



## *Union Local Middle School*

66859 Belmont-Morristown Road; Belmont, Ohio 43718

Phone: (740)782-1388 or 1585 fax: (740)782-1474

[www.ulschools.com](http://www.ulschools.com)



# 2017-2018 Student Handbook

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Welcome to the 2017-18 SY,

After a long career working internationally, it is great to be back HOME!

I have three goals for our Middle School this year:

1. Continue to increase our Ohio test scores.
2. Implement the new Districts cultural blueprint with the outcomes of:  
World-Class Effort...Communication...Empathy
3. Every MS student participates in an afterschool activity sometime throughout the school year.

The number one reason why any parent sends their child to school is to receive the best quality education that they can afford. I promise that the MS teachers and I will be committed in delivering the best education possible, which I believe will lead to higher test scores.

ULMS will be committed to Excellence in all aspects of school and life. You will hear more about bwbFocus 3 and the District cultural blueprint as the school year progresses.

After school activities are a very big part of any school and student's lives. I don't care if you play football, basketball, wrestle, play in the band, or any of the numerous activities that ULMS offers.

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Get involved! When you participate; You gain life-long friends...You limit your time with social media...You stay engaged with the school...You are being physically and mentally challenged...You are setting yourself up for success!

I am looking forward to meeting you and working with your student/athlete,

Go JETS!

*Mr. Rick Barnhouse*

Rick Barnhouse  
Middle School Principal

## *Union Local Alma Mater*

Oh, Union Local, we pledge our faith to the times and the years that may come. We remember so our memories here. They will be in our

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hearts evermore. To thee  
we pledge our promise true.  
As we tread down the  
pathway of life Oh, so  
faithful and loyal, we'll ever  
be... As we step to eternity.

**GO JETS!**

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## DISTRICT CALENDAR

MONDAY	AUGUST 21	TEACHER WORKDAY
TUESDAY	AUGUST 22	WORKDAY (11-3) OPEN HOUSE (3-6)
WEDNESDAY	AUGUST 23	FIRST DAY FOR STUDENTS
MONDAY	SEPTEMBER 4	LABOR DAY (NO SCHOOL)
FRIDAY	SEPTEMBER 8	STAFF DEVELOPMENT DAY (NO STUDENTS)
FRIDAY	OCTOBER 27	END FIRST NINE WEEKS (2 HR EARLY DISMISSAL STUDENTS)

46 DAYS

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MONDAY	OCTOBER 30	SECOND NINE WEEKS BEGINS
THURSDAY	NOVEMBER 9	PARENT – TEACHER CONFERENCES (2 HR. EARLY DISMISSAL) Elementary 1:30 PM – 7:30 PM, MS/HS 12:30 PM – 6:30 PM

FRIDAY	NOVEMBER 10	NO SCHOOL
WEDNESDAY	NOVEMBER 22	THANKSGIVING BREAK (NO SCHOOL)
THURSDAY	NOVEMBER 23	THANKSGIVING BREAK (NO SCHOOL)
FRIDAY	NOVEMBER 24	THANKSGIVING BREAK (NO SCHOOL)
MONDAY	NOVEMBER 27	SCHOOL RESUMES
WEDNESDAY	DECEMBER 20	2 HR EARLY DISMISSAL (AND STAFF)
THURSDAY	DECEMBER 21	CHRISTMAS BREAK BEGINS (NO SCHOOL)
WEDNESDAY	JANUARY 3	SCHOOL RESUMES
FRIDAY	JANUARY 12	END SECOND NINE WEEKS (2 HR EARLY DISMISSAL STUDENTS)

43 DAYS

MONDAY	JANUARY 15	MARTIN LUTHER KING (NO SCHOOL)
TUESDAY	JANUARY 16	THIRD NINE WEEKS BEGINS
FRIDAY	JANUARY 26	STAFF DEVELOPMENT DAY (NO STUDENTS)
THURSDAY	FEBRUARY 15	PARENT – TEACHER CONFERENCES (2 HR. EARLY DISMISSAL) Elementary 1:30 PM – 7:30 PM, MS/HS 12:30 PM – 6:30 PM

FRIDAY	FEBRUARY 16	NO SCHOOL
MONDAY	FEBRUARY 19	PRESIDENT’S DAY (NO SCHOOL)
FRIDAY	MARCH 23	END THIRD NINE WEEKS (2 HR EARLY DISMISSAL STUDENTS)

47 DAYS

MONDAY	MARCH 26	FOURTH NINE WEEKS BEGINS
THURSDAY	MARCH 29	EASTER BREAK
FRIDAY	MARCH 30	EASTER BREAK
MONDAY	APRIL 2	EASTER BREAK
FRIDAY	MAY 25	FOURTH NINE WEEKS ENDS

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STUDENTS)		LAST DAY FOR STUDENTS (2 HR. EARLY DISMISSAL
MONDAY	MAY 28	MEMORIAL DAY
TUESDAY	MAY 29	TEACHER WORKDAY
42 DAYS		

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INTERIM REPORTS:  
September 29, 2017  
December 1, 2017  
February 23, 2018  
April 27, 2018

REPORT CARDS:  
November 3, 2017  
January 19, 2018  
April 6, 2018  
May 25, 2018/ HS June 1, 2018

Board Approval: April 20, 2017

## BELL SCHEDULE

### Regular Bell Schedule

Warning Bell		7:30
Period 1		7:35 – 8:27
Period 2		8:30 – 9:20
Period 3		9:23 – 10:13
Period 4	8 Lunch	10:13 – 10:43
	6&7 class	10:16- 11:06
Period 5	6 Lunch	11:06 – 11:36
	8 class	10:46 - 11:36
	7 class	11:09 - 11:59
Period 6	7 Lunch	11:59 – 12:29
	6&8 class	11:39 – 12:29
Period 7		12:32 – 1:22
Period 8		1:25 – 2:15

### Two Hour Delay Schedule

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Warning Bell		9:30
Period 1		9:35 – 10:09
Period 2		10:12 – 10:45
Period 3		10:48 – 11:21
Period 4	8 Lunch	11:21 – 11:51
	6&7 class	11:24- 11:57
Period 5	6 Lunch	11:57 – 12:27
	8 class	11:54 - 12:27
	7 class	12:00 – 12:33
Period 6	7 Lunch	12:33 – 1:03
	6&8 class	12:30 – 1:03
Period 7		1:06 – 1:39
Period 8		1:42 – 2:15

### **Two Hour Early Dismissal Schedule**

Warning Bell		7:30
Period 1		7:35 – 8:09
Period 2		8:12 – 8:45
Period 3		8:48 – 9:21
Period 4		9:24 – 9:57
Period 5		10:00 – 10:33
Period 6	8 Lunch	10:33 – 11:03
	6&7 class	10:36 - 11:09
Period 7	6 Lunch	11:09 – 11:39
	8 class	11:06 - 11:39

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	7 class	11:12 – 11:45
Period 8	7 Lunch	11:45 – 12:15
	6&8 class	11:42 – 12:15

### **Assembly Schedule**

Warning Bell		7:30
Period 1		7:35 – 8:21
Period 2		8:24 – 9:10
Period 3		9:13 – 9:59
Period 4		10:02 – 10:48
Period 5	8 Lunch	10:48 – 11:18
	6&7 class	10:51- 11:37
Period 6	6 Lunch	11:37 – 12:07
	8 class	11:21 - 12:07
	7 class	11:40 - 12:26
Period 7	7 Lunch	12:26 – 12:56
	6&8 class	12:10 – 12:56
Period 8		12:59 – 1:45
Pep Assembly		1:45 – 2:15

## **District Culture Blueprint**

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Belief	Behavior	Outcome
Everyday Excellence  <b>“Grit” leads to success</b>	<ul style="list-style-type: none"> <li>• We will commit to excellence</li> <li>• We pay attention to the smallest of fundamental skills and build them</li> </ul>	WORLD-CLASS EFFORT
Open, Honest, and Respectful Communication	<ul style="list-style-type: none"> <li>• We avoid gossip</li> <li>• We communicate with integrity</li> </ul>	WORLD-CLASS DYNAMIC COMMUNICATION
EVERYONE makes a difference  <b>What difference will you make?</b>	<ul style="list-style-type: none"> <li>• We will treat others with the utmost level of respect</li> <li>• We will believe in the impact we hold on the future</li> </ul>	WORLD-CLASS EMPATHY

### **Nondiscrimination/Harassment**

The Board of Education’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to

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race, color, national origin, citizenship status, religion, sex, economic status, age, or disability. The Board of Education does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of climate of hostility or intimidation; or the use of language.

### **Equal Education Opportunity**

The Union Local School District does not discriminate on the basis of race, color, creed, national origin, age, handicap or sex. The policy of equal employment opportunity governs every aspect of the district's operations and activities, including educational programs and employment.

Union Local School District affirms that no person shall, on the basis of race, color, national origin, sex or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees or students.

Complaints should be referred to Title VI, Title IX, and Section 504

Coordinator: Union Local School District  
P.O. Box 300  
Morristown, Oh 43759  
(740) 695-5776

### **Fees**

A \$50.00 annual school fee should be paid in the main office. Students who have not paid their fees by the end of the nine weeks will be placed on the obligation list and will not receive their report card. In order to receive your report card at distribution time, fees/obligations must be paid.

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Also, any student who damages school property, including chrome books, will be billed a damage fee to fix the damage property.

### **Medication**

Administration of prescription and over-the-counter drug policy: In order to administer prescription or over-the-counter drugs in the public school, the school must have parental permission for an over-the-counter-drug, and signed authorization to assist with medication/ procedure form signed by the physician and guardian for a prescription medication. The medication is to be labeled with the name of the student, name of the drug, dosage, and the time to be taken. In absence of their form, the medication will not be given. If the medication is being sent with your child, please notify the school he/she will be bringing a medication to the School Nurse, or the Office. Make every effort to give all medications at home. Those that cannot be given at any other time will be administered at school.

### **District Code of Conduct**

#### **Discipline Philosophy:**

It is the belief of the Union Local School District that discipline in the school provides each student with the most favorable atmosphere for learning. Each student and his/her parents shall understand that any teacher or school official has not only the right, but the responsibility, to insist on good behavior. The right of discipline extends to all areas of the school program.

We seek to provide a balanced and disciplined learning environment for the students of Union Local. As partners in the discipline process, it is important that the school and the home work cooperatively for the student's good. Since we teach the students to obey and respect their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. **(Please be aware that**

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**the administration reserves the right to make discipline decisions on an individual basis.)**

In the best interest of the entire school community certain guidelines of conduct must be maintained by all students, both on and off campus throughout the entire calendar year, so that we might all live and work happily together.

**These guidelines apply to all field trips and on all school sponsored events, both on and off the school campus. Examples of general guidelines, but not limited to the following:**

#### **BE RESPONSIBLE**

- Abstain both on-and off-campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs and pornography.
- All dangerous items, such as, but not limited to, guns, knives, fire starters, etc. are prohibited.
- Leave items at home that can be distracting such as, but not limited to, laser pointers, **FIDGET SPINNERS** etc...
- Do your own work – do not give or receive help on quizzes or tests unless the teacher has granted this privilege on a particular project. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or test may be dealt with in the same manner as cheating.
- Do not plagiarize; this is a serious offense. The definition of plagiarism is the “use of another writer’s ideas or words without giving the writer credit for them.”
- Electronics such as phones, Ipads, and personal computers are not allowed in classrooms unless otherwise directed by the teacher.

#### **SHOW RESPECT**

- Be courteous and considerate in your association with teachers, school employees, fellow students and visitors. Respect their personal property.
- Respect the authority of teachers, administrators and staff members, and treat them

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with courtesy and respect.

- Abstain from profanity and vulgar or abusive speech, writing and actions. Such speaking and acting are harmful to others and is certainly not appropriate or conducive to your moral development.
- Refrain from public displays of affection.
- Students' various electronic communications that may impact the educational process will reflect a positive message conveyed through words, photos, videos and other items contained within these communications.
- Hazing is prohibited. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment of any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- Bullying is prohibited. Bullying is repeated acts of harassment written, verbal or physical act that a student exhibited toward a particular student that can be substantiated. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. These behaviors will not be tolerated.

### **Disciplinary Procedures**

*Every teacher is responsible for the general conduct of every pupil within his/her jurisdiction.*

A general hierarchy of disciplinary procedures would be as follows but not necessarily in order due to the severity and malice of the student's actions. **The student is responsible for his/her own actions and must accept the consequences given by the proper authorities. Any student can and will be immediately removed from the general population for any actions deemed severe and inappropriate by staff members. Administration reserves the right to make discipline decisions based on the**

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**situation.**

**Below are some of the consequences that could be assigned.**

- Teacher/ Administration intervention
- Lunch Detention
- After School Detention 2 hours\*
- Friday School\*
- In-School Suspension/ CCAP\*
- Out of School Suspension\*
- Expulsion/Civil Authorities\*

\*Indicates notification will be sent through the student and/or mail

**Any student unwilling or unable to fulfill a disciplinary requirement will be referred to the next higher disciplinary level.**

All of the stated offenses and penalties apply to all school related activities, whether the activity is at the home, school, or some other location. Court complaints may be filed in addition to any school action taken. Some student actions depending on frequency of infraction and/ or the nature of the infraction may warrant a referral to our school counselors and/or prevention specialists.

**Consequences of the following actions:**

- **Tardy**

Accumulation of tardies are on going. They DO NOT start over each 9 weeks.

3rd Tardy: Office Warning

4th-5th Tardies: Lunch Detention

6th Tardy: Lunch Detention + loss of driving privileges for 5 days

7th-8th Tardies: 2 Lunch Detentions

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9th Tardy: 2 Lunch Detentions + loss of driving privileges for 10 days

10th-11th Tardies: After School Detention

12th Tardy: After School Detention + loss of driving privileges for 15 days

13th-14th Tardies: 2 After School Detentions

15th Tardy: 2 After School Detentions + loss of driving privileges for 20 days

16th-17th Tardies: 1 day of CCAP

18th Tardy: 1 day of CCAP + plus loss of driving privileges for 25 days

19th-20th Tardies: 3 days of CCAP

21st Tardy: 3 days of CCAP + loss of driving privileges for remainder of school year

Every tardy after 21 will result in 3 days of CCAP.

- **Skipping/cutting class**

Failure to be at class prior to the bell ringing will result in a tardy. If you miss more than 5 minutes after the class bell and you do not have an excuse by a staff member, this will be considered as

1st Offense: Lunch Detention

2nd Offense: Friday School

3rd Offense: 1 Day CCAP

- **Fighting**

1st offense: Up to 3 days CCAP

2nd offense: Up to 5 days CCAP

3rd Offense: Up to 10 days CCAP with possible recommendation for expulsion

Law enforcement may be called if there are any injuries or if it was deemed by administration that an assault occurred.

- **Outside of Classroom Behaviors**

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Examples: running in halls, PDA (kissing, holding hands, inappropriate touching), throwing food in cafeteria, and horseplay.

1st offense: Lunch Detention

2nd offense: After School Detention

3rd offense: Friday School

4th offense: up to 3 days CCAP

- **Disrespect or Insubordination**

Abuse, verbal or written, to any school employee or visitor will not be tolerated. This also includes intimidation, insult, and insubordination. Insubordination is defined as disobedience or not complying with requests by school personnel for appropriate behavior of students while on school property and at extracurricular events.

1st offense: Up to 3 After School Detention

2nd offense: Up to 3 days CCAP

3rd offense: Up to 5 days CCAP

4th offense: Up to 10 days CCAP. Unruly charges will be filed in Juvenile Court. 18 year olds face possible expulsion.

- **Conduct Against Board of Education or Their Employees**

A student shall not physically assault, threaten to assault, vandalize, damage, or attempt to damage the property of a school employee or his/her family or demonstrate physical, written, or verbal disrespect, profanity, or threats.

1st offense: Up to 10 days of CCAP with possible recommendation for expulsion. Law enforcement may also be involved.

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- **Violation of Dress Code**

- 1st offense: Warning
- 2nd offense: Lunch Detention
- 3rd offense: After School Detention
- 4th offense: Friday School Detention
- 5th offense: Up to 3 days CCAP

- **Unacceptable Language**

Profanity or obscene language (both verbal and written), obscene gestures, signs, and pictures

- 1st offense: Warning
- 2nd offense: Lunch Detention
- 3rd offense: After School Detention
- 4th offense: Up to 3 days CCAP
- 5th offense: Up to 5 days CCAP

- **Offensive or Provocative Name Calling Towards Other Students or Staff including online**

- 1st offense: Up to 3 days CCAP
- 2nd offense: Up to 5 days CCAP
- 3rd offense: Up to 10 days CCAP. Charges filed in Juvenile Court. 18 year olds face possible expulsion.

- **Student Harassment including online**

- 1st offense: Up to 3 days CCAP
- 2nd offense: Up to 5 days CCAP
- 3rd offense: Refer to Hazing/Bullying

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- **Hazing/Bullying including online**

1st offense: Up to 10 days CCAP

2nd offense: Up to 10 days CCAP with possible recommendation for expulsion.

3rd offense: Up to 10 days CCAP and charges filed in Juvenile Court. 18 year olds face possible expulsion.

- **Destruction of School or Personal Property**

1st offense: Up to 10 days CCAP + Restitution with possibility of expulsion.

- **Stealing**

1st offense: Up to 10 days CCAP + Restitution with possibility of expulsion and/or complaint filed.

Any student voluntarily admitting to stealing, and upon restitution, may have their suspension reduced.

- **Weapons**

1st offense: Up to 10 days out of school suspension with possible recommendation for expulsion.

Law enforcement may be contacted.

- **Drugs/Alcohol/Tobacco**

1st offense: Up to 10 days out of school suspension with possible recommendation for expulsion.

Law enforcement may be contacted.

- **Bus Behaviors**

1st offense: After School Detention with possible loss of bus privileges up to 5 days.

2nd offense: Up to 10 days of CCAP with possible loss of bus privileges up to 10 days.

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3rd offense: Up to 10 days Out of School Suspension with possible loss of bus privileges up to the remainder of school year.

- **Driving Behaviors on School Grounds**

Examples: Reckless Driving, Speeding, Squealing Tires, Donuts, Running Stop Signs

1st offense: Up to 1 day of CCAP with loss of driving privileges for 5 days

2nd offense: Up to 3 days of CCAP with loss of driving privileges for 20 days

3rd offense: Up to 5 days of CCAP with loss of driving privileges for rest of school year

If you are caught driving under suspension, your driving privileges will be revoked for the remainder of the school year.

If caught and driving privileges have been suspended for year, charges may be filed

- **Cell Phones**

1st offense: Lunch Detention, Cell phone will be taken by the teacher and sent to the office to be returned at the end of the day

2nd offense: After School Detention, Cell phone will be taken by teacher and sent to the office to be returned at the end of the day. Parents will be contacted.

3rd offense: Friday Detention, Cell phone will be taken by the teacher and sent to the office and parent must pick up

4th offense: Up to 3 days CCAP, Cell phone will be taken by the teacher and sent to the office and parent must pick up

- **Cheating / Plagiarism**

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1st offense - 0 on assignment and parents notified

2nd offense - fail for the nine weeks, parents notified, and turned in for insubordination

3rd offense - fail the course, notify parents, turned in for insubordination, and documented in file

**Charges may be filed in Juvenile Court at any time depending on the severity of the offense and the number of overall offenses that have been committed by the student.**

**Steps can be bypassed in imposing discipline if administration deems severity of offense warrants that more severe punishment is warranted.**

In order to maintain positive student interaction and to ensure the safety of all students at school, we have instituted the rule of zero tolerance which states: anyone who is involved in a physical fight, regardless of who "started" the fight, will be punished.

Threats of physical harm to students or staff will be handled with grave seriousness and reported to the proper authorities. Criminal offenses will be reported to the proper authorities. **A written recommendation from an outside counselor that the student does not pose a danger to staff or students may be required. Such evaluation will be at the family's expense. If the professional indicates possible danger to staff and/or students, recommendation by the Principal of expulsion for 80 school days will occur.**

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**Any issues not specifically addressed in this handbook will be covered on a case by case basis at the discretion of the Principal.**

### **Appeals of assigned discipline**

Building administrators exercise the sole determination of assigned disciplinary consequences. Disciplinary consequences involving out of school suspension can be appealed to the superintendent of schools. The appeal must occur within 3 school days of the assigned consequence and must be submitted in writing to the superintendent's office. Students will remain out of school for the prescribed days during any appeal process. Lesser consequences such as CCAP, detention, bus suspension, loss of privileges, etc. are not appealable and are final.

### **Due Process**

All students involved in disciplinary matters will be afforded the opportunity to explain their actions or the circumstances leading to the infraction, in person, to the assigned administrator, before said administrator determines and assigns disciplinary consequences. Administrators will make all reasonable effort to interview witnesses and fully investigate allegations prior to assigning consequences.

### **Emergency Removal**

When a student becomes aggressive, agitated, or otherwise incapable of reintegrating into the educational process, he or she will be sent home with a parent/guardian for the safety of the student and the preservation of the educational environment. This is not a suspension.

### **CCAP**

The Belmont County Juvenile Court operates an alternative school program that serves Union Local in a joint partnership. Middle School and High School students may be assigned to serve days in CCAP. The benefit of serving days in CCAP, the student is not absent from school and their academic work counts for 100% of possible grade if student returns this work on the day they return to school.

### **Detention**

Detention is an after-school time spent to correct a student's behavior or failure to meet

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expectations. Failing to serve an assigned detention is an act of insubordination and may result in more severe disciplinary consequences. Parents are encouraged to ensure that their children serve assigned detentions.

### **Teacher control and responsibility**

Classroom teachers and supervising faculty are responsible for developing and communicating a well-defined procedure for maintaining an environment conducive to learning. There are structures, routines, rules, and expectations in place to ensure a safe, effective, and disciplined environment. Each teacher is responsible for consistently and equitably applying these rules/procedures in their classrooms. Positive behavior should be supported and recognized in ways that promote constructive behavior, support classroom goals, and enhance the learning and academic performance of all students.

### **Cell Phones**

Cell phones are prohibited to be used during the school day. They are only to be used before and after school.

### **Student Dress Code**

The key to any dress code is that we will accept certain standards for ourselves, school, and our community that do not degrade our standing in the community at large. In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. The rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed necessary and are more appropriate to the situation.

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. The spraying of perfumes or deodorants must be applied in the restroom not in the hallway.
3. When a student is participating in school activities, his dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
4. Dress and grooming will not be such as to disrupt the teaching-learning process.

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5. Garments bearing messages or insignia, which are in poor taste, or causes a disruption to the educational process are not permitted. Some examples of such inappropriate, lewd, obscene messages would include references to tobacco, alcoholic beverages, drugs, sex or any type of profanity.
  
6. **The following types of clothing are not permitted:**
  - A. Yoga type pants, leggings, and knit type pants for both men and women will be prohibited.
  - B. Skirts/shorts shorter than mid-thigh
  - C. Clothing with holes that exposes skin above mid-thigh
  - D. Tank tops, muscle shirts, and halter tops
7. Footwear must be worn at all times with safety and hygiene kept in mind.
8. Hats and **bandanas are not permitted.**
9. Questionable piercing will be determined by the administration.
10. Capes and Trench Coats are prohibited.

### **Formal Dress Code**

Students should wear formal dress wear. Boys are expected to wear tuxedos, sport coat, suit, including a tie, a turtleneck, a dress shirt and dress shoes. Shirts must be worn at all times. Girls should wear formal dresses or gowns with dress shoes. Undergarments should not be visible. See-through apparel and gowns or dresses with slits that are above mid-thigh and garments that are low-cut and too revealing are not permitted. If you are not sure your dress is appropriate, please check with the office as soon as possible.

Students who are representing ULHS at an official public event may be required to follow specific dress requirements.

### **Sexting Policy**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images, video, or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under

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state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **Cheating / Plagiarism**

Plagiarism:

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source
5. plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Examples; but not limited to these examples:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

### **Locker – Personal Property**

Students should remember that lockers are the property of the school and as such should be treated in such a manner as to ensure continued use by students in years to come. Since lockers are the property of the school, a locker inspection can occur at any time. It is the student's responsibility to make sure his/her locker is clean and not abused. Permanent

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damage to a locker will result in a bill for restitution. Please remember not to leave the locker unlocked and never give your combination to others. Do not share your locker with other students. The school accepts no responsibility for lost or stolen articles.

### **Search and Seizure**

The Union Local Board of Education and Administration reserve the right to search lockers, desks, automobiles, persons and personal belongings of the students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and the safety in the supervision and education of students. Trained police dogs may be used for these purposes. All searches may be conducted with or without the consent of the student. Students are provided locker, desk, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time there is a reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of the search may be evidence turned over to the police. The school reserves the right not to return items which have been confiscated. Video surveillance of the hallways, classrooms, parking lot, entrance and other school property may be utilized for protection of students and/or employees, their property and the school's property.

### **Loss of Driver's Licenses**

On May 2, 1990 House Bill 204 became law. The law creates procedures in Ohio Revised Code for suspension of a temporary instruction permit or driver's license. The student may also be denied an opportunity to a permit or a license. The law applies to all persons under the age of 18 who drop out or who are habitually absent from school without legitimate excuse. It also includes those expelled or suspended from school for using or possessing alcohol or drugs.

### **Bus Pupils**

Those pupils riding the bus to school are to ride in the seat assigned to them by the driver. All safety rules must be obeyed. The bus driver is in charge and is to be respected at all times. Improper behavior could result in loss of riding privileges.

### **School Bus Safety Rules**

**On the bus:**

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1. Always sit; don't move around.
2. Talk softly, never throw things or fight. The driver can't concentrate on driving if riders are yelling or fighting.
3. Never put any part of your body outside the window.
4. Don't eat on the bus.
5. At railroad crossings, there must be absolute silence.
6. Never bring pets or insects on the bus without getting permission.

**Arriving at destination:**

1. Don't leave your seat until the bus has stopped.
2. Move away from the bus as soon as you get off.
3. If you drop something near the bus, report the loss to an adult supervisor or your parent.
4. If you have to cross the road:
  - a. Go far enough in front of the bus so that you can see the driver's face. That means the driver can see you.
  - b. When you have crossed in front of the bus, stop to look for cars. Drivers don't always obey the law that says they must stop when the school bus stops.
5. If you don't have to cross the road, stay away from the side of the bus.

**Student Parking**

**Parking Regulations**

1. Student cars must display a parking permit.
2. Students are not permitted to return to vehicles during the school day without permission from the office.
3. Speed limit is 10 MPH on campus and 5 MPH in parking lot. No playing loud music, racing of engines, peeling of wheels, or other reckless driving.
4. Vehicle should be locked at all times. The school will not be responsible for theft or damage to cars parked on the school grounds.
5. A student's vehicle is subject for search if there are reasonable grounds to believe that there any items that may be deemed illegal. Anything found in a student's vehicle is considered to be in his/her possession.
6. There will be a 10 pm curfew for the parking lot unless involved in an extracurricular event that will return after 10 pm.

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Violations of these rules may result in suspension of parking privileges, detentions or suspensions from school. No Refunds.

### **Computer and Internet Usage Policy**

To be permitted to use school and district owned computers that are connected to the Internet, each student must sign the Acceptable Use Policy (AUP) that had been adopted by the Union Local Board of Education and complies with the mandates of OMERESA, the district Internet provider. This policy stipulates that for all students younger than 18, a parent's signature is also required. This policy in its entirety (explaining acceptable use of the Internet and penalties for misuse) will be given to every student (K-12) at the beginning of the school year. A signed form must be returned and on file in the office prior to any Internet usage.

### **Student Records Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age 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 records 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 school 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

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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 after all student obligations have been completed for the home school. NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education**

**400 Maryland Avenue, S.W.**

**Washington, D.C. 20202-4605**

## **ATTENDANCE POLICY**

### **Student Absences and Excuses**

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The educational program offered by Union Local School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. Daily attendance of students is a matter of great importance as shown by the fact that prospective employers always check attendance.

**Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. Calls must be made to the Middle School office: 740-782-1388, 740-782-1585 by 8:00 a.m. on each day of absence.**

The Principal or his designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice by mail.

#### **UL Board Policy JED.... "STUDENT ABSENCES AND EXCUSES"**

Regular attendance by all students is very important. In many cases, irregular attendance is a major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc. outside of school hours.

Reasons for which students may be excused include, but are not limited to:

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1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours) or
8. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(S) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work.

Each case is considered on its merits by the principal and the respective teacher(s).

Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

*The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the*

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teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

#### **UL Board Policy JEDA.... "TRUANCY"**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

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This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance in school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any

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appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within 7 days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as a intervention strategy.

#### **ABSENCE INTERVENTION PLAN**

Beginning with the 2017/2018 school year, when a student's absences surpass the



threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within 7 school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the 7 days while developing the team, the Superintendent or principal makes at least 3 meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not

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later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within 7 days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness. If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

#### **FILING A COMPLAINT WITH JUVENILE COURT**

Beginning with the 2017/2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61 st day after implementation of the absence intervention plan when:

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1. the student's absences has surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61 st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court is the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

*Note: House Bill 410 (2016) made significant changes to district requirements for managing truancy effective for the 2017-2018 school year. When developing*



*Truancy policies, districts are required to consult with the judge of the juvenile court of the county or counties in which the district and appropriate state and local agencies.*

*Districts with a chronic absenteeism rate of less than 5% as reflected on the most recent state report card are exempt from the requirement to assign students to an absence intervention team and instead must take any appropriate action as an intervention strategy outlined in board policy.*

## **UL Board Policy JED-R... “STUDENT ABSENCES AND EXCUSES”**

### Students Habitually Absent-Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student’s absences has been provided to the Superintendent, and, as a result of that information, the student’s driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the superintendent.

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2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent (s) of the new hearing time, place and date.

3. At the hearing before the Superintendent/designee, the student has an Opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines “legitimate excuses” for absence

from school to include, but not be limited to:

- A. enrollment in another school or school district in Ohio or another state:
- B. possession of an age and schooling certificate (work permit);
- C. a bodily or mental condition that prohibits attendance or
- D. participation in a home instruction program.

4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge

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within two weeks of the receipt of the information regarding habitual absences

or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student whose driving privileges have been denied can file a petition seeking their reinstatement.

**EVERY CLASS/DAY OF ABSENCE REQUIRES A PHONE CALL  
AND A NOTE!!!!**

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a phone call by 8:00 am. the day of the absence or a written statement of the cause for such absence if we are not reached by phone. Notes from physicians that have been forged/altered will not be accepted and the absence will be considered unexcused. If a student fails to present a signed note to the office then the absence will be considered unexcused. A note for an excused absence must be presented within three days from the student return. The Administration reserves the right to amend an absence due to individual situations in these situations all teachers will be informed by email.

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It is the policy of this School District that a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child's attendance. These actions may be taken upon referral of the School to the Belmont County Prosecuting Attorney's Office pursuant to Section 3321.19, 3321.38 or 2919.222 of the Ohio Revised Code.

#### **Appointments-Doctor, Dentist, etc.**

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. Students must sign out in the main office upon leaving. The Principal may call the doctor's office to verify the appointment. **When students return to school they need to provide a slip from their doctor, dentist, therapist, etc., verifying the appointment time and date.** If they return to school the same day they should sign back in.

#### **Vacations**

*We discourage vacations involving students to be taken during school vacation time. Students who go on vacation during school time are given an unexcused absence.* If a parent wishes his /her child to vacation during the school time, the student needs to present a Planned Absence form, to the Principal a week in advance prior to going and each of his/her child's teacher sign the request, then the child may make up any missed work at the convenience of the teacher and within the guidelines for makeup work.

#### **Tardy to School/Class**

All students who are late to school report directly to the office.

**Excused tardiness** - riding a late school bus, the student has a note from the doctor or court, and weather conditions may be considered.

**Unexcused tardiness** - In all other cases the student shall have an acceptable note from his/her parent/guardian explaining the student's unexcused tardiness.

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### **Make-up Procedures**

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent will be given the opportunity of making up the work missed within two (2) days after returning to school including the first day back to school plus one day.

Any absence of a pupil from class or school approved by the administration to transact school business or to participate in a school activity (i.e., field trips, fair) will be considered as an excused absence from school. *The student is responsible and required to make arrangements with their teacher(s) for the make-up work.*

The Administration reserves the right to amend an absence due to individual situations in these situations all teachers will be informed by email.

- Students who attend CCap will receive 100% credit for completed and returned work.
- Students who serve in-school suspension will receive 100% credit for completed and returned work.

### **Leaving School**

No student shall be permitted to leave school grounds during the school day without permission and signing out in the office. When a student knows beforehand that he/she will be leaving school early, that student shall present an acceptable note to the office at the beginning of the school day. This note must tell the time the student is to leave and where the student is going. This note must be signed by a guardian.

If the reason for leaving school is for a doctor or a court appointment, then the student shall return with a note of verification from the doctor or court. If the student does not return with a note, then the classes missed will be unexcused and the student will face disciplinary measures. If the reason for leaving is not one of the seven excuse absences, then it will count as an absence. If a student signs out for any other reason, he or she must get permission from the Principal or designee, or they will be considered skipping class.

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Students are not allowed, under any circumstances, to leave school grounds for the sole purpose of obtaining lunch off campus.

### **Progress Reports**

Parents should access Progress Book to monitor student's grades. Teachers will maintain and keep this account up-to-date. Reports will go out mid-way through each grading period or as soon as it is determined that a student is doing unsatisfactory or failing work.

### **GRADE STANDARDS**

Every Student will be held accountable to get the work in the classroom completed. A Zero in a class produces a situation where the student has lost practice in mastering subject matter. This policy is instituted in order to reinforce what teachers are doing in the classroom.

- Student will receive a Zero in the class as a warning
- Student with a Second Zero will result in a detention until the assignment is completed.
- Credit for the completed late assignment will follow the teacher's grading policy for their classroom
- This policy does not override the Excused Absence Policy or IEP, 504 Plan

### **STUDENT ASSISTANCE**

Students who do not perform up to their expectations and the teachers' expectations are expected to see the teacher. This is the student's responsibility not the teachers' to set up a time to discuss how to improve and master the information taught. Students should when going to the teacher ask for a time then keep said appointment. If the student performs his or her part of this process, then the teacher will reward this action. This reward will take form in some sort of increase to the student's grade.

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Any exceptions from a scheduled exam will require the scheduling of a make-up exam at a later date.

The following will apply when computing grades:

**Grading Scale:**

<b>Conversion Point value</b>	<b>Decimal Conversion:</b>
98-100 = A+ 4.0	3.97-4.00= A+
94-97 = A 4.0	3.80-3.96= A
90-93 = A- 3.75	3.40-3.79= A-
86-89 = B+ 3.25	3.20-3.39= B+
83-85 = B 3.0	2.90-3.19= B
80-82 = B- 2.75	2.40-2.89= B-
76-79 = C+ 2.25	2.20-2.39= C+
73-75 = C 2.0	1.90-2.19= C
70-72 = C- 1.75	1.40-1.89= C-
66-69 = D+ 1.25	1.20-1.39= D+
63-65 = D 1.0	0.90-1.19= D
60-62 = D- 0.75	0.50-0.89= D-
59-0 =F 0	0.49-0.00= F

All the courses are computed by using the regular scale. Grades in all courses are used to compute Grade Point Average and Honor Roll.

**Incompletes**

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Any incomplete may be given to any student whose work has not been satisfactory completed. Student's work completed after an incomplete is given shall not be accepted by the teacher unless it has met the standards established for a passing grade. Teacher may require any students to retake an exam for test, or redo other class work until the student's work reaches a passing level, before the teacher grants the nine weeks grade. Teachers exercising this option may grant an incomplete until the student attains a passing level. If a passing level has not been satisfactory attained within one week after the end of the grading period, an F will be granted for a nine week grade.

### **Honor Roll, Principal's list**

Scholarship is recognized and encouraged through the academic honor roll at Union Local. A student's name will be placed on the **Principal's List with Distinction** if he/she receives a G.P.A. of 4.0. A student's name will be placed on the **Principal's List** with a G.P.A. between 3.75 and 3.99. A student's name will be placed on the **Honor Roll** if he/she receives a G.P.A. of 3.2 up to 3.74 and no grade below a C. College Credit Plus student can only be included in Semester Honor Roll.

### **On-A-Roll**

A student who improves in three or more subject areas will be recognized as a student "On-A-Roll" and are encouraged to keep improving.

*Any issues not specifically addressed in this handbook will be covered on a case by case basis at the discretion of the Principal.*

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