

Union High School Handbook

2023-2024



Union Community School District Vision Statement

Education to meet tomorrow's challenges.

Union Community School District Mission Statement

To ensure our students develop their abilities, realize their opportunities and become prepared for a changing world.

THINGS YOU SHOULD KNOW ABOUT UNION HIGH SCHOOL

School Colors: Red, Black & Silver

School Emblem/Mascot: Knight

School Song: Illinois Loyalty

Phone Number: 319-342-2697

Website: www.union.k12.ia.us

Staff Email Contact: first initial, underscore, last name @union.k12.ia.us (Example: f_lastname@union.k12.ia.us)

PEOPLE YOU SHOULD KNOW AT UNION HIGH SCHOOL

Administration

Jason Toenges, Principal

At Risk Coordinator & Activities Director

Michael Bruns

Office Staff

Kim Thomsen, Office Secretary

Kenda Gleason, Office Secretary

Counselor

Amy Kriz

School Nurse

Alyssa Linderer

Angie Plasencia, Health Associate

Agriculture

Adam Sacquitne

Art

Joleen Darnall Poyner

At Risk/Union Peak

Dean Bostian

Business

Chad Bergmeier

Valerie Warren

English/Language Arts

Kyle Beermann

Ria Jenson

Kerrie Michael

Family & Consumer Science

Dawn Stoakes

Health & Physical Education

Scott Denner

Erin Wittenburg

Industrial Technology

Grant Kelly

Instrumental Music

Mike Bistline

Mathematics

Laura Olson

Justin Parson

Kathy Weivoda

Media Center/Library

Jennifer Gassman, Teacher Librarian

Becky Smith, Study Hall Associate

Science

Jennifer Gates

Craig Hemsath

Pat Breitbach

Social Science

Holden Caloud

Tina Kvale

Anjali Patel

Special Education

Stephania Sauer

Jared Pospisil

Ryan Slater

Greta Winkel

Sandy Brown, Associate

Lisa Anton, Associate

Julie Borton, Associate

Vocal Music

Casey Tecklenburg

World Languages

Korina Carlson

Tina Kvale

Custodians

Scott Appleton

Steve Wagner, Head Custodian

Kyle Wieck

Nutrition Staff

Jonni Meier

Leigh Sides

Ted Smalley, Head Cook

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UNION HIGH SCHOOL HANDBOOK

THE SCHOOL DAY

School is in session from 8:10 A.M. to 3:08 P.M. We have a six period day with closed lunch periods. The periods are as follows:

Regular Day Schedule			2:15 Dismissal Schedule			2 HR Late Start		
1	8:10-9:08	Lunch Schedule A 11:45-12:05 B 12:06-12:26 C 12:27-12:47	1	8:10- 9:04	Lunch Schedule A 11:58-12:18 B 12:19-12:39 C 12:40-1:00	1	10:10-10:53	Lunch Schedule A 11:42-12:03 B 12:04-12:24 C 12:26-12:49
2	9:11 - 10:09		2	9:07 - 10:01		2	10:56-11:39	
WIN	10:12-10:42		3	10:04 - 10:58		3	11:42-12:49	
3	10:45-11:43		4	11:01-11:55		4	12:52-1:35	
4	11:46-1:06		5	11:58-1:16		5	1:38-2:21	
5	1:09-2:07		6	1:19-2:15		6	2:24-3:08	
6	2:10-3:08							

* **Note:** In an effort to relieve the congestion in the hallways that occurs before school each morning, we ask that the students make use of the cafeteria area to socialize and eat breakfast. If students need assistance from teachers or a quiet place to study, teachers' rooms and the Media Center are available.

START OF THE SCHOOL DAY / PASSING TIME

The school day 8:10 AM to 3:08 PM. A warning bell will ring at 8:05 notifying students to move to their first period class if they have not already done so, and a tardy bell will ring at 8:10. A bell will also ring at the scheduled beginning and end of each period throughout the day. This bell is only an indicator of the end of a class. **Students should remain in their seats and wait to be officially dismissed from a class by the teacher.** Tardiness is defined as not being in the classroom when the bell rings. Any student who is late to class without a pass from a staff member is required to get an admit pass from the office.

END OF THE SCHOOL DAY

Students are to leave the building at the end of the regular school day by **3:45 PM** unless they are under the supervision of a teacher or coach. Only students who are involved in a school sponsored activity or who have secured advance administrative approval will be allowed to ride the evening shuttle bus. The gym and weight room are OFF LIMITS to any unsupervised activities.

HALL PASSES

All students are required to have a Minga online pass to be in the hall after the bell has rung for bathroom, nurse and or water fountain use. Minga passes are only issued from a school Chromebook. Students will only have three passes per day. These are tracked electronically. Only one student may be excused from a classroom at a time. Students going to another classroom will be issued a green pass from their

teacher. The teacher will also call ahead to the classroom to ensure that the student has permission. Students should not be in the halls without a pass except for the time between classes.

Students who are tardy unexcused to class will not be allowed to use a Minga pass during that class period.

Students have six minutes to utilize the restroom using Minga. Students who repeatedly go beyond the allotted time will be subject to the unexcused tardy policy.

ATTENDANCE REGULATIONS

Students graduating from Union High School should exhibit quality performance as responsible citizens. One of the most important ways that students can demonstrate responsible citizenship is through regular school attendance. Students are expected to attend all scheduled classes on time. Establishing a good work ethic through regular attendance will create a positive reputation as reliable and willing learners and workers.

ATTENDANCE PROCEDURE

If your child is ill or has an appointment and will miss any part of the school day - please contact the school via phone after 7:15 AM or send an email to Kim Thomsen (k_thomsen@union.k12.ia.us) or Kenda Gleason (k_gleason@union.k12.ia.us). **Please provide a doctor's note for all medical/health appointments upon returning from an appointment. (This is for appointments only)**

Students who have been absent should first report to the office upon returning to school with a note/email signed by their parent or guardian explaining the reason(s) for the absence, the date(s) of the absence, and the student's name. If a student does not return with a properly signed note/email, he or she will have THREE days in which to do so; after that the absence will be considered unexcused.

The school administration will consider the following factors when determining if a student is excused. Examples of excused absences:

- A. Medically documented illness (physician, school nurse, etc.)
- B. Medically documented appointment (physician, dentist, etc.)
- C. Funeral
- D. Court documented appointments (Juvenile court, DHS, ect.)
- E. School sponsored activities
- F. Religious Holiday
- G. College Visits (Limit 3) [One may be taken during Junior year]
- H. Prior Approval by building administration

Reasons not listed above will be considered unexcused absences. School districts define what are excused and unexcused absences. **The determination of whether an absence is considered excused is made by the building administration (or designee), not by the parent.**

Students must be in class for at least half of the school day (must be in the afternoon) to participate in any performance, rehearsal, game, meet, contest, or practice on that calendar date unless cleared by building administration prior to 3:00 PM that day.

Students on work release must be in attendance their total scheduled day in order to participate in activities the same day, unless prior arrangements are made with the principal or assistant principal.

STUDENTS LEAVING THE BUILDING

Students who must leave school during the day for any reason other than illness are required to present a note or have their parents call/email the principal, assistant principal or the secretary prior to their first class period of the day. The message must state the reason(s) the student needs to leave school, the time the student will be away from the school, and the date of the absence. In special situations when parents need to have a student dismissed after the school day has started, they should call the high school first and explain the circumstances. Students may not leave the building without prior approval from their parents and/or guardian. **Students leaving without first obtaining office approval will receive an unexcused absence.** Students will not be allowed to leave for any reason unless their parent or guardian

informs the office appropriately. Students must always complete the sign out sheet in the office before leaving the building. If the student leaves school with permission and returns the same day, the student must sign back in at the office before returning to class.

Unexcused Absence Consequence

- **Unexcused Absence = 6 Hours of detention**

A student is not counted as absent when the student is attending a school-sponsored activity. Opportunities will be provided for students to make up all work missed while attending a school-sponsored activity. If participation points are given, alternate means of make-up will be provided.

The procedure for any absence will allow the student to earn credit for make-up work; all make-up or substitute work must be completed by the student in order to earn credit. It is the student's responsibility to obtain the make-up or substitute work assignments from the teacher and turn it in when it is completed. Students will have at least one day to make up late or missed work for every day they are absent due to sickness. No work will be required to be turned in on the day of a student's return from sickness. Additional time may be given at the discretion of the teacher.

Student absences from classes without the knowledge of parents or school will be considered "skipping class" and are unexcused. Multiple unexcused absences during a day are truancy, which may result in expulsion.

EXCESSIVE ABSENCE

When a student has missed class more than five (5) times in a trimester, or when an undesirable pattern of attendance occurs, administration shall conference with the student and notify parents of the situation by email, mail or by phone. All persons should be made aware that the student is placing his/her opportunity for a passing grade in jeopardy.

If the student reaches nine (9) absences, administration shall require a conference with the student and parent to discuss the situation with him or her. At this time the student shall be placed on an attendance contract or an agreement will be made that will clearly spell out the consequences for additional absence; which would include failure without credit due to inadequate time spent on class requirements.

TARDINESS

There is a three (3) minute passing time between each class period. Any student who enters a classroom or study area without a pass after the bell has rung is to be marked tardy unexcused for class. Students must plan ahead, trips to and from the lockers are not excuses for being late to class. If an activity or conference with a teacher or staff member is the reason for the student being late to class, the student shall get a written pass signed by that person to present as an admit to class, and this tardiness will be excused; if no pass is presented, the student will be recorded as tardy. Each student

will receive one (1) “grace tardy” per trimester of the school year, he or she will be assigned detention according to the following scale:

- 30-minute detention starting with the 2nd tardy in a trimester.
- 30-minute detention for every tardy thereafter.
- Students who accumulate more than nine unexcused tardies for a single class may fail the class without credit due to inadequate time spent on class requirements.

WALKOUTS/PROTESTS

From time to time social issues impact student lives and they are motivated to participate in student walkouts. UHS supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walkouts or other protests come with consequences. UHS does not initiate or endorse any student led walkouts. Students who choose to participate in a walkout will be marked unexcused and consequences will be applied to the existing attendance and discipline policy.

ILLNESS WHILE AT SCHOOL

Students who become ill while in school should go immediately to the main HS nurse’s office. Students who are ill may NOT leave the building without consent from the office and prior approval from a parent or guardian. The school secretary or nurse will phone the parents for instructions. If required, transportation will be provided.

EARLY RELEASE / LATE ARRIVAL (Seniors Only)

- a. Seniors must qualify to earn an early release or late arrival:
 - Must be proficient or show 1 year growth in 3 of 4 core areas (reading, math, science, social studies) of ISASP.
 - Must earn a 2.5 GPA for the previous trimester
 - Must have scheduled four (4) academic classes (including PE)
 - Zero detention previous trimester
 - Each student will be required to re-qualify for each trimester
 - Form must be signed by student, parent, and administration
 - Form is due 5 days after the start of the trimester
- b. Late in and early outs will be revoked for the following reasons:
 - Until accumulative detention time is served.
 - A student has accumulated two hours of detention time.
 - Has been on the F list for two consecutive weeks
 - If student is repeatedly in the building when should be out because of late in/early out.

APPEARANCE AND CONDUCT

Students should dress appropriately and be neat and clean. In the interest of health and safety, shoes must be worn at all times. To ensure propriety and good taste in conduct and appearance, students whose dress or appearance is inappropriate will be asked to make immediate corrections if they are to remain in school. Appropriate clothing for physical education will include gym shoes, sweat socks, shorts, and an appropriate T-shirt.

CELL PHONE USAGE

Cell phones are only allowed between classes and at lunch. Student cell phones are NOT TO BE SEEN OR USED DURING CLASS TIME without permission from a staff member. This includes regular-study hall and WIN-study hall. Students violating this policy will be subject to the following action:

1. **First offense:** the cell phone will be turned over to the staff member and the student can pick up their phone in the office at the end of the school day. Parents will be contacted through JMC.
2. **Second offense:** (30 min detention) the cell phone will be turned over to the office, Assistant Principal, or Principal and the student’s parents will be notified, the student can pick up the phone in the office at the end of the school day. 30 min. detention will be assigned at that time.
3. **Third offense:** (1 hr detention) the cell phone will be turned over to the office, Assistant Principal, or Principal and the student’s parents will be notified, the student can pick up the phone in the office at the end of the school day. 1 hour detention will be assigned at that time.
4. Any further offenses will result in more severe disciplinary measures and possible loss of phone privileges.

NOTE: In cases of emergency the student can be called out of class. Students are not to use phones during regular school hours except for emergencies and these should be handled through the High School Office.

Students who are failing a class after the first three weeks of a grading period will not be allowed to utilize their cell phone during the school day. Students should turn their cell phones into the office at the beginning of the school day or leave it at home. Students who are failing and are found with their phone will be required to turn it into the office. Students who refuse will have their parents contacted and will have to turn their cell phone over to their parents. Students will regain their cell phone privileges once they are passing all their classes.

INAPPROPRIATE BEHAVIOR / DISCIPLINARY ACTION

Any student who fails to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel will be subjected to appropriate disciplinary action.

- A. Disciplinary actions that may be considered for those who violate rules, regulations and policies would include, but not be limited to:
 - Before / After school detention
 - Removal of school privileges
 - Removal from class temporarily or permanently
 - In-school suspension
 - Out-of-school suspension
 - Expulsion
- B. Before / After school detention will be held for those students failing to cooperate in the classroom during the school day. Detention will take precedence over all other activities. Students may serve detentions in the morning from with permission from the Assistant Principal or Principal. The parent will be informed when a detention is given.
 - Detention will be set up for Wednesday afternoons throughout the school year from 3:10-4:10 P.M.
 - Students may make arrangements with the Principal or Assistant Principal to serve detention time any day before or after school.
 - Students may serve detention time with any staff member before or after school with the permission of the teacher.
 - When a student receives a detention, he/she will receive a 24-hour notice so transportation can be arranged.
 - Students may serve detention during their late-in or early-out periods.
 - No student may utilize their cell phone while serving detention.
 - Students who, at the end of the trimester, have more than six hours of detention that is non-unexcused absence related and have not served their detention, will be required to serve out-of-school suspension for the final days of the trimester to serve their detention time (six hours will continue to carry over).
 - ***Any student with detention time WILL NOT be allowed to participate in any extracurricular activities including contests, practices and rehearsals.***
 - ***Any student with detention time WILL NOT be allowed to participate in any “privileged” school sponsored activities (e.g. Dances: Homecoming, Prom, and Graduation Commencement Ceremony).***

- C. The school administrators may suspend or the Board of Education may expel any student who repeatedly disrespects, disregards and defies the authority and/or orders of school employees, misuses, damages, or destroys public school property, and disrespects or disregards the rights and welfare of others. A student suspended either in or out of school is also suspended from all school activities. Credit will be given for all work completed while under suspension.

STUDENT SEARCH AND SEIZURE (Code 502.8)

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles. Such a search may be under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized contraband materials discovered in the search.

It is recognized that illegal, unauthorized, or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student on the school premises.

Periodic unannounced inspections of student lockers are permissible to check for cleanliness, vandalism and proper use. Drug dogs may be used for unannounced inspection of student lockers and student cars parked on school property.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

Union High School utilizes vape detectors and cameras. If a vape sensor detects that a vape is being utilized, school personnel may utilize the camera system to see who is leaving the area and may search those students. Students may get one warning if a vape is not found during the search. Subsequent violations will result in the same disciplinary action taken for students found with a vape device.

STUDENT ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It is the responsibility of the superintendent to ensure that students complete grades one through twelve

and that high school students complete the following required credits prior to graduation:

CREDIT REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate. It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the following required credits prior to graduation:

Students must have earned a minimum of fifty-four (54) credits for graduation from high school in addition to passing a physical education course each trimester they are enrolled. The 54 credits are distributed as follows:

44 Academic Credits will be required include:

American Government | 1 credit

American History | 2 credits

World Studies | 2 credits

Social Studies Electives | 1 credit

English I (Freshman) | 2 credits

English II (Sophomore) | 2 credits

English III (Junior) or Composition | 2 credits

Physical Science/General Science | 2 credits

Biology/Applied Biology | 2 credits

Chemistry/Applied Chemistry | 2 credits

Mathematics | 6 credits

Computer Apps | 1 credit

Personal Finance | 1 credit

Careers | 1 credit

Health I | 1 credit

Successful completion of an academic course earns one (1) credit per trimester.

All courses are classified as academic except Resource, Physical Education, Work Study, and Internships, which are classified as non-academic. Resource classes will receive one-third ($\frac{1}{3}$) credit per trimester completed. Grades from non-academic courses are not used when determining grade point.

A student must be enrolled in and successfully complete Physical Education each trimester that he or she is enrolled in school. Students who do not pass a trimester of P.E. must retake that trimester's work the following trimester. A student must enroll in a minimum of four (4) credit courses including P.E. each trimester.

Five (5) academic credits earned as a Foreign Exchange Student may apply towards meeting the graduation requirements. The school attended must be an accredited school and must be earned during an academic year.

Students must earn a minimum of 8 of their 54 total credits at Union High School to be eligible for graduation.

Students may request that they be allowed to test out of a class. The request must be approved by the parent or guardian, principal, counselor and the teacher. In testing, the student must meet the criteria established by the school. Credit will not be allowed towards graduation for classes that have been tested out of.

The required courses of study will be reviewed by the board annually.

MID-YEAR GRADUATION

Mid-year completion is designed to allow students who have completed all academic requirements the opportunity to finish their senior year at the end of the first or second trimester. Each student should consider the advantages and disadvantages of this choice in discussion with their parents and counselor. The deadline to submit your request for mid-year completion will be established by the counselor and principal.

Students who choose to graduate at mid-year MAY NOT participate in any extracurricular activities during the remaining trimesters. This includes, but is not limited to athletics, music, speech, drama, and student government.

Mid-year completers must pay regular admission to any school activities such as athletic events, plays or concerts. Juniors must earn all 54 credits for early graduation.

Mid-year completers may not attend school dances or any other social activities not open to the general public unless they are the guest of a currently enrolled student. (The junior/senior Prom is the only exception to this. Mid-year completers may attend the Prom as an enrolled student and may bring a guest.)

The graduation ceremony in May will include those students who choose to finish mid-year. Process:

- Discuss with the counselor your high school credits and fulfilling required classes (online classes included).
- A form will be given to you to complete and have signed by you, a parent, and an administrator.
- Turn in the form for the dates shown above.
- Serve any detention time before mid-year graduation approved.

COMMENCEMENT

Only students who have met the **full requirements (54 credits) or alternative diploma requirements for graduation will be allowed to participate in the commencement proceedings** provided they abide by the proceedings organized by the school district.

ALTERNATIVE DIPLOMA

Students who are working towards an alternative diploma (42 credits) must have all their graduation requirements completed by a date established by the high school administration.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

GRADING & PROMOTION SYSTEM

The following grading system is being used in the Union Middle and Senior High School.

Excellent	A	4.000 points
	A-	3.666 points
	B+	3.333 points
Above Average	B	3.000 points
	B-	2.666 points
	C+	2.333 points
Average	C	2.000 points
	C-	1.666 points
	D+	1.333 points
Below Average	D	1.000 points
	D-	.666 points
No Credit	F	.000 no points

The five letters employed and the significance is:

A = Excellent | This grade indicates the student has given evidence of superior work in quality and quantity far in excess of the standards set forth as a satisfactory passing mark.

B = Above Average | This mark indicates the student has given evidence of work in quality and quantity above the standards set forth for a passing mark.

C = Average | This is a satisfactory mark. It indicates that the student has acquired the necessary ability to proceed in the subject and can use the ability where applicable.

D = Below Average | This mark indicates the student has not acquired the necessary ability to work efficiently or to use his ability efficiently in the work of the course. The "D" grade is the lowest passing grade.

F = No Credit | The grade indicates no credit is given toward graduation. It indicates that the student has not achieved sufficient mastery of skills and content to justify being given a satisfactory mark.

INC = Incompletes may be assigned at trimester reporting at the teacher and Principal's discretion. The circumstances leading to the assignment of an incomplete will vary from student to student. All final grades marked with an incomplete will need to be completed two (2) weeks following a trimester grading period. Any student experiencing extreme circumstances will be dealt with on an individual basis.

R = Retaking the Class | This indicates the student has taken this class previously but chose to retake the course for a new grade in the next available trimester.

W = Withdraw | This indicates the student withdrew from the class either by choice or by school issuance. Withdraw may have been due to class change, family change, or factors outside of the school or student's power.

Advanced Placement courses will be graded on a 5.0 scale. Additionally, an "A+" will be worth 5.00 points. Currently,

Union High School offers Advanced Placement English Literature and Composition.

RETAKEING A CLASS

Students can retake a class they have already passed in order to improve their grade for that specific class. The original class will remain on the transcript and the grade will be replaced with a "R" which will indicate the student is "retaking" the class. The "R" will not affect GPA or class rank or total number of high school graduation credits. The new class will show up in the transcript and will have a grade attached at the conclusion of that course. Course retakes must be completed during the next available trimester.

INTERNSHIP

Students have the opportunity to participate in a trimester-long half-day work experience in a field related to their interests. Students must pick up an internship packet to review and complete the application in a timely manner. Placement is coordinated by Mrs. Kriz – you will not find your own placement and cannot be placed with any family member. A pre-internship visit or interview may be required at the placement site. Goals are typically set cooperatively by the student, teacher, and employer. Two projects are required and students must track their hours at the worksite. Teacher visits and an employer review will occur. Credits earned are based on hours logged on the site. Students will not repeat placement sites. Administration has final approval of all student placement sites.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are mailed or emailed to all parents approximately six weeks before the end of the trimester. **NOTE:** Parents or students may request information on their progress at any time during the trimester. Parents may acquire access to student grades and lesson plans online. Parents are encouraged to call or email the teachers from 7:30 to 3:30 if they have questions concerning their students or assignments.

GRADE REPORT CARDS

Grade report cards are issued each trimester. These are mailed or emailed approximately one week after the close of each grading period. Report cards will be mailed or emailed and do not need to be returned.

HONOR ROLL

Announcement of an honor roll is made at the end of each trimester and will be distributed to the local papers for publication.

The Union High honor roll rules are as follows:

- Honor roll will be at the end of each trimester.
- A student must earn a minimum 3.333 grade point average to be eligible for honor roll.
- All subjects except directed study, work study, internship, and physical education count toward the honor roll.

- Grades will be figured on the four point grading system.

"A" TEAM

This academic award will be presented after each trimester. Students who receive a grade of "A" or "A-" in all Academic courses for the trimester will be recognized by certificate and "Letter" or bar awards.

SILVER CORD

Union High School strives to recognize those students who earn at least 50 hours of community service per year through our Silver Cord program. The following explains the levels of award for hours earned per year:

- 50-74 hours – receive a certificate, a letter, and a silver bar
- 75+ hours – receive a certificate, a letter, and a medallion

Seniors who complete 200 hours of community service will receive a Silver Cord to be worn at graduation. Hours must be turned in each year by the end of the current school year to qualify. Seniors can also earn additional awards when they meet the hours noted below:

- 300-399 hours - receive a Service and Character Lapel Medal
- 400+ hours - receive a Service Neck Medallion

STUDENT SERVICES, HEALTH AND SAFETY / GUIDANCE AND COUNSELING SERVICES

The principals, teachers, and counselors are always available to assist any student in reaching their highest potential. Students should feel free to ask for help when it is needed.

There will be occasions when time or other factors will make it difficult for teachers to help the student arrive at a solution to a particular problem. There may be times when a student simply wishes to discuss something in confidence with someone. When such a situation arises, the student is encouraged to use the services of the counselor. Through the counseling relationship, the counselor helps students to:

- understand themselves in relation to the world in which they live.
- accept themselves as they are.
- develop personal decision-making competencies.
- resolve special problems.

The school counselor assumes the role of leader and consultant in the school's program of testing and other pupil appraisal techniques by:

- coordinating the accumulation and use of meaningful information about each pupil.
- interpreting information about pupils to them, their parents, to teachers, and to others who are professionally concerned.
- helping to identify pupils with special abilities and needs.

The school counselor collects and distributes to pupils and parents information concerning:

- course offerings.
- opportunities for further education.
- careers and career training opportunities.

The school counselor coordinates the use of services available beyond those the school can provide by:

- making pupils and parents aware of the availability of such services.
- making appropriate referrals.

The school counselor assists in providing placement services for pupils by:

- helping pupils make appropriate choices of school programs and develop long-range plans of study.
- helping pupils make the transition from one school to another and from school to employment successfully.

EMERGENCY DRILL PROCEDURES

The **fire-warning signal** is an intermittent electronic ring accompanied by visual alarm strobe flashes. The all-clear signal is a short ringing of the classroom bells. Exit routes are posted by the door of each room. When the alarm is given, students are to move quickly and quietly to the designated exit and **assemble as a class** at least one hundred feet from the building. Turn lights off and close windows and door. Students should treat every fire alarm as though it were the real thing. Tampering with the fire alarm system will not be tolerated. Suspension will follow and charges will be filed.

The **tornado (severe weather) -warning signal** is a voice message indicating the threat of weather. Students should treat each tornado drill as though it were the real thing.

The **bomb-threat or other evacuation signal** is a voice message indicating that evacuation of the building is required. Students should proceed to their designated area on the track west of the high school and wait for further information if necessary.

LIBRARY MEDIA CENTER

The Media Center is a place for quiet study. To use the Media Center one needs to:

- Be doing something productive.
- Be doing it in a way that allows others to be productive.
- Be respectful of others.
- Not drink or eat in the library media center.
- No cell phone use

Students needing assistance are invited to ask questions of the teacher librarian.

LOAN PERIOD AND FINES

Type of Material	Books	Magazines	Reference
Limit	3	3	3
Renewal	1	1	1
Loan Period	3 weeks	1 day	1 day

Lost materials will be assessed at the school's cost.

Students are able to avoid fines by keeping track of the due dates on the things they have checked out. If a student has an overdue item, he or she will NOT be able to check out another item until the overdue item is returned or fine paid. Students may lose the privilege of coming to the Library Media Center.

STUDENT ACTIVITIES

ACADEMIC ELIGIBILITY POLICY

36.15(2) Scholarship rules

- A. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- B. All contestants must be under 20 years of age.
- C. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year
 - a. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - b. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- D. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- E. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of twelve consecutive trimesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the

summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board that may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

- F. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- G. A student is academically eligible upon entering the ninth grade.
- H. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration.
- I. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- J. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- K. Remediation of a failing grade by way of summer school or other means shall not affect the student’s ineligibility. All failing grades shall be reported to any school to which the student transfers.

ATHLETIC ACADEMIC ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

- B. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the contestant participates for 2 weeks after grades are posted.**
- C. Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant participates for 30 calendar school days from the 1st playing date.**
- D. At the end of a grading period that is the final grading period in a school year, if a contestant in interscholastic **baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for the 30 calendar days** following the end of the final grading period.

SPEECH ACADEMIC ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to participate in the next occurring activity/ competitions in which the contestant participates for 2 weeks after grade are posted.**
- B. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IAHSAA or IGHSAU sponsored event **within a period of 30 consecutive school days.** The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

MUSIC ACADEMIC ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to participate in the next occurring activity/ competitions in which the contestant participates for 2 weeks after grade are posted.**
- B. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded

(event doesn't affect course GPA) **within a period of 30 consecutive school days.** The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

STUDENT ORGANIZATION ELIGIBILITY POLICY

- A. Each contestant shall be passing all coursework at the Mid-Term Grade grading period. If at the Mid-Term grading a **contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to participate in the next occurring activity/ competitions in which the contestant participates for 2 weeks after grade are posted.**
- B. If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the SCHOOL sponsored event **within a period of 30 consecutive school days.** The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

NO-CUT POLICY

No student shall be cut from an athletic activity for lack of ability. Some athletic teams may require limitation of participants due to facilities or other circumstances beyond our control. Also, certain programs, such as cheerleading, jazz band, show choir, dance team, plays, musicals, and speech team must be more selective by nature, and appropriate try-outs will be held.

PARTICIPATION IN AAU AND OTHER OUTSIDE ATHLETIC ACTIVITIES

An athlete will be allowed to participate in a non-school sponsored sport (such as AAU Volleyball or club soccer) only if the head coach of that current sport allows the student to participate. For example: an athlete who plays basketball on the high school team and also wants to play indoor soccer with a club in Waterloo, must obtain permission from the head basketball coach prior to joining the indoor soccer team.

DISCIPLINARY AUTHORITY

The activity sponsor, principal, and the activities director (where applicable) will make the final determination on all matters pertaining to discipline in student activities.

TRANSPORTATION TO AND FROM EXTRA-CURRICULAR ACTIVITIES

Students participating in extracurricular activities are required to ride to and from the activity on school provided transportation. Exceptions can be made when returning from an activity if the student's parents provide a written and signed request to the activity sponsor identifying the adult of legal age whom they authorize to provide transportation for their youngster or make that request in person. Students will not be allowed to ride home with other students even if they

are of legal age unless they are family members. School provided transportation ends when students are returned to the school from which the school transportation originated.

EXTRA-CURRICULAR ACTIVITIES

Baseball	Golf	Swimming
Basketball	Instrumental Music	Tennis
Cheerleading	Fall Play/Spring Musical	Track & Field
Cross Country	Soccer	Volleyball
Dance Team	Softball	Vocal Music
Football	Speech	Wrestling

ATHLETICS

Students who are scholastically eligible may participate in the extra-curricular activities listed above.

It is the aim of the coaches to include as many participants in the athletic program as possible in the belief it improves individuals--mentally, physically, and morally.

A physical examination must be obtained from a doctor before anyone is allowed to participate in athletics. Examination forms are available in the office. When they are filled out and signed by a doctor, they must be returned to the office. All students participating in school athletic programs must either show evidence that they are covered by insurance, (health and accident) or their parents must sign a form saying they accept full responsibility for expenses resulting from athletic injuries. Students are responsible for all equipment and uniforms issued to them for athletics. If uniforms are not returned at the end of the sports season, the student will be required to pay the replacement cost of the uniform.

CHEERLEADING

Any student may try out for cheerleading. We have cheerleaders for fresh-soph and varsity football, fresh-soph and varsity basketball and wrestling. Practices are held and then a selection committee, using a rating system, selects the cheerleaders. Those selected are required to follow specific rules set up by the school.

INSTRUMENTAL MUSIC

The following are groups that the Union High Instrumental Music Department offers to their students. The groups are marching band, concert band, jazz band, pep band, and small ensembles.

The philosophy of the Instrumental music department is to help the students develop a good musical background with a lot of variety. We will perform for local events and concerts. We will also participate in the State of Iowa Music Contest. We will perform for most home athletic events. A Union High

Band student may elect to try out for one of our jazz bands, try out for various honor bands, go to Solo & Ensemble Contest, or try out for All-State. The Union High School music program is one that is a commitment to excellence and a program that is full of pride and fun to experience. Band lessons are available to students during the summer and the school year.

SPEECH TEAM AND PLAYS

Speech Team has two opportunities for participation: large group and individual competition. Tryouts may be held if necessary. Speech rehearsals are generally before and after school.

The drama department will produce one play and one musical each year. Tryouts for both productions are open to all students. A student does not need to be in chorus to try out for the musical. Rehearsals may be after school or in the evening (after sports practices). Students may elect to be a part of the stage or technical crews. These crews meet after school and on occasional Saturdays, if needed.

VOCAL MUSIC

The Vocal Music Department is a unique combination of curricular and co-curricular activities. The curricular aspects of the program are the Concert Choir, which meets each day, and the voice lessons, which are given to each student once a week. The Concert Choir has responsibilities outside of the school day and is required as a part of the grade. These activities include the Fall Concert, Winter Concert, NICL Festival, State Solo and Ensemble Contest, State Large Group Contest, Spring Concert, Baccalaureate, and Graduation. A list of these dates will be provided to each student at the beginning of the year in the Vocal Department Handbook. Extra-curricular activities that are not required as part of the grade include Show Choir and various honors choirs such as All-State, Dorian, Meistersinger, and UNI. According to state regulations, students must be a part of the Concert Choir in order to be a member of the co-curricular activities.

YEARBOOK SUPPORT STAFF

The Yearbook attempts to reveal through pictures and captions the school's academic, extracurricular activities, and achievements for a given year. A yearbook support staff member is someone who is willing to give of his/her time to help make the yearbook accurate, interesting, as well as helping fulfill the financial obligations in producing the book. Duties will include selling ads to businesses, taking photos, proofreading pages, and working at fundraising activities. This activity is open to any high school student.

FFA

FFA is a national organization for youth who are enrolled in Agricultural Education classes. The organization's objectives are to help students explore and develop agricultural careers, develop and practice leadership skills, practice citizenship, and develop character through cooperative activities. Its activities are educational, social, and recreational.

NATIONAL HONOR SOCIETY

The Union High School Chapter of the National Honor Society is an honorary group composed of juniors and seniors who have met membership requirements of scholarship, leadership, character, and service. To become a member, students after the first trimester of their junior or senior year must:

- Meet 3.5 cumulative minimum GPA requirement
- Have zero (0) Good Conduct Rule violations and minimal behavior infractions
- Complete an application documenting leadership activities
- Complete an application documenting service activities
- These applications and other supporting documents (i.e. transcript and teacher/coach evaluations) are then reviewed by the faculty NHS induction committee

To maintain membership in the organization, a member must:

- Maintain the 3.5 minimum GPA requirements throughout high school
- Have zero (0) Good Conduct Rule violations and minimal behavior infractions
- Have active involvement in the organization by attending meetings and participating in the service activities

If any of the above is not being met, the student may be placed on a one-trimester probation or dropped from the NHS organization.

Students that do not meet induction qualifications have the option to appeal the decision. This includes requesting an appeal and meeting with the induction committee to present their reasoning for why they meet the four pillars and should be accepted. The student should meet with Mrs. Kriz to prepare, if needed.

STUDENT COUNCIL

The student council represents the entire student body. The Student Council is an important link between the students, teachers, and administration. The student council presidency should be the most important office in the school. Members of the student council are elected by the class that they represent. A member of the Student Council must attend this school system at least one trimester prior to being elected. The Student Council has at least two advisors--a faculty member and the principal or his or her designee.

SCHOOL DANCE REGULATIONS

The purpose of school dances is to furnish clean, wholesome entertainment and to promote high school social ideals and school spirit among the high school students.

- Any official school organization may sponsor a school dance.
- In order to sponsor a dance, a school organization must:
 - Get permission from its faculty sponsor,
 - Select a date that is acceptable to members of the organization and the sponsors,
 - Obtain approval of the principal or assistant principal and have the date placed on the master calendar.
- The time set for school dances shall be from 8:00 P.M. - 11:00 P.M. with the exception of dances after athletic contests (including Homecoming) and the Junior-Senior Prom, which will end no later than 12:00am. School dances that follow athletic events may last until 12:00 am.
- The organization sponsoring the dance will have charge of ticket sales, setting prices, refreshments, decorations, music and cleaning up after the dance.
- There will be no leaving and reentering of the building during the dance. When a student leaves the building, it will be considered that he or she is going home and the student may not return to the dance.
- There are two (2) special dances that can be planned each year. They are the Homecoming Dance and Prom. Homecoming and Prom are open to invited Union High School students and their bonafide date. Guests may be invited to dances providing their names are turned into the principal's office ahead of time. Middle school students may not attend any high school dances. Students will be responsible for their guest.
- All guests will observe the same rules as our students.
- Students are to remain in the dance area during the dance and not roam throughout the school.
- Dances can be held on Friday, Saturday, or the night preceding vacation.
- Students should have their transportation home arranged ahead of time. Parents should pick students up immediately following the dance.
- All NON-Union guests are required to complete and hand in a Guest Request Form three (3) days prior to the date of the dance.

JUNIOR-SENIOR PROM

The Junior-Senior Prom shall be sponsored and underwritten by the junior class. All financial agreements and expenditures are to be approved by the class sponsors and the administration. Guests may be invited to the Junior-Senior Prom providing they are high school students or older. Participants may leave the dance early but cannot re-enter. All school rules apply.

GOOD CONDUCT CODE

I. Philosophy and Purpose for Establishing the Good Conduct Code:

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violation of the Good Conduct Code. It shall be the responsibility of the UCSD (Union Community School District) Board of Education to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the UCSD for participation in the activity.

The activities that are affected by the Good Conduct Code are all school sponsored public events (i.e. athletic activities, plays, etc.) or events in which the student is acting as a representative of the school (including elected and honorary offices, Homecoming attendant, music contests, etc.), with the exception of direct extensions of curricular activities (i.e. winter concert, field trips, etc.), as determined by administration.

II. Good Conduct Code

Violations of the Good Conduct Code are cumulative from completion of the eighth (8th) grade through the summer after graduation from high school. The Good Conduct Code is in effect for twelve (12) months of the year.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student’s side, is found to have violated the school’s Good Conduct Code will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Code for any of the following prohibited behaviors:

- A. Possession, use, or purchase of tobacco/e-cigarette products, regardless of the student’s age.
- B. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one’s breath is evidence of “use”; possession has been defined by the Iowa Supreme Court as being within reach of or in close proximity to the contraband).

- C. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- D. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited/arrested, convicted or adjudicated for the acts.
- E. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment of others.

Educational Responsibility Regarding Good Conduct Policies
It shall be the responsibility of each head coach and activity sponsor to communicate and educate the students in his or her program regarding the expectations and consequences associated with the Good Conduct Code. This would ideally involve at least one time spent covering the Code in depth, as well as occasional update/reminder sessions.

Additionally, efforts will be made to teach all students about his or her code and the expectations and consequences in a timely manner, preferably before the end of 8th grade, as well as throughout the school year.

III. Consequences for Violating the Good Conduct Code
When a student has been determined to be in violation of the Good Conduct Code, he or she will be faced with the following penalties:

First Violation

Ineligibility for up to 1/3 of the contests in his or her current sports season, or for the next activity event. If necessary the suspension will continue into the offender’s next sport/activity season until the equivalent of 1/3 has been served.

Second Violation

The student will be declared ineligible for 2/3 of the contests in his or her current sports season, or for the next activity event.

Third Violation

A third violation of any of the provisions of this rule shall result in a student being ineligible for all activities and performances for a period of up to one calendar year (365 calendar days) from the declaration of ineligibility.

Activity	Games Performed.	1st Offense	2nd Offense	3rd Offense
Football / Cheer	9	3 games	6 games	1 year

Volleyball	14	4 games	8 games	1 year
X Country	10	3 meets	6 meets	1 year
Basketball / Cheer	21	7 games	14 games	1 year
Wrestling / Cheer	15	5 meets	10 meets	1 year
Golf	12	4 meets	8 meets	1 year
Soccer	17	6 meets	12 meets	1 year
Tennis	12	4 meets	8 meets	1 year
Track	12	4 meets	8 meets	1 year
Baseball	TBD	TBD games	TBD games	1 year
Softball	TBD	TBD games	TBD games	1 year
Marching Band	6 MAX	2 events	4 events	1 year
Pep Band	9 MAX	3 events	6 events	1 year
Dance Team	TBD	TBD events	TBD events	1 year
Speech Team	4	1 event	2 events	1 year
Drama / Plays	1	1 event	2 events	1 year
FFA	1st offense: $\frac{1}{3}$ of events individual is involved 2nd offense: $\frac{2}{3}$ of events individual is involved 1 Year ineligibility			

NOTES:

- The period of ineligibility begins immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If the ineligibility is not completed during the current activity, it is carried over to the next contest or activity the student participates in.
- If the period of time between a violation and the ineligibility penalty is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- Students, who, in an attempt to maintain their eligibility or delay their ineligibility, withhold information, lie to or mislead school officials

concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time for that violation.

- Students may not join an activity after the first day of practice for the purpose of satisfying the code requirements on ineligibility.
- Students must satisfactorily complete an activity/athletic season in which he/she serves a period of ineligibility. In other words, a student cannot go out for a sport, serve a period of ineligibility, and then quit just to satisfy the code requirements.
- If a student violates the Good Conduct Code while ineligible due to an earlier violation or academic suspension, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
- There will be no academic consequences for the violation (e.g. detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Code occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

IV. DETERMINATION OF A VIOLATION

The school administrator will make the determination if a student has violated the Good Conduct Code or deemed to be in violation of the Good Conduct Code by any one or a combination of the following:

- Is found guilty in a court of law.
- Admits to violating one of the items of the Good Conduct Code.
- Witnessed breaking one of the items in the Good Conduct Code by one or more staff members.
- Is found in violation by the school administrator based on the evidence.
- If the student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Code in the previous school district, the student shall be ineligible until that penalty has been served.

V. APPEAL PROCEDURE

If the school administrator finds a student in violation of the Good Conduct Code after conferencing with him/her about an alleged violation, but the student claims innocence, the student and/or his/her legal custodian may appeal the school administrator's decision in writing within five (5) calendar days to the superintendent. If the student and/or his/her legal custodian are not satisfied with the decision of the superintendent concerning the matter, they may appeal this decision by making a written request within five (5) calendar days to the school board. The student will be ineligible during this appeal process.

USE OF STUDY PERIODS

Students not scheduled in a class will report to the library for a study period. Students should spend this time studying or reading quietly. Students may ask to study in pairs; however, conversations must be quiet and pertain to their work. During the last 15 minutes of the period students will have a “break time” to socialize and move about the Student Center.

1. Students must bring homework or reading material with them to study center.
2. Cell Phones are not to be seen or in use during study hall. Staff may allow students to have cell phone permission during “break time”
3. Students may "sign out" with permission from the study center to:
 - (a) Go to their locker.
 - (b) Use a pre-signed pass to see a teacher, counselor, or the office
4. Students who are wandering in the building will lose their sign out privileges.

CARE OF BOOKS

All rental books are the property of the school and loaned to the student for a nominal fee. Soiling and damaging books will bring about assessment of fines for all offenders:

1. Soil (beyond normal use)/water damage = \$5
2. Broken spine, cover requiring rebinding = \$10
3. Lost, destroyed, unusable = replacement cost.

(It is recommended that all books be covered for protection.)

CARE OF CHROMEBOOKS

All Chromebooks are the property of the school and loaned to the student for use during the school year. Purposeful vandalism and damage to Chromebooks will bring about assessment of fines for all offenders. Common vandalism for fines include but not limited to:

1. Damage to the keyboard; removing keys; destruction of keyboard parts; Fine: replacement cost of keyboard
2. Drawing or etching on the cover of the Chromebooks; Fine: replacement cost of cover
3. Lost, destroyed, unusable = full replacement of Chromebook

VISITORS

Visitors must check in at the office and must have the permission of the principal or superintendent to tour our school. Visiting students will not be permitted to visit classes unless the administration approves them at least one day in advance. Office staff must be made aware of all planned visitors.

LOCKERS AND LOCKS

Lockers are the property of the school and are subject to inspection by authorized school personnel. Corridor lockers, Art, Industrial Tech and PE lockers are assigned lockers as needed or requested. Art, Industrial Tech and PE teachers in

charge of these lockers will issue padlocks and students are expected to use them. The maintenance staff needs access to all lockers; therefore students may NOT use their own personal padlocks. Students will be expected to pay for lost padlocks.

The proper use of padlocks on lockers will protect against theft. **The school is not responsible for stolen items and students are expected to keep lockers locked at all times.** Union High School makes every effort to ensure the security of students’ personal property and books; however, if lockers are left unlocked or ‘set’ to open on the last number of the combination, the student has removed the only measure of safety the school can provide. If lockers or locks are broken or malfunctioning, the student should report the problem to the office immediately so the custodian can repair them. The student should not share his/her combination with others and **NEVER** leave valuables (especially purses and billfolds) in unlocked lockers. Students are expected to keep lockers in good condition. Students will be assessed for damages to lockers if necessary. Paint, nail polish, magic marker and glue are not to be used inside the lockers. Banging of locker doors is disruptive and will result in disciplinary action.

MEAL TICKETS

Money may be deposited into a personal meal account in the high school office before school or in the lunch line. Payment must be made prior to charging another meal. **Sharing of school lunches is not permitted.** We must abide by the federal guidelines set up for the program. Therefore, students may not drink pop from 11:30 A.M. to 1:30 P.M.

BREAKFAST

Breakfast will be served from 7:30 to 8:00 A.M., and all cafeteria rules apply.

CAFETERIA BEHAVIOR

Any student who disrupts the cafeteria will be placed on restriction. Students who are on restriction will be assigned a seat in the cafeteria or will eat in the office.

LUNCH PERIOD REGULATIONS

No student may leave the high school building during the lunch period (or any other time) without permission from the office. Parents will contacted to inform and gain permission. Students will remain in the cafeteria for the entire lunch period, unless they have a pass to the media center. After students finish eating, trays are to be taken to the dishwasher. Students are not to be in the halls, classrooms, etc., until their lunch period is over.

SNACKS, BEVERAGES, AND GUM CHEWING

Beverages OR snacks are to be consumed in the cafeteria unless allowed by individual teacher discretion. Individual teachers reserve the right to NOT ALLOW beverages or snacks in their classroom. Litter should be placed in wastebaskets. As long as students do not abuse the privilege of having beverages, snacks, and gum we will follow these rules. When

the privilege is abused, appropriate administrative action will be taken.

ASSEMBLY PROCEDURE

Students are to enter the auditorium in an orderly manner and take their seats immediately. Students are expected to be on best behavior for all assemblies. Seating assignments will be as follows:

<i>Juniors (Overflow - front rows)</i>	<i>Freshman (overflow behind Seniors) Seniors (Overflow - front rows)</i>	Freshmen <i>Sophomore (Overflow - front rows)</i>
Juniors	Seniors	Sophomores
STAGE		

during class should park in the north lot when they come to school. Students are not to go to their vehicle or drive them at any time during the school day unless they obtain permission from the principal first. Students must exit the parking lots by the most direct route. Students are **not to drive through the lot in front of the school building during class time or when the buses are loading and unloading.**

UNION COMMUNITY SCHOOL DISTRICT HANDBOOK

LOST AND FOUND

Report any lost or found items to the office. P.E. articles that are lost or found will be taken care of by the P.E. teachers.

SCHOOL TIME PUBLIC DISPLAYS OF AFFECTION

Students are requested to limit their physical PDA activities to holding hands. Greater physical contact will result in staff members talking to the violators about the problem and if corrections are not made, parents will be contacted.

TELEPHONE USAGE

All emergency phone calls may be placed through the office with the assistance of the secretaries.

PARKING | USE OF VEHICLES, CYCLES/MOPEDS

Students who drive to school are expected to follow good driving rules. At registration, high school students will be required to report the color/make/model/license plate of the vehicle they regularly drive to school. Students are required to keep this information accurate with the main office. Any students who are observed by school officials driving in an erratic or unsafe manner at any time will lose the privilege of parking on school grounds and will be reported to the proper authorities. Students are to park in either the north or south parking lot only in actual spaces (that is with parking lines on both sides). Vehicles should not be parked so that they block another vehicle, block the drive, or cover the sidewalk so that snow cannot be removed. Mopeds and Motorcycles are to park in the designated area and not taking up one (1) parking spot. Violations will result in; 1st offense warning, 2nd and following offenses will be a 30 min detention will be assigned. **Vehicles illegally parked will be towed at the owner's expenses.** Students who will be working on their vehicle