Union High School
2026-27
Student Handbook

Report it!

safeSCHOOLS ALERT

Anonymously report tips on:

- Bullying/Harassment
- Weapons
- Drugs
- Self-Harm
- Suicide
- Threat to Others

4 Easy Ways to Report:

Call or Text: 918.505.9802

Click: http://1221.alert1.us

Email: 1221@alert1.us

For Emergencies Please Call 911

988 SUICIDE & CRISIS LIFELINE

24/7 CALL, TEXT, CHAT

Union Public Schools

Union Public Schools

Student/ Parent Handbook

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

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

If there are any questions concerning the information within this handbook, please feel free to call Union High School at 918-357-4323.

A viso a los Padres Hispanos

Si usted debe tener necesidad de hablar a alguien en español sobre su estudiante, o tiene las preguntas acerca de la política escolar, por favor siéntase libre para llamar por el teléfono a 918-357-4323 o usted pueden entrar para visitarla en su oficina. Nosotros esperamos que esto le ayudará comunicar con la escuela si usted debe tener cualquier pregunta que involucra a su hijo o hija. Si nosotros podemos ser de ayuda en cualquier otra materia, por favor permítanos saber.

Table of Contents- High School Handbook

Introduction
Mission Statement 6
Letter from Staff 7
Calendar 8-9
Daily Bell Schedule 10

Student Information
Activities & Organizations 12
School Organizations 12
Non-School Organizations 12-13
Announcements 13
Assemblies 13

Attendance
Absence Procedure 13-14
Early Dismissal/Arrival 14
Tardies 14
Truancy 14-15
Attendance Contract 38-39

Behavior Expectations of Students
Student Behavior Board Policy 15
Campus Conduct and Cleanliness 15-16
Cheating 16
Class Ranking & Procedures 16
Code of Conduct 16-17

General
College & Careers 17
College Night 17
Concurrent & Dual Credit College Enrollment 17
Community Service Recognition Award 17-18
Congregating & Loitering 18
Disruption of the Educational Process 18
Dress Code 18
Poss. &/or Use of Alcohol, Drugs, & Drug Paraphernalia, or Other Illegal Controlled Substances 19
Electronic Devices Board Policy 19-20
Emergency Drills & Procedures 21
Fighting 21
Guidance & Counseling Services 21
Hall Passes 21-22
Homebound 22
Homework 22-23
ID Cards 23
Library Media Center 23
Lockers 24

Lost & Found 24
Lunch 24
Make-Up Work 24
Make-Up Work for Extended Absences 24
Matters Pertaining to Citizenship 25
Messages 25
Money/Payment to School 25
Outside Credits 25
Parent Drop Off/Pick-Up 25
Personal Property 26
Profane Language, Gestures, &/or Possession of Pornographic Material 26
Prom 26
Public Display of Affection 26
Safety Sweeps 26
Schedule Changes 27
School Dances, Extracurricular Activities 27
School Nurse 27
Semester Exams 27-28
Severe Weather 28
Skateboards, Bikes, & Scooters 28
Special Services 28
Student Assistance 28
Student Holds 29
Student Records 29-30
Students Exiting Campus 30
Student Search & Seizure 30
Student Vehicles & Parking Regulations 30
Student Vehicle Parking Fees/Penalties 30-31
Tobacco/Tobacco Products Use 31
Transportation & Bus Rules 31-33
Video Recording/Inappropriate Use of Technology 33
Virtual Courses 33
Visitors/Guests at School Sponsored Activities 33
Weapons Board Policy 33-36
Weighted Grade & Class Ranking Procedures 36
Withdrawls or Transfers 36
Work Permits 37
Board Policies 40

UNION HIGH SCHOOL

Mission Statement

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

Statement of Philosophy and School Goals

Philosophy of Education

We believe that Union High School has the responsibility to assist each student to develop his/her intellectual, physical, and moral potential as fully as possible so that he/she may be a productive member of society and lead a personally satisfying life. We believe that education is a continuing lifelong process, encouraging curiosity and creativity, and that the results of the learning process may not be immediate or measurable but of enduring value.

The philosophy of Union High School is not static, but must be flexible enough to reflect the changing needs of the students and the community. In order to implement this philosophy, we believe that academic freedom as defined by the school and the community is essential in order to help both students and teachers live in a changing society.

We feel a strong obligation for helping create within each person respect for his/her own worth and for that of every human being. We believe that all students, regardless of ability, should have an opportunity for personal recognition and fulfillment in some phase of the educational process, be they academic, social, or civic.

We recognize that an understanding of the democratic process is developed through study and participation. Furthermore, the involvement in the democratic process during adulthood should be an extension of these high school practices. We encourage pride in heritage, appreciation of diverse cultural backgrounds, and understanding of individual and national freedoms.

We affirm that cultural, ethical, moral, and spiritual values are central to the home, but that the school also has a responsibility in defining and reinforcing those values vital to a democratic society.

School Goals

The overall instructional goals of Union High School are to develop the abilities of each student and to allow him/her to master the following basic academic competencies:

A. Communication skills necessary for effective writing and speaking expression.
B. Listening skills necessary for exchanging ideas critically and constructively.
C. Skills necessary to read effectively and comprehend fully ideas presented through the written media.
D. Skills required for understanding and using scientific principles and methods.
E. Gain a knowledge of numbers and acquire skills in the use of mathematical concepts.
F. To have understanding and appreciation for the American heritage and other cultures through the world.
G. Study skills to gain competency in acquiring knowledge for lifelong learning.
H. Self-understanding and a feeling of self-worth.
I. Good citizenship and an awareness of civic responsibility.

August 2026

Union Public Schools

Dear Students and Parents,

Our administration and faculty wish to welcome each of you to Union High School. Our hope is that you will find this to be an exciting and enriching experience over the next three years. You have entered the final stage of your high school career and our desire is to help you complete it in a successful fashion.

We hope you will take advantage of every opportunity to grow both academically and emotionally through the many and varied curricular and extracurricular activities offered at Union High School. We are so fortunate, within the Union District, to have many opportunities afforded us by a community that recognizes the importance of a quality education and supports it with time, personal involvement, and financial resources.

This handbook is provided to assist you in your pursuit of a positive, meaningful educational experience. Whether you are new to Union or a returning member of the student body, it will assist you in understanding the mission, scope, goals, and ideals of your school.

Please accept our cordial wishes for a successful school year filled with much challenge and many successes.

Expect Success,

The Union High School Staff

School Calendar
2026-2027 (Early Release Fridays)

UNION PUBLIC SCHOOLS

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

*Calendar includes 5 snow days

July 2026

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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August 2026

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30	31					

September 2026

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October 2026

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25	26	27	28	29	30	31

November 2026

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December 2026

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*No early release on 18th due to finals

January 2027

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31						

February 2027

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28						

March 2027

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April 2027

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May 2027

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30	31					

June 2027

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

First Semester		Second Semester	
84	Instructional Days	88	Instructional Days
4	Professional Days	1	Professional Day
88	Total	89	Total Days

172 Total Instructional Days

Legend

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

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

Calendario Escolar

2026-2027 (Viernes de salida temprana)

UNION PUBLIC SCHOOLS

Días Profesionales	Ago. 10-12, 2026
Primer Día de Clases	Agosto 13, 2026
Día del Trabajo	Sept. 7, 2026
Día Profesional	Oct. 14, 2026
Fin del Primer Trimestre	Oct. 15, 2026
Conf. Padres /Maestros	Oct. 15, 2026
Vacaciones de Otoño	Oct. 16, 2026
Vacaciones de Acción de Gracias	Nov. 23-27, 2026
Fin del Primer Semestre	Dic. 18, 2026
Vacaciones de Invierno	Dic. 21, 2026 - Ene. 4, 2027
Reinicio de Clases	Enero 5, 2027
Día de Martin Luther King	Enero 18, 2027
Día Profesional	Feb. 12, 2027
Día de los Presidentes	Feb. 15, 2027
Fin del Tercer Trimestre	Mar. 12, 2027
Vacaciones de Primavera	Mar. 15-19, 2027
Conf. Padres / Maestros	Abril 2, 2027
Fin del Segundo Semestre*	May 25, 2027
Último Día de Clases*	May 25, 2027
Día Conmemorativo	May 31, 2027

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

Primer Semestre		Segundo Semestre	
84	Días de Instrucción	88	Días de Instrucción
4	Días Profesionales	1	Días Profesionales
88	Días en Total	89	Días en Total

172 Días en Total de Instrucción

Julio 2026

S	M	T	W	T	F	S
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Agosto 2026

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Septiembre 2026

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Octubre 2026

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Noviembre 2026

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Diciembre 2026

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*No habrá salida anticipada el día 18 debido a las finales

Enero 2027

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31						

Febrero 2027

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Marzo 2027

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Abril 2027

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Mayo 2027

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Junio 2027

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27	28	29	30			

leyenda

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

Oficinas del Distrito Cerradas

Julio 3, 2026	Enero 18, 2027
Sept. 7, 2026	Mar. 19,2027
Nov. 25-27, 2026	May 31, 2027
Dic. 24, 2026 - Ene. 1, 2027	

Las Oficinas del Distrito Cerradas los Viernes Durante el Verano

UNION HIGH SCHOOL

SY 26/27 Bell Schedule

Monday - Thursday	Friday - Early Release
1st - 8:35 - 9:35 (60)	**1st** - 8:35 - 9:30 (55)
2nd - 9:40 - 10:40 (60)	**2nd** - 9:35 - 10:25 (50)
3rd - 10:45 - 11:45 (60)	**3rd** - 10:30 - 11:20 (50)

Tech students released at 11:15

4th Hour Group A	**4th** Hour Group A
Math, Soc. Studies, PE/Health, Innovation Lab, Business	Math, Soc. Studies, PE/Health, Innovation Lab, Business
A Lunch - 12:45-1:30 (45)	A Lunch - 12:15-1:00 (45)
A Class - 11:50-12:45 (55)	A Class - 11:25-12:15 (50)
4th Hour Group B	**4th** Hour Group B
English, Science, ALA, Spanish, Art, Education Leadership, ROTC	English, Science, ALA, Spanish, Art, Education Leadership, ROTC
B Lunch - 11:45-12:30 (45)	B Lunch - 11:20-12:05 (45)
B Class - 12:35-1:30 (55)	B Class - 12:10-1:00 (50)
5th - 1:35-2:35 (60)	**5th** - 1:05-2:00 (55)
6th - 2:40-3:40 (60)	**6th** - 2:05-2:57 (52)

Friday Collaboration - 3:07-3:52 (45)

Teacher report/end times: 8:15-3:55

Student Information

ACTIVITIES AND ORGANIZATIONS

The Director of Student Life clears and coordinates all school activities and projects and places them on the school calendar. Before any organization plans activities, they must go through this office. The Activities office will check the school calendar before approval for any activity is given. All club meetings should be cleared through this office, also. An activities calendar is located in the activities office. Before planning any event, you should have it cleared through the activity or organizational sponsor.

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

The following guidelines apply to all organizations:

A. All organizations must have a faculty sponsor or faculty monitor authorized by the administration.
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 administration, then to the UMAC Management Office) and pay any required rental fees.
    a. There may be rental fees for using the UMAC, UPAC, and Union Tuttle Stadium.
D. All publicity pertaining to clubs and organizations must be signed by the sponsor/monitor and approved through the administration'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 School Activities Association (OSSAA). The following list includes, but is not limited to, the organizations sponsored by Union Public Schools.

Athletics: Baseball, Basketball, Football, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Wrestling
Spirit: Cheer, Drill, Pom
Fine Arts: Art Club, Band, Chorus, Color guard, Drama, Jazz, Choir, Speech/Debate
Academic: National Honor Society, Student Council, Yearbook, Academic Team, Drug-Free Youth, Business Professionals of America; Family, Career, Community Leaders of America; Mu Alpha Theta, Red Cross, College & Career Crew

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 School Activities Association. In order to meet on school property or advertise meetings, these organizations must be open to all interested students and obtain a faculty monitor who attends all meetings and activities on school grounds. These clubs and organizations include, but are not limited to, the following: Fellowship of Christian Athletes, Teenage Republicans, Teenage Democrats, Share/Care Support Groups, Rugby, Lacrosse and Hockey.

Non-school-sponsored groups are allowed limited privileges such as monitored meeting space and posting of events but should not expect the same recognition as school-sponsored organizations. These groups will not be included in the school yearbook, will not be permitted to use district activities funds, and will not be recognized during spirit assemblies or in school publications. Additionally, they cannot use the school name, mascot, or logos without permission.

ANNOUNCEMENTS

Announcements are broadcast on the Almost Daily News show at specified times during the week. Items that are to appear in the announcements must be turned into the Activities Office no later than noon on the day before they are to be broadcast. All announcements must be signed by a faculty member or group sponsor. A moment of silence will be observed.

ASSEMBLIES

Periodically, assemblies will be scheduled for the members of the student body. The nature of the assembly, cost, and seating capacity are factors which govern the selection of students invited to attend. These programs are part of the school day and students are expected to attend.

The students of Union High School have developed a reputation as one of the most courteous and attentive audiences in the state. Each student is expected to observe appropriate rules of etiquette so this Redhawk tradition will continue. Inappropriate behavior will result in disciplinary action.

Seating may be assigned for assembly programs. Seating charts will be posted in each classroom.

Due to fire code restrictions, bags will not be allowed in the Performing Arts Center.

Food and drink are not permitted in the Performing Arts Center.

ATTENDANCE - ABSENCE PROCEDURE

Parents/legal guardians are asked to call the attendance office whenever their son/daughter is absent to verify the absence. Attendance office phones have 24-hour voice mail.

If a call is impossible, email or Talking Points message should be sent to the student's attendance secretary. All calls will be recorded. All notes will be verified.

If a parent/guardian phone call is not received within 48 hours of the absence, the absence will be considered unverified.

If the attendance office does not receive parent/guardian contact, the office will attempt to contact the parents/legal guardians at home or work. For this reason, parents are encouraged to provide the attendance office with at least two current telephone numbers where they can be reached during the day. Unverified absences will be referred to assistant principals to be handled as truancies. Truancy will result in disciplinary action in accordance with Board Policy #5050.

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

Parents/legal guardians who find that their student(s) are absent from school without permission may request that the attendance office contact the parent/guardian when the student is absent from class. This notice serves to remind everyone that excessive absence may result in serious consequences for the student. The Tulsa County District Attorney will be notified in cases of excessive unexcused absences.

Students may not leave the school campus during regularly scheduled classes without prior permission from parents/legal guardians and written dismissal from the attendance office. Violators may be referred to the assistant principal for disciplinary action.

ATTENDANCE - EARLY DISMISSAL/LATE ARRIVALS

Parents are requested to contact the attendance office in advance to request an early dismissal. Early dismissals will be sent to the classroom except for certain circumstances (example: exam days, assemblies). The dismissal slip will allow the student to leave class at the time requested.

If students return to school during the day, they must check in at their attendance office.

Parents should contact the attendance office if their student will be late.

ATTENDANCE - TARDIES

Being late to class is disruptive to the educational process. Students are expected to be in their assigned classroom or location when the tardy bell rings. Teachers may require students to be in their assigned seats. Teachers will inform students each time they are late to class and record the tardy in the attendance/grade book. Tardies will be cumulative for each quarter.

The consequences of being late to class repeatedly are:
First tardy: warning, parent contact by teacher.
Second tardy: 1 lunch detention, parent contact by teacher.
Third tardy: 2 lunch detentions, parent contact by teacher.
Fourth, seventh, tenth tardy: student is referred to the assistant principal.

Failure to show for an assigned lunch detention will result in an extra day of lunch detention. Failure to show again for an assigned D-hall will result in student being sent to the appropriate assistant principal.

Students missing more than 10 minutes of any class period are recorded absent for that class.

ATTENDANCE – TRUANCY

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. A truancy occurs when a student is absent from class and no verified excuse has been provided within 48 hours by a parent or guardian as to the student's whereabouts. As a part of our efforts to decrease student truancies there will be random hall sweeps performed throughout the school year.

Examples are as follows:

A. Leaving campus after having once arrived without approval.
B. Failure of parents to notify school officials of a student's absence.
C. Leaving class without permission.
D. Leaving class and not reporting to designated place.
E. Erroneous phone calls to have a student dismissed from class.
F. Other fraudulent attempts to be absent from school not covered in this definition.

Consequences for continued truancies are:

First Semester

1st Referral (3 Truancies): Review and sign Attendance Contract; call home; copy of contract sent home.
2nd Referral (7 Truancies): 5 Days lunch detention; if one day of lunch detention is missed, the next consequence will be enforced.

3rd Referral (10 Truancies): 3 Days IP and complete the Attendance Reflection Questions.
Attend 2 sessions with Assistant Principal of Student Engagement to review Attendance Reflection Questions and set goals.

4th Referral (>10 Truancies):
Violation of Board Policy #5050: "Willful disobedience of a request of any school official."
3 Day home suspension and subsequent suspensions if necessary OR alternate instruction at home.
Loss of privilege to participate in dances (including PROM) and special events hosted by the school until the end of the semester.
Loss of UVLA virtual privileges for the remainder of the semester.
Parent conference requested; DHS referral.

Second Semester (applies to students who have received a 2nd referral in the first semester)

1st Referral (7 Truancies): 5 days IP

2nd Referral (10 Truancies): Student intervention team meeting - Required members: Assistant Principal, Counselor, Parent/Guardian, Student / Optional members: Principal, Teacher, Special Services (if applicable)
Will develop intervention plan for attendance/academics

3rd Referral (>10 Truancies): *3 Day home suspension and subsequent suspensions if necessary OR alternate instruction at home.* (Same as 1st semester 4th Referral)

Truancy Contract can be found on pages 37-38 of student handbook

BEHAVIOR EXPECTATIONS OF STUDENTS

In an effort to give the students a general idea of what behaviors are expected of them, we offer these guidelines:

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

CAMPUS CONDUCT AND CLEANLINESS

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

To this end --

A. Glass bottles or containers are not to be brought onto the premises.
B. Trash is to be disposed of in the waste containers provided for that purpose.

Students who violate this regulation will be subject to disciplinary action.

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

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

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 use of AI is a form of plagiarism. The consequences for cheating may include, but are not limited to, a zero on the assignment, test, or quiz, a call from the teacher to the parent or guardian, and any disciplinary measures listed under board policy 5050.

CLASS RANKING PROCEDURES- BOARD POLICY #5032

Students with a weighted GPA of 5.00 and above will be designated as valedictorians. Students with a weighted GPA of 4.80-4.99 will be designated as salutatorians. To be sure that a minimum of 2% of students are selected for valedictorian and salutatorian designations, at least the upper 1% of students are to be selected for valedictorian and at least a total of the upper 2% of students are to be selected for both valedictorian and salutatorian designations combined. The valedictorian or salutatorian designation will be official only if the above criteria are met on the final high school transcript. Two students from among the valedictorians will give the commencement address. The two students will be chosen by a graduation program committee appointed by the administration.

CODE OF CONDUCT- BOARD POLICY #5050

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

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

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

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

Students also have a definite responsibility to the school, to their parents, and to themselves. There are several concepts which young people should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others and be willing to accept responsibility for both social and household duties. Teenagers 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.

Assuming the responsibility granted to it by laws, the Union Board of Education has established categories of misconduct as those which may result in temporary separation, suspension, or exclusion from the Union Public School District. These categories are general in nature and are not to be held all-inclusive.

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

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.

COLLEGE AND CAREERS

The College and Career Center, otherwise known as the CCC, provides information to all students with regard to material about colleges and universities throughout the United States; their admission requirements and financial aid offerings, application information on a wide variety of scholarships available, resource material concerning current occupational and job opportunity statistics, and information about each branch of the armed services and their recruitment procedures. The CCC coordinates all standardized and college-entrance testing. Parents and students are encouraged to communicate with the CCC concerning any questions they might have about any of the aforementioned student needs.

COLLEGE NIGHT

The college and career counseling staff of Union High School sponsors a college night in the fall each year. University representatives from across the nation will be present to answer questions and discuss opportunities. Students and parents are strongly encouraged to attend. All ages are welcome to visit the college booths and kid zone.

CONCURRENT & DUAL CREDIT COLLEGE ENROLLMENT

Students may earn credit for high school graduation and college credit at the same time (also known as dual credit). Tulsa Community College will be offering courses on the Union High School campus so students can get a head start on their college education.

Please see the Course Offering Book for courses offered and contact your class counselor or administrator for more information.

COMMUNITY SERVICE RECOGNITION AWARD

1. Students must complete 200 service hours in grades 9-12 by the end of first semester of their 12th grade year.
   A. It is suggested that 50 hours be recorded by the end of the Freshman year.
   B. A minimum of 40 must be performed through a Union club, team, class project, or through the College and Career Center. It is suggested that 10 hours be performed each year.
   C. If a student enters Union as a Sophomore, he/she will be required to complete 150 total hours.
2. Hours may be earned during the summer beginning before the freshman year.
3. The verification form must be turned into the office no later than ONE MONTH after the service is performed. SUMMER HOURS MUST BE RECORDED AND TURNED IN BY THE END OF SEPTEMBER. If the same service is

done on a weekly or monthly basis, one evaluation form may be used for every 8 occurrences but has to be turned in within one month of the last day of service recorded on the form.

4. Only actual hours of service may be recorded—NOT travel time, required meetings and miscellaneous time. Students are limited to 6 hours per day.
5. Service performed as a disciplinary action CANNOT be counted.
6. Service hours performed for family, including extended family, CANNOT be counted.
7. Parents CANNOT sign as the supervising adult.
8. Service must be performed through a tax-exempt or recognizable charitable agency. Pre-approval for any other sites must be obtained.

CONGREGATING AND LOITERING

Students will be encouraged to move directly from one class to another during the scheduled school day. Congregating and loitering in the halls, locker coves, restrooms, parking lot, or other areas of the building or campus is not permissible. Upon arrival at school, students must go directly into the school building. Upon dismissal, students must exit the building in a timely manner unless they are staying for a school-sponsored activity.

Second and third floor open-seating areas are closed except during lunch. Virtual students who remain on campus need to be in the bus loop or their assigned classroom.

DISRUPTION OF THE EDUCATIONAL PROCESS

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

Activities related to gangs, secret clubs, fraternities, sororities, or other secret organizations will not be tolerated on the Union campus.

DRESS CODE - BOARD POLICY #5060

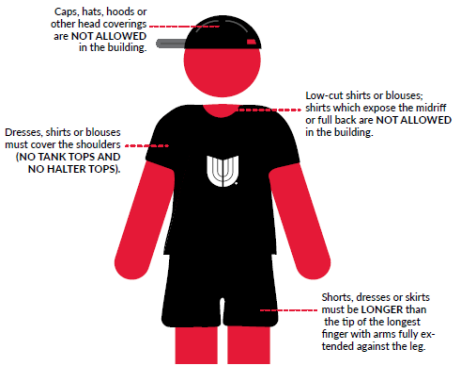
Hats, caps, hoodies, bandanas, head coverings, and **sunglasses may not be worn or displayed in the building.** If any of these items are visible by a school official, they may be taken. Items will only be returned to a parent or legal guardian.

These items may be confiscated and turned over to an assistant principal.

Students in violation of dress code will be required to change clothes. Students will NOT be sent back to class until they have met the guidelines of the dress code.

Continual and repeat offenses will be handled as willful disobedience. Appropriate consequences will be issued.

For complete dress code policy, see Board Policy #5060.



POSSESSION AND/OR USE OF ALCOHOL, DRUGS & DRUG PARAPHERNALIA, ALCOHOL, OR OTHER ILLEGAL CONTROLLED SUBSTANCES - BOARD POLICY #5039

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

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

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

1st offense: 45-day suspension with the first five days to be served at home and the remainder in the Intervention Program (IP)

Subsequent offenses: Up to semester plus one and any other disciplinary action as deemed appropriate by building administration under board policy 5050.

Suspension Reduction --

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

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

Substance Abuse Agencies -

Creeks - 918-592-1622

Palmer Drug Abuse Program - 918-832-7763

Sale/Distribution of Illegal Controlled Substances -

The sale and/or distribution of illegal substances is a serious offense which endangers the health and well-being of others. Students involved in the sale and/or distribution of illegal/controlled substances may be suspended to the home for the remainder of the current semester and the succeeding semester. The local police department may be notified.

ELECTRONIC DEVICES - BOARD POLICY #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.

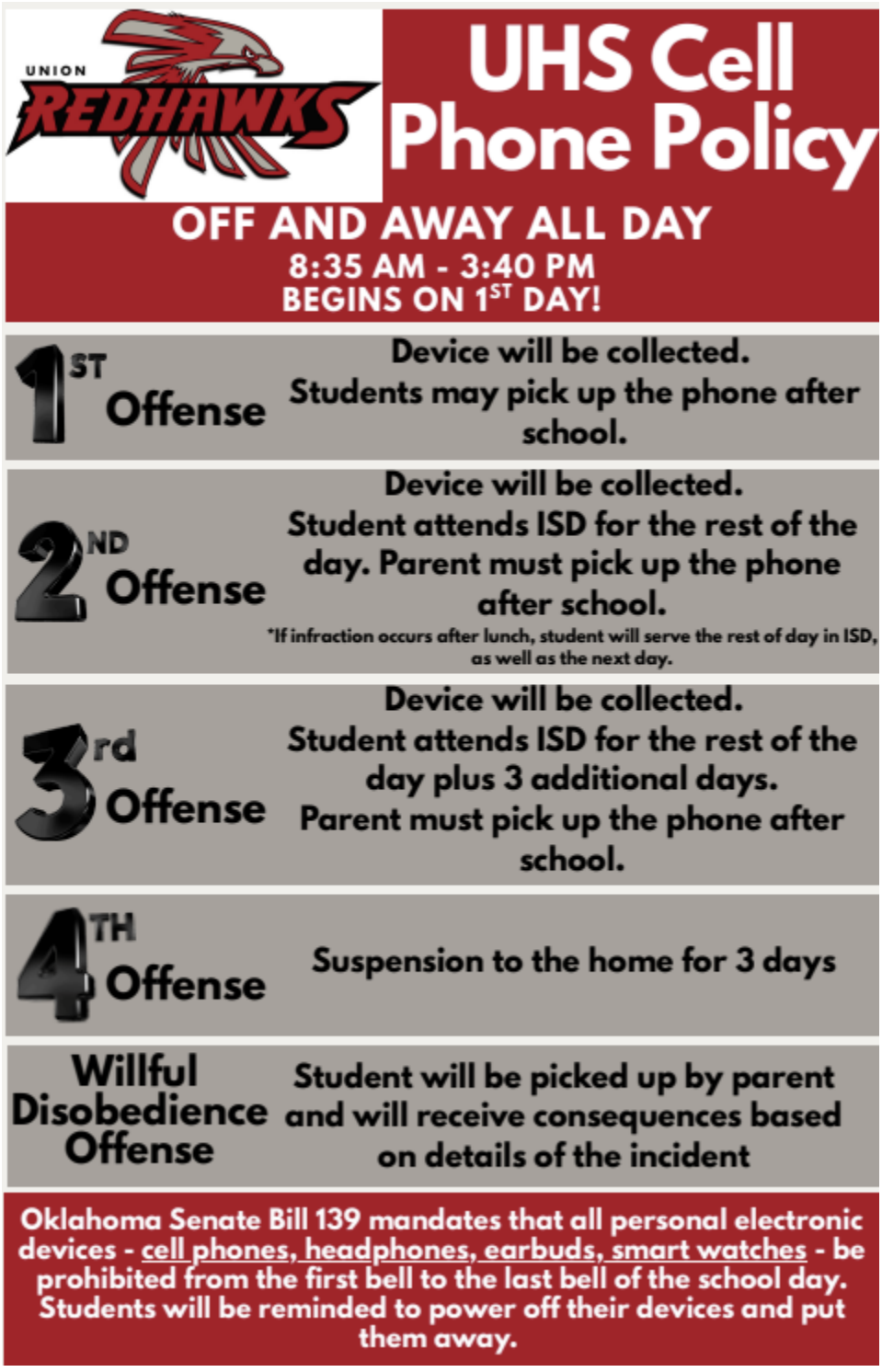
To obtain the administration's consent, the parent/guardian must present a written request that the student be allowed to use a cellular phone and/or wireless telecommunications device due to safety or medical necessity. A medical necessity must be verified by a practicing physician. The written consent 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.

Students causing a disruption by using their cell phones or any other electronic device inappropriately may be subject to a referral to the assistant principal's office. A student found to be in violation of this policy may be disciplined according to Board Policy #5050.

Students using their cell phone will first be given a warning, and any infractions after that may be met with subsequent consequences including but not limited to lunch detention, ISD, IP or suspension.

Violations of the cell phone policy may not be disputed by students.

Consequences are as follows:



EMERGENCY DRILLS AND PROCEDURES

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

For that reason:

A. Directions and maps are posted in the classrooms and throughout the building.
B. Students and staff should familiarize themselves with the procedures in each room in which they have classes.

Each student is expected to participate and cooperate during emergency procedures.

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

FIGHTING - ANTI-VIOLENCE - BOARD POLICY #5054

May result in suspension up to maximum allowed by Board policy.

FIGHTING - ASSAULTS PHYSICAL AND/OR VERBAL

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.

GUIDANCE AND COUNSELING SERVICES

The guidance and counseling program is an integral part of a school's total educational program. It is a systematic process designed to aid and prepare students to make appropriate life choices, plans, and adjustments as related to their academic, emotional, and social development. While school counselors are not private therapists, they are specifically credentialed professionals who work in school settings with students, parents, other educators, and community agencies to help students acquire skills in the social, personal, educational, and career/vocational areas necessary for living in a multicultural society.

They accomplish this by emphasizing such interventions as: counseling students individually or in small groups, providing information, contributing to the development of effective learning environments, and serving as student advocates.

Students are assigned alphabetically. To see a counselor, students should schedule an appointment in the appropriate office before school, during lunch, or after school. Counselors will send for the student at the determined time.

This process helps keep students from missing valuable class time while waiting for a counselor to become available.

Students who have an emergency or crisis situation should report directly to the counseling or assistant principal's office for assistance.

HALL PASSES

No hall passes will be issued the first 10 minutes or last 10 minutes of class. Students needing to leave a class must be wearing a student ID, must obtain permission from their teacher, and collect their pass. Leaving class without permission will be considered insubordination. Students are required to have a valid pass whenever they

are in the halls during class time. Passes are to be visible at all times and shown upon request. Any student in the hall without a pass may be referred to the assistant principal for disciplinary action. Passes may be issued for the following reasons:

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

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

HOMEBOUND PROGRAM

Criteria --
Union High School offers a homebound program through the special services department. The eligibility criteria are listed as follows:

A. A student must be unable to attend regular classes for a minimum period of two weeks because of illness.
B. The attending physician must complete the State Department Physician Report stating diagnosis and estimated time to be missed.
C. The Director of Special Services must approve the request.
D. The State Department of Education must approve the request.

A student who is absent from school occasionally or because of minor illness and who is not in any danger of having to repeat a grade should not be considered an eligible candidate for the homebound teaching program. This student should be encouraged by teachers to keep up with the class assignments.

Procedures --

A. Contact the Education Service Center.
B. Physician forms may be picked up by parents from the special services office at the Education Service Center.
C. Upon completion of this form by a medical doctor, return to the special services office. A teacher will be assigned as rapidly as possible.
D. Instruction consists of one hour per day, three days per week by the homebound teacher. Scheduling of the three sessions per week is to be determined by the teacher and student/parents.

Parent Responsibilities --

A. Secure physician form and return completed form to the Education Service Center promptly.
B. Make arrangements with homebound teacher for schedule. If changes arise, notify the teacher in a prompt manner.
C. Be present at all sessions and provide an appropriate atmosphere for learning.
D. Notify the special services office at the Education Service Center when the student will be returning to school and dropping homebound instruction. A doctor's statement and additional permission from the Director of Special Services will be required for any extension to the homebound application.
E. Sign attendance verification form for each session provided by the homebound teacher.

HOMEWORK

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

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

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

Both students and faculty need immediate feedback about their progress toward attaining the course outcomes.

It is very important that assignments be completed on time! Failure to complete assignments within the time frame established by the teacher may result in a lower grade and/or other disciplinary action.

The amount of homework a student will have may vary according to the courses taken. Students enrolled in Pre-AP and/or Advanced Placement courses will have more homework than students enrolled in regular courses of study.

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

IDENTIFICATION CARDS

Students are required to have a student ID created and issued by Union High School. One ID card, case, and lanyard will be provided free of charge. The ID is required to eat from one of our 9 venues, check out library books, and attend all school activities.

All students are required to present a Union High School ID to enter campus.

For safety and security purposes, students are required to carry their ID with them at all times on school property and must present it to any school official when asked. Failure to do so will result in consequences. Students who are not able to present their student ID will be issued a temporary ID. Repeated offenses may result in further disciplinary action.

In the event a card is lost, stolen, or damaged, it is the student's responsibility to replace it through the finance office within one school day. Replacement cost is $5.

LIBRARY MEDIA CENTER

The Union High School library media center is open before and after school for student use. Students are encouraged to use the library for research, pleasure reading, or as a quiet place to study. Students are required to have a pass to enter the library media center during school hours.

Check Out Procedures --

A. Students must present their UHS student ID in order to check out library materials.
B. The book check-out period is two weeks. Reference materials, vertical files, and periodicals are restricted to use in the library only.

Lost or Damaged Books - replacement cost
Copies -- A photocopier is available for student use in the Media Center.
Food and Drink -- Eating and drinking are not allowed in the library.
Sign In -- Students are required to sign in and out of the library.

LOCKERS

Lockers at Union High School are limited. Individual lockers are provided to students upon request on a very limited basis. The lockers remain the property of the school.

By accepting a locker assignment or by using an unassigned locker, the student acknowledges that he/she has no expectation of privacy in such locker and consents to any and all inspections and searches of the locker and its contents.

School officials have the right to inspect and search a student's locker, as per Board Policy #5051, when the school official is acting to protect the health, safety, and welfare of the school community, to enforce school rules, and/or when the school official has reasonable suspicion that the search will produce evidence of a violation of school rules and/or state or federal laws.

Students are encouraged not to share their locker with others. The student to whom the locker is assigned shall be considered responsible for the contents of the locker.

LOST AND FOUND

Students who find articles are encouraged to turn them in at the security office. Students may check for lost personal items at the security office before school, at lunch, and after school. Textbooks turned in to the office will be returned through the appropriate department.

LUNCH

Students may only eat in the following areas:
North Commons Upstairs
North Commons Downstairs
Deli
Activities Commons
Bus Loop Lobby
South Commons

MAKE-UP WORK

Students are encouraged to make up any work missed due to a verified absence.

In general, students will be granted one school day for each school day missed. Make-up time will not include the first day back from 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.

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

Any student who chooses not to complete missed assignments within the identified time frame may earn a score of "0" for those assignments.

Projects, reports, and tests which are known prior to an excused absence are expected to be turned in and/or taken upon the student's return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed. Students are encouraged to talk with their teachers.

MAKE-UP WORK FOR EXTENDED ABSENCES

If students anticipate their absence will go beyond three school days, they may request missed work through their assistant principal's office.

Requests for work will be sent to each of the students' teachers, and every effort will be made to obtain the work within 48 hours of the request.

MATTERS PERTAINING TO CITIZENSHIP

Violation of --

State/Federal Laws	Local Ordinances
Arson	Bomb Threats
Abuse of Fire Alarms/Safety Equipment	

Suspension up to maximum penalty allowed by Board policy, parent conference, complaint filed with police, and recovery of damages sought through a court of competent jurisdiction.

Conviction by a Court of Law:

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

MESSAGES

Emergency messages for students will be relayed immediately to them through their assistant principal's office. To avoid interrupting classes and because of our limited staff and human resources, other messages will be passed on as time permits. Please make arrangements for transportation, permission for activities, etc., before coming to school so the need for last minute phone calls is minimal.

MONEY/PAYMENT TO SCHOOL

The school offices do not keep any cash on hand. The offices cannot lend money, make change, or grant credit. Students are encouraged to pay any fees, fines, or other monetary assessments with exact change or by check. Each year a significant number of students are assessed fees for books or other materials which were misplaced during the school year. These items often turn up later, are returned to the school, and a refund of the fee assessed is requested.

Refunds will only be made if the item is returned before June 30. Refunds will not be given for lost books or other materials returned after June 30.

This policy results from the OCAS (Oklahoma Cost Accounting System) provision which indicates that items purchased in one school year cannot be paid for from another school year's budget.

All payments made to the school by check must have the following information: driver's license number of signee; memo section of check must include student's name and what the check is for; all checks must be preprinted.

OUTSIDE CREDITS

Any accredited public or private high school's credits are accepted at Union High School. Students wishing weighted grade status for transfer grades must petition administration for approval. Students moving into the district must petition the principal to award weighted grades for courses taken at other high schools. Weighted grades are for ranking purposes only.

PARENT DROP OFF AND PICK-UP

Students should be dropped off and picked-up on the **north side of the building. Please follow the directions provided in the parking lot by our Union Security Officer and administration.**

PERSONAL PROPERTY

The school cannot and will not assume responsibility for personal property items which are lost or stolen. If a theft of a student's personal or school property occurs, it should be reported to the security office immediately. A report form will be filed and the property returned if it is recovered. Students are encouraged to keep all money, jewelry, or other valuables, etc., which may be necessary to bring to school from time to time, on their person.

PROFANE LANGUAGE, GESTURES, AND/OR POSSESSION OF PORNOGRAPHIC MATERIAL

Students are expected to present themselves in a way that will create a positive impression as to their character. Any use of profane language, gestures, and/or possession of pornographic materials will result in a referral to the assistant principal's office for disciplinary action.

PROM

Eligibility to attend Union's Jr/Sr Prom:

1. Any senior wishing to attend prom, must have successfully completed both semesters of English 9, English 10, English 11, semester 1 of English 12, and be passing English 12 semester 2 by a determined date to attend prom.
2. Any junior wishing to attend prom must have successfully completed both semesters of English 9, English 10, semester 1 of English 11, and be passing English 11 semester 2 by determined date to attend prom.
3. Any Sophomore invited as a guest to prom must have successfully completed both semesters of English 9, semester 1 of English 10, and be passing English 10 semester 2 by a determined date to attend prom.
4. All 10-12 grade students must have completed FoolProof to attend prom. Students younger than 9th grade and older than 20 years of age, may not be invited to Union's prom.
5. Students who have received a suspension for truancy during the school year are not eligible to attend prom.

PUBLIC DISPLAY OF AFFECTION

The school campus is not considered a place for public display of affection (examples: holding hands, kissing, etc.). Students are asked to avoid embarrassment to themselves and others by avoiding display of affection during the school day and at school events.

Students in violation of the P.D.A. rule will be referred to the appropriate assistant principal.

SAFETY SWEEPS

To assist in creating a safe and drug-free learning environment for Union students, staff, and patrons, a canine contraband detection service will be utilized to conduct safety sweeps.

- Upon arrival, random sweeps will occur in parking lots, locker banks, common areas (i.e., restrooms), and/or in classrooms.
- Parking Lots: the dogs do not enter or touch any vehicles. If an alert is made, site administrators will step into investigate in accordance with Board policy.
- Locker banks, common areas, and classrooms:
- Students are not present and are not swept. If an alert is made, site administrators will step in to investigate in accordance with Board policy.

-SAFE SCHOOL NOTICE-
UNION PUBLIC SCHOOLS IS A GUN-FREE,
DRUG-FREE, ALCOHOL-FREE, AND TOBACCO-FREE ZONE.
This property is under 24-hour surveillance.
All vehicles entering this property are subject to search.
Thank you for keeping our schools safe!

All confiscated contraband items will be turned over to security.
Confiscated contraband items will not be returned.

SCHEDULE CHANGES - STUDENT/PARENT REQUEST

At the beginning of each semester students will have the first full week of classes to request schedule changes. It is the student's responsibility to make an appointment with his/her counselor to obtain a schedule change. Schedule changes **will not** be granted after this period has expired.

All changes of schedule will be based on computer error, make-up and failures, or teacher recommendations. There are few exceptions made in this area. If a student or parent has a question regarding scheduling, they should make an appointment to see their respective counselor. Students are discouraged from making this an alternative to solving problems with a class or teacher. Any exceptions must be approved by administration.

SCHOOL DANCES, EXTRACURRICULAR ACTIVITIES

Students are expected to maintain appropriate conduct and approved dress at school dances and other extracurricular activities regardless of the location. Possession and use of tobacco, drugs, and/or alcohol is strictly forbidden during all school activities.

Failure to adhere to this policy will result in disciplinary action. **Students without their student ID will not be admitted.**

Students who wish to participate will be subject to eligibility requirements.

SCHOOL NURSE

Special health needs should be reported to the nurse for communication to appropriate staff. There is a school nurse on duty during school hours. The office is located in Room 1002 near the main office.

[All health and hygiene problems must be cleared through the nurse's office.] PRESCRIPTION and NON-PRESCRIPTION medication, including Tylenol, must be left with the school nurse. Written permission from the parent/guardian on a Parental Authorization Form must accompany the medication. Telephone permission is NOT acceptable. Medication will be administered by the school nurse according to the prescription instructions, provided the label on the container is current and states that it is prescribed for the student. State law does not permit public schools to administer medication under any other circumstances. Elevator keys are provided when needed through the nurse. The school does not provide any medication, Tylenol, etc., for students. Students are required to bring their own medication. Each bottle must be labeled with the student's name.

Accidents/Injuries --

All accidents and injuries must be reported to the classroom teacher or school nurse immediately. Reports of accidents or injuries will be documented by the teacher or nurse and turned into the main office.

SEMESTER EXAMS

A final examination will be given in all classes at the end of each semester. The semester examination will count as 10 percent of the semester grade. Seniors who meet the below criteria may, with parent approval, exempt all semester exams during the spring semester.

In addition, any student who has been placed in IP/Suspension is disqualified from waiving a final.

Semester exam exemption:

A. Seniors who have no more than five absences in the semester may, with parent approval, have an "A" average, wave that class's exam.

B. Seniors who have no more than four absences for the semester may, with parent approval, have a "B" or better average, wave that class's exam.
C. Seniors who have no more than three absence for the semester may, with parent approval, have a "C" or better average, wave that class's exam.

SEVERE WEATHER

The Superintendent will make the decision if schools are to be closed due to severe weather. In case of bad weather, the official announcement will be heard over local radio and T.V. stations (particularly KRMG/AM 740). Since the decision to close school is not made at the building level, it is not necessary to call the school for this information. Listen to the radio or T.V. for the announcement that Union Public Schools or Tulsa Union will be closed, or check the district website at www.unionps.org.

SKATEBOARDS, BIKES, AND SCOOTERS

For the safety of our student body, skateboards, bikes, or scooters brought to school may not be in the building unless prior arrangements are made to leave the item in an office, or secured on the bike rack. Skateboards will be confiscated and secured in an office if they are visible in the hallways/classrooms.

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, 918-357-6125.

STUDENT ASSISTANCE

The entire staff of Union High School realizes the important role adults play in helping students deal with tobacco, alcohol, and other controlled-substance issues. We believe adult support is critical for young people to succeed in preventing chemical use problems and promoting physical, emotional, and mental health.

To provide this support, a Student Assistance Program is offered at Union High School. This program provides referral services for assisting and rehabilitating young people who are dependent upon chemicals. Student assistance is designed to provide intervention, prevention, and educational offerings to reduce substance abuse among our student population.

Under this program, a student who admits having a chemical dependency problem will not be subject to the disciplinary actions identified under the Student Code of Conduct or Extracurricular Program.

The student may be offered a referral to a certified substance-abuse counselor for assessment and counseling at the expense of the parent/legal guardian.

Should the student be in possession of, use, consume, be under the influence of, smoke, ingest, possess with the intent to sell, sell or distribute, and/or furnish or deliver any controlled substance including tobacco and alcohol or drug paraphernalia after self-referral, all penalties identified under the Student Code of Conduct and Extracurricular Program will be applicable.

STUDENT HOLDS

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

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

STUDENT RECORDS

Transcript Requests --

Requests for transcripts must be made through SCOIR online. Fees: First request free each semester, subsequent requests $1. Graduates - $2 per transcript with 48-hour notice.

FERPA Statement of Rights --

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

They are:

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

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

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

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

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

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

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt

to notify the student of records request unless it states in its annual notification that it intends to forward records on request.)

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

- Student's name, address, telephone, date and place of birth;
- Student's participation in officially recognized activities, sports, weight and height of members of athletic teams;
- Student's date of attendance, name of school, degrees and awards received;

Parents may request in writing that the above directory information not be published or transmitted by the school district.

STUDENTS EXITING CAMPUS

For our students' safety these procedures will be followed: Students exiting the campus south of the UMAC for lunch will only be able to turn right out of the parking lot. Additionally, students exiting campus after school will only be able to turn right out of the parking lot. The road leading west will be closed.

STUDENT SEARCH & SEIZURE - BOARD POLICY #5053

All confiscated contraband items will be turned over to security.
Confiscated contraband items will not be returned.

Students who refuse a search may face consequences for willful disobedience of a school official.

STUDENT VEHICLE TRAFFIC/PARKING REGULATIONS

Operating a motor vehicle on campus is a privilege available to students who demonstrate responsible behavior in the operation of their vehicles. The administration reserves the right to levy fines and suspend or revoke the driving privileges of any student who violates Oklahoma traffic laws or the following regulations on campus.

1. Acquire proper parking permit & place inside of the windshield, driver's side **UPPER LEFT** (below tint line) facing outward.
2. Park only in the designated student parking area-**SOUTH LOT ONLY.**
3. Drive within the 10-mph speed limit. Operate your vehicle in a safe & responsible manner at all times.
4. You must park in between the lines-no straddling the lines or angled parking.
5. No parking in handicapped, fire lane, loading zone, reserved spaces, or any other designated "no parking" spot, including parking off property.
6. All students driving to school must park on campus. Parking off property will result in a student being issued a ticket. Non-compliance will be considered willful disobedience and may result in disciplinary action.
7. Vehicles without the correct permit will be ticketed as a non-permitted vehicle. You must notify the finance office when driving a different vehicle.
8. No left turn from the south lot during lunch or after school.

STUDENT VEHICLE PARKING FEES/PENALTIES

Motor vehicle registration fees support high school student activities. For the security and well-being of our students and staff, vehicles driven to school must be registered and have the appropriate sticker permanently affixed on the front inside window, upper left corner, driver's side.

ALL PARKING FINES WILL BE $25

All traffic violations and vehicle related fines will be administered by Union Campus Security. Fines will be paid in the Union High School Finance Office. Appeals about parking or driving violations should be directed to the Union High School Security Coordinator in the Security Office within two school days. The second level of appeal will be heard by Union's Director of Security. Decisions made by the Director of Security are final

Each parking violation will result in a $25 fine. Students will be required to pay all fines prior to attending any school activities, prom, or receiving final grades and diploma.

Parking is a privilege and any unsafe operation or violations may result in revocation of parking privileges.

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 5045.

All confiscated contraband items will be turned over to security. Confiscated contraband items will not be returned.

TRANSPORTATION AND BUS RULES

Bus service is available for students within Union District that live more than 11/2 miles from school. Students must ride their assigned bus and exit their assigned stop.

Students who reside out of district and attend Union on an authorized transfer are not eligible for district transportation.

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

Student Responsibilities --

Students should:

A. Arrive at bus stop five minutes before the bus is due. Dress appropriately for the weather.
B. Wait in a safe place 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,
G. DO NOT CHANGE SEATS.
H. Assume sole responsibility for their own behavior.
I. Refrain from destruction, vandalism, harmful items (i.e., drugs, weapons), throwing of objects, etc.
J. Help keep the bus clean. NO FOOD OR BEVERAGES ARE ALLOWED.
K. 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.

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 first report submitted usually results in a loss of bus riding privileges for a minimum of three days (or more). The second report usually results in a bus suspension for 10 days or more. The third report, 45 days or more! Subsequent offenses will be dealt with more severely and may result in permanent loss of riding privileges.

The consumption of food and/or drinks is not permitted on school buses. Failure to comply will 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. Vandalism, fighting, failure to cooperate with the driver, abusive language or gestures directed toward school personnel, possession or use of drugs, alcohol or weapons, or any other violations that affect safety will be dealt with as severe violations.

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 a.m. Parents may also access a recorded message at 918-357-7065, or check the district 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 (4/10 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.

VIDEO RECORDING/INAPPROPRIATE USE OF TECHNOLOGY

Any student found video recording an activity that violates school and/or district policy will receive disciplinary action.

VIRTUAL COURSES

Union's Virtual Learning Academy provides students a unique, blended learning opportunity. With this opportunity comes responsibility for the student to maintain academic excellence. Students are required to attend mandatory classes once a week (assigned by teacher). Students who miss an assigned class are required to attend the next school day. If a student's grade falls below a 'C', then they are required to attend class every day until grade is recovered to a 'C' or higher. Students will be marked absent if they are required to be in class but not in attendance.

Students who fail a virtual class 1st semester will be required to attend class every day for the first six weeks of the 2nd semester.

Virtual students who remain on campus need to be in the bus loop or their assigned classroom.

VISITORS/GUESTS AT SCHOOL-SPONSORED ACTIVITIES

If students wish to bring a guest to prom, they must submit a completed Guest Form to the appropriate assistant principal.

The host will be responsible for the actions of their guests and, consequently, subject to disciplinary procedures for any infractions committed by the guest.

WEAPONS BOARD POLICY #5055

A. In order to provide a safe environment for the students and staff of the Union Public School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.
B. Dangerous weapons including, but not limited to, firearms are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.
C. For the foregoing reasons and except as specifically provided in paragraphs F and P below, possession of a dangerous weapon (concealed or not concealed), as defined in this policy, or a replica or facsimile thereof, by any student, employee, patron, activity sponsor, or other third-party visitor on district property, at a district- sponsored activity, or on a school bus or vehicle is prohibited, except that individuals with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a handgun in the school parking lot but that weapon must be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property. Further, use of any item or instrumentality by a student, employee,

patron, activity sponsor or other third-party visitor to threaten harm to any person or which is used to harm any person, while on district property, at a district-sponsored activity, or on a school bus or vehicle is prohibited.

D. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon:
    1. On his/her person.
    2. In his/her locker, desk, file drawer, briefcase, purse, luggage, backpack, bag or other container owned by or used by the individual.
    3. In his/her vehicle.
    4. Held by another person for his/her benefit.
    5. At any place on district property, a school bus or vehicle, or at a district-sponsored activity with such person's knowledge of the weapon's location.

E. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, taser, hand grenade, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, dagger, bowie knife, dirk knife, butterfly knife, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife with a blade of 2 1/2 inches in length or more, pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, any other explosive device, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical material or substance used, given, applied to or administered to another person without that person's consent. THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT OR EMPLOYEE POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

F. This policy does not apply to employees who are authorized security guards or to law enforcement authorities who may be on district property or at district-sponsored functions in official capacity as a law enforcement agent for the city, county, state or federal government.

G. **Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy, or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law.** Additionally, school administrative staff members may seek to file criminal charges against the student.

H. If the person in possession of the dangerous weapon, or replica or facsimile of a dangerous weapon, is a member of the public, the district response may include barring the person(s) from district property, termination of business relationships with the individual(s) and/or prosecution of the person(s).

I. If a teacher or other district employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter, shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or designee. If

the teacher or employee does not believe the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or designee of the situation.

J. If a teacher or other district employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy, he/she shall immediately report the matter to his/her immediate supervisor.

K. If a student or other person has a reasonable suspicion to believe that any employee, student or other person is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy, he/she shall immediately report the matter to the principal or designee.

L. If an administrator or designee learns that a student, or employee or any other person is believed to be in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the administrator or designee shall:

    1. Immediately investigate the matter and contact the police, if appropriate.
    2. If not already confiscated by an employee of the district and if it can be accomplished without the risk of injury, the administrator should take possession of the dangerous weapon, replica or facsimile.
    3. Notify the Superintendent or designee.
    4. In the case of a student, notify the parents.
    5. Cooperate fully with the police.
    6. Transfer confiscated weapon to the police department.

M. Except as may be required by law for students with disabilities, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education or intervention program or be eligible to transfer to another district school site in lieu of suspension, except on a case-by-case basis as determined by the Superintendent.

N. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on district property, a school bus or vehicle, or at a district-sponsored activity is no defense or excuse to compliance with this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

O. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district until the period of suspension has passed.

P. An exception to this policy may be granted for students, employees or other persons participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the Director of Safety and Security, in consultation with the Superintendent, is required. Students who participate in JROTC and veterans may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The principal must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

Q. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

R. Notwithstanding any of the foregoing provisions, right of due process for all students and rights of disabled students must be observed in accordance with applicable law and Board of Education policies.

GUN-FREE SCHOOLS STUDENT SUSPENSION

It is the policy of the Union Public School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the district shall be suspended from school for a period of not less than 90 days and up to a calendar year. This includes facsimiles, which is anything that looks like a weapon.

Any suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administering officer of the district.

For the purposes of this policy, the following definitions shall control:

A. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
B. The term "chief administering officer" means the Superintendent or the Board of Education of the district.
C. The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased, or rented by the district including, but not limited to, school buildings, parking lots, and motor vehicles; and any student who is in possession or control of a weapon at any district-sponsored function regardless of whether such function is conducted on district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district's policy for the suspension of students.

WEIGHTED GRADE AND CLASS RANKING PROCEDURES - BOARD POLICY #5032

The valedictorians will be determined by selecting those students who rank in the upper 1% of the class as determined by their weighted grade point average. The salutatorians will be determined by selecting those students who rank in the upper 2% of the class as determined by their weighted grade point average. Two students from the valedictorians will give the commencement address. The two students will be chosen by a graduation program committee appointed by the administration.

WITHDRAWALS OR TRANSFERS

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

A. Make an initial request to withdraw or transfer through the registrar's office. If student is under the age of 18, parent must contact the registrar. This request should be made at least one day before the intended date of withdrawal.
B. Student should report to the registrar's office before classes begin on last date of attendance to pick up withdrawal form. The student will submit the form and books or materials issued to him to teachers of each of his/her classes. Each teacher will assign a cumulative letter grade to date, will indicate whether or not books or materials have been turned in, and if any fees have not been paid. Students must be in attendance a minimum of two weeks in order to receive a withdrawal grade.
C. Students will be required to obtain signed clearance from each of the following: library (media center), nurse's office (verifying that they have received a photocopy of their health record), attendance office, student's counselor, and appropriate assistant principal.
D. Upon completion of all parts of withdrawal slip, the student must return the slip to the counseling 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.

WORK PERMITS

Oklahoma law requires minors who have not graduated from high school to obtain an employment certificate (work permit) before they are allowed to accept employment of any kind.

The procedure for obtaining a valid work permit is:

A. Obtain an application for a work permit (green form) from the registrar's office.
B. The applicant (student) must complete the applicant section of the form.
C. Parents/legal guardian must complete the parent section and sign the form.
D. The employer must complete the employer section and sign the form.
E. Present the completed permit, along with proof of age, to the school for completion of the school section and signature of the school issuing officer.
F. Return the completed permit to your employer.

Name: 26-27 UHS Attendance Contract

Students are encouraged to maintain regular attendance. A truancy occurs when a student is absent from class and no verified excuse has been provided within 48 hours by a parent or guardian as to the student's whereabouts. I understand that due to continued truancies, I am now placed on probationary status for my attendance. The probationary status shall remain in effect until the end of the semester**.** As a probationary student, I understand that unless my attendance improves, I may be at risk of failing my classes and losing the privileges described below. I understand that my grade in any given class may be lowered to a 59% F before finals if I have accrued more than 10 absences in a semester (Board Policy # 5025).

The following consequences will be issued for further violations:

1st Referral (3 Truancies):

- ✓ Review and sign **Attendance Contract**; contact parent/guardian; copy of contract sent to parent/guardian.

2nd Referral (7 Truancies):

- ✓ **5 Days lunch detention**; if one day of lunch detention is missed, the next consequence will be enforced.

3rd Referral (10 Truancies):

- ✓ **3 Days IP and complete the Attendance Reflection Questions.**
- ✓ **Will attend Truancy Intervention Session with Assistant Principal of Student Engagement to review Attendance Reflection Questions and set goals.**

4th Referral (>10 Truancies):

- ✓ Violation of Board Policy #5050: "Willful disobedience of a request of any school official."
- ✓ **3 Day home suspension and subsequent suspensions if necessary OR alternate instruction at home.**
- ✓ Loss of privilege to participate in dances (including PROM) and special events hosted by the school until the end of the semester.
- ✓ Loss of UVLA virtual privileges for the remainder of the semester.
- ✓ Parent conference requested; DHS referral.

2nd Semester (applies to students who have received a 2nd referral in the first semester)	
1st Referral (7 truancies)	5 days IP
2nd Referral (10 truancies)	Student intervention team meeting - Required members: Assistant Principal, Counselor, Parent/Guardian, Student / Optional members: Principal, Teacher, Special Services (if applicable) ✓ Will develop intervention plan for attendance/academics
3rd Referral (>10 Truancies)	**3 Day home suspension and subsequent suspensions if necessary OR alternate instruction at home.** (Same as 1st semester 4th Referral)

I understand that the Oklahoma Compulsory Education Law requires attendance in school. If your absence/tardy history does not improve, we are required by law to report it to the Tulsa County District Attorney, which may result in a fine. Any parent, guardian, custodian, child or other person violating any provisions of the law shall be guilty of a misdemeanor, and upon conviction; thereof, shall be punished by a fine of not less than $25.00 for the first offense, no less than $50 nor more than $100 for the second offense, and not less than $100 nor more than $250.00 for each subsequent offense.

By signing this contract, you acknowledge the review of this contract, and you acknowledge that you have exhibited behaviors that put your academic success and ultimately your graduation status in danger.

Student: _____ Parent/Guardian Contact: _____

Assistant Principal: _____ Date: _____

Lauren Stauffer, Assistant Principal, SOF-Z
Attendance Office: 918-357-6330

For Office Use Only:

Referral	**1st Referral**	**2nd Referral**	**3rd Referral**	**4th Referral**	**5th Referral**

Semester 1					
Semester 2					

Nombre: 26-27 UHS Contrato de Asistencia

Se anima a los estudiantes a mantener una asistencia regular. Una ausencia injustificada ocurre cuando un estudiante falta a clase y no se ha proporcionado una excusa verificada dentro de las 48 horas por parte de un padre, madre o tutor legal indicando el motivo de la ausencia. Entiendo que, debido a ausencias injustificadas continuas, ahora estoy en estado de probatoria en cuanto a mi asistencia. Esta condición de probatoria permanecerá vigente hasta el final del semestre. Como estudiante en probatoria, entiendo que, a menos que mejore mi asistencia, puedo estar en riesgo de reprobar mis clases y perder los privilegios descritos a continuación. Entiendo que mi calificación en cualquier clase puede ser reducida a un 59% F antes de los exámenes finales si he acumulado más de 10 ausencias en un semestre (Política de la Junta #5025).

Las siguientes consecuencias se aplicarán en caso de más infracciones:

Primera remisión (3 ausencias injustificadas):

- ✓ Verificar y firmar **el Contrato de Asistencia**; contactar con los padres/tutores; enviar copia del contrato a los padres/tutores.

Segunda remisión (7 ausencias injustificadas):

- ✓ **5 días de detención durante el almuerzo**; si se falta a un día de detención, se aplicará la siguiente consecuencia.

Tercera remisión (10 ausencias injustificadas):

- ✓ **3 días en el Programa de Intervención (IP) y completar el Cuestionario de Reflexión sobre la Asistencia.**
- ✓ **Asistencia obligatoria a una Sesión de Intervención por Ausentismo con el Subdirector de Participación Estudiantil para revisar el cuestionario de reflexión y establecer metas.**

Cuarta remisión (>10 ausencias injustificadas):

- ✓ Violación de la Política de la Junta #5050: "Desobediencia intencional a la solicitud de un funcionario escolar."
- ✓ **Suspensión en casa por 3 días y suspensiones posteriores si es necesario O instrucción alternativa en casa.**
- ✓ Pérdida del privilegio de participar en bailes (incluyendo PROM) y eventos especiales organizados por la escuela hasta el final del semestre.
- ✓ Pérdida de privilegios de cursos virtuales UVLA durante el resto del semestre.
- ✓ Se solicitará una conferencia con los padres; posible remisión al Departamento de Servicios Humanos (DHS).

Segundo semester (aplica a estudiantes que hayan recibido una Segunda remission en el primer semester)	
Primera remisión (7 ausencias injustificadas)	5 días en el Programa de Intervención (IP)
Segunda remisión (10 ausencias injustificadas)	Reunión del equipo de intervención estudiantil — Miembros requeridos: Subdirector, Consejero(a), Padre/Madre/Tutor, Estudiante / Miembros opcionales: Director(a), Maestro(a), Servicios Especiales (si corresponde) ✓ Se desarrollará un plan de intervención para asistencia y rendimiento académico.
Tercera remisión (más de 10 ausencias injustificadas)	**Suspensión en casa por 3 días y suspensiones posteriores si es necesario O instrucción alternativa en casa.** (Igual que la cuarta remisión del primer semestre)

Entiendo que la Ley de Educación Obligatoria de Oklahoma requiere la asistencia a la escuela. Si su historial de ausencias o llegadas tardías no mejora, estamos legalmente obligados a reportarlo a la Fiscalía del Condado de Tulsa, lo cual puede resultar en una multa. Cualquier padre, madre, tutor, custodio, niño u otra persona que viole cualquier disposición de la ley será culpable de un delito menor y, en caso de condena, será sancionado con una multa de no menos de $25.00 por la primera infracción, no menos de $50 ni más de $100 por la segunda infracción, y no menos de $100 ni más de $250.00 por cada infracción posterior.

Al firmar este contrato, usted reconoce que ha revisado este documento y reconoce que ha demostrado comportamientos que ponen en peligro su éxito académico y, en última instancia, su graduación.

Estudiante: _____ Contacto del Padre/Madre/Tutor: _____

Subdirector(a): _____ Fecha: _____

Lauren Stauffer, Subdirectora, SOF-Z
Oficina de Asistencia 918-357-6330

Board Policies