



Student-Parent Handbook

2024 - 2025

Prepare • Challenge • Empower

Together with our community

Preparing students for a changing world

Challenging students to grow

Empowering students to achieve with purpose

North Union Local School District

District Offices: 12920 State Route 739, Richwood, Ohio 43344 Phone: (740) 943-2509

North Union Elementary: 420 Grove Street, Richwood, Ohio 43344 Phone: (740) 943-3113

North Union Middle School: 12555 Mulvane Road, Richwood, Ohio 43344 Phone: (740) 943-2369

North Union High School: 401 North Franklin Street, Richwood, Ohio 43344 Phone: (740) 943-3012

Pupil Transportation Services: 416 Grove Street, Richwood, Ohio 43344 Phone: (740) 943-1710



Dear Students and Parents,

Welcome to a new school year! We hope the year will be a success in terms of accomplishing our shared goals of quality education and high achievement for all North Union students.

Success at school relies on a mutual understanding between home and school of the goals, policies, and expectations of our school system. We offer this handbook as a way of advancing this mutual understanding.

Our VISION is to prepare, challenge, and empower the students of the North Union Local School District.

Our MISSION is, together with our community, we are preparing students for a changing world, challenging students to grow, and empowering students to achieve with purpose.

Our CORE VALUES are that we value community; we value opportunity for students to take risks and explore their strengths; we value our work ethic, skill development, and employability; we respect the past and look forward to the future.

Our STRATEGIC GOALS

- Student Programming
 - ◆ North Union Local Schools prioritizes the education of the whole child by supporting rigorous, relevant, and diverse learning opportunities for all students.
- Student Wellness
 - ◆ North Union Local Schools promotes an environment of safety and wellness across our district because success depends upon all students' ability to come to school physically, mentally, and emotionally prepared.
- Community Engagement
 - ◆ North Union Local Schools welcomes the active participation of parents, businesses, community members, and students across all areas of governance, curricular, and extra-curricular programming.
- Communication and Branding
 - ◆ North Union Local Schools is known for who we are, what we are, and what we do through consistent, continuous, and diverse communications.

If you have any questions about school policies, regulations, or rules, please contact the principal of the school or our district office at (740) 943-2509. Board policy can also be accessed by going to the North Union Local Schools website at: www.n-union.k12.oh.us. In addition, we invite you to be an involved partner throughout the school year. If you need a conference about individual progress or concerns, please call the school office at any time during the school year.

Sincerely,
North Union Local Board of Education
North Union Administrative Team

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EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent, or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding, or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this.

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

CROSS REFS: Student Handbook

STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the school which is conducive to learning. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system and the community. Periodically, students may be asked to review school policies, rules and regulations.

COMPULSORY ATTENDANCE AGES

Under law, children between the ages of 6 and 18 are of compulsory school age. Every person of compulsory school age must attend a school which conforms to the minimum standards prescribed by the State Board of Education until one of the following occurs:

1. the person receives a diploma granted by the Board or other governing authority indicating such student has successfully completed the high school curriculum,
2. the person receives an age and schooling certificate or
3. the person is excused from school under standards adopted by the State Board of Education pursuant to Ohio law.

The parent, guardian or any other individual having charge of any person that is of compulsory school age must send such person to school unless he is exempt as listed above.

HOME EDUCATION

Home education is the education of a child between the ages of six and 18 years of age, who is receiving home education directed by the child's parent in the subject areas of English language arts, mathematics, science, history, government, and social studies, and who is not enrolled full time in a public or chartered nonpublic school.

Within five calendar days after commencing home education, moving into a new school district, or withdrawing from a public or nonpublic school, a parent or guardian of a child receiving home education must submit a notice to the superintendent including the child's name, address, and an assurance that the child will receive education in the subject areas required. In subsequent years, a parent or guardian must provide notice to the District by August 30 that the child will be receiving home education.

Upon receipt of the parent's notice, the child is exempted from compulsory attendance to the schools in the District. The child is not required to be excused from compulsory attendance. The superintendent provides a written acknowledgment of receipt of the notice within 14 days after receipt.

If there is evidence that a child exempt from compulsory attendance is not receiving an education in the subject areas required, the child and parent are subject to examination into cases of truancy.

ENTRANCE AGE (Mandatory Kindergarten)

Each child who is five years of age on or before August 1 is eligible to enroll in kindergarten. Each child who is six years of age on or before August 1 and who has successfully completed kindergarten is eligible to enroll in the first grade.

The district policy requiring successful completion of kindergarten may, upon parental request to the pupil personnel services committee, be waived provided the child demonstrates to the satisfaction of the committee the social, emotional and cognitive skills necessary for first grade, and that the child is at least six by the district admittance date. This committee shall be composed as set forth in the Ohio Revised Code.

When a request for early entrance to kindergarten is received, the building principal interviews the parent(s) and child and arranges for the testing. The child's fifth birthday must fall between August 2 and December 31 of the year requested for early entrance. The testing assists the superintendent by measuring the following areas:

1. The child's mental age should be between 14 and 16 months above his/her chronological age as determined by standardized tests.
2. The child's total I.Q. should be at least 125 on a deviation scale as determined by standardized testing.
3. The child should possess and demonstrate social and emotional characteristics that permit conformity with the pattern of behavior commonly expected of children in kindergarten.
4. Admission of the child is recommended by both the school psychologist and building principal.

SCHOOL ADMISSION

The District provides free education to District residents between the ages of five through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District. Parents, and grandparents with either power of attorney or caretaker authorization affidavit, may be required to present legal proof of residency.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations and copies of those records pertaining to him/her, which are maintained by the school most recently attended. A protected child, as defined by state law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

In addition, students released from the Department of Youth Services (DYS), just prior to requesting admission to the District, may not be admitted until the superintendent has received all required documents provided by DHS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DHS custody;
3. the student's current Individualized Education Program, if developed, and
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the superintendent.

Transfer of School Records

"School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

When the District receives a request for a student's records from another district or chartered nonpublic school to which that student has transferred, the District will either transfer the records within five school days or provide a statement to the requesting district or school that the District has no record of the student's attendance.

Except as required by law, the District may withhold a student's school records if there is \$2,500 or more of outstanding debt attributed to the student. The District will transfer the student's school records within five school days once the debt is paid.

Interstate Compact on Educational Opportunity for Military Children

The District complies with all provisions of state law for the enrollment, admission, placement and graduation for children of military families.

CHANGE OF ADDRESS

Parents are asked to report any change of address or phone number to the school building office staff as soon as possible. Documents establishing proof of residency will be required.

ADMISSION OF NONRESIDENT STUDENTS

In order to be eligible for a free public education in the district's schools, a student must be the child of a resident of the district. If legal or permanent custody or legal guardianship of the student has been granted by a court to a resident of the district or a government agency within the district, the child is entitled to attend district schools.

In compliance with state law and board policy, nonresident students are exempt from paying tuition when:

1. an adult resident of the district submits a sworn statement that he/she has begun legal custody proceedings for the student (maximum 60 days permitted);
2. the student is at least 18 but not yet 22 years of age and resides in the district, lives apart from his/her parent(s), supports himself/herself by his/her own labor and does not possess a high school diploma;
3. the student is under 18 years of age, resides in the district and is married, regardless of the residence of the parent(s);
4. the student has a medical condition which may require emergency attention and his/her parent is employed in the district. The parent(s) of such child must submit to the Board a statement from the child's physician certifying that the child's medical condition may require emergency medical attention;
5. the student resides with a person other than his/her parent(s) and such student has a parent serving outside Ohio in the U.S. Armed Services. The student's parent(s) must file an affidavit with the superintendent stating (1) that the parent is serving outside the state in the U. S. Armed Services, (2) that the parent intends to reside in the district upon returning to the state, and (3) the name and address of the person with whom the student is living while the parent is outside the state. This tuition exemption may be granted only for a period of up to 12 months;
6. the student resides with a parent who is planning to either have a home built or has purchased a home in the district and is waiting for the closing date of the mortgage loan. The student's parent(s) must provide the superintendent with a sworn statement revealing the location of the house and the parent(s)' intention to reside there. The parent(s) must also provide a statement from a homebuilder, real estate broker or bank officer confirming that the house construction is planned or is awaiting approval of the mortgage loan;
7. his/her parent is a full-time employee of the district. Any such policy shall take effect on the first day of the school year and the effective date of any amendment or repeal may not be prior to the first day of the subsequent school year. The policy shall be uniformly applied to all such children and shall provide for the admission of any such student upon request of the parent(s). No student may be admitted under this policy after the first day of classes of any school year;

8. the student resides with his/her parent(s) under the care of a shelter for victims of domestic violence;
9. the student, who is not a resident of the district, does not require special education and who resides with his/her grandparent(s) provided that the Board and the Board of Education of the district in which the student's parent(s) reside enter into a written agreement showing good cause for the student to be admitted to the district. The grandparent(s) are required to sign all consent forms required by the district, even if the student would remain in the legal custody of the parent(s);
10. the student is under the age of 22 and his/her parent(s) moved from the district, but within the county, after the first full week of October, for the remainder of the school year;
11. the student is under the age of 22 and his/her parent(s) moved from the district following the commencement of classes during the student's senior year, for the remainder of the school year and for one additional semester;
12. the student is under the age of 22 and resides in a new school district because of the death of a parent. The student is entitled to finish the current school year in the district upon approval of the Board;
13. the student is under the age of 22 and the superintendent of the district in which the student is entitled to attend (the student's district of origin) enters into a contract with the superintendent of this district (the district into which the student wishes to enroll) consenting to the attendance of the student in this district or the superintendent of this district specifies that the purpose of such attendance is to protect the student's physical or mental well-being or to deal with other extenuating circumstances deemed appropriate by the superintendent;
14. the student whose parent is a full-time employee of an educational service center may be admitted tuition free to the schools of the district where the parent's job is primarily located, pursuant to the admission policy of that district.

The Board will not waive the payment of tuition except:

1. when agreements have been established with other Boards of Education to serve their students in vocational or special education classes on a cooperative basis, as permitted by law;
2. when foreign exchange students, sponsored under an approved exchange program, reside in the district temporarily;
3. for adult residents or support staff employees of the district who meet the criteria established by the Board.

In all cases, specific Board permission to waive tuition must be obtained for each individual case.

The district may temporarily deny admittance to any student who is otherwise entitled to be admitted to the district, if the student has been expelled from the schools of another district and if the period of expulsion has not expired. The student and parent(s) will have the opportunity for a hearing before the superintendent/designee to determine admittance or non-admittance of the student. Applications from nonresidents to attend the schools may be considered if space is available. Nonresident students must provide all records required of resident students in compliance with state law.

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

Procedure:

1. Application deadline will be September 1 of the current year for students wishing to transfer into the North Union Local School District.
2. Applications may be secured from any North Union Local School District building or the Central Office.
3. Current students attending North Union Schools may apply for open enrollment if they move outside the district.
4. It is understood that parents of the students who are accepted for interdistrict open enrollment shall be responsible for the transportation to and from the nearest bus stop on a regularly scheduled North Union bus route. The transportation supervisor may authorize a stop outside the district if the stop does not lengthen the route and/or enhances safety.
5. Athletic eligibility will be determined by the Ohio High School Athletic Association through its normal release procedures.
6. For the purposes of balancing class sizes district wide, lotteries or other processes used to involuntarily reassign students to district buildings shall exclude students from interdistrict transfer. Such students shall remain in the building for which the interdistrict transfer was originally approved.
7. Kindergarten enrollment shall be projected using data from the kindergarten advance registration and will represent the best estimate possible.

ADMISSION OF STUDENTS FROM NON-CHARTERED OR HOME EDUCATION

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or receiving home education programs may be required to take competency examinations. The purpose of these examinations are to determine the proper grade placement for these students.

In making a placement decision, the superintendent may consider:

1. whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
2. other evaluation information that may include interviews with the student and the parent.

Resident students attending a non-chartered nonpublic school are permitted to participate in the District's extracurricular activities at the school to which the student would be assigned if the non-chartered nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home education in accordance with state law are permitted to participate in District extracurricular activities at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same, nonacademic and financial requirements as any other participant.

A student attending a non-chartered nonpublic school who is not entitled to attend school in the District may be authorized by the superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the non-chartered nonpublic school the student is enrolled in does not offer and may not be interscholastic athletics or interscholastic contests or competitions in music, drama or forensics.

A student receiving home education in accordance with state law who is not entitled to attend school in the District may be authorized by the superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the District the student is entitled to attend does not offer.

Students receiving home education must be enrolled in the District for a minimum of five courses/classes/credit hours/Carnegie units in order to be selected as valedictorian or salutatorian for graduation purposes.

PERMANENT EXCLUSION

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion.

Any building administrator witnessing, or having knowledge of, one of these acts must report the incident to the superintendent within 24 hours, whether or not the student is over 16 years of age.

If the superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees or whether the student's attendance poses a danger of disruption to the graded course of study. If the superintendent determines that either danger exists, he/she may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the superintendent's recommendation for permanent exclusion is provided to the student and his/her parent(s).

The Board acts upon the superintendent's recommendation within 14 days. Among the items the Board considers is information on:

1. academic and extracurricular activity record of the student;
2. disciplinary record of the student
3. social history of the student;
4. response to prior discipline and sanctions;
5. seriousness of the offense and any aggravating circumstances;

6. any mitigating circumstances;
7. evidence regarding the possible danger to other students and employees if the student remains in the district;
8. evidence regarding the probable disruption of the graded course of study and
9. availability of less serious sanctions that would permit the student to stay in the district without conflict with either (7) or (8).

The Board may allow for the hearing of witnesses and the presentation of additional evidence. If the Board adopts the resolution to permanently exclude the student, the Board:

1. forwards the written resolution, together with the adjudication or conviction and a copy of the student's entire school record, to the State Superintendent;
2. promptly designates a representative to present the district's case for permanent exclusion to the State Superintendent and
3. forwards a copy of the resolution to the student and his/her parent(s).

If the State Superintendent rejects the resolution, the student shall be readmitted to the district's schools.

No employee shall knowingly admit, or cause by inaction to be admitted, any student who has been permanently excluded.

Readmission

If the superintendent determines that a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the superintendent may recommend the readmission of the student.

On the recommendation of the superintendent, the Board considers a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution, it is forwarded to the State Superintendent, together with the reasons for the resolution and any relevant information.

Probationary Admission Following Permanent Exclusion

Under state law, a student permanently excluded from school may request probationary admission for a period not to exceed 90 days in any public school district.

If a student requests consideration of probationary admission into this district, the superintendent may enter into discussions with the student and his/her parent(s) to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the district.

If a satisfactory plan is developed, the superintendent recommends that the Board allow the student to attend classes according to the terms of the plan. The Board acts on the recommendation within 14 days.

If a student violates the terms of the readmission plan, the superintendent may immediately remove the student, pending action by the Board. The Board's action must take place within five days from receipt of the superintendent's recommendation to revoke the readmission.

A student in compliance with his/her probationary readmission plan may request either an extension of the plan for an additional 90 days or for the superintendent to recommend that the permanent exclusion be revoked.

STUDENT WITHDRAWAL FROM SCHOOL

(Loss of Driving Privileges)

When the superintendent receives information that a student of compulsory school age has withdrawn from school, the superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the county juvenile judge of the student's withdrawal from full-time enrollment or withdrawal from an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles is not necessary if a student has withdrawn from school because of a change of residence or to receive home education pursuant to state law or the student is holding an age and schooling certificate (work permit), is regularly employed and enrolled part-time in and attending an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles must be given in a manner required by the registrar and notice to the county juvenile judge must be given in writing.

After receiving such information from the superintendent, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under state law.

In compliance with state law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

LENGTH OF SCHOOL DAY

The length of the school day shall be reviewed yearly by the administrative team. When considering changes to the length of the school day, provisions of the negotiated agreement with the North Union Education Association shall be followed. State minimum guidelines shall be adhered to at all times. The existing length of the school day for pupils is as follows:

The minimum length of the school day for grades K-8 shall be five (5) hours exclusive of lunch.

The minimum school day for pupils in grades 9-12 shall be at least six (6) hours for scheduled classes and supervised study.

TWO HOUR DELAY: School will open two hours later than normal and will dismiss at the normal time. Breakfast will be served.

EMERGENCY CLOSINGS

In accordance with state law, the Board annually adopts a plan by August 1 of each year designed to ensure continuity of learning for students during a school closure due to disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to school's operation, damage to a school building or other temporary circumstances due to utility failures rendering the school building unfit for school use. The plan must provide for making up any number of hours, up to a maximum of the number of hours that are the equivalent of three school days.

The District must also secure written consent of the teacher's union.

The plan includes all of the following:

1. a statement that the school, to the extent possible, will provide for teacher-directed synchronous learning in which the teacher and students are interacting in real time on a virtual learning platform during the closure;
2. the school's attendance requirements, including how the school will document participation in learning opportunities and how the school will reach out to students to ensure engagement during the closure;
3. a description of how equitable access to quality instruction will be ensured, including how the school will address the needs of students with disabilities, English learners and other vulnerable student populations;
4. the process the school will use to notify staff, students and parents that the school will be using online instruction;
5. information on contacting teachers by telephone, email, or virtual learning platform during the closure and
6. description of how the school will meet the needs of staff and students regarding internet connectivity and technology for online delivery of instruction.

COMMUNICATION

The district has implemented a communication system that allows the district to send out messages to all students' homes via phone, text messaging, or email. This system can be used for school closings/delays, early dismissals, emergency information, or anything the school feels is important for parents to receive. Families may update their information during online student registration or by contacting the school building office staff.

EMERGENCY CALL PROCEDURE

We will follow two (2) basic plans in the case of an emergency.

PLAN I: In the case of fog or ice, we will use a modified day. We will announce that all buses and time schedules shall operate one (1) or (2) hours late.

PLAN II: In the case of no heat, plumbing, breakdown, or heavy snow, ice, or fog, we will call all buses and close school.

The superintendent or his/ her designee will call:

- **TV Channels:** Channel 4 WCMH, Channel 6/Fox 28 WSYX, Channel 10 WBNS
- **Radio Stations:** Marion, WMRN & WDIF; Bellefontaine, WPKO; Columbus, WCOL, WMNI, WNCI, WTVN
- **Phone:** Closing and delays are available as an auto-attendant announcement by calling (740) 943-3113 or (740) 943-2509 and selecting the appropriate option from the menu.
- **District Communication System:** Families with updated profiles can be phoned, e-mailed and text messaged
- **District Twitter Accounts**
- **Building Facebook Pages**
- **District Website**

SCHOOL OFFICE

The school office is a place for official business and to provide service to the students and faculty. Excuses for absences or tardies, first aid, student faculty conferences, parent faculty conferences, activity scheduling, emergency telephone calls, and other related school business will be handled through the school office.

SIGNS

All signs posted in the school must be approved by the principal before posting.

VISITORS AND VOLUNTEERS

The Board encourages parents and other citizens of the district to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. Authorization is not needed for school programs, assemblies, graduation and athletic events.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering district buildings, loitering on the grounds and/or creating disturbances anywhere on district property.

DRIVING TO SCHOOL

Cars may be driven to school only by students in grades 9-12. Violations of regulations, recklessness, or disruptive driving on school property, excessive tardiness to school or other abuses of the driving privilege may result in disciplinary action, including the loss of the privilege of driving to school. Students shall not park at the high school from the band room sidewalk to the athletic fence due to this being a fire lane. Students will not park in spaces that have been assigned to staff. The Board reserves the right to register student drivers and charge a fee for parking at school.

In compliance with state law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian. Students are discouraged from transporting other students to and from student activities, events and programs.

STUDENT TRANSPORTATION SERVICES

The transportation policies of the Board are aimed at providing a safe, efficient and economical method of getting students to and from school. It is the desire of the Board that the transportation schedule serves the best interests of all students and the district. The Board provides transportation as required by state law.

In addition to that required by law, the Board may provide transportation to all elementary and secondary school students to the extent determined by the administration in accordance with all statutory obligations and approved by the Board. All regulations governing student transportation are in accordance with the Ohio School Bus Operation Regulations issued by the Ohio Department of Education, the Ohio State Highway Patrol and the Ohio Department of Public Safety and as required by state law.

The district will transport as many students as practical on school buses that meet all the state requirements for pupil transportation. In some cases, students may be transported by other means as defined by state law.

Fees may not be charged to students for routine transportation or for non-routine transportation for educational field trips provided during the school day.

The Board annually approves designated bus stops and time schedules as presented by the superintendent/designee, and grants authority to the transportation supervisor/designee to adjust stops during the school year.

The transportation program is under the direction of the transportation supervisor who is responsible to the superintendent. The Board directs the superintendent/designee to develop district-level policies and procedures for the safe and efficient operation of student transportation services.

Transportation to Community, STEM, STEAM and Private Schools

The district will provide transportation for eligible students who attend community, STEM, STEAM, and private schools in compliance with state law.

When transportation for any student is not practical by any means approved by state law, the Board may resolve to declare transportation impractical and offer the student payment in lieu of transportation in accordance with state law.

WALKERS AND RIDERS

The district will provide transportation for resident elementary students, kindergarten through grade eight, who live more than two miles from school and for those with physical or mental disabilities which make walking impossible or unsafe. The transportation of high school students is optional. The transportation of elementary students who live less than two miles from school is optional for the district but use of bus service by these students is advisable when a bus stop is accessible to the student. Parents are advised that bus transportation to North Union Elementary School is considered a safer alternative than walking to school.

Accordingly, the administration will designate and the Board will approve areas of residence from which students will be provided with transportation to schools.

Exceptions to the established areas may be made by the Board when:

1. in the judgment of the Board, walking conditions to the student's school are extremely hazardous and/or
2. because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

The Board authorizes the district staff responsible for administering the student transportation program to require student identification as a prerequisite to riding a school bus when this is deemed necessary.

Pick-up points shall be designated with students being required to board and leave the bus at these points. Students shall not be required to walk more than ¼ mile to or from a pick-up point. School buses shall not travel lanes (alleys) within the school district.

Safety is a primary consideration in all school transportation. Consistency of routes is an important safety factor. As required by law, bus drivers will drop students off or pick students up at their residences. Drop-off/pick-up at babysitting locations or other residences will be made only if: 1) prior application is made and approved 2) bus capacity is sufficient 3) the request is not filed more than once in a school year and 4) the location does not extend route time or mileage. The Board will not drop off or pick up at agencies or businesses performing child care functions. Bus passes will be issued by building principals and/or designee. Pick-up and drop-off locations for all students must be the same every day.

STUDENT CONDUCT ON SCHOOL BUSES

The Board furnishes transportation in compliance with state law. This fact does not relieve parents or students from the responsibility of supervision until such time as the student boards the vehicle and after the student leaves the vehicle at the end of the school day.

Students on district managed transportation are under the authority of, and directly responsible to, the driver. The driver has the authority to enforce the established regulations for rider conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the superintendent or other administrators to suspend a student from district managed transportation privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended suspension from district managed transportation and an opportunity to appear before the superintendent or other administrator before the suspension is imposed.

The Board's policy regarding suspension from district managed transportation privileges must be posted in a central location in each school building and made available to students upon request.

Regulations regarding conduct on district managed transportation, as well as general information about the school transportation program, are available to all parents and students.

Student Conduct on District Managed Transportation

The following regulations pertain to student conduct on district managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic and away from the bus stop;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. go directly to an assigned seat so the bus may safely resume motion, reach assigned seat without disturbing or crowding other students, and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;

7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student;
13. carry on the vehicle only items that can be held in their laps and
14. leave or board the bus only at assigned locations unless they have both parental and administrative authorization to do otherwise.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on district managed transportation.

Discipline

The Board authorizes the superintendent or other administrators to suspend a student from transportation privileges for a period of no more than one school year, except as may be otherwise provided by law in the case of preschool and special needs students. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the superintendent or other district personnel considering the suspension before it happens. The decision of the superintendent or other district personnel considering the suspension is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Discipline may be imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the superintendent or administrative designee, who may impose discipline.

When a student's presence on the bus poses a danger to persons or property or a threat to the safe operation of the school bus, the student may be subject to immediate removal by the driver from district managed transportation for no more than 72 hours without prior hearing, except as may be otherwise provided by law in the case of preschool and special needs students.

As soon as practicable after immediate removal of a student, the driver shall submit in writing to the transportation supervisor and the appropriate principal the reason(s) for such removal. In addition, the student and his/her parent(s) or guardian(s) must be provided, as soon as practicable, with notice of a hearing before the superintendent or other district personnel. The notice shall include the reason for removal. The hearing must be held within 72 hours of the removal.

Suspension or immediate removal of preschool or special needs students shall be in accordance with law and a student's IEP, which may require modification of the above procedures.

ACCIDENT INSURANCE

School accident insurance is available. Extra application forms are available in the office. By the second week of school, all students must turn in the completed form and a check for the appropriate premium if they wish to purchase school insurance.

DRESS STANDARDS AND REGULATIONS

Student dress and appearance are the responsibility of the students and their parents. However, if and when dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, these become matters of administrative action involving the student and/or parents.

Many current styles of clothing are not appropriate for the learning setting and should be reserved for after school and weekend wear. Clothing is subject to the administrator's discretion and ruling as to whether it falls into the school standards for appropriate clothing.

Coaches, advisors of extracurricular activities, and teachers of lab and shop courses are authorized to establish any specific reasonable dress and grooming requirements that they deem suitable for participation in their activity, as long as these requirements meet the spirit of the above code, are submitted in writing to the principal, and are approved by the principal.

Students at school or participating in any school-sponsored activity are prohibited from dress that is in any way unsafe, overly exposed, and/or disruptive. Administration shall enforce proper dress standards. Administration retains the right to request a change in clothing should the dress of any student meet these conditions. Furthermore, administration retains the right to administer appropriate discipline in situations where student dress is deemed inappropriate.

In school, students should be clean. Clothes shall not contain profane or other forms of offensive lettering, designs, or advertising. Clothes or accessories shall not promote the use of drugs, alcohol, tobacco, marijuana, other illegal substances, death and destruction, or be oversized allowing objects to be concealed. Revealing or sexually suggestive clothing is not to be worn and clothing must cover undergarments. Hats, sweatbands, bandannas, and sunglasses are not to be worn in the school buildings unless part of a school-sponsored activity or approved by the principal.

Pants Grades 6 - 12:

Pants must be worn securely above the hip bone; not over-sized or sagging. Pants must cover all undergarments.

Shorts and Skirts:

Shorts and skirts must cover all undergarments and not disrupt the educational process. Shorts and skirts must follow all pants guidelines

Tops:

- a. Shirts must have full sleeves (shoulders covered), show no cleavage, and be long enough to be tucked into pants. (No tops made of netting or other revealing materials)

- unless worn over another presentable shirt.)
- b. Sports bras are not to be worn solely as a top for any purpose.
- c. Coats are to be put in lockers and not worn during the school day.

Shoes Grades Pre-K - 12:

No wheels or slippers are permitted. Class schedules could determine shoe requirements; i.e., gym, chemistry lab, industrial arts.

Accessories:

There will be no chains or speakers attached to clothing. Obscene or profane tattoos must be covered.

Wildcat Days:

The building principals can approve special days or events to enhance the Wildcat spirit of the district by permitting students to wear Wildcat spirit clothing or other designated clothing that may not fall fully in the dress regulations.

CELL PHONES / ELECTRONIC COMMUNICATIONS EQUIPMENT

Students may be allowed to possess pagers, cell phones (including Android, I-Phones, tablets, and personal computers) as well as other electronic devices while on school property or while attending school-sponsored activities on or off school property, **as long as these devices are turned off, out of sight and remain undetected during school hours. The use of electronic communication devices may be determined by each building principal.** An exception may be made, subject to building principal approval, in a class in which the teacher has received administrative permission for students to use an electronic communication device as a classroom instructional tool. Personal mobile devices, when used in the educational setting, are subject to the same restrictions as any other equipment within the district. The North Union Local School District Technology Acceptable Use Policy is included in the next section of this handbook and can also be found on the North Union Website.

Cell phones, cell phones with cameras and cameras/video cameras may not be used in locker rooms or restrooms.

First time violators of this policy are reported to the principal, who collects the device and holds it in his/her office until the end of the school day. The district assumes no liability for electronic communication equipment or devices that are broken, lost or stolen.

Students may be allowed to possess electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations. Students violating district procedures for use of electronic devices may have their device confiscated and may be subject to discipline. The district assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

TECHNOLOGY ACCEPTABLE USE / INTERNET SAFETY

(NOTE: Students/student parents must submit a one-time “opt out” form if permission is not granted for either internet access or for posting of student work or images.)

This document constitutes the North Union Local School District’s Acceptable Use Regulation for Technology (“Regulation”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with district or personal equipment or whether on-site or by wireless or other remote access (“Users”). Policies, guidelines and rules described in this guide refer to all computing devices (including but not limited to computers, netbooks, tablets, handhelds or PDAs, MP3 players, portable storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), associated peripheral devices and/or software.

1. **Definitions:** For purposes of this Regulation, the term Network shall mean the district’s group of interconnected via cable and/or wireless computers and peripherals, all other district software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties (including, but not limited to sites and services like Google Apps for Education, Moodle, Progress Book, etc.) providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the district to which access is provided to Users. Individual system computers are considered to be part of the Network and are subject to the terms of this Regulation even when the User is not attempting to connect to another computer or to the Internet. The term Network Use shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through district equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The school district is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The district reserves the right to withdraw access at any time for any lawful reason. The district reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Regulation. Users may violate this Regulation by evading or circumventing the provisions of the Regulation, alone or with others. If Users have any doubt about their obligations under this Regulation, including whether a certain activity is permitted, they must consult with the Technology Department to be informed whether or not a use is appropriate.
3. **Users Bound by Regulation in Accepting Access:** The User consents to the terms of this Regulation whenever he or she accesses the Network. Users of the Network are bound to the terms of this Regulation regardless of whether or not a copy was received and/or signed for by the User.
4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other school district property. Each User is responsible for reading and abiding by this Regulation and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility. The district will educate minors about appropriate online behavior, including interacting with other individuals on social

networking websites and in chat rooms and cyberbullying awareness and response. The superintendent/designee will develop a program to educate students on these issues.

5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to the Technology Department. This means any apparent violation of this Regulation or other use which has the intent or effect of harming another person or another person's property.
6. **Violating Regulation with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Regulation or to assist another to violate the Regulation is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity – e.g. not using the district guest wireless access) is a violation of this Regulation. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Regulation on school property is subject to search related to the violation and seizure for a period of time, to be determined by a school administrator.
7. **Discipline for Violation of Regulation:** Violations of each of the provisions of this Regulation are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The district reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The district owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, district policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Regulation whether or not such negligence results in identity theft or other harm. The North Union Local School District and/or its staff may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the North Union Local School District. The North Union Local School District is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user, or his/her parent or guardian, to protect the user's identity, profile and personal information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to, borrowed by, or leased by the district are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the Technology Department. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make

such equipment available in a timely manner for maintenance at the request of the Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.

11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Regulation or not. Examples of unacceptable uses include, but are not limited to, the following:

- a. **OFFENSIVE OR HARASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading, forwarding or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, intimidating, bullying, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Regulation or the school district's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- b. **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or school district confidential information. Unauthorized disclosure, use and/or dissemination of personal information.
- c. **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users, or the Internet. Attempting to bypass school Internet filters or to access other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other district Network resources, or using the district Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the system administrator. Moving, reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the system administrator. Removing, altering, or copying district software for personal use or for the use of others. Downloading unauthorized software.
- d. **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or district Regulation. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- e. **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- f. **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services (financial gain), or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal websites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not

part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.

- g. **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
- h. **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the North Union Local Schools for the conduct of students and employees in the school environment. Uses that improperly associate the school district with Users' personal activities or to activities that injure the district's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Uses that violate Board policies, procedures or school rules.

12. Specific Limits on Communication Over the District Network:

- a. ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the district to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- b. ***Large Group Mailings:*** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as district or building are reserved for administrative use, subject to any exceptions which may be developed by the administration or the system administrator. The system administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of email messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- c. ***Employee Personal Email:*** Limited personal use of district e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Regulation. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the district into disrepute. Violations will be determined at the sole discretion of the superintendent. Employee personal use shall be defined as no more than ten (10) messages during any one day, with no attachments large enough to impede the normal functioning of the computer or the Network, as determined by the system administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.
- d. ***Student Personal Email:*** Students should only utilize district email for educational purposes.
- e. ***Electronic Signatures:*** Users shall not legally verify documents or use signatures in any way unless they have been trained in an approved verification or signature system approved by the administration. Users asked to legally verify or electronically sign documents should report the situation to the administration.
- f. ***Mobile Device Regulation:*** Personal electronic devices including but not limited to iPods, MP3 and MP4 players, e-Readers, tablets and cellphones/smartphones are not permitted to be used during the instructional day (and must be turned off) unless authorized by the building administrator for a specific academic purpose. Personal

electronic devices are never to be used during exams, achievement or benchmark tests, or any other nationally normed test. Students are responsible for all content on a personal mobile device. The district reserves the right to collect, inspect, and hold personal equipment and apply disciplinary procedures should material inappropriate for an educational environment be found. Personal mobile devices when used in the educational setting are subject to the same restrictions as any other equipment within the district Network. Use of personal electronic devices will only be granted access for approved educational activities. Such access will be of a specified duration. Usage of personal electronic devices is a privilege not a right and as such may be revoked at any time. Individuals are responsible for ensuring the safety of their own personal devices. The district is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school. The district will not maintain, service or repair any personal devices.

13. **System Security and Integrity:** The district reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The district reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.
14. **No Warranties Created:** By accepting access to the Network, you understand and agree that the school district, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
15. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Department or other person designated by the school district to receive this information.
16. **Posting of a Student's Image or Work on District Web Site or Other Electronic Media:** The district may, from time to time, select a student's work, photograph, video image, and/or recorded statement(s) to post on district web sites and/or other electronic media in order to highlight student achievement, portray examples of educational experiences, etc. If the student (if 18 years or older) or the student's parent or guardian does not wish for the district to post such work, photograph, video image and/or recorded statement on district web sites or other electronic media as provided therein, they can request and submit a signed Acceptable Use Regulation For Technology - Opt Out Form.
17. **Records Retention and Production:** Users must comply with all district directions regarding the retention and management of e-mail or documents. Instant messaging or text messaging for district business is prohibited. The district retains the right to receive a copy of a record from an employee User's private computer if for some reason it exists only on that computer.
18. **Web Sites:** Web sites created through the Network and/or linked with the school district's official website (www.n-union.k12.oh.us or www.nu-schools.org) must relate specifically to district-sanctioned activities, programs or events. Web sites created using the Network or the school district's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the school district in perpetuity without any ownership rights existing in the page creator(s). The school district reserves the right to require

that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of the administration. The school district does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the school district functions and mission as determined by the Board. All external web sites linked with any district web page must prominently display the following disclaimer:

This is not an official website of the North Union Local School District. The North Union Local School District does not control and cannot guarantee the timeliness or accuracy of the information on this website. Any views or opinions expressed herein are solely those of the creators of this website.

19. **Filtering and Monitoring:** In accordance with the Children's Internet Protection Act [Pub. L. No. 106-554, codified at 47 U.S.C. 254 (h) and (l)], the district, either by itself or in combination with the Metropolitan Educational Council Data Center (MECDC), will utilize filtering software or other technology protection measures designed to restrict users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors, as those terms are defined in the Children's Internet Protection Act and interpreted by relevant state and federal case law. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Student attempts at circumventing these filtering efforts are considered a violation of the Acceptable Use Regulation. The district shall also monitor the User's online activities, through direct observation and/or technological means, to ensure that Users are not accessing visual depictions that are obscene, child pornography, or harmful to minors (as defined above) or any other materials that are inappropriate for the educational setting. However, the district cannot provide assurance that all access to inappropriate materials can be prevented by monitoring and the use of technology protection measures. The ultimate responsibility for monitoring Network usage is that of the staff member, student and the student's parent or guardian.

COMPUTER / ONLINE SERVICES

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the district. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the district network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include district-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of state and federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;

6. using the network for financial gain, for commercial activity or for any illegal activity;
7. “hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs. (The only exception for this will be to allow staff to download iPad and tablet applications.)

The superintendent/designee shall develop a plan to address the short and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user’s agreement is signed to indicate the user’s acknowledgment of the risks and regulations for computer/online services use. The district has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The district has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the district. The district reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of district-owned devices, or accessing of district intranet and software programs off district property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or district provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

SOCIAL NETWORKING WEBSITES

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might result in a disruption of classroom activity. The superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff is prohibited from providing personal social networking website passwords to students.
3. Fraternization between district staff and students via the internet, personal email accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access to personal social networking websites during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with state law, Board policies and regulations, the Staff and Student Codes of Conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits district staff and students from the use of educational websites and/or use of social networking websites created for curricular, co-curricular or extracurricular purposes.

VALUABLES

North Union Local Schools will not be responsible for the theft or loss of personal items.

STUDENT ABSENCES AND EXCUSES

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

The Board directs the superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The district monitors daily absences for trends related to COVID-19.

Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

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

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may

- be shown for a longer absence);
- 3. observation of religious holidays consistent with a student's truly held religious belief;
- 4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
- 5. college visitation;
- 6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- 7. absences due to a student being homeless;
- 8. temporary internet outage for individual students or households;
- 9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
- 10. as determined by the superintendent.

The district makes an attempt to contact the parent, guardian, or other persons having care of a student who has not notified the school regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the superintendent to determine and use the appropriate notification procedure and methods consistent with state law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by state law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with district level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in district level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

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

STUDENTS HABITUALLY ABSENT - LOSS OF DRIVING PRIVILEGES

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

1. The superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the superintendent, and, as a result of that information, the student's driving privileges will be suspended or denied. This notification also states that the student and his/her parent(s) may appear before the superintendent/designee to challenge the information provided to the superintendent. The hearing may be conducted by electronic means if requested by the parent. Notices may be sent by registered mail, regular mail with a certificate of mailing, or other form of delivery with proof of

delivery, including electronic delivery and electronic proof of delivery.

2. The notice from the superintendent to the student includes the scheduled time, place, date, and participation method of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the superintendent. The superintendent must then notify the student and the parent(s) of the new hearing time, place, date, and method.
3. At the hearing before the superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
 1. enrollment in another school or school district in Ohio or another state;
 2. possession of an age and schooling certificate (work permit);
 3. a bodily or mental condition that prohibits attendance or
 4. participation in a home education program.
4. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences were legitimate, the superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with state and federal law.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by state law. In accordance with state law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

VACATIONS

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absences resides with the parent(s) and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

STUDENT DISMISSAL PRECAUTIONS

Permission for a student to leave school when school is in session will require approval by the principal or a person specifically designated by him to exercise that authority. In evaluating requests for this permission, the authority will give primary consideration to the best interest of the student and/or public welfare. Requests will not be approved without a parent or guardian permission. When a request

originates from a person other than the parents or guardian, the school official in authority will contact the parent or guardian to obtain permission; an exception may be made in the case of a student who is 18 years of age or older, who may make requests on his own behalf.

STUDENT ATTENDANCE ACCOUNTING

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify missing children and to notify the proper adults or agencies.

At the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. In lieu of a birth certificate, birth documentation may include: a passport or attested transcript thereof filed with a registrar of passports at a point of entry in the United States showing the date and place of birth of the child; an attested transcript of the certificate of birth; an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; an attested transcript of a hospital record showing the date and place of birth of the child or a birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The Board shall designate the superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. The principal or his designee is also required to notify a student's parents when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice, which is to be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

It is important to be in school on time. Tardiness and daily absences to school will be excused or unexcused as per the same Ohio Revised Code guidelines and district interpretation. A tardy will be counted when a student has come in after the start of the school day and up to sixty minutes late. Any time after sixty minutes will count as a half day absence. Parents/guardians signing students out must understand the same rule applies at the end of the day. Early dismissal will be assigned for anything less than sixty minutes. A half day absence will be assessed for anything over sixty minutes of absence. Early dismissals are counted the same as a tardy. If a tardy or early dismissal is due to a doctor's appointment, a medical excuse is required for the absence to be excused.

STUDENT MAKE-UP WORK

A student will be allowed no more than one additional day than the length of his/her excused absence to arrange with the teacher for completion of work missed.

No make-up work will be permitted for assignments or class work missed due to unexcused absence, except in the following circumstances **which must be approved in advance of the absence** by the building principal:

1. For students in grades K-8, an unexcused absence is due to prearranged family vacation and arrangements have been made to count lost work as “neutral” (counting neither as credit nor as 0’s) in terms of grading;
2. For students in grades 9-12, if two hours of direct tutoring at parent/student expense is provided and documented for each day of unexcused absence due to a prearranged vacation and if work is completed for grading.

All work which is not made up will be assigned as “0.” In no case will a grade of “incomplete” be given to a student who neglects to turn in an assigned work.

TRUANCY

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

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

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

On the request of the superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child’s parent in writing of the legal consequences of being a “habitual” truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

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

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

Regarding “habitual truants,” the Board must take as an intervention strategy any appropriate action contained in Board policy.

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

1. providing a truancy intervention plan meeting state law requirements for any student who is

- excessively absent from school;
- 2. providing counseling for a habitual truant;
- 3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
- 4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
- 5. notification to the registrar of motor vehicles or
- 6. taking appropriate legal action.

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

Absence Intervention Plan

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

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement that the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

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

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

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

INSTRUCTIONAL GOALS

It is the belief and policy of the Board that the learning process must accomplish instructional goals in a manner which makes learning interesting, relevant, exciting and enjoyable. The Board believes these goals can be accomplished only by dedicated teachers and staff who believe in the worth of youth; are committed to these goals; and are given the encouragement, means, freedom and guidance necessary to accomplish them.

The district's instructional goals include:

1. helping meet the physical, intellectual and emotional needs of students, particularly the need to inquire, learn, think and create;
2. helping students establish aesthetic, moral and ethical values;
3. helping students relate satisfactorily to others in circumstances involving their families, work, government and recreation;
4. giving students a mastery of the basic skills of learning, thinking, problem solving, reading, writing and computation;
5. teaching students to use the various media of self-expression;
6. instilling in students a knowledge of the social and natural sciences;
7. acquainting students with the richness of our heritage;
8. stimulating students to work productively in the various areas of human endeavor and
9. acknowledging the importance of, and relating appropriately to, the home and other social agencies in developing the habits and attitudes which make for effective personal living, the maintenance of optimum physical and mental health and the establishment of sound moral, ethical and aesthetic values.

The goals of the instructional program are to be considered guides rather than limits, which are subject to wide interpretation, and be flexible enough to meet the changing needs of both students and society for all grade levels and subject areas.

REMEDIAL INSTRUCTION

(Intervention Services)

The educational program is designed and operated to be developmentally appropriate and avoid the necessity for intervention services. In those cases in which students have clearly not demonstrated satisfactory progress toward attaining the academic standards for their grade level, efforts are made to remedy the condition and attain the learning results sought.

The Board directs the superintendent/designee to ensure that classroom teachers of students in kindergarten through third grade annually assess and identify the reading skills of each student who is reading below grade level. The reading skills assessment is completed by September 30 for students in grades first through third and by November 1 for students in kindergarten. The parent or guardian is notified of each student whose reading skills are below grade level and intervention services are provided to the student.

Students who are reading below grade level are provided intensive reading instruction immediately following the identification of a reading deficiency.

The district involves the student's parent(s) and classroom teacher in developing the intervention strategy and offers to the parent(s) the opportunity to be involved in the intervention.

Intervention services are also offered to students who:

1. score below the proficient level on a fourth, fifth, sixth, seventh or eighth grade achievement test and
2. are not demonstrating academic performance at their grade level based on the results of a diagnostic assessment.

HOMEBOUND INSTRUCTION

The Board will provide instruction, as appropriate, for students confined to home in accordance with the following:

1. Home instruction teachers will be provided for students at the request of parents only after such instruction is approved by the superintendent and verified by a licensed physician. Home instruction teachers who are provided by the school will be paid at the appropriate current hourly rate; however, payment will not exceed five hours per week for any one major subject, if qualified teachers can be secured.
2. Home instruction teachers may be the student's regular classroom teachers only if the superintendent has given permission.
3. Home instruction teachers must be certificated teachers who hold valid State Department of Education certificates.
4. All work must meet the standards of the State Department of Education and be done under the supervision of the superintendent. If the home instruction teacher is not the student's regular classroom teacher, the building principal will arrange cooperative communications among the regular classroom teachers and home instructors to ensure a proper program of instruction for the student.
5. The duration and time of any home instruction program will be determined by the superintendent, on the basis of information received from teachers, parents, medical personnel and the building principal.

EDUCATIONAL OPTIONS

The Board recognizes that an effective educational program is one that provides opportunities for students learning both within the classroom and, for specific reasons, beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program. Fees are established for educational options as needed. Participating students are expected to pay fees upon beginning educational options. When initiated, educational options must adhere to these criteria:

1. The parent(s)/guardian(s) must provide written approval for students under eighteen years of age to participate. A copy of the written approval must be retained in the school files. Students eighteen years of age or older must submit a written request to participate. This request will be kept on file.
2. An instructional plan which contains written measurable objectives must be submitted to, and approved by, the building principal.
3. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, facilities and equipment needed to achieve instructional objectives.
4. Promotion and retention decisions for kindergarten through eighth grade students participating in an option as a substituted instructional plan will be based in part upon student performance relative to the objectives of the option.
5. The instructional plan will include a written plan for the evaluation of student performance.
6. A maximum of six credits may be applied to those required for graduation for grades 9-12. No more than four of the six credits will be applied to the credit requirement for graduation in English, health, mathematics, science, physical education, and social studies.
7. Administration will consider the certification of the person providing the instruction prior to plan approval. In all cases, a certificated teacher will provide the evaluation of student progress. For the purpose of awarding Carnegie unit(s), the following will be required:
 - A. In educational options for one (1.0) Carnegie unit previously taken and failed—40 hours of tutoring/contact and 20 hours of homework = 60 total hours
 - B. In educational options for one (1.0) Carnegie unit a class never taken previously—80 hours of tutoring/contact and 40 hours of homework = 120 total hours
 - C. In educational options for one-half (0.5) Carnegie unit previously taken and failed—20 hours of tutoring/contact and 10 hours of homework = 30 total hours
 - D. In educational options for one-half (0.5) Carnegie unit a class never taken previously— 40 hours of tutoring/contact and 20 hours of homework = 60 total hours
8. Such courses and programs will not compete with courses offered within the regular program of studies unless such are non-credit or not available for the student.
9. The instructional plan will be written, specifying a time for the evaluation of the educational option. Continuance of the option will be determined by the results of the evaluation.
10. All costs involved with the educational option are at the student's expense.
11. Liability for injury while involved in any educational option is the responsibility of the student and his/her guardian.

Examples of educational options:

1. Independent studies: An individual project in any areas of study offered in the regular program/curriculum.
2. Tutorial studies: Courses offered at North Union may be scheduled.
3. Correspondence courses: Courses taken through correspondence must be contracted with a company which has been approved by the Ohio Department of Education.
4. Mentor programs: College coursework for high school credit or job experience. With the exception of post-secondary enrollment, no more than three periods of the school day may be used for this option and a “C” or better average in other coursework must be maintained.
5. Educational travel with specific approval of travel plans by principal.
6. Online courses offered by an accredited institution and approved by the guidance office and principal prior to enrollment.

DYSLEXIA INTERVENTION AND SUPPORTS

The Board believes in the importance of the development of English language skills and acknowledges the need to identify and support students impacted by learning disorders such as dyslexia, which complicate the language learning process. Dyslexia is a specific learning disorder that is neurological in origin and that is characterized by unexpected difficulties with accurate or fluent word recognition and by poor spelling and decoding abilities not consistent with the person’s intelligence, motivation, and sensory capabilities, which difficulties typically result from a deficit in the phonological component of language.

To assist the District in identifying students at risk of dyslexia and providing resources to assist those students in attaining grade-level reading and writing skills the Board directs the superintendent/designee to implement dyslexia screening, intervention and professional development in accordance with state law and the provisions of the Dyslexia Guidebook that are statutorily required.

Dyslexia Screening and Intervention

The District:

1. Establishes a multidisciplinary team including trained and certified personnel and a stakeholder with expertise in dyslexia identification, intervention and remediation to administer dyslexia screenings and intervention measures and analyze results.
2. Administers tier one and tier two dyslexia screenings meeting the requirements of state law to each student in kindergarten through sixth grade including transfer students meeting the criteria for such screenings under state law, in accordance with all statutory timelines. Parents receive a report of a student's results on a tier two screening within 30 days after administration.
3. Identifies a student as at risk of dyslexia based on the student’s results on a tier one screening assessment and notifies the parent of such identification.
4. Continues to monitor the progress of each at-risk student who has not been administered a tier two screening toward attaining grade-level reading and writing skills for up to six weeks in accordance with state law. If no progress is observed, the District notifies the parents and administers a tier two screening.
5. Provides parents of students identified by the tier two screening as having dyslexia tendencies with information about reading development, risk factors for dyslexia and descriptions for evidence-based interventions.
6. Provides a written explanation of the structured literacy program to parents of students demonstrating markers for dyslexia.

7. Provides reports of screening measure results to the Ohio Department of Education.

Professional Development

The District complies with all professional development requirements for teachers in identifying characteristics of dyslexia and understanding the pedagogy for instruction of students with or at risk of dyslexia. Unless otherwise required by the superintendent/designee, teachers who provide instruction in fine arts, music or physical education are exempt from these professional development requirements and training.

The superintendent/designee establishes a Structured Literacy Certification process for designated teachers providing instruction to students in kindergarten through grade three.

CREDIT FLEXIBILITY

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, demographics and to meet the demand for 21st century skills.

In accordance with state law, the district must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. any combination of the above.

The superintendent/designee develops the district’s credit flexibility plan consistent with the provisions of the following regulations:

1. Students will be notified twice a year, either through newsletters, parent letters, e-mail, or an automated notification system about the upcoming opportunities for flexible credits.
 - a. Students must request in writing by September 15 for fall testing out or by February 1 for spring testing out.
 - b. If a student wishes to test out during the summer, an agreement has to be reached between the teacher and administration on the timeline.
 - c. The fall testing out period will be October 15 through December 15. The spring testing out period will be March 1 through May 1.
 - i. If these cut-off dates fall on a calamity day or a holiday weekend, then the last day of the testing out period will be the next scheduled school day.
2. Students must receive a grade of 80% or above to pass a course through the testing out procedures.
 - a. Middle school students have the option of accepting the grade for high school credit.
 - b. High school students who have completed the testing out course requirements must accept the grade on their transcript and its impact on class rank.
 - c. Weights, grading and Carnegie scales will be the same as if the student attended the course. Course credits and weights are listed annually in the Course Description Handbook. If this is a dual credit course, grades will count on both transcripts.

- d. Students testing out of dual credit courses must meet the colleges' or universities' testing out process.
- e. Students are responsible for materials, supplies or items needed for a special lab (i.e. cooking materials for Life Management class or wood for Industrial Technology.)
- 3. Test Out Fee - all courses will have a \$100 fee associated that must be paid with the written request letter to test out of a course. This fee will offset the cost of materials, teacher consulting time and grading that would take place outside the normal school day. Dual credit courses could have a credit hour cost depending on the college offering the credit.
 - a. Certain classes could have an additional \$60 lab fee.
- 4. Partial and simultaneous credits are allowed by law if a student starts a school year in a year-long course and requests by October 1 to test out of the second semester. The student would remain in the course and receive partial credit for the first semester and, upon completion and passing of materials by December 15, would receive credit for the second semester and not be required to continue in the course.
- 5. The Board will accept incoming credits from online education, postsecondary options, other public schools, college dual credit and, at the discretion of the superintendent, the evaluation of courses that come from nationally accredited programs of higher education.
- 6. Students who do not complete the testing out requirements may, in writing, appeal to the superintendent for a 30-day extension. Students who transfer to another district or are applying for early graduation shall meet with the superintendent or designee to develop a plan for the completion of testing out credit.

CAREER-TECHNICAL EDUCATION

Schools should provide education that is pertinent to the practical aspects of life and prepares students to make the transition from the school setting to the world of work. Therefore, the Board supports the inclusion of career-technical education in the basic curriculum. Career-technical education is a program that enables each student to gain career awareness and to explore career opportunities in all fields so that he/she can make informed decisions about his/her future occupations.

The Board charges the superintendent/designee with the responsibility for implementation of the career-technical education program in the schools. Career-technical education is a concept that can be taught in the classroom at all grade levels. In grades seven through 12, it specifically incorporates career exploration, career guidance, and career-technical education opportunities. The latter are designed to equip students to enter postsecondary occupational education programs and/or specific occupations directly from high school.

Career-technical education is available as an integral part of the curriculum at the secondary level. It is geared towards technological and economic conditions and changes, as a core component of comprehensive education, and shares with other aspects of the high school curriculum the purpose of development of character, attitudes, and skills. Guidance and counseling services are provided to each student throughout his/her program.

In an effort to meet the changing needs of the global, high-tech workforce educational programs offered to secondary school students, adults, postgraduates and others desiring to obtain necessary workforce skills, these skills are established in accordance with state law and the Ohio Administrative Code.

Fees may be charged to students, as established by the Board, to pay for materials they use in these courses and programs.

COLLEGE CREDIT PLUS

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the superintendent. The superintendent's decision is final.

The District holds an annual informational session between October 1 and February 15 to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

1. program eligibility;
2. any necessary financial arrangements for tuition, textbooks and fees;
3. process of granting academic credits;
4. criteria for any transportation aid;
5. available support services;
6. scheduling;
7. the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
8. consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;
9. benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
10. academic and social responsibilities of students and parents relative to this program;
11. information about and encouraging the use of college counseling services;
12. information about eligible courses;
13. information on CCP probation, dismissal and appeal procedures;
14. the standard program information packet developed by the Ohio Department of Higher Education (ODHE) and
15. the permission slip jointly developed by the Ohio Department of Education (ODE) and ODHE regarding the potential for mature subject matter in a course taken through CCP and information about the potential for mature subject matter in courses in which the student intends to enroll through CCP and that courses will not be modified based upon CCP enrollee participation regardless of where the course of instruction occurs.

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which

once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college's established procedures for admission. The student also must meet the college's and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program. The student and his/her parent also must sign and include in their application to the college, the permission slip developed by ODE and ODHE regarding the potential for mature subject matter in a course taken through CCP.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

Students may enroll only in eligible courses as defined in rules adopted by ODHE. Upon receipt of the notice of pre-term admission the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

1. The Board awards comparable credit for the eligible course(s) completed at the college.
2. If no comparable course is offered, the Board grants an appropriate number of elective credits.
3. Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to ODE. ODE's decision on these matters is final.
4. The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
5. Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

High School/College Enrollment

1. A student who enrolls in CCP for the first time in:
 - A. grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
 - B. 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
 - C. 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
 - D. 12th grade may receive credit for up to the equivalent of one academic school year.
2. Proportionate reductions are made for any student who enrolls in the program during the course of a school year.
3. For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.
4. College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. For purposes of these requirements, a “relevant high school course” is defined as a high school course that provides the appropriate academic foundation or career-technical education skills for the college course in which the student intends to enroll, as determined by the applicable institution of higher education. To be eligible, students must meet one of the following criteria:

1. be considered remediation-free on one of the Ohio Revised Code (RC) 3345.061(F) assessments;
2. have a cumulative unweighted high school grade point average (GPA) of at least 3.0;
3. have a cumulative unweighted high school GPA of at least 2.75 but less than 3.0 and received an "A" or "B" grade in a relevant high school course;
4. for participating seventh or eighth grade students without a cumulative unweighted high school GPA available, have received an A or B grade in a relevant high school course or
5. have participated in CCP prior to September 30, 2021 and scored within one standard error of measurement below the remediation-free threshold on one of the RC 3345.061(F) assessments and
 - A. have a cumulative high school GPA of at least 3.0 or for participating seventh or eighth grade students a cumulative GPA of 3.0 in the applicable grade level or
 - B. receive a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

1. Cumulative GPA of less than 2.0 in college courses taken through CCP or
2. Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student takes a permissible college course after placement on CCP probation and the course grade raises the student's cumulative college course GPA to 2.0 or higher the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade, is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any extenuating circumstances separate from academic performance that may have affected the student's CCP status the superintendent will issue a decision within 10 business days after the appeal is made and may:

1. allow the student to participate in the program without restrictions;
2. allow the student to take a course in the subject area in which they received a grade of D or F or for which they received no credit;
3. allow the student to participate in CCP on CCP probation or
4. maintain the student's dismissal from the program.

The superintendent's decision is final.

If the decision is to continue the student's dismissal and the student is enrolled in a college, the student's college will allow the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses. If the superintendent fails to issue a decision on the appeal within the required timeframe and the student is enrolled in a college, the college will allow the student to withdraw from all impermissible courses without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault

withdrawal date, the student's secondary school shall pay for those courses.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion. The superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.
3. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
4. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses

may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

GIFTED AND TALENTED

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, children in the district who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Students who are gifted are identified annually by qualified professionals using a variety of assessment procedures. The Board encourages efforts to provide services for students who are gifted as an integral part of the total kindergarten through grade 12 program.

For the identification and selection process, please refer to Board Policy IGBB and IGBB-R or the district website.

GUIDANCE PROGRAM

The Board views guidance as helping students understand themselves relative to their abilities, aptitudes, interest, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to personal, educational and vocational matters.

Guidance is based upon these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity benefits the individual and society.
3. Guidance is a continual and developmental process.
4. Guidance does not propose to program an individual's course of action but rather tries to assist the individual in arriving at his/her own satisfactory solutions.
5. Guidance should assist the individual to understand his/her circumstances and opportunities and to plan his/her life in a satisfactory manner to serve himself/herself as well as society.

Guidance services include a wide variety of testing programs and interpretation of results to students, parents and staff. These programs assist students in developing good study habits and personal guidance which is in keeping with the principles of human dignity and equality.

A written guidance plan is developed to provide systematic aid to students in kindergarten through 12th grade regarding educational, career, civic, personal and social concerns, including the harmful effects of drugs, alcohol and tobacco. This plan provides for appraisal of students' academic abilities, a variety of counseling opportunities and approaches, educational and career planning and, when necessary, appropriate referral. The plan is evaluated and submitted to the Board for adoption every three years.

The guidance department is responsible for assisting with implementation of the testing dimension of the educational program. The guidance staff further assists the instructional staff and administration in developing and implementing intervention programs to assist students to realize academic improvement. Counseling services are provided by certificated/licensed school counselors.

COLLEGE VISITATION

Students in Grade 11 may be permitted two (2) days of college visitation. Students in Grade 12 will be permitted three (3) days of college visitation. The absence will not be counted provided that prior arrangements are made through the guidance office AND a parent note is turned in when returning to school.

JOB OR CAREER SHADOWING

Middle school students will be permitted one (1) day away from school and high school students will be permitted two (2) days away from school for job shadowing. The absence will not be counted provided prior approval has been given by the principal and a report signed by the job mentor is returned to school the following day.

SCHEDULE CHANGES/WITHDRAWALS

Schedule decisions should not be taken lightly. To help ensure that these decisions are given due consideration and to keep schedules within school policy, the following points are listed:

1. All students must register for the equivalent of six (6) credits in each semester, including physical education and health. In middle school, 7 classes.
2. All prerequisites must be observed.
3. Schedule changes must be approved by parents, counselor and principal.
4. Courses listed in the course description guide will be offered if there are sufficient numbers of students requesting the course.
5. Schedule changes / withdrawals may be made for the following reasons:
 - a. unintentional error
 - b. change to meet graduation requirements
 - c. failure of a course
 - d. health
 - e. addition of a class to replace a study hall
 - f. completion of a course in summer school
 - g. administrative recommendation (teacher, counselor, parent, or principal)

All requests for schedule changes will be made in the guidance office. No schedule changes will be made for the first three (3) days of school or the first three days of the second semester.

NORTH UNION HIGH SCHOOL SCHEDULE CHANGE POLICY

Changes can be made for the following reasons:

1. Semester imbalances
2. Replacement of summer school courses successfully completed
3. Schedule adjustments for credit flexibility options approved by administration
4. Appropriate educational adjustments for a student on an IEP or a student participating in College Credit Plus or other program approved by administration
5. Inappropriate course level as dictated by the prerequisite
6. Requests that appear on original schedule form but do not appear on the printed schedule

Adding courses:

Year-long and semester classes can be added within the first 5 days of the first semester.

Dropping/ Withdrawal from courses:

*No penalty if dropped within the first 5 days of the semester.

*If dropped by the last day of the first 9 weeks (or third 9 weeks for a second semester course only), a WD (withdrawn) will be added to the transcript.

*If dropped after the first 9 weeks (or third 9 weeks for a second semester course only), a WF (withdrawn-failing) will be added to the transcript (averages in GPA as an F).

Dropping college credit plus courses:

If the student drops the course after the date set by the college, the student will need to reimburse NU for the cost of tuition.

Warning: Dropping a course may endanger your athletic eligibility. During the nine week grading period preceding athletic participation, the student must be passing (5) equivalencies as defined by OHSAA.

Parents and students are responsible for monitoring the athletic requirements. Additional information may be found on the OHSAA website.

***** Schedule Changes are not in effect until you receive a revised schedule from the Guidance Office *****

HOMEWORK

(Practice Work)

The Board believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed, complete certain projects such as the reading of worthwhile books, and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Homework will not be used for disciplinary purposes. The extent and type of homework given is to be decided by the classroom teacher within the framework of overall instructional plans.

PLAGIARISM

Plagiarism is the use of intellectual property of another person as your own work without providing appropriate reference to the owner. Intellectual property may include expressed ideas, test answers, art work, lab work and results, papers, paragraphs, written phrases, graphs or charts. Owners may include electronic resource information from the Internet, magazines, encyclopedias, books, journals, novels, videos or another student's work.

The North Union Local Board of Education considers plagiarism a violation of the code of conduct.

The Board believes that every effort should be made to discourage plagiarism and to educate students about the proper use and citation of intellectual property.

In accordance with this belief, parents and students should be educated about plagiarism early in a student's career. Consequences should be developmentally appropriate. In the primary grades, consequences shall include warnings and parent conferencing. Teachers may use discretion with grading consequences for plagiarism. In grades 3-5, teachers should utilize warnings and parent conferencing, with grade reduction as a consequence of plagiarized work. In grades 6-12, a zero on the assignment will be the consequence of plagiarism. The school principal will be notified of the student's use of plagiarism and other consequences in accordance with the student discipline code will be considered for repeat offenses.

GRADING SCALES

Grading Scale for Grades K-2

O = Outstanding (89.5-100%)
S = Satisfactory (69.5-89.49%)
U = Unsatisfactory (0-69.49%)

Grading Scale for Grades 3-5

The following grading scale shall be used by all teachers in grades 3-5 for each of the four grading periods. Letter grades will be used in reporting to parents.

A+ = 97-100
A = 93-96
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72
D+ = 67-69
D = 63-66
D- = 60-62
F = 0-59 and below

Final grades will be figured by averaging the four grading period percentage grades and the result reported as a letter. Physical education, music, art, computers, and elementary band will be reported as:

O = Outstanding (89.5-100%)
S = Satisfactory (69.5-89.49%)
U = Unsatisfactory (0-69.49%)

Grading Scale for Grades 6-8

The following grading scale shall be used by all teachers in 6-8 in all subjects for each of the four grading periods. Letter grades will be used in reporting to parents.

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = 0-59 and below

Grades in Physical Education will be reported as:

O = Outstanding (89.5-100%)

S = Satisfactory (69.5-89.49%)

U = Unsatisfactory (0-69.49%)

Semester averages will be determined by 2 nine week grades. Final yearly averages will be determined by the following formula: $2 \times \text{each nine weeks plus both semester exams} \div 10$

Grading Scale for Grades 9-12

The following grading scale shall be used by all teachers in grades 9-12. Letter grades will be used in reporting to parents.

A+ = 97-100

A = 93-96

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = 0-59 and below

Final grades will be figured using the following formula:

$2 \times \text{each nine weeks grade plus final exam} \div 5 = \text{final grade.}$

In grades 9-12, a student must pass two of the three grading criteria needed to pass for the semester (the three criteria are: two nine weeks grades and the exam). All percentage grades will be rounded to the nearest whole number.

TEST SECURITY

Except for the publications called "Practice Test," the achievement tests, proficiency tests, and Ohio's State Tests, including any and all materials developed for use in any test form, are secure. It is unethical and illegal to use any such secure materials to prepare students for the test or to assist students who have failed the test. It is unethical or illegal to reproduce any of this material or cause it to be reproduced. No secure material from any test will be released to students, to the media, to parents or other community members, or to any other individual or group. It is unethical and illegal to alter a student's responses or to assist the student to cheat in any other way.

Annually, the superintendent of schools shall appoint a district test coordinator who shall assume the responsibility of administering and following all test procedures and guidelines.

The high school principal and district curriculum coordinator shall be present during testing and have access to secure materials. Monitors will assist with the testing.

The district test coordinator will be responsible for checking the packing lists of test shipments, verifying if all materials have been received. The coordinator will also disseminate testing materials to the building administrator, who is in charge of testing, and is also responsible for collecting all used and unused materials following the completion of testing.

Any alleged test security violation will be investigated by the district test coordinator. Procedures used to investigate any violation will include:

1. Questioning of school test coordinator.
2. Questioning of test monitors.
3. Questioning of any student or students who may be involved in a violation.
4. Examination and/or grading of the student's test booklet and answer sheet.

If it is determined that a violation has occurred, the following actions will be taken:

1. The test score of any individual or group of students will be invalidated. This will be the responsibility of the district test coordinator and will be accomplished by notifying not only the contracted test grader but also the Ohio Department of Education.
2. Within ten (10) days the school district will notify the State Board of Education of the findings and actions taken.
3. Consequences will be handed out to any individual or individuals responsible for the security violation. These may include:
 - a. Having the test score invalidated.
 - b. The district Board of Education, after following appropriate procedures, may terminate an employee found guilty of a violation.
 - c. The State Board of Education, after following appropriate procedures, may seek the suspension of a certificate.
 - d. A law enforcement agency, following an appropriate investigation, may prosecute under the State Criminal Code.

These procedures will be communicated annually, by October 1, to employees and students via handouts distributed at staff and class meetings.

Students should be prepared for the different types of learner outcomes that are measured by the tests. It is appropriate to integrate instructional activities that address learner outcomes in kindergarten through grade 8 and to include such activities among those planned for the first two months of grade 9.

Intervention programs should also be established that assist students that fail sections of the tests.
ADMINISTRATIVE REGULATION IL-2-R [Revised 6/27/05]

PROGRESS REPORTS TO PARENTS

The following procedures will be used in reporting to parents:

1. Report Cards - The school year is divided into four grading periods. Reports will be sent to the parents on the Friday of the week following the close of each grading period. (Year-end reporting might vary from this.)
2. Semester and final exams will be required at the high school and middle school in all courses.
3. Grade cards shall not be issued to any person other than the student involved or his legal guardian unless a note is written by the legal guardian stating otherwise. Children who move should leave their forwarding address so their card can be mailed.
4. A grade of "incomplete" is given to a student who has been absent for a prolonged period of time due to an illness or other justifiable reason.
5. Interim reports- These reports are available to all parents. This preliminary evaluation is an indication of the extent of student achievement at this point in the grading period. These reports are available online (*ProgressBook*) approximately 4 ½ weeks into each grading period.
6. Two parent/teacher conferences will be scheduled per year. The purpose of these conferences are to encourage parent/teacher interaction on a regular basis. Information reports to parents consisting of conferences, phone calls, notes, etc. may be initiated by a caregiver or a faculty at any time.

HONOR ROLLS GRADES 3-12

Academic excellence will be appropriately honored in the primary grades. For grades 3-12, honor roll and the grade point average scale will be as follows:

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

To compute grade point average:

Convert grade earned in the course to a number using the scale above. Multiply that number by the amount of credit received for the course. The result is called quality points. Total the quality points for all courses. Divide the total quality points by the total number of credits for all courses.

Example:

Course	Grade	Credit	Number	Quality Points
English	A+	0.50	4.00	2.00
Math	B	0.50	3.00	1.50
Voc. Ag.	B	0.50	3.00	1.50
Science	C	0.50	2.00	1.00
	Total:	2.00	Total:	6.00

Quality Points / Total Credits = G.P.A.

$$6.00 / 2.00 = 3.00 \text{ G.P.A.}$$

Students with a G.P.A. of 3.499 to 4.00 will be included on the Honor Roll, with 4.00 G.P.A. being on the All “A” Honor Roll. Students with a G.P.A. of 3.00 to 3.498 will be included on the Merit Roll.

In elementary grades 3-5, all courses are worth 1 credit. In middle school, year-long courses are worth 1 credit and semester courses are worth 0.50 credit.

CRITERIA FOR AWARDING HONORS DIPLOMA

- I. The student must successfully complete the high school curriculum or the individualized educational program of the high school.
- II. The student must earn the required points on Ohio’s State Tests.
- III. Students starting with the Class of 2021 and beyond must meet the following criteria to earn an Honors Diploma.
 - A. Academic Honors Diploma - students must meet at least six of the following seven criteria:
 1. Four units of math which shall include Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content;
 2. Four units of science, including two units of advanced science (Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy);
 3. Four units of social studies;
 4. Earn three units of one world language OR no less than 2 units of each of two world languages studied;
 5. One unit of fine arts;
 6. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of their senior year;
 7. Score of 27 on the ACT or a score of 1280 on the SAT.

- B. Career Tech Honors Diploma - students must meet at least nine of the following ten criteria;
1. Four units of math which shall include Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content;
 2. Four units of science, including two units of advanced science (Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy.);
 3. Earn four units of social studies;
 4. Earn two units of one world language studied;
 5. Electives must include 4 units of Career-Technical minimums. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit;
 6. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year;
 7. Score of 27 on the ACT, score of 1280 on the SAT, or score 12 WorkKeys points (Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement.);
 8. Complete a field experience and document the experience in a portfolio specific to the student's area of focus (Field experience refers to experiential learning in either an internship or apprenticeship.);
 9. Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts (The student portfolio is a collection of experiential learning and competencies based on the student's field experiences. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.);
 10. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

(Beginning with the Class of 2022)

Valedictorian Qualifications:

- Students who achieve a grade point average of 4.0 and complete Academic Honors Diploma requirements after the 7th semester will receive the distinction of valedictorian status at commencement.

Salutarian Qualifications:

- Students who graduate with a 3.95 - 3.99 grade point average on a 4.0 scale and complete Academic Honors Diploma requirements after the 7th semester will receive the distinction of salutarian status at commencement.

In addition, students must be enrolled at NUHS by the beginning of their junior year and complete four full semesters at NUHS.

18 College Prep Core Requirements- students must carry at least 4 CP classes during their senior year and complete 18 credits of the following classes during their four years of high school:

English – Honors English, AP English, or English, CCP English Comp, Speech (½), Creative Writing (½)

Math – Algebra 1 & 2, Geometry, Advanced Math, Pre-Calculus, Calculus, CCP Math (Algebra 1 would count if taken in 8th grade)

Science – Physical Science, Biology, Chemistry, AP Biology, CP Physics, AP Chemistry, CCP Science, Anatomy and Physiology (½)

Social Studies – World History, US History, Government, CCP Social Studies

Foreign Language - Spanish or other language approved by principal (Spanish 1 would count if taken in 8th grade)

Fine Arts - All music, art, and industrial arts classes

College Credit Plus Courses - see your counselor for final approval

NOTE: The grades of students transferring to the high school from a chartered school will be recognized; however, such students shall have no established class rank for purposes of graduation honors, such as Valedictorian/Salutatorian, until such time as they have completed a minimum of four (4) semesters. Students entering the high school from a non-chartered or home-based school shall have no established grade point average (G.P.A.) or class rank for purposes of graduation honors, such as Valedictorian, etc., until such time as they have completed a minimum of four (4) semesters.

GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as state law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

Required Coursework	Required Units
English Language Arts	4 units
Social Studies: including one unit each of World Studies, American History, and American Government.	3 units
Science: Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: Chemistry, Physics or other physical science; Advanced Biology or other life science; Astronomy, Physical Geology or other earth or space science.	3 units
Mathematics: Mathematics units must include one unit of Algebra II or the equivalent of Algebra II.	4 units
Physical Education: Students who participate in interscholastic athletics, marching band or cheerleading for two full seasons may waive the physical education requirement. Students must take another course worth 0.50 high school credits, which cannot be a physical education course, of at least 60 contact hours.	½ unit

Health	½ unit
Fine Arts: Students must complete at least one unit of fine art. At North Union, this includes band, choir, or any art class including art history.	1 unit
Career and Financial Choices: All students must receive instruction in economics and financial literacy during grades 9-12. This class fulfills the financial literacy requirement.	½ unit
Elective Credit: Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required. <i>At least two years of foreign language is required for 4 year college admission.</i>	6 ½ units
Total Units Required	23

The statutory graduation requirements also include:

1. students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations “as part of the required social studies units”;
2. students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
3. student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
4. units earned in social studies shall be integrated with economics and financial literacy and
5. meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.



Diploma Seals







In accordance with state law, the Board establishes the criteria for at least one of the local diploma seals outlined in state law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The district recognizes a locally defined diploma seal that a student transferring into the district earned at another district regardless of whether the Board has developed local guidelines for that seal.

Ohio Graduation Requirements - For Class of 2023 and Beyond:

In addition to earning a minimum of 23 credits, students are also required to demonstrate competency on the Algebra I and English 2 End-Of-Course Exams (Ohio State Tests-OST) and demonstrate readiness by obtaining at least two diploma seals (one of the seals must be a state seal). If students do not show competency on those two end-of-course exams, there are alternate pathways.

Readiness Seals:

	Ohio Means Jobs Readiness Seal (state)	Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies. More information is on the Ohio Department of Education website.
	Industry-Recognized Credential (state)	Earn an approved industry-recognized credential that is aligned to a job considered in demand in Ohio. More information is available on the Ohio Department of Education website.
	College-Ready Seal (state)	Earn remediation-free scores on the ACT or SAT.
	Military Enlistment Seal (state)	Provide evidence that a student has enlisted in a branch of the US Armed Forces
	Citizenship Seal (state)	<ol style="list-style-type: none"> 1. Earn a score of “proficient” or higher on both American History and American Government End-Of-Course exams 2. Earn a final course grade that is equivalent to a ‘B’ or higher in appropriate class taken through the College Credit Plus program 3. Earn a ‘B’ or better in both US History and Government courses.
	Science Seal (state)	<ol style="list-style-type: none"> 1. Earn a score of proficient or higher on the biology end-of-course exam 2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement test 3. Earn a final course grade that is equivalent to a ‘B’ or higher in appropriate class taken through the College Credit Plus program

		<p>4. Earn a 'B' or better in a 1.0 credit "advanced science course". At NUHS, this would be Chemistry, Physics, Environmental Science, Anatomy/Physiology and Astronomy.</p>
	Honors Diploma Seal (state)	Earn one of six Honors Diplomas as outlined by the Ohio Department of Education.
	Seal of Biliteracy (state)	Meets the requirements and criteria, including proficiency requirements on assessments in a world language and English.
	Technology Seal (state)	<ol style="list-style-type: none"> 1. Complete a course offered through the school that meet guidelines per Ohio Department of Education 2. Earn a final course grade that is equivalent to a 'B' or higher in an appropriate class taken through the College Credit Plus program.
	Community Seal (local)	Complete 60 hours of community service by April 1 of the senior year.
	Fine & Performing Arts (local)	Earn 3 credits in art, music, speech, and/or drama and participate in 2 art-related extracurricular activities
	Student Engagement Seal (local)	Participate in a total of six extracurricular activities during grades 9-12.

North Union High School has a Diploma Seal website, which students and parents may consult for more information: <https://sites.google.com/nu-district.org/diploma-seal-resources/home>

Summer School

Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

College Credit Plus Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus counts toward the graduation requirements and subject area requirements of the district. If a course comparable to the course successfully completed is offered by the district, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the district grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Course Work Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Beginning in the 2019-2020 school year, a student, who during high school, has participated in show choir for at least two full seasons is not required to complete any physical education courses as a

condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Community Service

The district offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective towards graduation.

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Any student, unless excused from taking the third grade reading assessment under Ohio Revised Code Section (RC) 3301.0711, who does not attain at least the equivalent level of achievement as required by RC 3301.0710 on the assessment, is not promoted to fourth grade unless one of the following applies:

1. The student is an English learner who has been enrolled in United States schools for less than three full school years and has had less than three years of instruction in an English as a second language program.
2. The student is a child with a disability entitled to special education and related services under RC 3323 and the student's Individualized Education Program (IEP) exempts the student from

retention under this division.

3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
 - A. The student is a child with a disability entitled to special education and related services under RC 3323.
 - B. The student has taken the third grade English language arts achievement assessment prescribed under RC 3301.0710.
 - C. The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading.
 - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.
6. A student's parent or guardian, in consultation with the student's reading teacher and building principal, requests that the student be promoted to the fourth grade, regardless of whether the student is reading at a fourth grade level. A student who is promoted at their parent or guardian's request shall continue to receive intensive reading instruction in the same manner as a student retained under this section until the student is able to read at grade level.
7. Intervention services are offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

Any student who has been retained because of results on the third grade English language assessment and who demonstrates during the academic year that he/she now is reading at or above grade level is promoted to the fourth grade pursuant to the District-level midyear promotion policy.

STUDENT RECORDS / PARENT RIGHTS

Parents or eligible students have the right to inspect and review the student's records.

The intent of the district is to limit disclosure of information contained in a student's educational records, except by prior written consent of the parent or eligible student, directory information or under certain limited circumstances as permitted by law.

Parents and eligible students have the right to seek to correct parts of the student's records which they believe are inaccurate, misleading, or are in violation of the student's rights.

Parents and eligible students have the right to a hearing if the district decides not to alter records according to their wishes.

Any person may file a complaint with the Department of Education if the district violates the FERPA.

Copies of the entire student records are available, free of charge, by simply contacting any building principal or the Central Office.

STUDENT RECORDS / DIRECTORY INFORMATION

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The superintendent is responsible for the proper administration of student records in keeping with state law and federal requirements and the procedures for the collection of necessary information about individual students throughout the district.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The district uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The district provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the district to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information; and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the district violates relevant federal law, specifically the Family Educational Rights and Privacy Act; and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The district proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports

6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the district's definition of directory information. Parents or eligible students then have two weeks in which to advise the district in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The district uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student. Exceptions to this are when the superintendent or a person designated in writing by the superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The district maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the students or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered. The survey will be posted online for viewing by parents/guardians for at least three school days before administering.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. post-secondary institutions or military recruiters;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education related activities or
6. student recognition program.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the district will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

STUDENT FEES, FINES AND CHARGES

Material Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act

will be charged in compliance with state and federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Fines

When school property, equipment or supplies are damaged, lost or taken by individuals, a fine is assessed. The fine is reasonable, seeking only to compensate the school for the expense or loss incurred. Free lunch eligibility does not exempt a student from paying fines for damage to school property.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

All fines collected are sent to the treasurer for deposit in the general fund of the Board.

Unpaid Meal Charges

Unpaid meal charges are considered delinquent debt when payment is past due. The administration will establish procedures for the collection of unpaid meal charges.

Collection of Student Fees and Fines

The administration may establish regulations for the collection of student fees and fines.

Grades and credits are not made available to any student, graduate or to anyone requesting the same on his/her behalf until all fees and fines for that student have been paid in full, except where required by state law. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

The District may withhold a student's school records, except as provided in state law, if there is \$2,500 or more of outstanding debt attributed to the student. The District will transmit the student's school records within five school days once the debt is paid. "School records" includes any academic records, student assessment data or other information for which there is a legitimate educational interest.

Non-payment of fund-raising money or student fees not paid at the rate of 25% by the end of the 1st grading period, 50% by the end of the semester, and 100% by the end of the 3rd grading period will not be permitted to:

- Attend field trips
- Attend school sponsored activities (ex. dances)
- Participate in extracurricular activities (ex. sports and/or clubs)
- Participate in fund-raisers
- Participate in graduation ceremonies

Collection Process

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the principal will send a letter from the treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by June 15.

RETURNED CHECKS / INSUFFICIENT FUNDS

In cases where the district is notified that a personal check written to the North Union Local School District is being returned for insufficient funds/closed account, the treasurer of the Board of Education shall cover the cost of the check with Board funds. He will then notify the building principal of the building where the check was given in payment and take whatever steps are necessary for collection of funds for which an insufficient check has been written. The writer of the check shall be held responsible for the amount of the check plus a \$10.00 service charge, as well as any costs associated with collection. The treasurer may utilize outside collection services and/or services of the Union County Prosecutor's Office.

PAYSCHOOLS CENTRAL PAYMENT SYSTEM

North Union Local Schools has implemented the PaySchools Central online payment system. With this system, school payments can be processed with any Visa or Mastercard. The PaySchools Central link can be accessed through the school's website at n-union.k12.oh.us.

SCHOOL PROPERTY

It is the student's responsibility to take care of school property which includes: textbooks, desks, seats, walls, lockers, etc. Fines may be assessed for the payment or replacement of damaged property.

COMMUNITY USE OF SCHOOL PREMISES (Equal Access)

Although the basic purpose of public school premises is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school premises are made to serve the entire community. To accomplish this objective, when school premises are not in use for school purposes, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school premises for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

The district may rent or lease premises to a public or nonpublic university for use for evening and summer classes.

Any school within the district receiving Title I funding must offer the same premises access to Boy Scouts as to other organizations.

CAFETERIA

1. All school rules and procedures apply.
2. Lunches are closed, no student is permitted to leave school grounds. (The exception to this rule will be at the high school and at the principal's discretion.)
3. Free and reduced lunches are available to all who apply and are eligible.
4. Students may choose to decline up to two (2) items from a type A lunch.
5. Students who wish to pack their lunch may purchase milk or bring their own drink. NO GLASS CONTAINERS ARE PERMITTED.

6. Lunch charges: Three lunch charges will be permitted at the elementary school, while one lunch charge will be permitted at the middle and high school levels. After a student has exhausted their charge allowance, an alternate meal will be provided at the standard lunch price.

STUDENT CONDUCT (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the district must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the district or adversely affects the education process. The superintendent/designee develops regulations which establish strategies ranging from prevention to intervention, addressing student misbehavior, and providing continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the district schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration will cooperate in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student’s mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

STUDENT CODE OF CONDUCT

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including detention, time out, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

1. Disruption in School: A student will not, by use of violence, force, coercion, threat, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. Destruction of School or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board).
3. Fighting, Assault and/or Threat: A student will not physically attack or threaten to attack any person.
4. Dangerous Weapons, Instruments and Objects: A student will not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.
5. Narcotics, Alcoholic Beverages and Drugs: A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance which causes physical or mental change. A student will not possess, use, transmit, or conceal substances that could be construed as "look alike" drugs or drug paraphernalia.
6. Smoking/Tobacco: Students will not be permitted to smoke/use tobacco or be in possession of smoking paraphernalia in school buildings, on school grounds or at any school related activity.
7. Profanity and/or Obscenity: A student will not, by written, oral, gestural or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity.
8. Truancy and Tardiness: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, he/she is truant or tardy. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense. On the fourth tardy to school or any one class, the student will receive a detention for that tardy and for each subsequent fourth tardy (high school).
9. Insubordination: A student will comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school. Failure to abide by established rules is insubordination.
10. Inappropriate Dress: A student will not dress or appear in a fashion that:
 - a. interferes with the student's health or welfare or the welfare of others or
 - b. causes disruption or directly interferes with the educational process, or
 - c. violates the student dress code.
11. Theft: A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
12. Extortion: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
13. Forgery: A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school.

14. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function or the educational process.
15. False Identification: A student will not use or attempt to use false identification to mislead school personnel.
16. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
17. Academic Dishonesty: Students are expected to do their own work and to have their hard earned grades reflect their own work. To be responsible, one has to learn to become self reliant, honest, and trustworthy. Someone who relies on others to do his work or to give him questions or answers lacks both responsibility and respect. Cheating and plagiarism violate the code of conduct.
18. Harassment/Menacing/Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts: Students shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes, but is not limited to: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal, nonverbal or physical conduct including, but not limited to, those based on race, color, national origin, religion, sexual orientation, handicap or age. Harassment is defined in Board Policy AC.
19. Hazing and Bullying: Students shall not haze, tease or bully others based on but not limited to physical appearance, race, color, national origin, religion, sex, sexual orientation, handicap or age. Hazing and bullying are defined in policy JFCF-R. In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred. Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
 - a. Physical violence and/or attacks;
 - b. Threats, taunts and intimidation through words and/or gestures;
 - c. Extortion, damage or stealing of money and/or possessions;
 - d. Exclusion from the peer group or spreading rumors;
 - e. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as bullying) such as the following:
 - i. Posting slurs on websites, social networking sites, blogs or personal online journals;
 - ii. Sending abusive or threatening emails, website postings or comments and instant messages;
 - iii. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - iv. Using websites, social networking sites, blogs, personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
 - f. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

20. **Sexual Harassment/Inappropriate Physical Contact:** All persons associated with the district, including but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of district buildings, on other district owned property or at school sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. The superintendent will be notified of any sexual harassment that directly involves physical contact.
- a. Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:
 - i. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
 - ii. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
 - iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.
 - b. Examples of sexual harassment conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment conduct is often dependent on the individual recipient.
21. Other kinds of conduct not acceptable:
22. **HANDS OFF** with regard to physical contact with other students, we have a firm hands off policy.
23. Class disturbance – Classes in session are not to be disturbed except in cases of emergency.
24. Assemblies – Pupils not showing proper respect for speakers or entertainers or making a disturbance during any assembly or pep rally will no longer be allowed to attend assemblies.
25. Hallways – There is to be no running, scuffling, or loitering in the restrooms or hallways. Students are reminded to keep to the right in all corridors, stairways, and doorways. Lines must keep moving; no running or shouting during change of classes.
26. Electronic Devices – A student shall not use an electronic device, including personal or school owned digital devices, inappropriately or in a manner that violates the privacy of another student or staff employee.
27. Biting or other acts which could transfer blood borne pathogens – Due to the possibility of the exchange of body fluids and bloodborne pathogen control standards, any student who bites, pokes, or similarly endangers another student or a staff member will be considered dangerous and may be suspended from school. This behavior will be treated by the administration as a form of assault.

28. **Unacceptable Uses of Technology:** Any violation of the Technology Acceptable Use/Internet Safety policy is a violation of the Code of Conduct. Any violations of this policy may, in addition to loss of user privileges, result in disciplinary action up to and including suspension or expulsion. Violations may also result in referral to legal authorities and/or other legal action.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the district with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes any explosive, gas or poison, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving dangerous weapons as listed above also loses his/her driving privileges.

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

TOBACCO USE BY STUDENTS

Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this district, as well as compliance with federal and state law. Therefore, the Board prohibits smoking, use or possession of tobacco in any form, including but not limited to, lighted or unlighted cigarettes, cigars, pipes, clove cigarettes, electronic cigarettes, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, and snuff in any form of tobacco by any student in any area or vehicle under the control of the district or at any activity supervised by any school within the district.

Violations will result in discipline being determined by the building administrator.

Repeated Offenses: Law enforcement will be notified in cases of underage tobacco use and the student will be suspended from school for up to ten days pending action on a recommendation by the building principal.

NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the following individual to serve as the district's compliance officer/civil rights coordinator:

Title: Director of Special Education
Office address: 12920 State Route 739, Richwood, Ohio 43344
Email: dadams@nu-district.org
Phone number: 740-943-2509

The name, title, and contact information of this individual is annually published in district handbooks and on the district website. The Board has adopted separate policies and procedures for sexual harassment, including the identification of a Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

The compliance officer is responsible for coordinating the district's efforts to comply with applicable federal and state laws and regulations, including the district's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

All persons associated with the district, including but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Prohibited Conduct

This Policy applies to students, employees, volunteers, and third parties. "Prohibited Conduct" under this Policy includes all of the following, when they occur in the context of a district program or activity:

1. Discrimination on the basis of sex ("Discrimination")
2. Sexual Harassment

3. Gender-based, non-sexual harassment
4. Retaliation against individuals participating in an informal complaint or formal complaint brought under this Policy.

Items marked as prohibited conduct above are prohibited in connection with all district programs and activities, including all educational extracurricular, co-curricular, athletic, and other programs of the district, regardless of whether those programs take place in district facilities, on a school bus, at a class or training program sponsored by the district at another location, or elsewhere. The district has an obligation to investigate and/or respond to sexual harassment occurring off school grounds, when the harassment creates a hostile environment within the school setting.

A determination as to whether prohibited conduct has occurred may take into account incidents that occurred off school grounds and/or outside of the district's educational programs or activities, if the conduct is alleged to have created a hostile environment within the district's programs or activities.

For purposes of this policy, it is presumed that all conduct of a sexual nature by a district employee directed toward a student is unwelcome, regardless of the age of the student. While such conduct may not always rise to the level of prohibited conduct under this policy, such conduct is inappropriate, unprofessional, and shall result in disciplinary, educational, or other actions against the employee as appropriate.

If prohibited conduct may also constitute harassment, intimidation or bullying under Policy JFCF, the investigation shall be conducted in accordance with both policies by the Title IX Coordinator's designee.

Definition of Discrimination

Discrimination, for purposes of this policy, includes any of the following, when they occur on the basis of sex:

1. Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service;
2. Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;
3. Denying any student any such aid, benefit, or service;
4. Subjecting students to separate or different rules of behavior, sanctions, or other treatment;
5. Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students; and
6. Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

Definition of Sexual Harassment

Sexual harassment, for the purposes of this policy, is unwelcome conduct of a sexual nature under one of the following circumstances:

1. Submission to or rejection of this conduct is an explicit or implicit condition of an individual's employment, academic performance, or educational environment; or
2. Submission to or rejection of this conduct by an individual is used as the basis for decisions affecting the individual; or
3. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to

participate in or benefit from the education program, or creates a hostile, intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships. When considering whether there is sexual harassment under this circumstance, the district may consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus.

Sexual harassment may include, but is not limited to:

1. unwelcome sexual advances;
2. requests or demands for sexual favors;
3. verbal, nonverbal, or physical conduct of a sexual nature;
4. sexual assault;
5. sexual violence;
6. dating or intimate partner violence;
7. sexual grooming;
8. repeated sexual jokes, flirtations, advances, or propositions;
9. graphic verbal commentary relating to an individual's body, sexual prowess, or sexual deficiencies; or
10. displaying sexually suggestive or obscene objects, pictures, or materials.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent due to the use of force, coercion to an extent that subsumes the person's will, or incapacitation from drugs or alcohol to the extent that the person is unable to appreciate the nature and/or consequences of the sexual conduct. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, and sexual imposition.

Definition of Gender-Based, Non-Sexual Harassment

Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, gender identity or non-conformance with sex stereotypes, but not involving sexual activity or language, constitutes gender-based, non-sexual harassment under one of the following circumstances:

1. Submission to or rejection of this conduct is an explicit or implicit condition of an individual's employment, academic performance, or educational environment; or
2. Submission to or rejection of this conduct by an individual is used as the basis for decisions affecting the individual; or
3. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

Definition of Retaliation

Retaliation is any act or attempt to take an adverse action against or seek retribution from any individual or group of individuals involved in a complaint or investigation under this policy. Retaliation can take many forms including, but not limited to, violence, threats, and intimidation. Retaliation also includes verbal, non-verbal, or physical conduct that unreasonably deters the filing of a complaint or the participation in a harassment investigation under both an objective and subjective standard.

Retaliation is strictly prohibited. The district prohibits retaliation for an individual's initiation of or participation in any complaint under this policy, including in situations where prohibited conduct is ultimately determined not to have occurred. Retaliation should be immediately reported to the Title IX Coordinator so that it can be addressed promptly.

The Complaint Process

The Board has developed informal and formal discrimination and harassment complaint procedures. Those procedures are detailed in the district's "Discrimination on the Basis of Sex/Sexual Harassment Grievance Procedures". The procedures provide for impartial investigation free from conflicts of interest. The Board also has identified disciplinary measures that may be imposed upon the offender.

Nothing in this policy prevents an individual from pursuing action through state and/or federal law, contacting law enforcement, or from filing a complaint with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

All Employees Must Report Prohibited Conduct

All district employees who become aware of prohibited conduct are obligated to report such conduct to the Title IX Coordinator as soon as possible but in no case later than two (2) business days. District employees who fail to report prohibited conduct may be subject to discipline, up to and including termination.

Where prohibited conduct also may constitute child abuse or neglect, employees who are mandatory reporters are also required to report such abuse or neglect to children services and/or law enforcement, as is required by law. The Title IX Coordinator should be informed that such a report has been made when prohibited conduct is involved.

Where prohibited conduct may constitute a felony, all employees are required by law to make a report to law enforcement. See "Reporting to Law Enforcement," below for more information.

Reporting to Law Enforcement

Except in certain limited circumstances involving privileged communications, such as those between a counselor and patient, all Ohioans are required to report when they know that a felony has been or is being committed. Therefore, when a district employee has reason to believe that a sexual assault may have occurred, regardless of whether the assault is alleged to have occurred in relation to the district's programs or activities, the district employee is obligated to report that information to law enforcement as soon as possible. If the sexual assault occurs in relation to the district's programs or activities, the district employee must also report that information to the Title IX Coordinator and provide the coordinator with information on when contact was made with law enforcement.

The district will cooperate fully with law enforcement investigations regarding prohibited conduct, and will communicate with law enforcement to coordinate its investigation under this policy. It may be necessary to suspend the district's investigation temporarily to allow law enforcement to investigate criminal allegations while the law enforcement agency is in the process of gathering evidence. However, because legal standards for criminal investigations are different from those involved in investigating violations of district policy, police investigations or reports may or may not be determinative of whether prohibited conduct occurred under this policy. If a temporary suspension in the district's investigation is

requested by law enforcement, the district will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that it may do so.

Where law enforcement requests personally identifiable information from educational records for purposes of its investigation, the district will comply with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. Part 99.

Confidentiality

The district has an obligation to make reasonable efforts to investigate and address instances of prohibited conduct when it knows or should have known about such instances, regardless of the complainant's cooperation and involvement.

Complainants may make a confidential report through the Title IX Coordinator. The Title IX Coordinator will evaluate the request for confidentiality and make a determination in his or her discretion as to the extent to which the district can adequately fulfill its obligations to address instances of prohibited conduct without revealing the identity of the complainant. All complaints made under this policy will be kept private to the extent possible consistent with the district's obligations under this policy.

If allegations of prohibited conduct are brought to the attention of the Title IX Coordinator but the complainant does not wish to pursue a complaint through this process, requests that such allegations are held in confidence, or refuses to respond to the Title IX Coordinator, the Title IX Coordinator will review the available information and make a determination in his or her discretion as to whether an investigation will be conducted.

Factors to consider in determining whether the district will pursue an investigation in these circumstances may include, but are not limited to, the ages and relationship of the complainant and respondent, the seriousness of the alleged misconduct, whether the complaint can be reasonably pursued without cooperation from the complainant, whether any laws are alleged to have been violated, whether the Licensure Code of Professional Conduct for Ohio Educators is implicated, where the allegations include circumstances that suggest an increased risk of future prohibited conduct by the respondent, and whether other prohibited conduct has been previously reported against the respondent.

STAFF-STUDENT RELATIONS

The relationship between the district's staff and students must be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, it will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are part of the school's extra-curricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written, verbally or electronically, with students except on matters that pertain to school related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and board policy, immediately report any suspected signs of child abuse and neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence with a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy. The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events which might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the superintendent/designee and appropriate discipline is administered.

SEXUAL HARASSMENT

The district does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The district is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the district's Title IX Coordinator:

Title: Director of Special Education
Office address: 12920 State Route 739, Richwood, Ohio 43344
Email: dadams@nu-district.org
Phone number: 740-943-2509

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The district prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. It is not considered retaliation if the district imposes a punishment under a zero-tolerance policy that always imposes the same punishment for conduct regardless of the circumstances.

Confidentiality

The district must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The district provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the district grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the district will respond. The district also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the district website and in all handbooks made available by the district.

Training Requirements

The district ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The district also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the district's website.

Conflict of Interest and Bias

The district ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

SEXUAL HARASSMENT GRIEVANCE PROCESS

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions

The following definitions apply for Title IX policies and procedures:

“Actual knowledge:” notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.

“Education program or activity:” includes locations, events or circumstances over which the district exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

“Complainant:” an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent:” an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Formal complaint:” a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

“Supportive measures:” non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements

When the district has actual knowledge of sexual harassment in an education program or activity of the

district, the district will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The district treats individuals who are alleged to be the victim (complainant) and perpetrator (respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures are offered on a temporary basis and may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the district's property, campus escort services, changes in work locations and other similar measures. The district has discretion and flexibility to determine which supportive measures are appropriate.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. If the district does not provide the complainant with supportive measures, then the district must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The Title IX Coordinator will respect the complainant's wishes with respect to whether to file a formal complaint unless the Title IX Coordinator determines it is necessary to pursue the complaint in light of a health or safety concern for the district.

Timelines

The district has established reasonably prompt timeframes for the conclusion of the grievance process, including timeframes for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the district will provide written notice to the complainant and the respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the district.

The district must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an

opportunity to challenge the decision immediately following the removal. Nor does it preclude the district from placing a non-student employee respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the district must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the district's investigation procedures, including any informal resolution process;
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint

When investigating a formal complaint and throughout the grievance process, the district must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party's choice who may be, but is not required to be, an attorney. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;

7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
9. Not make credibility determinations based on the individual's status as complainant, respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints

If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the district must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a complainant provides written notification to the Title IX Coordinator that the complainant would like to withdraw the formal complaint or any allegations therein;
2. the respondent is no longer enrolled or employed by the district or
3. specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review

The district provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the district must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report

The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker's Determination

The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the complainant and respondent receive the investigator's report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the complainant and respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any district policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant and
6. The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the district's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the respondent, the district will provide remedies to the complainant that are designed to restore or preserve equal access to the district's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the district may implement disciplinary sanctions in accordance with state or federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals

Either the complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal Resolution Process

Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the district:

1. Provides to the parties a written notice disclosing:
 - A. The allegations;
 - B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and
 - C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping

The district must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district must make these training materials publicly available on its website.

The district must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity.

STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce district policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbook may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school related

social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

The Board requires a parent of a student who is suspended or expelled from school or who is truant or habitually absent from school to attend a parental education or training program. If the parent fails to attend the program, he/she may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 and imprisonment of up to 30 days.

STUDENT DUE PROCESS RIGHTS

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures will conform to the following basic practices:

1. It must be fair;
2. It must apply equally to all and
3. It must be enforced in a fair manner which involves:
 - A. adequate and timely notice and opportunity to prepare a defense;
 - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
 - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy will be followed.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (Restraint and Seclusion)

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the superintendent/designee to develop a PBIS system/framework consistent with the components set forth in the State Board of Education's (SBOE) policy, state law and this policy. The district implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the district. The district encourages family involvement as an integral part of its PBIS system. This policy is implemented in accordance with all applicable definitions set forth in state law.

PBIS Framework

The framework includes a decision-making framework consisting of multiple school staff members who guide selection, integration and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. It also includes the following integrated elements:

1. data-based decision making;
2. evidence-based practices along a multi-tiered continuum of supports;
3. systems that enable accurate and sustainable implementation of practices and
4. progress monitoring for fidelity and target outcomes.

The district standards for implementation of PBIS include:

1. student personnel will receive professional development in accordance with state law and this policy;
2. explicit instruction of school-wide behavior expectations;
3. consistent systems of acknowledging and correcting behaviors;
4. teaching environments designed to eliminate behavior triggers and
5. family and community involvement.

Professional Development for the Implementation of PBIS

Student personnel receive professional development for the implementation of PBIS at least every three years from a building or district PBIS leadership team or other appropriate source in collaboration with the PBIS leadership team. Professional development is in accordance with the district's PBIS training plan, the district ensures there are continuous training structures in place and training requirements may be modified for the intended audience. The district retains records of completed professional development, including a list of participants.

Professional development addresses the following topics:

1. an overview of PBIS;
2. the process for teaching behavioral expectations;
3. data collection;
4. implementation of PBIS with fidelity;
5. consistent systems of feedback to students for acknowledgment of appropriate behavior and corrections for behavior errors and
6. consistency in discipline and discipline referrals.

General Rules for Restraint and Seclusion

While the district wishes to promote positive interactions and solutions, when a student's behavior presents an immediate threat of physical harm to the student or others and no other safe or effective method of intervention is available, approved physical restraint and seclusion may be used to maintain a safe environment.

The district does not engage in practices prohibited by state law, including:

1. prone restraint (including any physical restraint that obstructs the airway of the student, or any

- physical restraint that impacts a student's primary mode of communication);
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. uses pressure point, pain compliance or joint manipulation techniques or
 - C. otherwise involves techniques that are used to unnecessarily cause pain.
 3. corporal punishment, as defined in Ohio Revised Code Section (RC) 3319.41;
 4. child endangerment, as defined by RC 2919.22;
 5. deprivation of basic needs;
 6. seclusion or restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10(D) and OAC 3301-35-15;
 7. chemical restraint;
 8. mechanical restraint (does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
 9. aversive behavioral interventions or
 10. seclusion in a locked room or area.

The district may only use physical restraint or seclusion if staff:

1. are appropriately trained to protect the care, welfare, dignity, and safety of the student;
2. continually observe the student in restraint or seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
3. use communication strategies and research-based de-escalation techniques in an effort to help the student regain control and
4. remove the student from physical restraint or seclusion immediately when the immediate risk of physical harm to self or others has dissipated.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline; for staff convenience; or as a substitute for an educational program, inadequate staffing, staff training in the PBIS framework and crisis management or other less restrictive means of assisting a student in regaining control such that it is

reflective of the cognitive, social and emotional level of the student; or as a means to coerce, retaliate, or in a manner that endangers a student.

Seclusion only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student;
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student and
5. as a last resort to provide an opportunity for the student to regain control of their actions.

Multiple Incidents of Restraint and Seclusion

The district handles multiple incidents of restraint and seclusion in accordance with state law. Within 10 days of a student's third incident of physical restraint or seclusion in a school year, the district holds a meeting to address the situation. If the student has an Individualized Education Plan (IEP) or a 504 plan, the student's IEP or 504 team meets to consider the need to conduct a functional behavioral assessment or behavior intervention plan, or to amend an existing assessment or plan. For all other students, a team consisting of the parent, an administrator or designee, a teacher of the student, a staff member involved in the incident (if not the teacher or administrator already invited) and other appropriate staff members will meet to discuss the need to conduct or review a functional behavioral assessment and/or develop a behavior intervention plan. The district may choose to complete a functional behavioral assessment or develop a behavior intervention plan for any student who might benefit from these measures, not only those who have had three or more incidents of restraint or seclusion.

Training and Professional Development for the Use of Crisis Management and De-escalation Techniques

The district ensures an appropriate number of personnel in each building are annually trained in evidence-based crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, in accordance with the minimum training requirements set forth in state law. The district maintains written or electronic documentation of the name, position and building assignment of each person completing training as well the name of the person who provided the training, the date of the training and the protocols and the techniques and materials that were included.

Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually through the consolidated school mandate report.

If the district reports noncompliance, the superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Reporting and Complaint Procedure

Any incident of restraint or seclusion will be immediately reported to building administration and the

parent. A written report documenting the incident will be completed and made available to the parent within 24 hours and maintained by the district. Staff also will conduct a debriefing, including all involved staff, the student and parent (if possible), to evaluate the trigger for the incident, staff response and methods to address the student's behavioral needs. The district annually reports information regarding its use of restraint or seclusion to ODE in accordance with ODE procedures.

The Board directs the superintendent/designee to establish a procedure to monitor the implementation of state law and the district's policy on restraint and seclusion.

The Board directs the superintendent/designee to establish district written complaint procedures, which include a:

1. procedure for parents to present written complaints to the superintendent to initiate a complaint investigation by the district regarding incidents of restraint or seclusion;
2. requirement that the district respond to parents in writing within 30 days of the filing of a complaint regarding restraint or seclusion, and to make a reasonable effort to have an in-person meeting with the parent and
3. notice of additional complaint options available under state law.

Parents are notified annually of the district's seclusion and restraint policies and procedures, including the local complaint process which are also posted on the district's website. The district annually reviews the requirements of OAC 3301-35-15 and local policies and procedures related to PBIS and physical restraint and seclusion.

EMERGENCY REMOVAL OF A STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal shall be present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the superintendent/designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through third may only be removed for the remainder of the school day and must be permitted to return the following school day. The district may only proceed with a related suspension or expulsion in compliance with state law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

DETENTION

Detention after school or during lunch time may be assigned by school administration as a disciplinary consequence for breaches of the Student Code of Conduct. In addition to abiding by the rules of the Code of Conduct while in detention, students will be expected to bring class materials and work on class assignments during detention. A failure to report to detention or to work constructively during assigned detention time will result in additional disciplinary action.

TIME OUT / IN-SCHOOL SUSPENSION

In-school suspension may be assigned for failing to meet the responsibilities of the Student Code of Conduct and/or attendance regulations. The days present here will not count as absences from school. The student will be removed from the social atmosphere of the regular setting and will follow the listed rules and regulations in this section.

Rules and Regulations

1. While on in-school suspension, students are to bring all needed textbooks, workbooks, and papers for studying.
2. All patterns of good behavior are to be followed in a courteous and mannerly way.
3. Upon arriving at the study area, the students are to take a seat as directed by the monitor and begin working on their assignments. Students are to be quiet and not to disturb other students in any way.
4. Periodic restroom breaks will be given. Students will have a closed lunch and should bring a lunch from home or arrange to have one ordered from the cafeteria. Students will need to ask special permission to be excused for any emergencies.
5. No food or gum chewing will be allowed, except during the provided lunch period.
6. A violation of any of these rules may result in an increase in the number of days to be served in the in-school suspension program or a dismissal from the program, into an out-of-school suspension with all remaining time assigned for the in-school suspension to be made up upon returning from the out-of-school suspension.
7. Students will receive full credit for the work completed during in-school suspension.
8. In most instances, a third or fourth in-school suspension will warrant an out-of-school suspension being assigned.

STUDENT SUSPENSION

The superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. A student cannot be suspended from school solely because of unexcused absences. No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the superintendent cannot apply any or all of the period of suspension to the following year.

The superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or the assigned alternative consequence, the superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the district or school prior to suspending a student in grades pre-K through third. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The district permits students to complete any classroom assignments missed due to suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and includes notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - a. Superintendent and
 - b. Student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the district may seek permanent exclusion, the notice contains that information.

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 14 calendar days of the notice of suspension. The appeal shall be in writing and made to the superintendent. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under state law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. A student cannot be expelled from school solely because of unexcused absences. Only the superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the district or school prior to expelling a student in grades pre-K through third. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the district will reduce the number of expulsions for non-serious offenses, as defined by state law, for students in grades pre-K through third in accordance with state law. Such expulsions will be eliminated by the 2021-2022 school year.

The superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the superintendent shall notify the parent(s) of the student and the treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the district may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The superintendent will provide the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

INTERROGATIONS AND SEARCHES

The district has responsibility for the control and management of students during the school day and hours of approved extra-curricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted to school boards. All searches are conducted sparingly and only when such search is likely to produce tangible results to preserve discipline and good order, as well as the safety and security of persons and their property.

Student lockers are the property of the district. Since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Building administrators are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel

Building administrators are permitted to search any unattended bag found on district property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.

5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

STUDENT GRIEVANCES

It is believed that the North Union Local School District makes every effort to treat each student in a firm, fair, and impartial manner in the applications of school rules and regulations. There are times when students may question this and/or have other legitimate concerns. Every reasonable student concern shall be signified by careful consideration. When there are legitimate student grievances or concerns, this procedure shall be followed.

1. The student shall submit a written explanation of the concern to the principal of their building within five school days of its occurrence.
2. The principal of the specific building shall investigate the area of concern and return a finding within five school days of receipt of the concern.
3. The student may submit a written appeal of these findings to the superintendent within five school days. The principal shall submit a written copy of his findings to the superintendent in case of appeal.
4. The superintendent shall investigate the area of concern and return a finding within five school days of the receipt of the appeal.
5. The superintendent's ruling shall be final.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Board recognizes the responsibility of the schools to help protect and improve the health of students. The principal is responsible for the administration of the health program in his school.

Of necessity, school health services must be limited to the prevention and detection of health problems, referral of problems through parents to the family physicians or community health agencies, and emergency care.

Each school will have on file for each student an emergency medical authorization form providing information from the parent/guardian on how he/she wishes the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Please notify the school office of any changes in emergency medical information.

GUIDELINES FOR SCHOOL WELLNESS PROGRAM

The district is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. The district has a commitment to providing high quality nutrition, physical activity choices, and health and nutrition education for students. In addition, the district is committed to encouraging staff to engage in healthy lifestyles as important role models for

students. These recommendations shall guide implementation of the wellness policy.

1. The district will implement Child Nutrition Programs that comply with state and federal guidelines. School programs will:
 - a. offer meals and ala carte offerings that comply with federal, state, and local requirements.
 - b. encourage students and staff to participate in school meal programs or to bring packed lunches that reflect good nutrition choices.
 - c. provide ample space and time for students and staff to eat meals at school.
 - d. provide supervised, clean dining areas to encourage a positive and safe eating environment.
 - e. ensure that soda pop and other concessions are not accessed at school during the school day, grades 7-12.
 - f. prohibit all consumption of soda pop by students at the elementary school.
 - g. encourage healthy snack choices when snacks are approved for inclusion in school activities.
 - h. discourage use of food as reward or punishment.
 - i. encourage school foodservice staff to analyze and review nutritional composition of meals and ala carte offerings.
 - j. educate students and staff on proper reading of food labels. (i.e. calculating nutrients in food)
 - k. encourage use of fresh fruit and vegetables.
2. The district will provide physical education and opportunities for physical activity at school. School programs will:
 - a. provide physical education choices for all students in accordance with state standards.
 - b. provide time beyond physical education classes for students to be physically active (i.e. classroom physical activity breaks).
 - c. provide recess for K-5 students.
 - d. provide co-curricular and extracurricular options that involve physical activities.
 - e. encourage organized activity during the day that involves kinesthetic, aerobic, and anaerobic activity, low intensity to high intensity.
 - f. provide, to the extent possible, facilities for a range of individual and team activities (i.e. basketball courts, tennis courts, walking areas, multipurpose facilities, weight training facilities).
 - g. provide, to the extent possible, intramural programs that broaden physical activity options for students.
 - h. promote physical education electives for students in grades 9-12 in order to encourage ongoing choices of physical activity.
 - i. offer students the opportunity to assess their own fitness levels on a yearly basis (i.e. presidential fitness test).
 - j. discourage extended periods (i.e. periods of two or more hours) of inactivity during the school day.
 - k. discourage use of physical activity (i.e. running laps) or withholding opportunity for physical activity (i.e. recess or physical education class) as a punishment.
 - l. make school spaces and facilities available to students, staff, and community members outside of school hours for the purpose of physical exercise to the extent possible (i.e. before/after the school day and during breaks).
3. The district will provide programs of nutrition and health education. School programs will:
 - a. educate students and staff about recommendations for physical activities (i.e. 30 minutes four to six times per week).
 - b. educate students and staff about anaerobic and aerobic forms of exercise and the degree of exercise intensity (i.e. low, moderate, and high intensity).

- c. educate students and staff on various resistance exercises and what muscle groups are addressed by specific exercises (i.e. triceps presses work the three muscles in the back of the arm).
 - d. educate students and staff regarding caloric intake, as well as caloric use during normal activities and exercise (i.e. walking one mile = x calories burned).
 - e. educate students on the need for fresh fruit and vegetables for healthy diet and disease prevention.
 - f. offer regular professional development for teaching staff on personal wellness topics as well as nutrition and health education.
 - g. offer internal (i.e. staff inservice) and external opportunities (i.e. ability to attend conferences) for staff professional development regarding current nutrition and health topics and teaching techniques.
 - h. use current district media materials (i.e. district newsletter) and work with local news media (i.e. newspaper, radio) to provide health and fitness education to the community.
4. The district will provide programs that promote lifelong health habit promotion. The district will:
- a. discourage students from engaging in risk behaviors such as tobacco, drug, and alcohol use.
 - b. encourage personal safety (i.e. poison safety, bus safety, fire safety, avoidance of hazards).
 - c. encourage healthy family and interpersonal relationships.
 - d. encourage positive attitudes, respect of self and others, and good mental health.
 - e. encourage good personal hygiene.
5. The district will evaluate progress in improving school wellness.
- a. Action plans will be reviewed annually or more often by a school wellness team.
 - b. Evaluations using the School Health Index or a similar comprehensive measure will be conducted at least once every three years.

STUDENT WELLNESS PROGRAM

The student wellness program:

- 1. includes goals for nutrition promotion and education, physical activity and other school-based activities designed to promote student wellnesses that are developed with consideration of evidence-based strategies and techniques;
- 2. includes nutrition guidelines for all foods provided, but not sold to students in the district during the school day, in order to promote student health and reduce childhood obesity;
- 3. provides assurance that district guidelines for all food and beverages sold during the school day are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture (USDA) and that marketing of foods and beverages on the school campus during the school day is prohibited for foods or beverages that do not meet the nutritional standards established by the district in accordance with USDA regulations; and
- 4. establishes a plan of implementation and evaluation, including designating one or more persons within the district with the responsibility for ensuring that the district is compliant with federal law.

Development of the student wellness program must be a collaborative effort between parents, students, food service workers, physical education teachers, school health professionals, administrators, the Board and the public.

The district notifies the public of the wellness program at least annually. The wellness program is assessed at least once every three years and the results of the assessment are made available to the public.

HEALTH RECORDS OF STUDENTS

The District requires health records of students on the following bases:

1. Preschool, kindergarten, and first grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested of all students transferring into the district. If the previous school does not forward a record or if it is incomplete, it will be the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in Preschool Plus or in interscholastic athletic programs.

IMMUNIZATIONS

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with state law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law. The Board will not require students to receive any vaccine for which the United States Food and Drug Administration has not granted full approval.

Students eligible for kindergarten and students new to the district must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The district will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school.

The district maintains an immunization record for each student, available in writing to parents upon request.

ADMINISTERING MEDICINES TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting state law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with state law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine auto injector (epipen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epipen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in

accordance with state law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs.

COMMUNICABLE DISEASES

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient district operation. The Board directs the superintendent to develop and implement communicable disease management protocols in consultation with health professionals.

In order to protect the health and safety of students and staff, the Board follows all state laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools. The Board will not require an individual to receive a vaccine for which the United States Food and Drug Administration (FDA) has not granted full approval, nor will the district discriminate against an individual who has not received a vaccine that has not been granted full FDA approval, including by requiring the individual to engage in or refrain from engaging in activities or precautions that differ from the activities or precautions of an individual who has received such a vaccine.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

BLOODBORNE PATHOGENS

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with federal law. The plan includes annual in-service training for staff and students; first-aid kits in each school building

and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

Training is followed by an offer of immunization with a hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

SCHOOL CEREMONIES AND OBSERVANCES/ PATRIOTIC EXERCISES

The Board believes that special recognition should be given to national holidays. The building principal should encourage a discreet observance of these holidays, which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances they are a part of the classroom work.

The Board directs the administration to develop specific activities within each building to convey the meaning and significance of Veterans Day. The observance must be at least one hour long, except in buildings that schedule class periods of less than an hour. In those buildings, the observance must be at least one standard class period in length.

Religious Holidays and Observances

The following guidelines govern the observance of, and teaching about, religious holidays in the schools.

1. The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

"Religious celebration" is defined as:

- a. a formal observance, including worship or religious services of any kind, whether or not conducted by a member of the clergy. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request;
 - b. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or
 - c. the presentation of religious music, except to the extent that such music is presented for its musicality rather than its religious content. Songs or music programs that have significance for a particular religion should not be sung or performed in the school during the period that coincides with the community celebration of the events portrayed in the music. Festive songs that cannot be associated with a religious celebration are permitted.
2. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken.
 3. The school should avoid any activity, display, or exhibit that promotes or gives its approval to religious matters.

Patriotic Exercises

The Board requires all students, grades kindergarten through 12, to recite the Pledge of Allegiance during the school day at a time and manner specified by the building principal.

School Prayer

The Board certifies that it does not have, nor will it adopt, any policies that deny or prevent participation in constitutionally protected school prayer. This certification is submitted annually by October 1 to the Ohio Department of Education.

Moment of Silence

The Board may provide for a moment of silence with participation of students for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme.

The Board, administrators, or any district employee shall not require a student to participate in a moment of silence.

Constitution Day

On September 17 of each year, the district may participate in the celebration of Constitution Day by reciting the Preamble of the Constitution at 2:00 p.m. EST. When the 17th falls on a weekend, the day of celebration will be announced.

SCHOOL SPONSORED ACTIVITIES (Holiday or Sunday Events)

Regular school events are not to be held on Sundays or legal holidays unless there is a unique circumstance which would require approval of the superintendent. The Board of Education does not endorse the holding of regular practices, awards ceremonies, standard school activities, etc. on Sundays or legal holidays. However, there are events that are scheduled beyond the district's control where a student team or group might have the opportunity to participate in a special function on a Sunday or legal holiday. Special permission may be granted by the superintendent should students wish to volunteer to participate in these events. Students who do not wish to participate shall not face punishment, penalties, or loss of grade. The participating teacher/advisor must arrange transportation provided by parents/guardians/chaperones and receive documentation from each student's parents/guardians giving their permission for the student to participate in the activity and the arranged transportation.

STUDENT FUNDRAISING ACTIVITIES

The Board believes in providing opportunities for students to participate through co-curricular activities in fundraising projects which contribute to their educational growth and which do not conflict with the instructional program. Since the Ohio Revised Code and the State Auditor's Office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;

3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisors, and administrators;
5. conducted in such a manner and at such times so as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time and work;
7. evaluated annually by teachers, advisors, administrators, and students;
8. limited in number so as not to become a burden or nuisance to the community, and
9. sensitive to direct competitions with fundraising efforts sponsored by recognized groups and organizations within the community;
10. supervised closely by a parent or other responsible adult if direct solicitation by students is used.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the superintendent. Each principal submits to the superintendent a list of the proposed sales or fund drives in the schools which the school plans to conduct during the school year and the purpose for which the funds are going to be used. The superintendent then indicates his/her approval or disapproval within the limitations of the above criteria.

Funds derived from approved student fundraising activities are handled by the Treasurer's Office in accordance with the State Auditor's requirements.

PUBLIC SOLICITATIONS IN THE SCHOOLS

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the superintendent or the Board. Solicitations of political contributions from a District employee are prohibited while the employee is performing official duties or in areas of a public building where official business is transacted or conducted. This policy does not prohibit any school fundraising activity authorized by the superintendent or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

STUDENT SOCIAL EVENTS

All student functions held in the name of the district must be approved by the principal and supervised by one or more faculty members or approved lay advisors.

All school functions such as parties, dances, etc. will be held in the school building unless otherwise approved by the principal and/or superintendent.

Outsiders will not be permitted to attend such functions unless so permitted by the building principal. Students present, together with chaperones, will be held liable for proper care of facilities used.

DANCES

High School

Regular school dances such as Homecoming are open to North Union High School students in grades 9, 10, 11, and 12 and their guest date. No middle school students are permitted to attend. The Junior/Senior Prom is open to North Union Juniors and Seniors and their guest date. The guests must be registered, be in high school, or be no older than 22 years of age OR the spouse of a North Union Junior or Senior. No middle school students are permitted to attend.

All Schools

Students serving any type of suspension may not attend dances during their period of suspension.

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only talked or read about.

Field trips properly planned, properly supervised, and properly integrated into the instructional program are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum.

All field trips sponsored by the schools must be educational in nature and directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

To the extent feasible, community resource persons and organizations are involved in planning and conducting field trips so that students derive the greatest educational benefit from the trip.

Non-school sponsored field trips organized by employees as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-school sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the superintendent. Recruitment efforts shall not occur during class time or the employee's work day.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a district official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the district.

All travel arrangements must be in compliance with district field trip regulations and approved by the

superintendent or his/her designee.

NOTE: Some field trips may entail an additional student fee. All overnight field trips must have Board approval.

SENIOR TRIPS

There shall be no "senior trips", including grad nights, sponsored in part or whole by any group associated with the North Union Local School District.

CITIZENSHIP

Students shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, his or her team/organization, or his or her school will not be tolerated. In keeping with this philosophy, any student involved in any activity that would bring discredit to our school, community, or any team may be suspended or removed from extracurricular activities. Students may also be suspended or removed from extracurricular activities for violations of the Student Code of Conduct or the code of conduct for the particular activity in which they participate.

The principal or his/her designee reserves the right to review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for co-curricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in co-curricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.

3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The superintendent reports annually to the Board the general purposes, plans and financial status of the co-curricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students participating in co-curricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other co-curricular and extracurricular activities.
12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
13. Annually, the Board directs the superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program that involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education and state law.
14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
16. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.
17. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent, and must fulfill the same academic, non-academic and financial requirements as any other participant.
18. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the

extracurricular activity. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.

19. Resident students receiving home education in accordance with state law are permitted to participate in the District's extracurricular activities, including interscholastic athletics, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.

A student attending a nonpublic, community, STEM or STEAM school who is not entitled to attend school in the District may be authorized by the superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one the school the student is enrolled in does not offer and may not be interscholastic athletics or interscholastic contests or competitions in music, drama or forensics.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled in does not offer;
2. the student is not participating in the activity in the student's district of residence;
3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

A student receiving home education in accordance with state law who is not entitled to attend school in the District may be authorized by the superintendent to participate in an extracurricular activity offered by a school of the District. The activity must be one that the district the student is entitled to attend does not offer.

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations.

No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, other District employees or students at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams.

Unless otherwise permitted by law, no person is permitted to bring deadly weapons or dangerous ordnances into a school safety zone.

No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds at any time.

Whoever violates this policy and/or building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal. The administration

cooperates in any prosecution pursuant to the criminal laws of the state and local ordinances.

Good Conduct and Sportsmanship

The Board recognizes the value of co-curricular and extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the classroom.

Students and adults participating in co-curricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other co-curricular and extracurricular activities. Rules are posted at the entryways to all athletic events for all participants and spectators to review.

THE NORTH UNION LOCAL SCHOOL DISTRICT BELIEVES:

- The North Union Local School District believes that students' participation in co-curricular and/or extracurricular programs and activities, both as a participant and as a spectator, is an integral part of the students' educational experience.
- Participation in activities, including athletics, is an honor and a privilege and we expect students who choose to participate to make the commitment to fully develop their skills and talents.
- Activities must be open to all students, regardless of race, color, religion, sex or national origin.
- We believe that extracurricular activities make school life richer and more rewarding and that adherence to certain behavior codes and academic standards enhances the students' quality of life.
- Using alcohol, tobacco, or other drugs (non prescribed dangerous drugs as defined by ORC 4729.01), by any middle school or high school co-curricular or extracurricular participant is prohibited. Using alcohol, tobacco, or other drugs can have a negative effect on the student's health and safety and endanger fellow students.
- Co-curricular and extracurricular programs afford students the opportunity to develop valuable skills and attributes through their individual development and the actions of participating as a member of a team.
- Participants in co-curricular and extracurricular programs will be held to a higher standard of responsibility and conduct. They are representatives of their school, the North Union School District, and community.
- All members of the North Union School community are crucial in the messages we send and in the actions we take. We believe incidents and rumors of suspected violations of the Co-curricular & Extracurricular Activity Code of Conduct should be reported and investigated.
- All students who participate in extracurricular activities, at any time, must comply with this code of conduct all twelve months of the year, in any season, and in all locations.

ATHLETIC POLICIES

All rules and regulations of the Ohio High School Athletic Association are in effect at all times unless superseded by the North Union Board of Education policies. All coaches of sports teams will present their squad with a complete list of the North Union policies and review the team regulations at the start of each season.

NORTH UNION STUDENT-ATHLETE PHILOSOPHY

The North Union Local School District provides a number of extracurricular athletic opportunities to all students. Athletics are an important aspect of the educational system. Through athletics, favorable habits and attitudes that are essential to the total personality can be developed, which can prepare the student-athlete for their adult life in society.

Participation in athletics at North Union is a privilege and must be comprehended as such. Therefore, the major objective for our student-athletes is to develop good sportsmanship, self discipline, pride, unity, dedication, and positive mental health. At all times, athletics at North Union provide an educational atmosphere where students learn the importance of hard work, sacrifice, and loyalty to a team.

North Union student athletes represent their school, community, and most importantly themselves and their families. Every effort should be made to project the positive image of North Union student athletes, not only from performance in competition, but also by example in everyday activities.

NORTH UNION STUDENT-ATHLETE MISSION STATEMENT

The goals and objectives of all North Union student-athletes are to have fun in your activities; be successful; develop positive sportsmanship; be loyal to your team, coaches, and school; develop a hard working attitude which leads to success; and enjoy athletics. Emphasis on the team aspect over personal desires should always be the student-athlete's first priority. The ambition to achieve all of these goals and objectives will result in positive outcomes on the playing field but more importantly in life as outstanding citizens in society.

ASPECTS OF THE NORTH UNION ATHLETIC PROGRAM

The Athletic Program will be:

1. Subject to the same administrative control as the total educational program.
2. Subject to the Ohio High School Athletic Association and the Central Buckeye Conference rules, guidelines, and regulations.
3. Conducted to provide student-athletes with quality experiences that will develop favorable habits and attitudes which will prepare them for adult life in society.
4. Constantly striving to develop leadership through the development of positive personality traits and citizenship and, not in wins and losses.
5. Representing the North Union Local Schools, faculty, parents, fans, and community with positive attitudes towards officials, spectators, and the opponent.
6. Striving to achieve excellence and improve North Union Athletics.
7. Constantly providing adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth.
 - b. Acquisition and development of special skills in activities of the student-athlete's choice.
 - c. Team play with the development of such traits as: loyalty to the team and district,

- cooperation, fair play, and sportsmanship.
 - d. Directed leadership and supervision that stresses the following: self discipline, self motivation, the drive for excellence, and the ideals that make winning and losing gracious with class and self-esteem.
 - e. A focus of interest in activity programs for the student body, faculty, and community that will generate a general feeling of unity and togetherness.
 - f. Provisions for personal fitness and worthy use of leisure time, either as a participant or spectator.
8. Striving to achieve the following standards of the North Union Athletic Program:
- a. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
 - b. To show cordial respect to visiting teams, administration, fans, and officials.
 - c. To achieve a thorough understanding of the rules of the game.
 - d. To encourage leadership, initiative, fair play, and good judgment by players, teams, and coaches.
 - e. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
 - f. To respect the integrity and judgment of officials.

REMEMBER: It is a privilege, not a right, to participate in athletics at North Union Local Schools.

INTERSCHOLASTIC ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved coursework as specified by state law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the state law must be followed. Programs regulated by OHSAA must also comply with all eligibility requirements established by the association. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

A student must have the written permission of his/her parent(s) and shall have been determined as

physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent, and must fulfill the same academic, non-academic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent, and must fulfill the same academic, non-academic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.

Resident students receiving home education in accordance with state law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the superintendent and must fulfill the same academic, non-academic and financial requirements as any other participant.

A student receiving home education in accordance with state law who is not entitled to attend school in the District may be authorized by the superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled does not offer;
2. the student is not participating in the activity in the student's district of residence;
3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

STUDENT-ATHLETE, PARENT/GUARDIAN AGREEMENT

All student-athletes who are participating on an athletic squad must sign the Student-Athlete, Parent/Guardian Agreement Form at the beginning of each season. This agreement is to insure an understanding of the rules and regulations, as well as responsibilities of being a student-athlete in the North Union Local School District.

SPORTSMANSHIP

The North Union Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that participation is more important than winning. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors, and coaches) and is directed to the behavior of spectators, coaches, and players.

We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We therefore expect school administrators, coaches, athletes, cheerleaders, and spectators to know and embrace the following fundamentals of sportsmanship.

1. Respect should be demonstrated for an athletic opponent and for their school at all times. North Union should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.
2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbiters who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and goodwill that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during, and after contests.

PLAYERS: Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate. Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the official's judgment.

3. Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
4. Accept the responsibility and privilege of representing the school and community.

Participants should avoid the following unacceptable behavior:

1. Taunting officials, opponents, or spectators.
2. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports' season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

Disciplinary Actions:

1. Benching of participants.
2. Removal from contest.
3. Suspension of a portion of the season.
4. Restitution for damages.
5. Conference/hearing with school officials.
6. If ejected from a contest, suspension from contest(s) as required by OHSA.

SPECTATORS: Partisan spectators, by their behaviors and reactions, determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded that athletes are friendly rivals as members of opposing amateur teams. They are to be treated as such. Spectators should be reminded that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is unsportsmanlike.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Inappropriate Spectator behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches, or other spectators through:
 - a. Chants
 - b. Signs
 - c. Cheers
3. Interruption of contest.
 - a. Throwing objects on the playing area.
 - b. Entering the playing area.
 - c. Disruptive behavior.

Disciplinary Actions:

1. Removal from the contest.
2. Conference/hearing with school officials.
3. Loss of privilege to attend future extracurricular events.

We believe that each participant should be committed to upholding the ideas of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

The Board recognizes the value of interscholastic extracurricular activities for students in grades 7-12 as an integral part of the total school experience. Since participation in interscholastic extracurricular activities is a privilege and not a right, students are expected to demonstrate competence in the classroom as a condition of participation.

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district.

The Board permits students in grades 9 through 12 to participate in interscholastic extracurricular activities if they receive a failing grade in the previous grading period.

As a condition for the privilege of participating in interscholastic extracurricular activities, a student must have attained a minimum grade-point average of 1.75 on a 4.0 grading scale. In addition, students participating in any program regulated by the Ohio High School Athletic Association must also comply with all eligibility requirements established by the Association. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

In order to participate in any extracurricular activity, a student receiving home education must be of the appropriate age and grade level, as determined by the superintendent, for the school that offers the activity, and must fulfill the same non-academic and financial requirements as any other participant.

If a student did not receive home education in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic standards established by the District for eligibility to participate in the program.

If a student leaves a school district mid-year for home education, the student's eligibility must be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the district.

Any student who commences home education after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible. After the semester in which the student was deemed ineligible, the student will remain ineligible to participate in extracurricular activities until the superintendent verifies that the student meets the applicable academic requirements.

PHYSICAL EXAMINATIONS

Normally one day is set aside during the summer for physical examinations for all North Union students grades 7-12. It is the responsibility of the athletic director to determine, with cooperating physicians, the time and site for the physicals and to notify the head coach, media, and the athletes. The physicals arranged for by the athletic director and cooperating physicians will be provided for a nominal fee. Any athlete who does not receive their physical on the arranged dates will be responsible for obtaining such physical at their own time and expense.

The athletic director will secure from the physicians the signed physical cards and keep them on file in the athletic office. It is the head coach's responsibility to ensure that every athlete in his/her charge has a physical card on file which has been signed by both parent/guardian and the attending physician. No athlete will be permitted to begin practice or competition without the above requirements being met.

EMERGENCY MEDICAL FORMS

No athlete, manager, statistician, cheerleader, etc. shall be permitted to practice or play in a contest or scrimmage without a completed emergency medical form on file with the head coach.

SCHOOL INSURANCE

ALL NORTH UNION ATHLETES AND CHEERLEADERS MUST HAVE EITHER SCHOOL INSURANCE OR A WAIVER ON FILE INDICATING THEY HAVE ACCIDENT INSURANCE

At the beginning of each sport season, the head coach will make available upon request to all members of his/her team, the school insurance forms from the carrier approved by the North Union Local School District for that school year. These applications may be secured from the athletic director or the North Union High School or Middle School offices. In order to be eligible to participate, an athlete must either purchase school insurance or be insured by his/her parent/guardian's insurance policy. It is the athlete's responsibility to mail the school insurance form to the insurance company.

INSURANCE WAIVERS

It is the responsibility of the head coach to distribute to his/her team at the first organizational meeting copies of insurance waivers. This waiver must be returned to the head coach and must be signed by the parent and/or guardian before the athlete shall be permitted to begin practice or play in a contest or scrimmage.

Waiver forms will be provided to each head coach by the athletic director prior to the beginning of each sports season. Every athlete must have a completed insurance waiver on file. The waiver tells whether the athlete has purchased school insurance or is insured through his/her parents insurance policies.

DRUG TESTING POLICY FOR EXTRACURRICULAR ACTIVITIES (Grades 7 – 12)

The Board recognizes that interscholastic athletics, co-curricular and extracurricular programming is an integral part of the entire educational program. The Board also recognizes the importance of protecting students' health and safety relating to the use of controlled substances. To this end, the Board has developed a drug testing policy for students participating in interscholastic athletics, extracurricular activities, and those who request parking permits.

Students participating in these activities are expected to hold themselves to good standards of conduct, sportsmanship and training because they represent the district in the course of their activities. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their parents and their school to set positive examples of conduct, which includes avoidance of the use of controlled substances.

Students participating in interscholastic athletics, extracurricular activities, or those who obtain a

parking permit are required to consent to participation in the district's drug testing program. Failure to consent to the program results in ineligibility for all parking privileges and extracurricular activities.

The term "drug test" in this policy refers only to urinalysis tests. The tests may screen for illegal drugs, illegal performance enhancing drugs, unauthorized use of prescription medication, and misuse of over-the-counter medications, alcohol and nicotine.

The district's drug testing policy and procedures are included in student handbooks and extracurricular activities manuals. Activity advisors provide students with a copy of, and educate students about, the Board's drug testing policy and procedures at the beginning of the academic year or athletic season.

Selling and/or distributing of any drugs or alcoholic beverages is prohibited

1. **First offense:** The student may be denied the privilege of participating in the extracurricular activity for 80 school days. School days will be counted beginning with the first interscholastic competition of the current or subsequent season. In the case of a student driver, the student may be denied driving and parking privileges for 45 days.
2. **Second offense:** The student will be ineligible for all extracurricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 90 days.

Drug Testing Program

Drug testing occurs at the beginning of the school year. In addition, random testing of students in extracurricular activities and students issued parking permits occurs throughout the school year or athletic season(s). Drug testing may also occur when a district administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled substance.

Whenever a student's test result indicates the presence of illegal drugs, banned substances, or adulteration the following will occur after notification of the parent:

1. The building principal, within 24 hours of receiving test results from the vendor/testing agency, will notify the parent/guardian/custodian. The building principal may keep all test results until the student's graduation. Due to confidentiality laws, the only information that will be revealed to the coach or activity advisor will be that the policy was violated.
2. If the parent/guardian/custodian or student wishes to contest the results, the vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the building principal in writing within five working days from first notification of positive test results.
3. The Medical Review Officer (MRO) may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

Use of Drugs or Alcoholic Beverages/Consequences for Positive Test Results

Students who test positive shall be considered in violation of the district's Drug and Alcohol Policy and will be subject to all of the disciplinary sanctions outlined therein.

Violations

For any violation the student will be required, at the parent/guardian/custodian expense, to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) or chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the school district with documentation that the student completed all recommendations of the counselor. The student will be required, at the parent/guardian/custodian expense, to submit to two follow-up drug tests at a time designated by the school's drug testing vendor. In grades 9-12, violations are cumulative throughout the student's secondary school career.

1. First offense: The student shall be denied the privilege of participating in twenty percent (20%) of the next or current season extracurricular contests, and/or in the case of a student driver, shall be denied driving and parking privileges for 45 school days provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program.

Any varsity student-athlete who violates this policy shall lose any leadership position held. Additionally, the student-athlete will be required to meet with the building principal and athletic director prior to any reinstatement.

---- OR ----

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extracurricular activities or will be denied driving and parking privileges for 90 school days.

2. Second offense: The student shall be denied the privilege of participating in fifty percent (50%) of the next or current season extracurricular contests. In addition, in the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
3. Third offense: The student will be permanently ineligible to participate in all athletics and extracurricular activities for the remainder of his/her academic career at North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career at North Union schools.

Refusal to Test

In the event the student cannot provide a urine specimen for testing, they will be given water and another opportunity to provide the specimen. If the student cannot provide an adequate specimen prior to the time the collectors must leave the site, they will be required to report to the Occupational Health Clinic at Memorial Hospital to complete the required drug test before 5:00 p.m. that day. If the student does not provide a sample that day, the student will not be allowed to participate in any extracurricular events until a sample is provided. A student who signs an informed consent form but refuses to submit to a drug test under this policy is subject to a violation like a positive test.

Adulteration Substitution

A student that attempts or assists in an attempt to adulterate or substitute a specimen will be subject to all applicable sanctions which result from a positive test.

Non-Punitive Nature of Policy

No penalties for violations of this policy involve academic sanctions, regular school attendance, or referral for criminal penalties.

Prescription Drug Error

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the parent/guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the building administrator, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the building administrator, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

Self-Referrals

Students who knowingly have issues with drugs or alcohol should self-refer during their sign-up period for the activity. Students cannot self-refer on the day of drug testing once they have been informed they have been randomly selected that day. A student who self-refers himself/herself to a district staff member for using a controlled substance before being required to submit to a drug test may continue to participate in co-curricular and extracurricular activities. The students must, however, agree to participate in a district-approved substance assistance program, which includes monthly random drug tests for the remainder of the season or semester at the parent/guardian/custodian/student expense. Self-referral is permissible one time during a high school career.

APPEAL PROCESS

A student may appeal in writing to North Union schools to request reinstatement of eligibility for extracurricular and co-curricular activities one year after the third offense, barring no additional discipline violations that have occurred. The building principal and athletic director will review the request and make a determination.

SCHOOL ATTENDANCE POLICY FOR ATHLETES

Since good attendance is a reasonable goal in any educational setting, and since participation in athletics is secondary to the academic goals of an institution, the following attendance policies shall be followed by student athletes:

- Student participants in athletics must be present a half day, per the building principal, before a practice or contest in order to participate. Attendance guidelines may be waived when an excused absence is approved by the building principal.

ABSENCE POLICY FOR ATHLETES

Guidelines will be established by each head coach and be handled on an individual basis.

1. Absences from practices or contests, being excused or unexcused, may result in the athlete missing necessary mental and physical preparation for the contests, resulting in non-participation in practices or contests.
2. Holiday absences - Players are to make every effort to notify their coach of absences resulting in missed practices or contests with as much advance notice as possible. Consequences for missed practices or contests will be determined by each head coach.

TRAINING RULES / INDIVIDUAL COACHES RULES

It is the responsibility of the head coach to set forth any training rules and regulations which govern the actions and behavior of his/her team members at the beginning of the season. These rules will be given to each team member in writing prior to the beginning of any organized practices or contests. Each team member and their parent/guardian will be required to sign-off on these rules stating that they have read and understand the expectations and what is being requested/required of their student-athlete.

As a reminder, training/coach rules and regulations are in addition to those established elsewhere in this handbook.

TRAINING AND LOCKER ROOM POLICY

The following are training room and locker room guidelines.

1. Tape is for first aid, not for holding up pants or socks.
2. No athlete is permitted to be in the training room without the direct supervision and/or permission of one of the coaches.
3. Taking first aid supplies is prohibited.
4. Misuse of first aid supplies is prohibited.
5. Horseplay in the training room and locker room is prohibited and will result in disciplinary action.
6. Lockers assigned to athletes shall be kept in a clean, sanitary and orderly manner during their use.
7. Vandalism and thievery on the part of any North Union athlete is prohibited and will be subject to disciplinary action.
8. Language of a harassing, intimidating, obscene, profane and/or foul nature is prohibited and shall not be tolerated in the training or locker areas.

WEIGHT ROOM POLICY

All athletes who use the weight room will follow the following guidelines.

1. No athlete is to use the weight room without the proper supervision of a member of the coaching staff.
2. When in use by athletes, the weight room is to be kept clean and orderly.
3. When using mats, athletes shall at all times use a clean towel and a clean shirt as covering.
4. When use of a certain weight station has been concluded, it is the athlete's responsibility to return the plates to the proper rack. Do not leave plates on the bars or on the floor.
5. Language of a harassing, intimidating, obscene, profane and/or foul nature is prohibited and shall not be tolerated in the weight room.
6. Students with infections or a communicable disease should refrain from use of the facilities.

AWARDS POLICY

1. The head coach shall determine, prior to the start of the season, the qualifications that will be required for earning a varsity letter in each sport.
2. North Union High School recognizes exceptional athletes through a system of points earned for participation in different sports. This system operates as follows:
 - a. Points are to be awarded to each athlete in the following manner:

i.	Members of a squad for a full season.	1 pt.
ii.	First varsity letter plus squad member	2 pts.
iii.	Second varsity letter plus squad member	3 pts.
iv.	Third varsity letter plus squad member	4 pts.
v.	Fourth varsity letter plus squad member	5 pts.
vi.	Captain elect	1 pt.
vii.	Managers regardless of letter awards	1 pt.
 - b. Special awards are presented to athletes when they accumulate specific point values. The following awards will be presented:
 - i. 12 point Medal Award
 - ii. 20 point Medal Award
 - iii. 30 point Medal Award
3. Managers/trainers letter after their first year of service.
4. Freshman athletes or first year athletes will be awarded their numerals following participation in any sport for a full season.
5. If an athlete participates in a certain sport during each of his/her four years of high school and fails to earn a varsity award in that sport, such award shall be given to him/her at the conclusion of his/her fourth year of participation.
6. The North Union Middle School will establish their own awards criteria.

BUS TRIPS FOR ATHLETES

Bus trip guidelines are as follows:

1. All athletes must ride to and from a contest on the bus. If a parent chooses for their son or daughter to ride home with them, they must sign a release form, which will be in the coach's possession following the contest. Under no circumstance may a student-athlete leave a contest with someone other than their parent or legal guardian, unless prior arrangements have been established with the athletic director. The athletic director is responsible for informing the coach of the arrangements. Note that individual coaches may require student athletes to always ride to and from a contest.
2. Proper bus conduct is expected at all times. The athletes will follow the same rules they follow when they ride the bus to and from school.
3. No shoes other than those that are soft soled may be worn on the bus. Cleats and spikes are prohibited on the bus.
4. Keep the aisles clear at all times. No one should be permitted to be moving or standing on the bus until the completion of the trip.
5. No athlete is to put their arms, legs, etc. out any bus window nor should any object(s) be thrown out of the bus. Windows should be closed when the trip is completed.
6. No horseplay of any kind will be tolerated.
7. Food, gum, or any beverages are not permitted on the bus at any time. Be sure to keep the bus clean.
8. No unauthorized person should sit in the driver's seat.
9. Athletes shall not move from seat to seat while the bus is in motion.
10. Absolute quiet must be maintained at railroad crossings or other danger areas.

ATHLETE QUITTING A TEAM

Any athlete who quits a team (as defined by O.H.S.A.A.) will not be permitted to practice, participate, or play with another North Union team during that season. Being unable to participate as a result of quitting or being removed from a team includes, but is not limited to, any conditioning, open gyms, practices, scrimmages, games, etc. that is in preparation for another athletic program and/or as a member of another in-season program. However, a variance of this rule may be granted given unusual circumstances and only with the agreement of all involved coaches and the athletic director.

FOR MORE INFORMATION

District policies and other current school information is an ongoing fluid document which can be accessed by checking the North Union website at www.n-union.k12.oh.us.

APPENDIX

NORTH UNION LOCAL SCHOOL DISTRICT DRUG AND ALCOHOL POLICY

OVERVIEW

Board Policies: IGAG, IGDJ, IGD, IGDJA-R, JFCG, JFCH, JFCI, JFCIA

Substance abuse has become an insidious problem in our country. Communities are becoming increasingly aware of its harmful effects and recognize experimentation and peer pressure can lead to dependency. This dependency disrupts the growth process, alters physical and emotional well-being and interferes with the performance capabilities of the user.

The North Union Board of Education strongly supports programs in the schools that are designed to raise awareness of the harmful effects of drug use among students and staff, prevent students' involvement of drugs and alcohol, assist and support students who are involved and affected by drug use, work cooperatively with those students who are willing to seek help/treatment, and to provide a disciplinary drug and alcohol policy for the North Union Local School District.

The purpose of this program is:

1. to provide for the safety of all students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. to encourage students who use drugs to participate in drug treatment programs; and
4. prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within North Union Local Schools.

I. EDUCATIONAL PROGRAM

Introduction:

Students who are experiencing problems with drug and alcohol usage are in need of assistance. The type of assistance needed may vary; however, the North Union Local School District is committed to assist the student and his/her family find the most appropriate assistance/treatment program from which these individuals can benefit.

Becoming aware of the extent of the problem, recognizing the symptoms of abuse, and knowing the effects of drug and alcohol use are necessary elements of a "Preventive Educational Effort". Therefore, it shall be the responsibility of the school officials of the North Union Local School District:

1. to communicate information in terms of statistics, publications, meetings, workshops, and other pertinent items of interest regarding substance abuse programs and their availability to students and their families.
2. to provide continuing instructive programs for all staff personnel which will enable them to identify the symptoms of drug and alcohol abuse.
3. to bring outside speakers into the schools and cooperate with other agencies to disseminate information to students.
4. to develop a school curriculum, grades K-12, which is comprehensive and covers areas including but not limited to: physical, emotional, mental, social, and legal ramifications of drug and alcohol involvement.
5. to provide information to students, staff and parents about outside agencies and encourage them to take advantage of these services and programs.
6. to inform students that use, possession, or are selling/distributing counterfeit controlled substances that it is also a criminal offense.

II. ABUSES OF DRUGS AND ALCOHOL

Introduction:

It is the primary objective of the North Union Schools to assure that education of all students shall proceed in an efficient, orderly, and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and interferes with the responsibility of students to receive quality academic instruction. While student drug education and referral to counseling services will continue to be made available, it is the philosophy of the North Union Schools that such measures should be viewed as instructional or rehabilitative and will be considered as an alternative to disciplinary procedures or measures as specified in the Section III, OFFENSES AND DISCIPLINARY ACTIONS.

Responsibilities of Students:

Students in the North Union School District shall not possess, transmit, conceal, consume, show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, non prescribed drugs, look-alike drugs, or mind altering substances, the possession of which is prohibited by law and by the North Union Board of Education. This includes narcotics, hallucinogens or intoxicants of any kind:

1. on school property (including vehicles used for transportation of students) and/or at school related events, or off school property when the conduct endangers the health and safety of students within the district or adversely affects the educational process.
2. at any school sponsored or sanctioned activity or event away from or within the school district.

Drug paraphernalia or instruments including, but not limited to, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits or any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property and will be subject to immediate confiscation.

This policy and in accordance with state law defines counterfeit, controlled substance as the following:

1. any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
2. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. any substance other than a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year including summer school sessions.

Responsibilities of School Officials:

It is the responsibility of all school employees of the North Union Board of Education to inform students and parents about the drug and alcohol abuse policy of this district.

All matters concerning reports of individual students directly related to drug and alcohol abuse shall be and remain confidential except as between the person(s) directly involved in the student's education and except as otherwise provided herein.

1. When a school official has reason to believe that a student is in violation of the Drug and Alcohol Policy, the following action will be taken:
 - a. the student will be brought to school administration and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply if guilty.
 - b. if a student is in need of medical attention, the medical emergency squad will be notified to render immediate and temporary medical attention.
 - c. the parent(s) or legal guardian will be notified and asked to meet with the building administrator.
 - d. only in the case of a medical emergency where parents cannot be reached will the person(s) on the medical emergency card be notified.
 - e. to the extent permitted by state and/or federal law, school officials may elect to cooperate with law enforcement agencies and to provide any information that would be considered beneficial in the law enforcement's efforts to stem the use of drugs and alcohol.
 - f. if a student participates in extracurricular activities or has been issued a parking permit by the school district and is under reasonable suspicion, the student may be selected for drug testing.
2. If a school official has reason to believe that intoxicants, illegal drugs or potentially harmful substances or drug paraphernalia are concealed in a school locker or on a student, the following will apply:
 - a. Locker search: School lockers, desks or other similar property are subject to search by school officials at any time and without notice.
 - b. Personal search: As determined by the United States Supreme Court, when the possession of illegal or dangerous items are suspected to be on a student's person, the school official may ask the student to reveal the items suspected to be on his person.
 - c. Student vehicle: When possession of illegal or dangerous items are suspected to be in a student's vehicle on school property, school officials may call local police authorities.

All students are responsible for understanding this Drug and Alcohol Policy and the counseling services available to them. The student's responsibility is to use this information to make decisions about drug and alcohol use. The student who voluntarily requests assistance or counseling in situations where no offense, as specified later in this policy, has been detected by school officials will not be deemed to be in violation of school policy based on information divulged. In situations where an offense, as described later in this policy, has been detected by school officials, the violation of school policy will not be excused on the basis that the student has requested counseling.

Parent(s) Responsibility:

The effectiveness of this Drug and Alcohol Policy will be greatly assisted by the cooperative efforts of the school, family, and school board. Therefore, it is the responsibility of the parents to be aware of and completely understand the North Union Local School District Drug and Alcohol Policy.

Drugs, Alcohol and Tobacco Education:

The Board views with concern the serious implications of drug, alcohol and tobacco use by students. In keeping with its primary responsibility, the education of youth, the Board charges the staff to continue to investigate the causes of student involvement with drugs and alcohol and to develop suitable preventive measures whenever feasible.

The Board and the staff continue to seek ways to educate students about the dangers of the misuse and

abuse of drugs, alcohol and tobacco, including electronic smoking devices. Instructional units include sessions about the harmful effects of and legal restrictions against the use of drugs of abuse, alcohol and tobacco, including electronic smoking devices.

III. OFFENSES AND DISCIPLINARY ACTION

Introduction:

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense by any student and shall be administered by the building principals in accordance with the policy and regulations of the North Union Board of Education. It is noted that the penalty designated below provides a guideline for the penalty to be imposed for the offense described as, at all times, school officials retain the discretion to impose the appropriate penalty. In incidences where extreme violations occur, the specified action may be waived by the school official in favor of a stronger measure such as a longer suspension, expulsion, or other appropriate measures as deemed necessary. Similarly, school officials may at a hearing consider factors that may mitigate routine disciplinary measures.

Offenses:

The following conduct by students is prohibited by the North Union Board of Education:

1. Selling or distributing any quantity of intoxicant, illegal drugs, controlled substances or counterfeit controlled substances:

First Offense:

1. Parent(s) will be notified immediately and the student will be removed from the school for the remainder of the day.
 2. The police may be notified of the incident.
 3. Consultation with parent(s) and student emphasizing the availability of counseling services.
 4. The student may be suspended from school for up to ten (10) school days. OR
 5. The student may be suspended for ten (10) school days and a recommendation for expulsion filed.
2. Possession of drug paraphernalia/other instruments or being under the influence of illegal drugs or other controlled substances when such a possession or influence is prohibited by law or by the policy of the North Union Board of Education.

First offense:

1. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
2. Police may be notified of the incident.
3. Consultation with parent(s) and student emphasizing the availability of counseling services.
4. The medical emergency squad will be called if deemed necessary by school officials.
5. It may be recommended to the parent(s) by a school official that a police investigation be made to determine the source of the drug/alcohol.
6. The student may be suspended from three (3) to ten (10) days from school. If the student has been given ten (10) days suspension, a readmission conference must be conducted with the student and parent(s). OR
7. In cases of students with prior code of conduct offenses, administrators may suspend the student for ten (10) days and a recommendation for expulsion may be filed.

Second and subsequent offenses:

1. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
2. The police may be notified of the incident.
3. Consultation with parent(s) and student shall occur emphasizing the availability of counseling/treatment services.
4. The medical emergency squad will be called if deemed necessary by school officials.
5. The student shall be suspended from school for ten (10) days and a recommendation for expulsion may be made.
6. A readmission conference with the student and parent(s) must be held prior to the student returning to school.

IV. DRUG AND ALCOHOL POLICY FOR EXTRACURRICULAR PARTICIPANTS

Introduction:

In addition to the preceding Board Policy regarding drugs and alcohol, the North Union Board of Education has adopted a Drug and Alcohol Testing Policy (See Board Policy IGDJA and Board Regulation IGDJA-R) which shall apply to all students who participate in school-sponsored, student-related, extracurricular activities, as well as those who are issued a parking permit to drive and park on school district property.

It is the opinion of the North Union Board of Education that extracurricular activities are an integral and important part in the development of a student's educational program. Participation in extracurricular activities is encouraged by the Board of Education. Students are volunteering to participate in these extracurricular activities sponsored by the North Union Board of Education and are expected to accept the responsibility granted them by this privilege of participation by maintaining a higher degree of conduct. To be in extracurricular activities in the North Union School District is to make a commitment and it is the student's responsibility to meet that commitment.

Extracurricular activities identified:

Extracurricular activities are those activities that are sponsored by, supported by, and identified by the North Union Board of Education and are an extension of the normal school day. Grades are not issued for a student's participation in extracurricular activities.

Participation in athletics and activities programs is a privilege. This privilege is extended to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level; therefore, the privilege of participation in activities and athletics is only extended to those who meet the expectation of non-use of alcohol and other drugs.

Violations:

In addition to the North Union Board of Education Drug and Alcohol Policy, there are two additional responsibilities of trust and confidence placed upon students who participate in extracurricular activities sponsored by the North Union Schools. Accordingly, those students participating in extracurricular activities who violate the following rules shall be subject to the discipline outlined above in Section III of this policy and, in addition, may be disciplined as indicated below:

1. No selling and/or distributing of any drugs or alcoholic beverages.

- a. **First offense:** The student may be denied the privilege of participating in the

extracurricular activity for 80 school days. School days will be counted beginning with the first interscholastic competition of the current or subsequent season. In the case of a student driver, the student may be denied driving and parking privileges for 45 days.

- b. **Second offense:** The student will be ineligible for all extracurricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 90 days.

2. No possession and/or use of drugs or alcoholic beverages.

A positive result to a drug test administered in accordance with Board Policy IGDJA and Board Regulation IGDJA-R shall be considered a violation of the North Union Board of Education Drug and Alcohol Policy and will result in a student being subjected to all applicable sanctions.

- a. **First offense:** The student shall be denied the privilege of participating in twenty percent (20%) of the next or current season extracurricular contests, and/or in the case of a student driver, shall be denied driving and parking privileges for 45 school days provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. The student will be required to have a screening by an appointed health professional. The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program. Any varsity student-athlete who violates this policy shall lose any leadership position held. Additionally, the student-athlete will be required to meet with the building principal and athletic director prior to any reinstatement.

---- OR ----

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extracurricular activities or will be denied driving and parking privileges for 90 school days.

- b. **Second offense:** The student shall be denied the privilege of participating in fifty percent (50%) of the next or current season extracurricular contests. In addition, in the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
- c. **Third offense:** The student will be permanently ineligible to participate in all athletics and extracurricular activities for the remainder of his/her academic career at North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career at North Union schools.

3. No possession and/or use of tobacco.

A positive result to a drug test administered in accordance with Board Policy IGDJA and Board Regulation IGDJA-R shall be considered a violation of the North Union Board of Education Drug and Alcohol Policy and will result in a student being subjected to all applicable sanctions.

- a. **First offense:** The student shall be disciplined according to the head coach, athletic director, and/or administrator's discretion.
- b. **Second offense:** The student shall be denied the privilege of participating in twenty percent (20%) of the next or current season extracurricular contests, and/or in the case of a student driver, shall be denied driving and parking privileges for 45 school days provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. The student will be required to have a screening by an appointed health professional. The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program.

Any varsity student-athlete who violates this policy shall lose any leadership position held. Additionally, the student-athlete will be required to meet with the building principal and athletic director prior to any reinstatement.

---- OR ----

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extracurricular activities or will be denied driving and parking privileges for 90 school days.

- c. **Third offense:** The student shall be denied the privilege of participating in fifty percent (50%) of the next or current season extracurricular contests. In addition, in the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
- d. **Fourth offense:** The student will be permanently ineligible to participate in all athletics and extracurricular activities for the remainder of his/her academic career at North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career at North Union schools.

DRUG TESTING CONSENT FORM

Student Name (Print Clearly): _____

As a parent or guardian of a student enrolled in the North Union Local School District, I have read and understand the district's Drug Testing Policy, which applies to high school student-athletes, extracurricular participants, and student drivers. Because my child participates in high school interscholastic athletic activities, extracurricular activities, and/or is a student driver, I hereby voluntarily consent, on behalf of my student, that in order from him/her to participate in such activities, my student will submit to drug/alcohol urinalysis testing. We agree to be subject to the terms of the "Drug Testing" Board Policy. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects as controlled by the testing vendor.

I also understand that while my child cannot be compelled to produce a specimen, the giving of a specimen when requested by the district is a condition of my child's continuing to participate in interscholastic athletic activities, extracurricular activities, and/or to drive and park on campus. I understand that if a test of my child's specimen reveals an unexplained presence of a drug or alcohol, the district may withdraw the privilege of participating in these activities. I understand that a refusal to submit to a test will have the same consequence as if my child had tested positive.

I authorize the officers, employees, and agents of the district to communicate and share information with each other regarding my child's drug test results both orally and in writing. I understand that these results will also be available to me upon request.

Parent/Guardian Name (Please Print Name Clearly)

Consenting Parent/Guardian Signature

Date

Consenting Student Signature

Date

The following section is to be completed only by a student who is over the age of 18.

Under the Family Educational Rights and Privacy Act (FERPA), the district is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

_____ Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

_____ No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Consenting Student Signature

Date

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that the district may disclose information from your education records to your parents, please sign the following consent:

I consent to the disclosure of any personally identifiable information from my education records to my parent(s), for reasons determined by the district as appropriate.

Consenting Student Signature

Date

STUDENT-ATHLETE, PARENT/GUARDIAN AGREEMENT FORM

As a North Union student-athlete, I agree to abide by the rules, regulations, and responsibilities established in the North Union Student Athletic Handbook. I also agree to abide by those rules adopted by the North Union Board of Education and, at all times (in-season and out-of-season), to follow all federal, state, and local laws.

I understand that participation in athletics at North Union is a privilege and as a student-athlete I will take on the responsibility of being a role model. It is my responsibility to project a positive image in everything that is expected as a North Union Student-Athlete.

Student-Athlete Signature

Date

Parent/Guardian Signature

Date

NORTH UNION LOCAL SCHOOL DISTRICT

Physician's Medication Procedure Request Form

(Please use for prescription and/or nonprescription medication. Please complete form by typing or printing legibly.)

Date: _____

_____ is under my care for _____ and
(Name of Student) (Diagnosis)
it is medically necessary for this student to receive medication during the school day.

Student's Address: _____

He/She should receive _____ of _____ at the
(Dosage) (Name of Drug/Medication)
following times: _____

Specific Instructions for administration: _____

Adverse reactions that should be reported to the physician: _____

Other special instructions: _____

Expiration date of this request: _____

(Note: Cannot extend beyond the current school year.)

For students with asthma inhalers or EpiPens: (Please circle one) Inhaler EpiPen

Inhaler/EpiPen to be kept (check one): _____ in school office _____ with student at all times

Amount of time needed between doses (inhaler): _____

Procedure to follow if the medication does not produce the expected relief from the attack:

Student has received training in the use of inhaler or EpiPen: _____ Yes _____ No

Other comments or information: _____

Physician's authorizing signature: _____

Physician's printed name and address: _____

Phone No. _____ Fax No. _____

Note: A new form must be completed if dosage changes.

PARENT/GUARDIAN MUST COMPLETE INFORMATION ON REVERSE SIDE.
This form, with both sides completed, should be promptly returned to the school office.

PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Date: _____

Name of Student: _____

School: _____

I hereby request and give my permission to the principal or his/her designee and the school nurse to administer the following medication to my child:

Name of Drug/Medication	Dosage	Route
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At the following times: _____

Name and Phone Number of Physician to be contacted if questions arise:

(Physician's Name)

(Physician's Phone Number)

I give my permission for administration of medications at school as described above. I also give permission for the principal or school nurse to contact the physician listed above should questions about medication arise.

Signature of Parent/Guardian: _____

Home Area Code and Phone Number: _____

Work Area Code and Phone Number: _____

Person to be called if a medical situation arises and I cannot be reached:

Name	Relationship	(Area Code) Phone Number
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This form, with both sides completed, should be promptly returned to the school office.