd Period	9:25-10:05	40 Minutes
Passing	9:48-9:49		Passing	10:05-10:08	
2nd Period	9:49-10:32	43 Minutes	3rd Period	10:08-10:48	40 Minutes
Passing	10:32-10:35		Passing	10:48-10:51	
3rd Period	10:35-11:18	43 Minutes	4th Period	10:51-11:31	40 Minutes
Passing	11:18-11:21		Passing	11:31-11:34	
4th Period	11:21-12:04	43 Minutes	5th Period	11:34-12:14	40 Minutes
Passing	12:04-12:07		Passing	12:14-12:17	
5th Period	12:07-12:50	43 Minutes	6th Period	12:17-1:57	100 Minutes
Passing	12:50-12:53		1 st Lunch	12:18-12:48	Cornell, Carleton, Oberlin
6th Period	12:53-2:41	108 Minutes	2 nd Lunch	12:53-1:23	Georgetown, MIT
1 st Lunch	12:58-1:28	Cornell, Carleton, Oberlin	3 rd Lunch	1:28-1:58	Columbia, Amherst
2 nd Lunch	1:33-2:03	Georgetown, MIT	Passing	1:57-2:03	
3 rd Lunch	2:08-2:38	Columbia, Amherst	7th Period	2:03-2:43	40 Minutes
Passing	2:41-2:44		Passing	2:43-2:47	
7th Period	2:44-3:26	43 Minutes	8th Period	2:47-3:27	40 Minutes
Passing	3:26-3:29				
8th Period	3:29-4:10	43 Minutes			

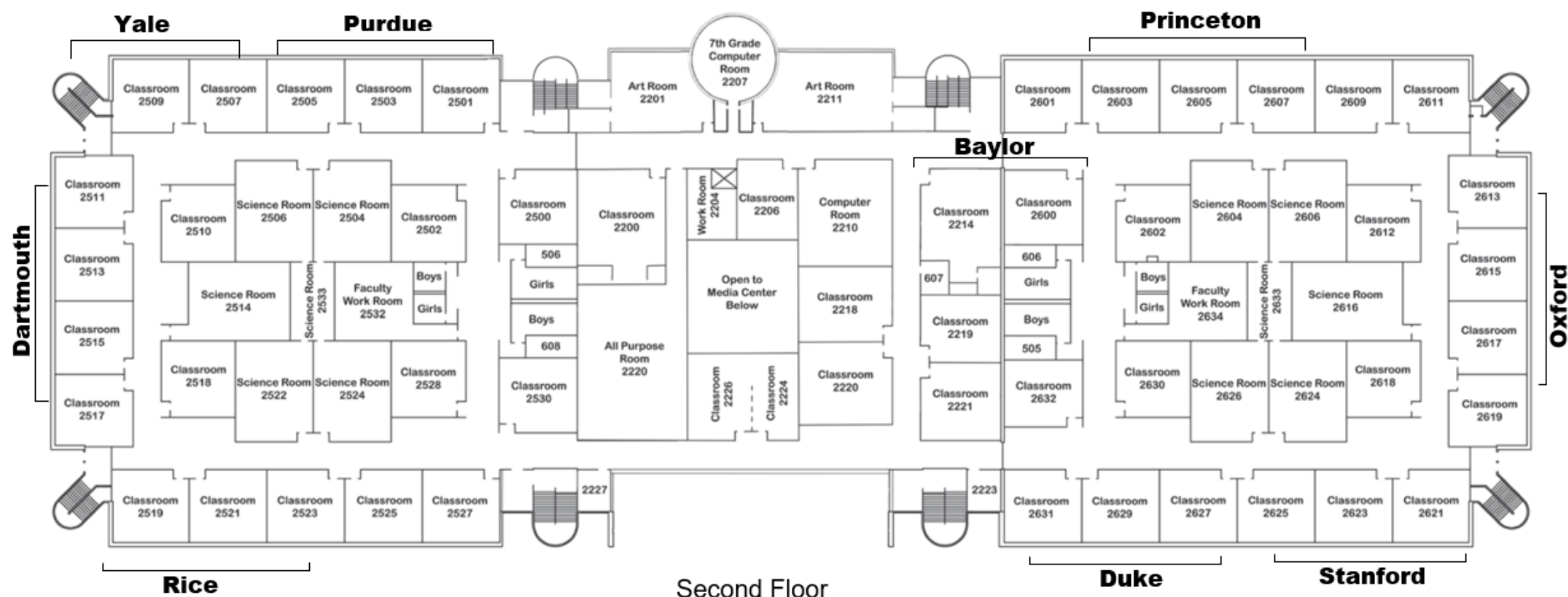


7th Grade Schedule 2026-2027

Bell Schedule			Early Release		
1st Period	7:45-8:37	52 Minutes	1st Period	7:45-8:31	46 Minutes
Passing	8:37-8:41 1st: 8:37 / 2nd: 8:39		Passing	8:31-8:35	
2nd Period	8:41-9:33	52 Minutes	2nd Period	8:35-9:21	46 Minutes
Passing	9:33-9:37 1st: 9:33 / 2nd: 9:35		Passing	9:21-9:25	
3rd Period U Time	9:37-10:07	30 Minutes	3rd Period U Time	9:25-9:45	20 Minutes
Passing	10:07-10:11 1st: 10:07 / 2nd: 10:09		Passing	9:45-9:49	
4th Period	10:11-11:03	52 Minutes	4th Period	9:49-10:35	46 Minutes
Passing	11:03-11:07 1st: 11:03 / 2nd: 11:05		Passing	10:35-10:39	
5th Period (Lunch)	11:07-12:38	91 Minutes	5th Period (Lunch)	10:39-12:05	86 Minutes
Passing	12:38-12:42 1st: 12:38 / 2nd: 12:40		Passing	12:05-12:09	
6th Period	12:42-1:34	52 Minutes	6th Period	12:09-12:55	46 Minutes
Passing	1:34-1:38 1st: 1:34 / 2nd: 1:36		Passing	12:55-12:59	
7th Period	1:38-2:30	52 Minutes	7th Period	12:59-1:45	46 Minutes



7 TH GRADE LUNCH SCHEDULE	
LUNCH- 5 TH PERIOD 11:07-12:38	EARLY RELEASE FRIDAY LUNCH- 5 TH PERIOD 10:39-12:05
Group A 11:12-11:42 Dartmouth Learning to Lead Tulane Choir Color Guard Design & Modeling Innovation and Makers	Group A 10:34-11:04 Dartmouth Learning to Lead Tulane Choir Color Guard Design & Modeling Innovation and Makers
Group B 11:22-11:52 Stanford Purdue ALA PAX Labs	Group B 10:44-11:14 Stanford Purdue ALA PAX Labs
Group C 11:47-12:17 Rice Oxford Art Flight & Space	Group C 11:09-11:39 Rice Oxford Art Flight & Space
Group D 11:57-12:27 Princeton PE Yale	Group D 11:19-11:49 Princeton PE Yale



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.

6th Grade Drop off & Pickup times:

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

Tardy Bell: 9:25

End of day: 4:10

Pickup: no later than 4:20

7th Grade Drop off & Pickup times:

Drop off no earlier than: 7:20

Tardy Bell: 7:45

End of Day: 2:30

Pickup: no later than 2:40

******Repeated early drop off or late pickup violations may result in administrative action.***

Absences

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

Clearing Student Absences

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

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

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

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 as tardy if he/she is NOT in his/her assigned seat when the tardy bell rings per class period. Students are responsible for obtaining 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. If tardies happen frequently, the teacher or administration may write a "truancy" referral, with the following consequences:

1st Offense: 1 Lunch Detention; Parent Contact

2nd Offense: 2 Lunch Detentions; Parent Contact

3rd and Subsequent Offense: Action to be determined by administrator and may include suspension and/or IP placement.

Hall Sweeps

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 maybe 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 district robo calls, social media, and/or local television. Parents may check the district website at 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 needs 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

Grading

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

A / 90-100	Superior quality of work
B / 80-89	Above quality of work expected
C / 70-79	Satisfactory quality of work
D / 60-69	Below quality of work expected
F / 0-59	Failing - Unsatisfactory work
P	Pass
I	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. Parents are encouraged to set up a parent canvas account to check their student's grades online at any time. Communication will be sent out at the beginning of school on how to set up an account. 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.

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 if 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 can complete 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 be picked up after 3pm the next 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 team 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 6th/7th 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 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 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 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.....	\$1.90
Regular School Lunch	\$3.00
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 always follow all directions from all adults in the cafeteria.
- Students are to always remain seated, with their feet under the tables, until given permission to get up or until dismissed.
- No tossing or throwing items of any kind
- 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 (uber eats, door dash, etc.), and/or delivered to school. Parents must first check in at the office 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 to always stay in the cafeteria.
- Students are responsible for leaving the table area clean when they are dismissed. Trash should be thrown away in trash cans, as they circulate around the cafeteria.
- 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.
- While in the cafeteria for lunch, students will only use the cafeteria restrooms.
- 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 and lanyard on, out and obvious at all times. Failure to display identification cards may result in disciplinary action.

- A. ID cards/lanyards will be provided for each student at the beginning of the school year at no charge.
- B. Students must always wear their IDs and lanyards around their neck. 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. Students in 6th and 7th grade will utilize an app called “Smart Pass” to gain a virtual pass using their laptop computer. They must always ask their classroom teacher for permission. Students are expected to help keep restrooms clean. When out of the classroom to use the restroom, students will use the closest, appropriate (boys’ or girls’) team 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 “lost and found” and the front office with the receptionist.

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 the time students enter the building to the time they exit the building.
- Failure to meet these expectations may result in disciplinary action. Disciplinary actions are listed below:

1 st Offense:	Formal Warning; Guardian Contact
2 nd Offense:	1 Lunch Detention; Guardian Contact
3 rd Offense:	2 Lunch Detentions; Guardian Contact
4 th and Subsequent Offense:	Action to be determined by administrator and may include loss of privilege, suspension and/or IP placement.

- In accordance with 70 O.S. § 1-126, this policy establishes a districtwide prohibition on student use of personal electronic devices during instructional hours (“bell to bell”) for the 2026-2027 school year. The purpose is to reduce distractions, support student engagement, and promote a safe and focused learning environment.

*****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 purposes. (e.g. Uber Eats, DoorDash, flowers, gifts, etc.)

Hall Passes

Students in 6th and 7th grade will utilize an app called “Smart Pass” to gain a virtual hall pass using their laptop computer. Hall passes are always required for all students when classes are in session.

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 students do not distribute invitations to private parties while at school.

Visitor Check In

Student safety is our highest priority. It is important we know who is always on our campus 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 Candy

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. Refusal of this rule may result in disciplinary action.

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/POPPERS, 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 non-backpacks, Purses, 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

A teacher-approved virtual "Smart Pass" is 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 virtual 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. 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. 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 semester should be obtained from the records in the school last attended.

Special Education Students

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

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.

STUDENT SEARCHES (Universal Citation: 70 OK Stat § 24-102 (2025))

A. The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when the pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, alcoholic beverages, as defined in the Oklahoma Alcoholic Beverage Control Act, or for missing or stolen property if the property is reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

B. The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

C. The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

D. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

E. The superintendent may designate school personnel to transport items preserved as provided for in subsection C of this section from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal pursuant to this subsection shall be transported in a locked container.

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. A student whose family moves out of the school district during the school year may continue attendance as a transfer student if the student meets the behavior and attendance of transfer students as stated in Board Policy 5500, but will be responsible for their own transportation; no district transportation will be provided.
- C. Students must ride the same bus every day and must get on and off at their assigned bus stop.

Bus Passes

The primary purpose of the Union Public Schools bus service is transportation for eligible students to and from home. Therefore, students are expected to ride their neighborhood bus each day to and from school and get on and off at the designated stop closest to their home.

Once all the information can be verified and if space is available on the desired route, a reply email will be sent to you. This process usually takes about 72 hours. Students may not ride the desired route until the driver is in possession of the bus pass.

Students who are new to a bus route and who intend to ride that bus continually should obtain a bus pass from their principal who will indicate on the pass that the student will ride the bus on a regular basis. This will notify the driver that the student is a permanent addition to the bus and avoid confusion the first time the student attempts to ride the bus.

Students who wish to ride a bus other than their neighborhood bus must obtain a Bus Pass.

To request a bus pass, please email buspass@unionps.org with the following information:

- Student name
- Student school
- Student grade level
- Parent/Guardian name
- Parent/Guardian phone number
- Home address
- Reason for request
- Destination address

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.unionps.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.

VII. BOARD OF EDUCATION POLICIES

STUDENT RECORDS (FERPA)

1103

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The Board of Education authorizes the Superintendent or designee to inform parents, students, and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following apply to:

- A. Education records - Any record or media in print, hand-written, or electronic form that is required by law or board policy to be kept by the school or District. These records include birth records, legal guardian contact information, grade, attendance, behavior, assessment scores, transcripts, special education records, and health records. These official records will be maintained or may be accessed in the Principal's Office.
- B. Personally identifiable information (PII) - The term includes, but is not limited to, any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the district reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name(s); the student's or family's address; a personal identifier such as the student's social security number, student number, or biometric record; and other indirect identifiers such as the student's date of birth, place of birth, and mother's maiden name.
- C. Dates of attendance
- D. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- E. Student Health and Immunization Records - Include, but may not be limited to, student immunization records and other health records furnished to the school and/or school nurse.
- F. Transcript - The permanent academic record of a student which may include the name, address, telephone listing and date and place of birth of the student, an inventory of courses taken, grades received, grade-point average, degrees conferred, certificates received, and extracurricular or after-school activities.

The district will notify parents and eligible students annually of their rights under FERPA by means of a district newsletter, newspaper notice, school handbook, or individual notice.

The Right to Inspect and Review the Student's Education Records

Parents or guardians of students and eligible students may inspect and review the student's education records upon written request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent, guardian, or eligible student may also provide written consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the written consent.

Information and Record Retention

The district may store and maintain student information and records both electronically and in physical form. Student records will be kept five (5) years after the student has withdrawn, graduates, or transfers from the district. After five (5) years, the district may destroy records in accordance with Oklahoma Statute Title 70 § 24-114 and Oklahoma Administrative code 210:35-3. Where contents of student records are available electronically, the printed or written records may be destroyed.

All special education records will be maintained by the district in paper-base or electronic form for at least five (5) years after a student graduates, withdraws, transfers, is no longer eligible for special education services, or the twenty-third (23rd) birthday, whichever occurs first.

The district will maintain transcripts in accordance with the provisions of Oklahoma Statute Title 70 § 24-114 and Oklahoma Administrative Code 210:35-3-4.

Student educational records and transcript requests must be made through the principal and/or principal designee at each school site.

Complaints

If a parent of a student, an eligible student, or a citizen of the district believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 Telephone: (202) 260-3887

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and in the Department of Special Services at the Education Service Center.

DISTRICTWIDE PARENTAL INVOLVEMENT (PARENTS' BILL OF RIGHTS) 1955

Parents have the right to be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

The district offers sex education in grades 6-12. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-1, et seq.) sex or sexuality education means any class, program, curriculum, instruction, test, survey, questionnaire, course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation. A written objection from a parent/guardian may object to sex or sexuality education or any other instruction questioning beliefs or practices in sex, morality, or religion. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

No district or district employee shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the student's parent/guardian.

The 2023 Oklahoma "Parents' Bill of Rights" (OAC 210:10-2-1, et seq.), requires the district to disclose to a student's parent/guardian any information known to the district or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student's health, social, or psychological development, including identity information. Disclosure of this information shall occur within 30 days of learning the information. "Identity information" means information including, but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student's sex. "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

Revised 12/11/23

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course¹ that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public or private funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies, including state, federal or private funds, that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.
- Require students to complete surveys, or use the results of surveys, to teach discriminatory concepts

1. For the purposes of this policy, "course" means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class identified in this policy;
 - Join any group or association that requires, as a condition of membership, teachers, administrators or other employees of a school district, charter school, or virtual charter school to teach, provide instruction, or offer a course that includes, incorporates, or is based on discriminatory practices identified in this policy and violate state law.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, all instructional matters used by the district as part of the education curriculum, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51 §§ 24A.1-24A.32). Consistent with 25 O.S. § 2002, the district shall not interfere with or infringe upon the fundamental rights of parents to determine their child's education.

Reporting and Complaint Procedures

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

1. be submitted in writing;
2. be dated;
3. contain the handwritten or electronic signature of the complainant;
4. identify the date(s) the alleged discriminatory act occurred, and
5. explain the alleged violation(s)/discriminatory conduct and how Section 24-157 or administrative regulation thereto as been violated;
6. identify witnesses the district may interview, if applicable, provided the district will not dismiss a complaint for failure to identify witnesses.

The district has designated the following individual(s) to receive reports of alleged violation(s)/discriminatory conduct (referred to as the "Section 24-257 Coordinator"):

Executive Director of Secondary Education
Lead Section 24-157 Coordinator
8506 E. 61st St., Tulsa, OK 74133
(918) 357-4321

Executive Director of Elementary Education
Deputy Section 24-157 Coordinator
8506 E. 61st St., Tulsa, OK 74133
(918) 357-4321

The Section 24-157 Lead or Deputy Coordinator shall, within ten (10) days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. The district shall ensure the employee(s) responsible for receiving and investigating complaints are unbiased and free from any conflicts of interest.

Investigation and Determination of Complaint

Within forty-five (45) days of receipt of a Complaint accepted for investigation, the Section 24-157 Lead or Deputy Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district's determination of the Complaint, as well as the district's findings of whether a violation occurred.

Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint or has evidence that the district has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Lead or Deputy Coordinator is required to report each Complaint to the State Department of Education with ten (10) days of resolution of the Complaint.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation/discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) exercising any right or privilege conferred by Section 24-157 or any regulation related to it, (3) exercising any right or privilege secured by a law referenced in Section 24-157 or any regulation related to it. The district shall be prohibited from retaliating against any student, parent, district employee or any other individual for filing a complaint of exercising any right conferred by or referenced in Section 24-157 or any regulation related to it.

Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education. The State Department of Education shall be authorized to investigate complaints or retaliation filed pursuant to Section 24-157 or any regulation related to it.

Whistleblower Protection

Any teacher who files a complaint alleging a violation/discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6-101.6b.

False Reporting

Any teacher or other school employee who willfully, knowingly and without probable cause makes a false complaint alleging a violation/discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race, sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorial assignment of traits, morals, values, or characteristics based solely on race or sex in violation of Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157
Policy Adopted: 12/11/23

ATTENDANCE

5025

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction.

Students will be recorded as "absent" when they are late to their assigned class or do not attend in accordance with each building's administrative regulations. This will apply to both the regular schedule and to a modified schedule.

CATEGORIES OF ABSENCES

Excused Absence:

A. An absence, as defined by Oklahoma Statute, is classified as excused only if one of the following conditions exists.

1. The student is excused from attending school by reason of mental or physical disability as determined by the district upon receipt of written recommendation by a duly licensed and practicing physician.
2. The student is excused from attendance at school during observance of a religious holiday
3. The student is excused from attendance at school if the absence is deemed by the principal and parent/ guardian to be an emergency.
4. A student absent from school shall be given an excused absence if the reason for such absence is to participate in scheduled 4-H activities or programs approved by the county 4-H educator. The number of excused absences allowed shall be subject to the district's attendance policy. Proof of a student's participation in an activity or program sponsored by 4-H shall be provided by a 4-H educator upon request from a school principal or attendance officer.
5. A student who has attained his/her 16th birthday is excused from attending school by written, joint agreement between (a) the school administrator of the district where the student attends school, and (b) the parent/guardian. It must be determined that such action is in the best interest of the student and/or the community and the student will be under the supervision of the parent/guardian until the student has reached the age of 18 years.

B. An excused absence as outlined above will not count against the number of allowable absences.

C. A student is excused from attendance if the parent/legal guardian has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting and may be granted excused absences at the discretion of the Superintendent or designee.

Unexcused Absence:

A. When a student misses one or more classes during a school day with or without the knowledge or permission of a parent/guardian and school authorities provided the absence does not qualify as an excused absence.

B. Unexcused absences are limited to ten per semester for each class. Students who exceed ten absences in a semester may receive an "F" grade for that class.

C. If a student exceeds ten unexcused absences, a doctor's statement that confirms the dates of the illness may be turned in to the attendance office upon the

student's return to school resulting in the absence(s) being changed to an excused absence(s).

D. Students who fail based only on their attendance exceeding the ten-day limit may submit an appeal to a site committee composed of an administrator, the school nurse, a teacher and a counselor.

ATTENDANCE PROVISIONS

- A. If a student is absent, a parent or guardian must notify the school office, give reason for the absence, and approximate date of return.
- B. Students who are unaccounted for and/or truant may receive additional disciplinary action in accordance with Board Policy #5050.
- C. Students must be in attendance at least two of the first three hours or two of the last three hours to be recorded present one-half day, each for the morning and afternoon.
- D. Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. Students will be granted at least one school day for each school day missed due to an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence.
- E. It shall be unlawful for a parent, guardian, custodian, or other persons having control of a child who is over the age of five years and under the age of 18 years, and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of 12 years and under the age of 18 years, and who has not finished four years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session.
- F. If a child is absent without valid excuse four or more days or parts of days within a four-week period, the principal or designee shall notify the parent, guardian or custodian of the child with an attendance warning letter. After the warning letter is sent, the parent, guardian, or custodian of the child does not comply with the compulsory attendance laws and six (6) additional days are recorded, the principal or designee shall immediately report such absences to the district residency/truancy officer in the Enrollment Center. The residency/truancy officer will then report to the Tulsa County District Attorney pursuant to Okla. Stat. Tit. 70, Article X, Section 232 or the appropriate City of Tulsa official when a city ordinance applies.
- G. In accordance with Oklahoma Statute 70 OK Stat § 18-107 (2022), a student who has incurred 10 unexcused absences consecutively will be withdrawn from enrollment and must reenroll before returning to school.
- H. All students attending Union schools, unless they are legally emancipated or meet the requirements to qualify for "self-support," shall be required to have absences excused by their parent/guardian. Students who are legally emancipated or meet the requirements of "self-support" may assume responsibility for all absences.
- I. The maximum number of absences for activities, whether sponsored by the school or outside agency/ organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Board of Education.
- J. The Internal Activities Review Committee includes the Executive Director of Secondary Education, Director of Fine Arts, Director of Athletics, and Activity Coordinator. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the Board of Education. Any deviation from the ten days absence rule shall not exceed five days.
- K. College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:
 - 1. limited to two per year,
 - 2. parent notifies attendance office,
 - 3. documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.
- L. In order to determine medical exemptions for accountability purposes on the Oklahoma School Report Card, a district medical exemption committee consisting of three to five administrators that represent both elementary and secondary education shall convene. That committee shall use the rules provided by the Oklahoma State Department of Education as guidance to determine which exemption requests qualify as medical exemptions when calculating chronic absenteeism rates. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.
- M. Students who are attending a class or classes in a virtual or distance learning environment are exempt from the in-person attendance requirements as stated above for the virtual or distance learning class or classes. Attendance for students in a virtual or distance learning environment (class or classes) shall be measured by means appropriate in a virtual, hybrid, or distance learning environment which may include, but are not limited to, District-approved chatroom participation, message board posts, e-mails, submission of assignments, or other District-approved means for determining participation. Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts as full-time attendance. Attendance shall be maintained through the District's authorized student information system consistent with all rules and regulations of State Board of Education. The attendance for a student participating in virtual distance learning shall be the date on which the student first completes an instructional activity as defined in 70 O.S. § 3-145.8. The defined time period, assignment completion status, or other means used to determine student attendance in the virtual program shall meet or exceed the minimum measures of virtual attendance listed at 70 O.S. § 3-145.8(B). [Per Okla. Admin. Code tit. 210, § 35-21-2(c)(1)(C)(iii)].

Revised 12/9/24

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. **SUSPENSION (OUT OF SCHOOL)**
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.
- C. A student may lose bus riding privileges without a student discipline conference. An attempt to notify the parent/guardian will be made.

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 12/13/21

CELLULAR PHONES/WIRELESS TELECOMMUNICATIONS DEVICES 5052

Allowances and restrictions for the use of cellular phones and/or wireless telecommunications devices by students while in school buildings during school hours or while the student is in transit to or from school on a school vehicle will be determined by school site dependent upon cellular service being available. Unless otherwise noted in the student handbook or through written communication to the parents from the principal, the use of such devices is prohibited except with the prior written consent of both the parent/guardian of the student and the school principal.

Excepted from the prohibition on student use of cell phones and personal electronic devices on campus, are the following situations:

1. Emergency use of cell phones or personal electronic devices by students during the school day;
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues.
3. As may be required by a student's disability pursuant to a state or federal law; and
4. School-issued or school-approved devices that are specifically limited for use in classroom instruction.

The written consent for use of a cellular phone and/or wireless telecommunications device shall be maintained in the student's file. Teachers shall be notified of those students who are authorized to use a cellular phone and/or wireless telecommunications device. Cellular coverage cannot be guaranteed for all locations in all buildings.

A student found to be in violation of this policy may be disciplined according to Board Policy #5050.

Revised 12/8/25

ANTI-VIOLENCE 5054

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 BULLYING PREVENTION AND INTERVENTION 5056

DEFINITIONS

A. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's education mission or the education of any student.

According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories:

1. "Physical Bullying" may include a pattern of behavior that could harm or threaten harm to another's body or property, including but not limited to what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
2. "Emotional bullying" may include a pattern of behavior that could intentionally inflict harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students. Individual occurrences of these behaviors may be a discipline offense, but may not be defined as bullying.
3. "Social bullying" may include a pattern of behavior that could harm another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim- student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations. Individual occurrences of these behaviors may be a discipline offense, but may not be defined as bullying.
4. "Sexual bullying" may include a pattern of behavior that could harm another resulting from, but not limited to making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in gossiping or the spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment — also prohibited by the district. Individual occurrences of these behaviors may be a discipline offense, but may not be defined as bullying.
5. "Cyberbullying" or "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including but not limited to a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer. This definition also includes any bullying as defined above, including emotional, social, and/or sexual bullying via an electronic device. Electronic communications include, but are not limited to communications made through weblogs and social media forums. Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

B. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property. Individual occurrences of these behaviors may be a discipline offense, but may not be defined as bullying.

C. The term "at school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

D. In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the disciplinary history and physical characteristics of the alleged bully.

E. "Good faith" is a state of mind consisting of honesty in belief or purpose or faithfulness to one's duty or obligation.

F. The term "discriminatory harassment, intimidation, and bullying" is defined by the district pursuant to Board Policy #5046 as harassment, intimidation, and bullying targeted toward an individual because of race, age, color, religion, national origin, gender, gender expression or identity, sex, sexual orientation, pregnancy, marital status, veteran status, disability or genetic information.

PURPOSE

To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere. The Board of Education expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes, but is not limited to, bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the district's Board of Education.

Student and Staff Education and Training

The district is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to, and reporting incidents of bullying. A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence-prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to district policy. Any accusations confirmed to be false will be removed from the falsely accused student's file. Parents and guardians may participate in a parent-education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The student will complete an official student report form. Reports can also be made by any student, parent, or patron through the district's SafeSchools Alert found on the district's website or by telephone at 918-505-9802.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously, and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the principal or designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

The principal and/or designee(s) at each school site will investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by the district's Executive Director of Secondary Education. The investigator or designee will determine the severity of the bullying incident and, in accordance with Board Policy #5050, will determine student consequences.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the Superintendent or designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable. Further, the investigator will notify the Executive Directors of Elementary and Secondary Education that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, the target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 § 1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the Executive Director of Secondary Education will serve as the district contact responsible for providing information to the State Board of Education. The Executive Director of Secondary Education shall maintain updated contact information on file with the

State Department of Education and the district will notify the State Department of Education within fifteen (15) days of the appointment of a new Executive Director of Secondary Education.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the district's Annual Performance Report. The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation, or bullying (i.e., it is targeted toward an individual because of race, color, religion, gender, gender expression or identity, sex, sexual orientation, age, national origin, pregnancy, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to Board Policy #5046 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in Policy #5046 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating, or addressing any incident of bullying behavior.

STUDENT BULLYING PREVENTION AND INTERVENTION

In furtherance of the Board of Education's policy regarding student bullying prevention and intervention, the district shall require Prevention and Intervention Strategies, as described below, based on building data, for school staff to address bullying behaviors. These interventions will be on a continuum, ranging from those aimed at prevention to those interventions that address more serious bullying behavior on a case-by-case basis.

The district's "Prevention and Intervention Strategies" referenced above include, but are not limited to:

- A. Including prohibitions and guidance concerning bullying in the district's Behavior Response Plan;
- B. Implementation of a behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such programs identified by the State Department of Education;
- C. Establishment of a Safe & Healthy Schools Committee for each school site (PreK-12) as mandated by the School Safety and Bullying Prevention Act. The Safe & Healthy Schools Committee will consist of at least ten (10) members and shall be composed of teachers, parents of enrolled students, students, and a school official who participates in the investigation of reports of bullying. Each Safe & Healthy Schools Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the Board of Education in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the State Department of Education website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying; (iii) improving individual student-staff communication; (iv) implementing problem-solving teams which include counselors and/or school psychologists; and (v) utilizing behavioral health resources;
- D. The development, posting, and enforcement of rules at each school site that prohibit bullying and establish appropriate consequences for those who engage in such acts, as defined by Board Policy #5050;
- E. The consistent provision of adult supervision at each school site of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur;
- F. Inclusion of grade-appropriate, research-based bullying prevention curricula in pre-kindergarten through high school grades, as compiled by the State Department of Education and which is reported annually using a fidelity checklist to submit to Safe & Healthy Schools Committee members;
- G. Training school personnel to be sensitive to the interpersonal dynamics of bullying behavior so that they recognize the need to protect all students from reprisal, retaliation, and false accusations;
- H. The participation of all employees directly involved with student services in annual bullying awareness/ intervention training and suicide prevention training;
- I. Individual interventions for students who engaged in confirmed bullying behavior and against whom bullying behavior has been confirmed, the parents or guardians of those students, and involved school staff members;
- J. Schoolwide training related to the provision of a safe school climate;
- K. The promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions which may include discussion panels, Safe & Healthy Schools Committee, PTA/PTSA, parent involvement facilitators and the like.

Revised 12/13/21

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.
- H. One-piece swimsuits must be worn while using the pool.
- I. Shorts, dresses or skirts must be longer than 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:

- A. Dresses, shirts or blouses that only partially cover the shoulders (no tank tops and no halter tops).
- B. Low-cut shirts or blouses; shirts which expose the midriff or full back; and pants, skirts or other clothing which expose the midriff.
- C. Any clothing which reveals undergarments.
- D. Slacks, pants or shorts worn below the hip.
- E. Caps, hats, hoods or other head covering in the building.
- F. 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.

- G. Gang-related attire (colors, bandannas, shoelaces, symbols, belts/buckles, jewelry, etc.)
- H. Bedroom attire (pajamas, lounge pants, slippers, etc.)
- I. Jewelry with spikes, electronic jewelry, or items worn as jewelry which are not intended to be worn as jewelry.
- J. Collars intended for use on animals.
- K. Chains, including wallet chains or collars.
- L. Excessive or distinctive makeup.
- M. Sheer shirts covering unacceptable clothing.
- N. Cleated or steel-toed shoes or boots.
- O. 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.

Revised 12/8/25

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

*** Network/Computer Use and privacy expectations:

Users must have no expectation of privacy when using information systems provided by Union Public Schools. To manage systems and enforce security, the district may log, review and otherwise utilize any information stored on or passing through its systems. Union Public Schools may capture user activity such as websites visited. In order to make this clear to all computer users, the following message is displayed whenever employees log on to the Union network from a Union computer:

This computer system and all related equipment, networks, and Internet access are the property of Union Public Schools (I-009) and are provided for authorized use only.

Use of this system constitutes consent to monitoring. Union Public Schools monitors its computer systems for lawful purposes, including verifying authorized use, managing system performance, protecting against unauthorized access, and ensuring operational security. Monitoring may include active security testing.

Information transmitted, received, or stored on this system may be examined, recorded, copied, or used for authorized purposes and may become the property of Union Public Schools. Unauthorized use may result in disciplinary action, criminal prosecution, or other legal or administrative consequences.

To access all Board of Education Policies, visit

[Board Policy Book - Union Public School District I-009](#)

<https://www.unionps.org/about/board-of-education/board-policy-book>

X. 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.