

UNION HIGH SCHOOL STUDENT HANDBOOK 2014-15



BUILDING A SOLID FOUNDATION FOR LIFELONG LEARNING!

BELL SCHEDULE

2014-2015

Regular Schedule

***Warning Bell – 7:40**

Period 1 7:45 8:40₋₋₅₅

Period 2 8:45 9:40₋₋₅₅

Connections 9:45 10:10₋₋₂₅

Period 3 10:15 11:10₋₋₅₅

Period 4 11:15 12:10₋₋₅₅

Lunch 12:10 12:40₋₋₃₀

***Warning Bell – 12:40**

Period 5 12:45 1:40₋₋₅₅

Period 6 1:45 2:40₋₋₅₅

Period 7 2:45 3:40₋₋₅₅

***55 minute class periods (Multiplied by) 147 school days (Divided by) 60 min.
= 134.75 Hours of Instruction**

****55 minute class periods (Multiplied by) 7 Classes in a day (Multiplied by) 147 School days (Divided
by) 60 min. = 943.25 Hours of Instruction**

*****943.25 Hours of Instruction (Plus) 25 minutes of connection (Multiplied by) 147 School days
(Divided by) 60 min. = 61.25 Hours of Instruction**

TOTALS 1,004.5 Hours of Seat Time in a School Year (Plus Professional Development Time)

Alternate Bell Schedules 2014-2015

Regular Schedule

*Warning Bell – 7:40

Period 1: 7:45 -8:40-(55)

Period 2: 8:45 - 9:40-(55)

Connections: 9:45 – 10:10-(25)

Period 3: 10:15 - 11:10-(55)

Period 4: 11:55 - 12:10-(55)

Lunch 12:10 12:40

*Warning Bell – 12:40

Period 5: 12:45 - 1:40-(55)

Period 6: 1:45 -2:40-(55)

Period 7: 2:45 -3:40-(55)

Conference / Early Release Schedule

*Warning Bell – 7:40

Period 1: 7:45 - 8:15-(30)

Period 2: 8:20 - 8:50-(30)

Connections: 8:55 – 9:10-(15)

Period 3: 9:15 - 9:45-(30)

Period 4: 9:50 - 10:20-(30)

Period 5: 10:25 - 10:55-(30)

Period 6: 11:00 - 11:30-(30)

Period 7: 11:35 - 12:05-(30)

Lunch 12:05 12:25-(20)

Buses Depart 12:30

Morning Assembly Schedule

*Warning Bell – 7:40

Assembly 7:45 - 8:45-(60)

Period 1: 8:50 - 9:40-(50)

Period 2: 9:45 - 10:35-(50)

Period 3: 10:40 - 11:30-(50)

Period 4: 11:35 - 12:25-(50)

Lunch 12:25 12:55

*Warning Bell – 12:55

Period 5: 1:00 - 1:50-(50)

Period 6: 1:55 - 2:45-(50)

Period 7: 2:50 - 3:40-(50)

Afternoon Assembly Schedule

*Warning Bell – 7:40

Period 1: 7:45 - 8:35-(50)

Period 2: 8:40 - 9:30-(50)

Period 3: 9:35 - 10:25-(50)

Period 4: 10:30 - 11:20-(50)

Period 5: 11:25 - 12:15-(50)

Lunch 12:15 12:45

*Warning Bell – 12:45

Period 6: 12:50 - 1:40-(50)

Period 7: 1:45 -2:35-(50)

Assembly 2:40 -3:40-(60)

Union High Master Schedule 2014-2015

MASTER SCHEDULE 2014-2015 *								
Teacher	Period 1	Period 2	Connections	Period 3	Period 4	Period 5	Period 6	Period 7
Anderes	PREP	Eng 8th	Seniors A-M	Citizenship	Soc. 7th	US History	World Hist	Soc 8th
Blackburn	Spanish 1	Career Ed.	Soph. A-M	PREP	Spanish 2			
Mansfield	Ag. 8th	AG 9-12	Soph. N-Z	Emerging Tech	Welding	PREP	AG 9-12	Animal Plant
Courtney	Geometry	Math 7	Seniors N-Z	Geometry	PREP	Pre-Algebra	Pre Calculus	ALG II
Gustavson	Art 9-12	Art 9-12	7th A-M	Art 7th	Art 8th	PREP		
Matthews	WR 121/122	AP English	Freshman N-Z	English I	English I	English II-OIT Sp	Eng 7th	PREP
Fleming	Dir. St.8,9,10,11	PREP	8th A-M	Dir.St.7,10,11	Dir. St. 8,10,11,12	Dir. St. Elem.	Dir. St. Elem.	Dir. St. Elem.
Keniry	Biology	PREP	Juniors A-M	Science 8th	Algebra I	Algebra I	Business Alg.	Science Tech
Poor	Sci. 7	PREP	8th N-Z	Chemistry	OIT Chem/ Life S	Physical Sci.	Physics	PE 9th
Stratton		Personal Fin.	7th N-Z	PREP	Health II/ Leader.	PE 7th	PE 8th	
Dyche	Eng IV	Eng. III	Freshman A-M	PREP	Journalism	English II-Sp.10		
Maxwell	Elem. Music	Elem. Music	Elem. Music	Elem. Music	Elem. Music	PREP	Choir	Band
Class	Period 1	Period 2	Connections	Period 3	Period 4	Period 5	Period 6	Period 7
Seniors	ENG IV/ WR 121 122	Personal Finance	Anderes A-M Courtney N-Z	Citizenship	(Health II- Leadership) (OIT Chem.- Life Skills) Welding/ Journalism/ Spanish II/ TA	Alg I/ US History/ Phy. Sci./ TA/ OPEN	Pre Calc/ Ag 9-12/ Business Alg./ Choir/ Physics/ TA	Alg II/ Animal Plant/ Science Tech./ Band/ TA
Juniors	Biology/ Art/ Geometry/ TA	AP English/ English III	Keniry A-M Wells N-Z	Emerging Tech./ Geometry/ Chemistry/ TA	(Health II- Leadership) (OIT Chem.- Life Skills) Welding/ Journalism/ Spanish II/ TA	US History	Pre Calc/ Ag 9-12/ Business Alg./ TA/ Choir/ Physics	Alg II/ Animal Plant/ Science Tech./ Band/ TA
Sophomore	Biology/ Art/ Geometry	Ag/ Art	Blackb. A-M Mansfie. N-Z	Emerging Tech. Geometry/ Chemistry	Welding/ Journalism/ Spanish II/ TA	Eng II Speech 10/ Eng II-Oit Speech	World Hist/ Ag 9-12/ Business Alg./ Choir	Alg II/ Animal Plant/ Science Tech./ Band
Freshman	Spanish I/ Art	Career Ed.(Sem.) Ag/ Art	Dyche A-M Matthew N-Z	English I/ Geometry	Alg I/ Eng I	Phys Sci	Choir/ Ag 9-12/ Business Alg.	PE
8th grade	Ag 8th	English 8th	Fleming A-M Poor N-Z	Science 8th	Art 8th	Alg 1/ Pre Alg	PE	Soc 8th
7th Grade	Science 7	Math 7	Gustav. A-M Stratton N-Z	Art 7th	Soc. 7th	PE	Eng 7th	Band (Sem.)/ Sci.Tech.

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	I	I	P	F	29	30

- 25 Teachers Report
- 25/26 Teacher In-Service
- 27 Prof. Dev. Day
- 28 First Day of School
- 29 **Friday School Day**

2+1

SEPTEMBER 2014

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

- 1 Labor Day – No School
- 16 Open House 6-7:30 p.m.

17

OCTOBER 2014

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

- 2 Early Release 12:30 p.m.
- 2 Parent-Teacher Conferences –2 p.m. – 7 p.m.
- 10 Statewide In-Service
- 30 Halloween – K-6 parade Starts 2:20
- 30 End of Quarter 1 (Q1)
- 31 **Grading Day .5 -37**

18+1

NOVEMBER 2014

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

- 3 **Start of 2nd Qtr.**
- 11 Veterans' Day
- 14 **Friday School Day**
- 26 Early Release 12:30 p.m.
- 27 Thanksgiving Day – No School

15

DECEMBER 2014

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

- 4 Early Release 12:30 p.m.
- 4 Parent-Teacher Conferences –2 p.m. – 7 p.m.
- 17 **Christmas Program 7 p.m.**
- December 22 – January 2 Christmas Break – No School**
- 25 Christmas Day

12

JANUARY 2015

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

- 1 New Year's Day
- 19 M.L. King Day – No School
- 22 End of Q2
- 23 Grading Day .5 -38
- 26 Start of Q3

15

FEBRUARY 2015

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

- 16 Presidents' Day – No School
- 26 Early Release 12:30 p.m.
- 26 Parent-Teacher Conferences –2 p.m. – 7 p.m.

15

MARCH 2015

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

- 23-27 Spring Break

14

APRIL 2015

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

- 2 End of Q3
- 3 Grading Day .5 -35
- 6 Start of 4th Qtr

18

MAY 2015

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

- 7 Early Release 12:30 p.m.
- 7 Parent Teacher Conferences 2 p.m.-7 p.m.
- 25 Memorial Day – No School

15

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	L	5	6
G	8	9	10	11	12	13

- 4 Last Day of School
- 5 Grading Day .5 -35
- 7 Graduation 1:30 p.m.
- 8-13 Stock Show Week
- 4

Union School District www.union.k12.or.us/
 Carter Wells-Superintendent/H.S. Principal
Carter.wells@unionsd5.org
 Bill Johnson-Elementary School Principal 147- School
Bill.iohnson@unionsd5.org 159-Contract

Calendar Key:

- E = Early Release 12:30
- F = First Day of School
- G = High School Graduation
- H = Holiday No School
- I = Inservice Teacher Workday
- L = Last Day of School
- O = School Open House
- P = Professional Development

Important Events-Dates

- 1st Day of School-8/28
- Open House-9/16
- Halloween Parade-10/30
- Christmas Break-12/22 to 01/2
- Spring Break-3/23 to 3/27
- H.S. Graduation-5/30
- Last day of School 6/4
- Friday School Days 8/29 & 11/14**

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ASSURANCES

Union School District #5 does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The district will provide reasonable accommodations for the known disabilities of all applicants for positions and current employees upon request and with appropriate advance notice.

Further, no student will, on the basis of gender, be excluded from participating in, denied the benefits of, or subject to discrimination under any educational program or activity conducted by the district.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

Michael J. Wood, Superintendent

** As used in this student handbook, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 126.003 – 126.095. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in policy GBHA – Parental/Family Relationship. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 126.030.

ACKNOWLEDGEMENT: STUDENT CONDUCT, STUDENT RECORDS, DIRECTORY INFORMATION, and PERSONAL IDENTIFIABLE INFORMATION

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within (15) days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personal identifiable information.

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location, and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personal identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to the student’s name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I understand that unless I object to the release of any or all of this information within fifteen (15) schools days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such purposed as deemed appropriate by the principal.

I also understand that certain student information is considered personal identifiable information and may be released only with prior notification by the district for the purpose(s) the information will be used, to whom it will be released, and my prior written, dated and signed consent unless otherwise permitted by law.

Personal identifiable information includes but is not limited to: the student’s name, the name of the student’s parents or other family member, the address of the student or student’s family, and personal identifiers such as the student’s social security number, a list of personal characteristics or other such information that would make the student’s identity easily traceable. I have marked through the types of directory information that I wish the district to withhold.

Parent Signature

Date

Student Signature

Grade

RETURN TO OFFICE

PERSONNEL DIRECTORY - UNION HIGH SCHOOL

NAME	POSITION
Wells, Carter	Superintendent
Wells, Carter	Principal
Titus, Deb	Officer Manager
Clark, Mendy	Deputy Clerk
Anderes, Kelly	Social Studies, English
Blackburn, Jay	Spanish, Career Education
Noland, Chelcee	Agriculture Science
Courtney, Faith	7-12 Mathematics
Dyche, Sara	Language Arts
Gustavson, Jamie	Art
Matthews, Vivian	Language Arts
Keniry, Julie	Science/Math
Poor, Greg	Science
Stratton, Teresa	Health/PE/AD
Fleming, Shawana	Special Education
Knight, Marria	Special Education
Maxwell, Sarah	Music
Aldrich, Jack	Maintenance Supervisor
Dunbar, Wes	Grounds
Williams, Becky	Custodian

PREFACE

The material covered within the Student Handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures. It is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The Union School District Board reserves the right to accept/reject non-resident students based upon the availability of space, resources, personnel, appropriate programs, and a positive review of both educational and behavioral records.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

Alternative educational services may, or may not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

ALTERNATIVE EDUCATION PROGRAMS

The board is dedicated to keeping all students enrolled in the regular educational program. It is recognized, however, that there will be students in the district who may benefit educationally in the alternative program.

At least two alternative education programs have been established and approved by the district to meet the individual needs of students. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

IN-DISTRICT ALTERNATIVE EDUCATION PROGRAMS

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

NON-DISTRICT ALTERNATIVE EDUCATION PROGRAMS

1. Other School(s)/program(s);
2. Community College;
3. Others as approved by the district.

The district pays the alternative education cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative program.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

ALTERNATIVE EDUCATION NOTIFICATION

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in student code of conduct section)
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis);
3. When an expulsion is being considered;
4. When a student is expelled;

5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district MAY provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

ASBESTOS

Through its comprehensive safety program, the district will attempt to prevent accidents by assuring a safe working and learning environment. Also, through routine inspection of all facilities, materials and equipment, as well as through staff training, all hazardous or potentially hazardous conditions will be identified, reported and corrected.

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their building inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

“Missing Children Act”: House Bill 358 enacted by the 1985 legislature became effective October 1, 1985. It is called the “Missing Children’s Bill”. This law states that parents should take the responsibility to inform the school when their children will not be in attendance at school. The school must make an attempt to contact the parent/guardian or legal custodian to make sure they are aware of the student’s absence from school. Documentation will be kept of the contact or attempted contacts.

Any parent who fails to send a student to school within three (3) days of notification, by the school district, that their student is not complying with compulsory attendance requirements, may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$150, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with the law, the superintendent will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The superintendent, or the designee, has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a class C violation;
3. A citation may be issued by the district in the amount of a \$150 fine;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has failed to attend school as required.

Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine of not more than \$600.

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended.

ABSENCES AND EXCUSES

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence or the office must receive notification from the parents by phone or visit to the office. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

All other absences are **unexcused**.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious, or ethnic considerations.

Any student who leaves school during the day, must bring a note from his/her parent or the office must receive notification from the parents by phone or visit to the office. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The office will decide whether or not the student should be sent home and will notify the student's parent as appropriate. **When a student is to leave school during the school day, they must sign out at the office or the absence will be deemed unexcused.**

A student who has been absent for any reason is recommended to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. **Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignments.** Absenteeism will not be used as a sole criterion for the reduction of grades.

EXEMPLARY ATTENDANCE

Students who miss no more than two (2) class periods per class in a semester **may** be given a bonus of two (2) percentage points added to their semester numerical grade total.

Students who miss zero (0) class periods per class in a current semester **may** have a bonus of three (3) total percentage point(s) added to their semester numerical grade total.

EXEMPTION FROM COMPULSORY ATTENDANCE

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in college level course work not offered at Union High School or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent, or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only. They must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

TRUANCY

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities, and/or loss of driving privileges.

IRREGULAR ATTENDANCE

Irregular attendance is defined as attendance that is so **erratic** that the student is not succeeding academically and will be determined on a case by case basis. Parents will be notified quarterly when their child misses 5 days/class periods by written letter. At ten (10) days/class periods missed, a second letter will sent home requesting a conference will be held with the student, his/her parent/guardian and the Union High School attendance committee. At this time, the parent/guardian has the right to give written documentation of why the student has been absent. If the parent/guardian cannot show written documentation of why their child was absent ten or more days, the student may be denied credit for the class(es) missed. Written documentation may include, but not limited to: doctor appointment forms, dentist appointment forms, court appearances, death in the immediate family, and other absences that can be verified. School related absences do not count towards the ten (10) day missed

COLLEGE/VO-TECH/MILITARY/SCHOLARSHIP VISITATIONS

Juniors and seniors will be allowed to attend such College/Vo-Tech/Military/Scholarship visitation programs. This must be pre-arranged in the High School office before the visitation.

1. The purpose of such visitation days is to acquaint prospective students with campus life and provide opportunity to compete for scholarships.
2. Students are responsible for paying their own expenses when attending college visitation days.
3. Seniors will be allowed two days to visit colleges/vo-tech/military, which will not count toward the 2-day exemplary attendance policy.

CELL PHONE/MUSIC PLAYER POLICY

Due to the increased disruptions in class caused by cell phones/Music Players, the following policy will now be followed concerning cell phone use by students.

- 1. Cell phones/Music Players are to remain off during class time.**
- 2. Cell phones/Music Players are to be out of sight during class time.**
- 3. Cell phones/Music Players are to remain off and out of sight in the Cafeteria.**
- 4. Cell phones/Music Players may be used before and after school.**
- 5. Cell phones/Music Players may be used in class ONLY with specific permission from the teacher.**

CONSEQUENCES

Each time a student violates the above rules; it will be considered an “office referral” and subject to additional punishment under the policy established in the “Office Referral Policy” in the High School Handbook.

First Offense – The first time a student violated the policy; the cell phone/music player will be taken from the student and given to the office. The student may retrieve the cell phone/music player from the office at the end of the day.

Second Offense – The second time a student’s phone/music player is sent to the office, regardless of who sent it to the office, the student’s parents will be contacted and phone/music player released only to the student’s parents.

Third Offense – The third time a student’s phone/music player is sent to the office, regardless of who sent it, the student’s parents will be called. The phone/music player will only be released to the parents, and the student will be banned from having a cell phone/music player at school, during the school day for the remainder of the school year.

Fourth Offense – In the event the student violates the cell phone/music player policy and/or consequences for a fourth time, the student will be suspended. The duration for the suspension will be based on “The office referral policy” in the high school handbook, and will be dependent upon other behavior problems and/or office referrals.

CLUBS AND ORGANIZATIONS

Union School District #5 supports the concept of broad-based educational activities, which are designed to provide all students with the opportunity to fully explore their individual talents and abilities. These opportunities extend beyond the scope of normal classroom activities and may be taken advantage of on a volunteer basis by the students.

Student clubs and performing groups such as band, choir, rally, dance, and athletic teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences will be specified by the organization.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. The written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting removes this restriction. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestation**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

COMPUTER USE

Students may be permitted to use the district's system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. For personal use, consistent with the general use prohibitions and guidelines/etiquette set forth in administrative regulations.

CONDUCT

Students are responsible to conduct themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to provide students certain rights as guaranteed under federal and state constitutions and statutes.

STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

1. Civil Rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others.
2. The right to attend free public school, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

3. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure his/her rights.
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others.
6. The right to privacy, which includes privacy in respect to the student's education records.
7. The right to know the behavior standards which are expected and the responsibility to know the consequences of misbehavior.

STUDENT CODE OF CONDUCT

The district has authority over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, loss of awards and honors and/or referral to law enforcement officials for the following, including but not limited to:

1. Possessing, concealing, or using a weapon, on school property, or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430.
 2. Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, includes drug paraphernalia.
 3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury
 4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee.
 5. Willful damage or destruction of district property.
 6. Willful damage or destruction of private property on district premises or during district activities.
 7. Open defiance of a teacher's authority.
 8. Theft.
 9. Use or display of profane or obscene language.
 10. Violations of district transportation rules.
 11. Hazing.
 12. Persistent failure to comply with rules under the lawful directions of staff or district officials. (See office referral process)
- Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school as defined above. The superintendent may modify the expulsion requirement for a student on a case by case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in

school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, firearm, muffler or silencer

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "School-Zone," as defined by federal law means: in or on school grounds or within 1,000 feet of school grounds.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine up to \$75. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both.

*** In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right of the student to apply for driving privileges be suspended for no more than one year. This includes any student who has been expelled for bringing a weapon to school, or been suspended or expelled at least twice for assaulting or menacing a district employee or another student. For willful damage or injury to district property, or for use of threats, intimidation, harassment, or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileged or the right to apply for driving privileged until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

OFFICE REFERRAL POLICY

When students are sent to the office on referral, they are to talk to an administrator before returning to any class. Failure to report to the administrator will result in an unexcused absence. The following steps will be applied to students referred to the principal's office. First Offense—Discussion of the violation with the principal. A Behavior log is completed by the staff member or the administration. A copy of the Referral/Behavior log may be sent home and filed in the student's file.

Second Offense—One (1) after-school detention and a discipline referral will be sent home and filed in the student's file.

Third Offense—In-school Suspension and a conference with the parent/guardian, counselor and principal to set up further consequences. A copy of the referral will be sent home and filed in the student's file.

Fourth Offense—Student(s) will be suspended from school for one to five days. A conference will be required prior to re-admittance. A behavior plan will be worked out at the conference. All work missed will result in a grade of zero.

Fifth Offense—Student(s) will be suspended from school for three to ten days. A conference will be required to discuss alternative educational placement i.e. ESD, Alternative Ed, Home School program, etc.

Sixth Offense—Students will be recommended for expulsion.

Office referrals will be kept only during the current school year. Each new school year students will start with zero office referrals unless the student was expelled. An expelled student must petition the administration to be allowed back into school at the start of the new school year. The administration and school board has final decision over any petitions.

FOOD – GUM - POP

Individual teachers shall establish rules of their own classroom/program relative to students eating food; chewing gum and drinking pop in their respective classroom. It is the responsibility of the students to comply with each individual teacher's rules.

However, students are not to leave the classroom to get pop, gum, candy, etc.

INAPPROPRIATE DISPLAY OF AFFECTION

Special relationships exist between students and these are normal and to be expected. However, to maintain a socially appropriate degree of decorum in public schools, displays of affection will be limited to the holding of hands. Any display of affection

beyond holding of hands shall cause for intervention, counseling, conferences and/or discipline (if the situation continues). **“Hold the hand, not the body.”**

LOCKERS/ BACKPACKS – SCHOOL PROPERTY

Lockers are issued to students for their use during the school year. Lockers are school district property and as such are to be maintained by the student in good repair and free from vandalism or other misuse. Students are encouraged to use backpacks or book bags for transporting books and supplies to and from school, however due to the limited space provided in some of our classrooms students are asked not to transport books and supplies to and from classrooms with backpacks or book bags but rather transport only the necessary supplies to the classroom leaving the backpacks or book bags locked in their own personal locker.

Other school district property would include books, calculators, science equipment, vocational tools, and musical instruments, uniforms and other equipment checked out to the student for use in connection with the educational program. The student is responsible to guard against loss, theft, or damage to the district property in his/her care. The student will be expected to replace or purchase any damaged school district property that was damaged while in their care.

LUNCH BREAK

Students may leave campus at lunch (12:10) and must be back for the start of 5th period (12:40).

During bad weather, grades 7-12 typically remain in the hallways of the main high school building. Classrooms are off limits during this time unless a teacher is present. Students may be in the gym with permission from the administration as long as they have adult supervision but only during lunchtime in bad weather. The following rules apply to gym behavior:

1. No food or drinks are allowed;
2. Shoes must be removed and left in the lobby;
3. Only the lobby restroom may be used;
4. No running in the bleachers;
5. Only equipment provided by the school may be used;
6. Rough house behavior and inappropriate language are not allowed;
7. Violation of these rules is cause for discipline.

SKATEBOARD – BICYCLES – ROLLER BLADES

District policy states that the entire school campus will be free from skateboard/roller blade use at all times.

Bicycles may be ridden to and from campus and will be parked in the bicycle racks during school hours, including lunchtime, unless the student rides his/her bike home for lunch.

SNOWBALLS – WATER GUNS – HACKY SACKS – ETC.

The throwing of snowballs is forbidden on any portion of the school grounds except they may be thrown on the field west of the high school gymnasium only. Water guns and

other shooting devices are forbidden on campus. Hacky sacks, Frisbees, footballs, etc. may be used in a safe and courteous manner away from parking areas and away from areas of student congestion.

CHEATING/ PLAGARISM

In the event a student or students are involved in the act of cheating, copying, or plagiarizing another person's work. The Teacher shall exercise the option to direct the student to redo the work in a specified time with or without grade penalty, or to disqualify the assignment and register a "zero" for a grade. The student may also be subject to the office referral policy.

CONFERENCES/ OPEN HOUSE

Regular conferences are scheduled annually in the fall, winter, and spring to review student progress. For the **2013-14** school years, conferences are scheduled as follows:

October 2, 2014	2:00 PM until 7:00 PM
December 4, 2014	2:00 PM until 7:00 PM
February 26, 2014	2:00 PM until 7:00 PM
May 7, 2014	2:00 PM until 7:00 PM

Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher calls the parent to arrange a mutually convenient time.

OPEN HOUSE September 16, 2014 6:00 PM until 7:30 PM

This is a great opportunity for parents to meet the staff and ask questions regarding their student or the material that will be covered in the classroom.

GRADING PERIODS AND GRADING SCALE

Each school year will consist of two 18 week semester grading periods. These semester grades will be recorded on the students' transcript following the fall and spring semesters. At the end of each semester period the students and parents will receive written

notification of the students' academic standing. At the end of the first and third nine week period a student progress report card will be mailed to the students parents or guardian to inform parents of mid semester status.

Grading Periods

End of First Quarter (First nine week period) = Progress Report
 End of the First Semester (Second nine week period) = Report Card
 End of the Third Quarter (Third nine week period) = Progress Report
 End of the Second Semester (Forth nine week period) = Report Card

Grading Scale

Letter Grade	Percent Range	Grade Points
A+	97-100	4.3
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0
I	Incomplete	0

-Grades recorded in the system prior to fall 2009 will remain unchanged and will be factored into a student's GPA as earned and recorded through the end school June 2009. The new system will only apply to the classes students will be enrolled in beginning August 2009.

ADVANCED PLACEMENT/ COLLEGE LEVEL COURSE WORK

Students choosing to complete AP and College Level classes will be graded on a 5-point scale. A=5 points, B=4 points, C=3 points, D=2 points, F=0 points. This will be figured into the students GPA using the grading scale shown in the previous section by adding 1.0 value to each GPA score. Only College level classes that are taught on the Union High School campus will be used for Oregon Graduation requirements in their subject area. For example:

- AP English = 1 English credit Math 111/112 = 1 Math credit
- WR 121 & 122 = 1 English credit
- English II/OIT Speech = 0.5 English credit
- OIT Chemistry and Lab = 1 Science credit

* All other College level classes will be considered elective credits not subject area credits.

GRADUATION REQUIREMENTS

Students earning a diploma from Union High School must meet stringent graduation requirements as detailed in the table below. Additional work in areas may be required for students seeking freshman admission to any of the Oregon University System schools. Be sure to check the colleges and universities to verify proper course work has been taken to meet their admission requirements. You may also check with your guidance counselor for more information about entering college.

High School Graduation Requirements Continued

Credits by Subject Current Course Offerings	Class of 2010	Class of 2012	Class of 2013	Class of 2014
English/Lang Arts:	4 Credits	4 Credits	4 Credits	4 Credits
Mathematics:	3 Credits	3 Credits	3 Credits	3 Credits at Algebra I & above ¹
Science:	2 Credits	3 Credits (2 of which must be lab-based – inquiry)	3 Credits (2 of which must be lab-based – inquiry)	3 Credits (2 of which must be lab-based – inquiry)
Social Studies:	3 Credits	3 Credits	3 Credits	3 Credits
Physical Education:	1 Credit	1 Credit	1 Credit	1 Credit
Health:	1 Credit	1 Credit	1 Credit	1 Credit
Second Language:	1 Credit: Fine/Applied .5 Credit: Career Ed 9	3 Credits (.5 Career Ed + 2.5 Any combination)	3 Credits (.5 Career Ed + 2.5 Any combination)	3 Credits (.5 Career Ed + 2.5 Any combination)
The Arts (fine/applied):				
Career/Technical:				
Electives:	9.5 Credits	7 Credits	7 Credits (Portion from <i>Senior Project</i> and Electives) ²	7 Credits (Portion from <i>Senior Project</i> and Electives) ²
TOTAL	25	25	25	25

- Students seeking freshman admission to an OUS school will need to take an additional unit of foreign language

1 – Students must successfully complete Algebra I, Geometry, & Algebra II

2 – Separate requirement called “Senior Project” / course incorporates Career Related Learning Experiences and Extended Application requirements as per Oregon Department of Education

Additional Requirements

The Oregon Department of education requires additional tasks be met prior to earning a diploma including a passing score on the OAKS (Oregon Assessment of Knowledge and

Skills) state assessments. In order to graduate, students score at or above the state's achievement standards. Scores for the 2008-2009 school year were as follows:

- Reading & Literature: 236+
- Writing:
 - Composite score: 40 to 49 (out of 60)
 - Min score in any area: 3 (out of 6)
 - Conventions score: Doubled
- Mathematics: 236
- Science: 240
- Social Science: 239 (Optional/not required)

Along with passing the OAKS exams, students will need to demonstrate essential skills. Union High School provides a variety of formats for meeting and documenting these requirements that include:

	Graduating Class of 2010 (Current 11 th Graders)	Graduating Class of 2012 (Current 9 th Graders)	Graduating Class of 2014 (Current 7 th Graders)
Education Plan & Profile • CIS and 4 Year Plans	✓	✓	✓
Career-Related Learning Experiences • Vo Ag • Career Ed	✓	✓	✓
Career-Related Learning Standards • CRLS Merge with CRLE 2012	✓		
Extended Application		✓ ⁵	✓
* Proficiency in Essential Skills		✓	✓

Essential Skills	How to Assess	Required for Grad Class	UHS Status
1. Read and comprehend a variety of text.	OAKS and work sample option	2012	✓
2. Write clearly and accurately.	OSAT and work sample options	2012	✓
3. Speak clearly and coherently.	Work sample-teacher assessment	2012	✓
4. Apply mathematics in a variety of settings.	OAKS and work sample option	2012	✓
5. Think critically and analytically.	To be determined through ODE assessment task force	Beyond 2012- Timeline to be determined by ODE	

6. Use technology to learn, live, and work.			
7. Demonstrate civic and community engagement.			
8. Demonstrate global literacy.			
9. Demonstrate personal management and teamwork skills.	↓	↓	

Units of credit needed to graduate from Union School District #5 total twenty-five. Any credit earned prior to ninth grade will not count as part of the 25 necessary for graduation.

District designated requirements for graduation is offered in required courses and in elective courses to provide student multiple opportunities to satisfy them.

The district accepts credits earned by students in accredited private and public schools and grants appropriate equivalent credit to district graduation requirements.

Incoming junior and senior students may petition the building administrator to waive or challenge by examination district or state required classes, which were not taken in freshman and sophomore years.

COURSE REQUIREMENTS – JUNIOR HIGH

In order to be promoted to the freshman year, junior high students must be able to demonstrate proficiency that will insure their success in high school courses. If these are unacceptable performance and a recommendation for retention is made, parents will be consulted. If parents wish to override the professional recommendation of the faculty, the parent will sign a WAIVER OF EDUCATION LIABILITY. Promotion will be based upon successful completion of the following courses:

Seventh Grade

English – Math – History
 Science – PE/Health
 Science Tech.-Art-Music

Eighth Grade

English – Math – U.S. History
 Science – PE/Health
 Agriculture – Art - Music

ALTERNATIVE CLASSES

Students who choose to take a required course other than at Union High School will not be eligible to receive a UHS diploma.

Students who fail a required course and cannot complete it at UHS due to scheduling conflicts will be exempt from this requirement.

Each case will be reviewed on a case to case situation.

To continue taking alternative education courses a student must be making progress towards graduation. If no progress is being made, Union School District may not finance the student’s alternative education.

CHANGING CLASSES IN MID-TERM

All class changes must be accomplished through, and with the permission of, the counselor (with parent notification). After the **first** week of a new grading **semester**, students may only change classes after receiving permission from their parents, the counselor and teachers involved. All changes will be recorded in the counseling office before any change is official. A valid educational reason must exist prior to any such change. **If a student drops a class after the first week of the new semester, the student may receive a grade of “F” for the class dropped.**

GRADUATION CEREMONY – ELIGIBILITY

Passing grades and UHS/State diploma requirements must be completed by mid-term fourth quarter of the senior year in order to be invited to participate in the graduation ceremony. All transfer grades must likewise be documented on the students transcript at UHS by mid-term fourth quarter (make-up credits, etc.). The school will not be held liable for graduation expenses (announcements, etc.) should the senior not meet this eligibility standard.

ACADEMIC COUNSELING

Students are encouraged to talk with a district counselor, teachers and building administrators in order to learn about the curriculum, course offering and graduation requirements. All students in grades 7-12 and their parents shall be notified annually about the recommended courses for students. Students, who are interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

PERSONAL COUNSELING

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

Counselors coordinate the school guidance program and involve all staff members in designing and implementing plans to meet three major goals:

1. Educational Development;
2. Personal/Social Development
3. Career Development

Consistent with individual rights and the counselor’s obligations as a professional, the counseling relationship and resulting information is, in most instances, protected as privileged communications by Oregon law.

CREDIT BY EXAMINATION

Any student, who has had sufficient prior formal instruction, as determined by the district and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination based on the common curriculum goals of the course. A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

DANCES/SOCIAL EVENTS

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

Student eligibility for participation in these activities, National Honor Society notwithstanding, will be established by the instructor or advisor of the activity but will not exceed the eligibility requirements for participation in sports-related activities. Student eligibility criteria will be reviewed and enforced by a joint effort of the administration, teachers, coaches and parents.

DANCES

Dances are for Union High School students only unless the principal has signed a "guest pass" prior to the day of the dance. Grades 7 and 8 shall not attend dances for grades 9-12. The reverse is also true. Dances will be scheduled on a first-come basis. Junior High dances are scheduled from 7 to 10 PM and High School dances are scheduled from 8 to 11 PM except for Homecoming, Snowball and Prom. Other dance information is in the Student Council handbook.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

Discipline in the Union School District #5 is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

The major objectives of the school discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety.

2. Understanding and respect for the law, district policies, procedures, rules and regulations.
3. Understanding of and respect for public and private property rights.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, (loss of driving privilege) and loss of rights to apply for driving privileges, loss of privileges, honors and awards and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials.

WEDNESDAY DETENTION

Wednesday detention is a program designed to discourage students from skipping or ditching classes during the school day. It is based upon the idea that if a student uses school time to create leisure time, then the student's leisure time will be used to make up school time.

1. An excused absence is an absence due to illness, family emergency, or such absences that are pre-arranged through the office in advance. If not pre-arranged, students must return to school with a signed note from the parents/guardians, or the parents may call the office to notify the school of the nature of the absence.
2. Any other absence will be classified as unexcused.
3. A tardy will be recorded if the student is less than 20 minutes late in arriving to class. The accumulation of Four tardies will result in a Wednesday detention. If the student is in excess of 20 minutes late, an unexcused absence will be recorded and an after school detention assigned.
4. Students, who accumulate one to three unexcused absences from class(es), will be assigned one day of Wednesday Detention.
5. Parents will be notified by phone call or letter that their child has been assigned to Wednesday detention, the date the student has been assigned, and the length of his/her stay. If the absence is early in the week, a letter will be sent; if late in the week, a phone call will be made. In addition, phone calls home will be made each morning regarding every student absence from first period.

6. Wednesday Detention will be held in various teachers classrooms from 3:40 until 4:30 PM.
7. If a student fails to attend the first detention session, a letter will be sent to the parents notifying them, assigning a In-School Suspension to be served.
8. All detentions must be reconciled by the end of each quarter. Students that have outstanding discipline assignments will be required to complete these assignments on the last day of each quarter.
9. Students are expected to bring homework to Detention and In-School Suspension. It is not just a time to sit, talk, or play. Disruptions of detention will be cause for further discipline.

TARDIES

1. If a student is tardy to class Four (4) times per class per quarter, the student will be assigned one (1) detention.
2. If a student is tardy to class Eight (8) times per class per quarter, the student will be assigned two (2) detentions.
3. If a student is tardy more than Twelve (12) times per class per quarter, a conference with the parent/guardian, the teacher, counselor and principal will be set-up and a discipline plan will be developed.

SUSPENSION

Severe discipline is defined as discipline resulting in at least a three-day suspension and will be determined on a case by case basis.

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

Students may be suspended for the following reasons:

1. Willful violation of school regulations.
2. Willful behavior which materially and substantially disrupt the rights of others to an education.
3. Willful conduct which endangers the student or other students.
4. Willful conduct which endangers school property.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the

length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty or an alternate assignment may be provided at the teacher's discretion.

EXPULSION

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

DISCIPLINE OF DISABLED STUDENTS

A student being served by an individual Education Program (IEP) who engages in conduct which warrant suspension for a non-disabled student may be suspended for up to and including ten consecutive school days for violations of the Student Code of Conduct.

When a disabled student is suspended more than once or for more than ten consecutive school days or for more than ten cumulative school days during a school year or is being expelled, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's multidisciplinary team meeting addressing the infraction and its relationship to the disability.

During the five day period following the multidisciplinary team meeting, a decision will be reached as to whether the misconduct is a manifestation of the student's disability. During this period, an agreed upon alternative placement may be sought. Should the multidisciplinary team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner, as would other students.

If the multidisciplinary team concludes the misconduct is a consequence of the student's disability, the team may recommend alternative placement for the student. Such recommendations shall be forthcoming no later than ten days following the student's misconduct. The district may not expel a disabled student or terminate educational services for any behavior, which is a consequence of the disability.

If the district determines that the student's behavior, which is related to his/her disability, poses imminent danger to others and the parent refuses to agree to a change of placement, the district may suspend the student for up to ten consecutive school days or ten cumulative school days, to provide a general planning and "cooling off" period. Under such circumstances the district may obtain a court order to change the student's placement.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal, or designee, for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the building principal, or designee, material not approved by the building principal within three days is considered disapproved. This disapproval may be appealed to the superintendent. If disapproved by the superintendent, written appeal to the Board at its next regular meeting where the individual shall have a reasonable period of time to present his/her viewpoint.

Official publications are:

1. Yearbook;
2. School Newspaper

Complaints are handled and resolved as close to their origin as possible. Complaints will be referred through the proper administrative channels for solution before investigation or action by the board.

The board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Building Principal;
3. Superintendent;
4. Board.

DRESS AND GROOMING

The responsibility for dress and grooming of the student rests primarily with the student and the student's parents.

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the appropriate staff member and may be denied the opportunity to participate if those standards are not met.

Students will comply with the following minimum standards:

1. Shoes must be worn at all times (sandals are acceptable);
2. No undergarments visible, this includes men's underwear tank tops and or Muscle shirts
3. Boys will not be bare-chest. Girls and boys tops must have a strap no less than one (1) inch in width across the shoulders. No tops will be allowed that exposes the mid-section.
4. Shorts, skirts, dresses should be at least mid-thigh and/or finger tip length.
5. The wearing of head coverings (hats) will be left up to the discretion of each individual classroom teacher.
6. Clothing shall be free of sexually suggestive communications, drug involvement, alcohol/tobacco products, and/or gang identifiable symbols, slogans, or depictions.
7. Deemed inappropriate by a staff member or the administration.

DRILLS – FIRE, EARTHQUAKE, LOCKDOWN AND OTHER EMERGENCY DRILLS

Instruction on fire, earthquake and other dangers and drills for student's grades K-12 shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for grades K-12.

At least two drills on earthquakes for students K-12 will be conducted each year.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action, up to and including expulsion, and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The districts drug alcohol and tobacco prevention program will be reviewed and updated annually.

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions (fog, snow, ice, etc.) the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

Radio station KCMB will be asked to make school closure announcements as soon as they receive such notice from the School District.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information.

Extracurricular activities include:

1. Performing Arts (Music, Fine Arts).
2. Applied Arts (Business, related conventions, shows and workshops for students).
3. Vocational and career oriented activities (Future Farmers of America, Future Business Leaders of America).
4. Scholastic achievement (National Honor Society, math competitions, spelling bees, journalism).
5. Student Government (class and student body officers).

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Participation fees or "pay to play" for involvement in activities (\$60/Sport or \$300 per family per year);
2. Student body card \$10 (admits to home activities free of charge and offsets expenses for student body activities);
3. Organizational dues (FFA, FBLA, etc.) as set by advisors;
4. Year Book (\$30.00);
5. No student is exempt from charges for lost or damaged books, locks, materials, supplies and equipment;
6. Payment by students to defray costs of field trip transportation.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. These means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and /or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least ten days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal, activities director is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

ATHLETICS

Union School District #5 sponsors the following co-curricular athletic programs for the respective grades and genders.

	Grade	Boys	Grade	Girls
FALL	7-12	Football	7-12	Volleyball
	7-12	Cross Country	7-12	Cross Country
WINTER	7-12	Basketball	7-12	Basketball
		Wrestling		
SPRING	7-12	Track	7-12	Track
	9-12	Baseball	9-12	Softball
	9-12	Golf	9-12	Golf

Union High School requires that students who wish to participate in these co-curricular activities have and maintain:

1. Medical Insurance (proof must be on file before participation).
2. Eligibility – academic standing as per OSAA and UHS standards.

3. Pre-payment of the “pay to participate” fee.

It is recommended that parents have their child (ran) see a physician for a sport physical at least every other year.

Physicals are required for students in grades 7, 9 and 11 that are participating in athletics. Also, any 6th graders that participate in cross country, track, or football

Student participation is a privilege rather than a right and team membership is subject to eligibility and school conduct standards. “Pay to Participate” does not guarantee that a student will play in any or all competitions.

Athletic team sizes may be reduced through cutting.

ELIGIBILITY RULES

A. Initial Eligibility

1. All students must have proof of medical insurance and have this information recorded with the high school office and athletic director prior to their first practice.
2. Incoming seventh grade fall participants need only to have met the criteria in A-1 above to be eligible for their fall activity. From this point on, they become subject to the regular requirements of these rules.
3. Student athletes in grades 8-12 must meet A-1 criteria as well as having completed the Spring Semester of the immediate previous school year with a 2.0 GPA inclusive of having no “F” grades on their report card.
4. Incoming transfer students in grades 9-12 must meet OSAA standards for initial eligibility, after which, they will become subject to the eligibility rules of the school.
5. Students assigned detention or who are suspended or expelled are not eligible to participate until the detention; suspension or expulsion is complete.
6. **For a student to participate in an activity on a school day, the student must be in attendance the entire school day unless the student can show proof of a family or medical emergency.**

B. The Eligibility Cycle

1. A participant must maintain a 1.7 GPA with no “F” grades on their four and a half week grade check to remain eligible.
2. Grade check consequences: The student will become “Warned” for two calendar weeks if they do not meet criteria for eligibility. That two week warning period will commence the day of the check and continue through seven calendar days. The student will be re-checked fourteen calendar days from the date the “warning” begins. The student will regain eligibility after the re-check if they meet the criteria of 1.7 GPA with no “F” grades. If the student does not meet the eligibility criteria on the re-check they become ineligible until the next four and a half week check.

3. Mid Year Semester Grade Check consequences: At the mid year semester check if an athlete has one or more “F” grades or falls below a 1.7 GPA they will be ineligible for the following semester.
4. The school year will consist of eight, grade checks.
 - The first will be 5 weeks from the first day of practice in the fall. (Grade Check)
 - The second will be the 9 week progress reports. (Grade Check)
 - The third will be 14 weeks from the first day of practice in the fall. (Grade Check)
 - The fourth will be the 18 week first semester grade. (Mid Year Semester Check)
 - The fifth will be 5 weeks from the start of the second semester. (Grade Check)
 - The sixth will be 9 weeks from the start of the second semester. (Grade Check)
 - The seventh will be 14 weeks from the start of the second semester. (Grade Check)
 - The eighth will be the 18 week second semester grade. (Grade Check)
5. Ineligibility will be defined to mean that the affected person(s) are not eligible to practice, play, travel, manage or otherwise be associated with the team/activity in any way during the period of their ineligibility. Rather, they will be encouraged to spend time remediating the problems, which placed them in jeopardy in the first place.

C. Incomplete Grades

If a student receives an incomplete on a grade check, they will have two weeks or until their next check (whichever is shorter) to remove the incomplete or will be tabulated as an “F” on the next check.

D. Severe Clause

If a student’s behavior in a classroom (or generally on campus) requires that he/she is frequently disciplined, receives major discipline (suspension of three days or more), or, is frequently or permanently removed from a classroom. His/her eligibility may be withdrawn for thirty (30) calendar days, plus whatever days remain after the thirtieth (30th) day to the next grade check.

E. Appeal Process

(Step 1) Within 48 hours of the grade check the written appeal must be received by the building principal and the building Principal will approve or deny the appeal within 48 Hours

(Step 2) Upon receipt of a denial by the building principal the appeal may be forwarded by the appealing party to the superintendent. The superintendent will approve or deny the appeal within 48 hours.

(Step 3) Upon receipt of a denial by the Superintendent the appeal may be forwarded by the appealing party to the School Board. The School Board will approve or deny the appeal at the next scheduled school board meeting. The school board decision is final and binding.

*The original consequences will be imposed during the appeals process.

TRAINING RULES

1. Initial unexcused absences from class, school or practice will be dealt with between the coach, student, teacher, parent and administrator on an individual basis.
2. Repeated unexcused absences shall be cause for loss of eligibility for a period of one calendar week per absence.
3. Use of Tobacco, Alcohol or Drugs: The Board recognizes that tobacco use creates a health hazard for non-users as well as users. The Board also recognizes that the use of alcohol and/or illicit drugs keeps students from reaching heir full potential. In order to protect the health of students, staff and the general public, provide a healthy work environment and promote good health for students, the superintendent is directed to implement this policy under the following conditions:
 1. Tobacco use shall be prohibited in all district buildings, vehicles and property;
 2. Tobacco use and possession by students shall be prohibited on all school district property and during school-sponsored events. Additionally, a total abstinence from tobacco use and possession outside school hours will be a condition of participating in any extra curricular activity.

Tobacco use is defined as the smoking of any kind of lighted pipe, cigar, cigarette or any other lighted smoking equipment or material or the chewing or sniffing of a tobacco product;

3. The superintendent shall develop administrative rules to enforce this policy. In addition, signs prohibiting the use of tobacco shall be posted in appropriate locations.

Student's consumption, possession, or sale of any alcoholic beverage by district students or others on or about the school premises or at any school-sponsored activity is prohibited.

The unlawful possession, possession by consumption, use, sale or supply of any narcotics including marijuana, prescription medications or any other dangerous/illegal drug, or any substance purported to be a drug by district students or others, on or about the school premises or at any school-sponsored activity is prohibited.

Violation of this regulation may result in a suspension of one week, or the student may return to school when they have participated in an assessment and entered into a counseling/education program approved by the school district. The student, or the student's family, will be responsible for the cost of the counseling/education program. The student will be required to submit to drug testing at the expense of the student, or the student's family. A drug-testing schedule will be arranged for the student by the principal prior to the student's return to school. Drug testing will meet school policy standards. Violation of this regulation and violations occurring at times other than during school hours or school activities on school property may be referred to the

proper law enforcement agencies. Repeated violation of this regulation may result in expulsion. Parents will be notified.

EXTRACURRICULAR POLICY-TOBACCO, ALCOHOL AND/OR DRUGS

The school board, administrators, and teachers of Union High School, concerned with the health habits of the students of this community, are convinced that extracurricular activities and the use of the following substances are not compatible.

Students who participate in extracurricular activities will follow a set of substance abuse rules, which the school board believes to be fair. It is a fact that the use of tobacco, use of alcohol, and drug abuses are harmful to the development of human growth. You cannot compromise extracurricular activities with substance abuses.

Use of Tobacco-Research emphasizes that the use of tobacco is physically harmful. There will be no use of tobacco all school year.*

Use of Alcoholic Beverages-There is no way to justify students using alcoholic beverages, even though social pressure may be hard to resist. There will be no use of alcoholic beverages all school year.*

Drug Use-Drug abuse is the consumption of any chemical substance, or the smoking of plant derivatives for the purpose of mood modification. Again, there will be no drug abuse all school year.

*(For those activities that are school sanctioned and occur during the summer, this policy will remain in place.)

Consequences for rules violation

1st Offense-The student shall be suspended for a time period determined by the principal and the activity supervisor. Before he/she can become a member of the organization again, he/she must complete a counseling program set up by the school district. The student will be required to submit to drug testing at the expense of the student, or the student's family. A drug-testing schedule will be arranged for the student by the principal prior to the student's return to the activity. Drug testing will meet school policy standards.

2nd Offense-Expulsion from the Union High School extracurricular program for the rest of the year, or into the next school year if deemed appropriate by the principal. The student must have completed, or be actively participating in, an appropriate rehabilitation program and/or a counseling program set up by the school district prior to participation in

future extracurricular activities. The student will be subject to random drug testing at the expense of either the student, or the student's family.

*(Drug testing standards will be addressed at a later date.)

** (Students in violation of extracurricular policy will also be subject to district policy for the misuse of a controlled substance.)

*** (Convictions for criminal behavior, arrests, and/or citations during the summer may be cause for the implementation of this policy during the fall.)

ATHLETIC POLICY

The school board, administrators, teachers, and coaches of Union High School, concerned with the health habits of the students of this community, are convinced that athletic activities and the use of the following substances are not compatible.

Students who participate in athletic activities will follow a set of substance abuse rules, which the school board believed to be fair. It is a fact that the use of tobacco, use of alcohol, and drug abuses are harmful to the development of human growth. You cannot compromise athletic activities with substance abuses.

Use of Tobacco-Research emphasizes that the use of tobacco is physically harmful. There will be no use of tobacco all school year, not just during the season.

Use of Alcoholic Beverages-There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. There will be no use of alcoholic beverages all school year, not just during the season.

Drug Use-Drug abuse is the consumption of any chemical substance, or the smoking of plant derivatives for the purpose of mood modification. Again, there will be no drug abuse all school year, not just during the season.

*(For those activities that are school sanctioned and occur during the summer, this policy will remain in effect.)

CONSEQUENCES FOR TRAINING RULE VIOLATIONS:

1st Offense-The student-athlete shall be suspended for a time period equivalent to one-third of the current, or next, athletic season in which the student is participating. If there is less than one-third of a season left, the penalty will carry over into the next activity in which the student is involved. The student will be allowed to practice during this time, but will not be allowed to travel with the team to athletic contests. Before he/she can become a member of the organization or team again, he/she must complete a counseling program set up by the school district. The student will be required to submit to drug testing at the expense of the student, or the student's family. Drug testing will happen no

more than once a school week and no less than twice a month for the remainder of the season. Drug testing will meet school policy standards.

2nd Offense-Expulsion from the Union High School athletic program for the rest of the year, or into the next school year if deemed appropriate by the athletic director and principal. The student must have complete, or be actively participating on, an appropriate rehabilitation program and/or a counseling program set up by the school district prior to participation in future athletic activities. The student will be subject to random drug testing at the expense of either the student, or the student's family.

Ejection Rule

Coaches and athletes that are ejected from an OSAA sanctioned event will be personally held responsible for any fines that are incurred to school district.

TRANSPORTATION TO AND FROM CONTESTS

Under unusual circumstances and with the prior approval of the principal following communication with the parents, students may be driven to contests by their parents. They may also ride home with their parents or other responsible adult family member after prior approval and/or written permission has been provided to the principal at school or the coach/supervisor in charge of the activity at the location of the activity.

Failure to secure permission to ride in a family vehicle shall cause ineligibility for a period of one calendar week. A repeat failure to secure permission shall be cause for removal from the team/activity membership.

TRANSPORTATION TO/FROM/ACTIVITIES/CONTESTS

An off-campus contest or activity is an extension of the school program and as such, students from Union High School are under the same code of conduct while on such a trip as when they are on campus.

Students who travel off-campus as representatives of UHS are to insure that their actions and behaviors bring pride to their school. Students should be well dressed and groomed and are to maintain socially appropriate manners.

Any student who is traveling off-campus and is found to be civilly disobedient (shoplifting, drinking, etc.) may be remanded to the local authorities for appropriate action to the civil disobedience. Parents will be responsible for their child at that point.

SENIOR SNEAK

The Union School District Board of Directors has declared that there will be no such thing as a Senior Sneak. If senior students go on what is considered a senior sneak, the seniors will be held accountable for any and all work missed, as well as have violated the attendance policy.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance of language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation.

No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on non-attendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than academic reasons.

PASS/NO-PASS GRADING OPTION

Students in grades 9-12 may use the "pass/no-pass" option for any class, which is not being used to satisfy a State, or District required course. The following guidelines will be used:

1. All Teacher/Office Aide courses shall be taken as P/NP;
2. Only elective credit courses or any class, which is not being used to satisfy a State, or District required course may be taken using the P/NP option;
3. This option may be used for only one course per year. Unused P/NP options will not be carried over to subsequent years;
4. A “P” will not be calculated as a letter grade (rather an average of the other six grades will be used). However, a “NP” will be construed as an “F” for purposes of co-curricular eligibility.

INCOMPLETE GRADES

If a student receives an incomplete on a Progress Report or Report Card, they will have two weeks to complete the necessary assignments to remove the incomplete or the grade will be tabulated as an “F” on the Progress Report or Report Card.

WORK EXPERIENCE

Students with appropriate arrangements may be released from classes for off-campus work activities. Those students are not to be on campus during such release time. Disciplinary actions will be taken for loitering on campus during designated release periods.

GRADUATION EXERCISES

Students who have not met the requirements for a regular or modified high school diploma will not be permitted to take part in the district’s graduation exercises.

Students may be released with graduation status at the end of the second quarter of their senior year if all State and Union School District #5 requirements have been met. Early graduation requires prior approval of the parents, counselor and principal. Diplomas will be issued at the regular graduation exercise.

To be considered as valedictorian or salutatorian a student must have the highest and second highest grade point average at the end of the seventh semester plus at least four of the following:

AP English
AP Chemistry (OIT)
Physics
Advanced Math
Foreign Language

If more than one student meets all of the above criteria, the determination will be made based on the highest combined math and English score on the Scholastic Aptitude Test.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest.

Whatever the task, the experience is intended to be complimentary to the classroom process.

TUTORING

Home or hospital instruction may be arranged to any student with health impairment which, in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than two consecutive weeks and who school personnel determine can educationally benefit from such a program.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV* AND AIDS

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

INFECTION/DISEASE INSTRUCTION

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

HIV, HVB, AIDS – STUDENTS

As a general rule, a student infected with HIV or HBV, six years or older, and who does not present special risks to others in the educational setting (e.g., an ongoing history of biting others) is entitled to remain in a regular classroom setting and be eligible for all rights, privileges, and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

If the district is informed, law also prohibits the district from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Students who present a special risk to others in an educational setting and who are infected with HIV, as well as students with AIDS, are required to notify the superintendent for continued educational services. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. Students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

*HIV – Human Immunodeficiency Virus, AIDS – Acquired Immune Deficiency Syndrome, HBV – Hepatitis B Virus

LASER PENS

The use or possession of laser pens on district property or at a district-sponsored event is prohibited without prior (building administrator) approval.

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance.

A written notice will be sent to all parents or guardians of students involved in a field trip or excursion. Parental or guardian consent is required.

LOCKERS

Lockers remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Searches of lockers may be conducted at any time when there is reasonable suspicion to do so, whether or not a student is present.

General search of lockers or desks may occur at any time. Items belonging to the school, which are unlawful or in violation of school policy may be seized. Students will be notified that searches of school property have occurred and will be notified of any item seized.

LOST AND FOUND

Any article found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year.

Loss or suspected theft of personal or district property should be reported to the school office.

Students who willfully destroy school property through vandalism/malicious mischief or arson, who commit larceny or who create a hazard to the safety of other people on school property may be suspended in accordance with state law and the Board's policy on student suspensions and referred to law enforcement authorities.

If custody or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials.

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces school property will be disciplined and charged restitution for costs related to his/her acts.

LUNCH/BREAKFAST PROGRAM

The district participated in the National School Lunch, School Breakfast Commodity and Special Milk programs and offers free and reduced-price meals based on a student's financial need.

Cost of breakfast and lunches are as follow (may be changed yearly):

K-6 Lunch	\$2.15
7-12 Lunch	\$2.40
Reduced Lunch	\$0.40
Adult Lunch	\$3.80
K-12 Breakfast	\$1.00
Reduced Breakfast	\$0.00
Milk	\$0.50/carton

Additional information can be obtained in the office.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MEDICINE AT SCHOOL

A student who must take prescription and/or over the counter medication during the school day must bring the medicine and a written request to administer medication signed by his/her parent to the office.

The request must include, for prescription medication, the physician's written instructions, and name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the students and physician's name and instructions.

Over the counter medication must be accompanied by the parent's and physicians written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the principal. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess and advice of the school nurse as necessary. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent. District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit him or herself to making the most of the educational opportunities the district provides.
2. Keep informed on district activities and issues. "Open House" night in the fall and parent/booster club meetings provide opportunities for learning more about the district.
3. Become a district volunteer. For further information contact the principal.

4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment or any other time a court order is issued. A parent with sole custody shall be requested to provide the district with written instructions regarding particular rights or privileges granted to the non-custodial parent.

POSTERS

The principal or designee must first approve signs, banners or posters that a student wishes to display. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval may be subject to disciplinary action. Signs, banners and posters will be displayed on bulletin boards only.

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use to take home shall be submitted to the school administration.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

Alternative learning opportunity is defined as offering students a choice of experiences, knowledge or skill acquired by instruction or study that is suitable for a particular occurrence, situation or circumstance where necessary and reasonable.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgement of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision shall be made jointly by the principal and the parents.

When parent and school affiliates cannot agree on the movement of a child to a higher level, the parents' request will be honored provided the parents release the district in writing from legal responsibility for child's success in the future educational efforts.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of units earned toward graduation.

Units of Credit Earned	Grade Placement
6	10 (Sophomore)
12	11 (Junior)
18	12 (Senior)

RELEASE OF STUDENTS FROM SCHOOL

A Student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

Students may be released from school to engage in private instruction with the approval of the superintendent, provided that the student's parent assumes all responsibility for transportation and all liability during the student's absence from school.

REPORTS TO STUDENTS AND PARENT

Written reports of student grades, progress reports and absences shall be issued to parents at least four times a year. Letter grades will be used. Grades, progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

Parents will be alerted and conferred with as soon as possible when the student's progress to the student and parent when the student's performance is below average or below the expected level. Parents should feel free to make inquires of district staff at any time regarding student progress.

SEARCHES AND QUESTIONING

Searches

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or district policy. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

Items, which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the district, which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. As effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Children's Services Division and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

SPECIAL PROGRAMS

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the special education director.

Children between the ages of 5 and 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found to be eligible for disabled child services or programs shall be provided a free and appropriate public education.

STUDENT/PARENT COMPLAINTS

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint to the Board, in care of the superintendent, and appear before the Board, in accordance with Board policy.

The Union School District #5 Board recognizes the necessity for each school to develop and maintain an orderly procedure for resolving student complaints. The building principal shall involve staff and students in establishing procedures, which fairly and quickly resolve student complaints. Procedures established should allow for:

1. Informal conferences between the parties concerned.
2. Written appeal to the building principal for a hearing when step one (1) does not resolve the problem.
3. Written appeal to the Superintendent, requesting a hearing when step two (2) does not resolve the problem.

4. Written appeal to the Board, requesting a hearing when step three (3) does not solve the problem.

It is the purpose of appeals and hearings to provide access to appropriate school officials when an informal conference cannot resolve the problem. It is not the purpose of appeals and hearing to provide a forum through which non-related issues are conveyed. It is recommended that as many student problems as possible be handled through informal conferences.

Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be referred to administration for study and possible solution.

COMPLAINTS:

DISCRIMINATION

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the superintendent.

Every student of Union School District #5 will be given equal educational opportunities regardless of age, race, religion, color, national origin, disability, marital or parental status, linguistic background, culture, capability or geographic location.

Contact the superintendent on issues concerning the Americans with Disabilities Act, Section 504, Title VI, Title VII, Title IX, and other civil rights or discrimination issues.

EDUCATIONAL STANDARDS

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

INSTRUCTIONAL MATERIALS

Complaints by students or parents about instructional materials should be directed to the building principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The building administrator will be available to assist in the completion of such forms as requested. All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action

and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

STUDENTS WITH DISABILITIES

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student should be directed to the special education director.

SEXUAL HARASSMENT

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premise and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student or by a student to another student when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff.
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonable interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not limited to, did the individual view the environment as hostile? Was it reasonable to view the environment as hostile? The nature of the conduct? How often the conduct and how long it continued? The age and sex of the complainant. Whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment. The number of individuals involved. The age of the alleged harasser. Where the harassment occurred and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- STEP 1. Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- STEP 2. The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant (in writing) when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.
- A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.
- STEP 3. If a complainant is not satisfied with the decision in step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within (10) working days after receipt of the step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within (10) working days.
- STEP 4. If a complainant is not satisfied with the decision at step III, he/she may submit a written appeal to the Board. Such appeal must be filed within (10) working days after receipt of the step III decision. The Board shall, within (20) work days; conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within (10) working days following completion of the hearing.
- STEP 5. If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment.

Students or parents with complaints not covered by this student handbook should contact the principal.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the office of the building administrator. Permanent records shall include:

1. Full legal name of student.
2. Name and address of educational agency or institution.
3. Student birth date.
4. Name of parent/guardian.
5. Date of entry into school.
6. Name of school previously attended.
7. Subjects taken.
8. Marks received.
9. Credits earned.
10. Attendance.
11. Date of withdrawal from school.
12. Social security number. Other information, i.e. psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

SOCIAL SECURITY NUMBER

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent.

The district will notify the eligible student or parent as to the purposes a social security number will be used.

TRANSFER OF EDUCATION RECORDS

All requested student education records related to a particular student seeking enrollment in or services from a public or private school, education service district, state institution other than an institution of post-secondary education, private agency or youth care center shall be transferred no later than ten days after the receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

REQUESTS FOR EDUCATION RECORDS

The district shall, within ten days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's education record.

ACCESS/RELEASE OF EDUCATION RECORDS

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor or an eligible student (if 18 or older) may inspect and review education records during regular district hours.

PROVISION FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS

Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearing panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;

- c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202.

A copy of the district's education records policy and administrative regulations may be obtained by contacting the office.

SUPERVISION OF STUDENTS

Student's safety will be assured through supervision of students in all school buildings and grounds during the hours when students are normally present. Such supervision does not include early morning or the time following usual departure, unless students are present for a scheduled activity.

Adult supervision is provided to students during regular school hours, from 7:45 am to 3:45 PM, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

GIFTED AND TALENTED PROGRAM

Identification of Gifted and Talented Students

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, and the district will identify students based on:

1. Behavioral, learning and/or performance information.
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students.
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students, who are talented and gifted, may be identified.

APPEALS

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

1. The parent(s) will contact the district talented and gifted coordinator to request reconsideration.
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons (e.g., principal, counselor, teacher, etc.). At this time, information pertinent to the selection or placement will be shared.
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor.
2. The program coordinator shall acknowledge in writing the receipt of the request.
3. The TAG coordinator and other appropriate administrator shall review the student's file and earlier decisions. Additional data may be gathered to support or change the earlier decision.
4. Parent(s) may be provided an opportunity to present additional evidence.
5. If deemed necessary, the district hearing officer utilizing the appropriate procedures will conduct a formal hearing.
6. A decision will be made within 20 working days after the receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forward to the superintendent.
7. The decision may be appealed to the Board.
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the building administrator who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

TRANSPORTATION OF STUDENTS

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

TRANSPORTATION RULES

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animal on the bus.
7. Students will remain seated while the bus is in motion.
8. The bus driver may assign students seats.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

DISCIPLINARY PROCEDURES FOR VIOLATIONS OF TRANSPORTATION RULES

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation – Warning
The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation
The student is suspended from the bus until a conference, arranged by the transportation supervisor has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year
The student receives a five to ten day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations
Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

Parents will be permitted to transport student other than their own on field trips or other school activities under the following conditions:

- The building principal has authorized the activity;
- A signed permission slip of each effected student shall have been received giving permission to attend the activity and to ride in a private vehicle;
- The adult driver is properly licensed in the State of Oregon and carries liability insurance as required by the State of Oregon. Proof of such is required to be on file in the district office;

- The use of seat belts is required by the driver for all passengers.

VEHICLES ON CAMPUS

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit, students will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

For safety and traffic control reasons, all vehicles (motorized and non-motorized) are required to enter district property at the Main Street access and exit at the Fulton Street exit.

Students who bring cars/motorcycles to school must not leave the campus during class time. Motor vehicles may be driven at lunchtime. School zones carry a 20 M.P.H. speed limit, less while driving on school campus. Violators will face possible revocation of permission to bring their vehicles on school grounds.

Students who have a valid need to leave during class hours must secure permission from the principal before vehicles may leave campus. Riders in vehicles are not permitted without authorization from the principal.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. For students to bring a visitor to school, they must make this request one week (7 days) in advance.

ALMA MATER

Union High, Union High
Alma Mater of mine;
With your memories of school days,
Memories, so fine.

We may each go our way,
But we'll come back some day.
It's never good-bye
To our old Union High

Win the game, win the fame,
Hold our colors on high,
And our loyalty to you
Never will die.

Union High, Union High,
Sing our praise to the sky.
Alma Mater, we love you!

Old Union High