Union Community School District

Union High School Handbook
2026-2027

Board Approved - July 23, 2026

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

Student Success Coordinator & Activities Director
Collin Arndt

Office Staff
Kim Thomsen, Office Secretary
Kenda Gleason, Office Secretary

Counselor
Amy Kriz

School Nurse
Lydia Goken

Agriculture
Emily Damro

Art
Joleen Darnall Poyner

Business
Chad Bergmeier

English/Language Arts
Kyle Beermann
Ria Jenson
Kerrie Michael

Family & Consumer Science
Dawn Stoakes

Health & Physical Education
Scott Denner
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Industrial Technology
Grant Kelly

Instrumental Music
Levi Temple

Mathematics
Laura Olson
Justin Parson
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Media Center/Library
Jennifer Gassman, Teacher Librarian
Becky Smith, Study Hall Associate

Science
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Pat Breitbach
Madison McKenna

Social Science
Holden Caloud
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Special Education
Jared Pospisil
Ryan Slater
Greta Vogeler
Sandy Brown, Associate
Julie Borton, Associate
Moriah Schild, Associate

Vocal Music
Jarrett West

World Languages
Korina Carlson
Tina Kvale

Custodians
Scott Appleton
Ashley Cobb
Steve Wagner, Head Custodian

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UNION HIGH SCHOOL HANDBOOK

ACADEMICS

ACADEMIC INTEGRITY, FORGERY, PLAGIARISM

Students will do their own schoolwork. Academic dishonesty ("cheating") is prohibited and includes but is not limited to:

- Looking at or copying another's schoolwork
- Allowing another student to look at or copy their work
- Plagiarism and copying from sources without proper citation
- Unauthorized use of telecommunication and/or internet connected devices during testing
- Forgery, altering and unauthorized possession of school forms
- Lying to school officials
- Violation of copyright laws
- Using Artificial Intelligence (ie. ChatGPT) to create assignments, projects, etc. that is then submitted as a student's authentic/individual work without proper citation and instructor approval.

Violations of this policy are cumulative while in high school and are applicable across all classes and content.
For formative work, if a student violates this policy, the student forfeits their opportunity to reassess summative work.
For summative work:

- First Offense: Students will receive a 0 for summative work; no reassessment, disciplinary referral, meeting with parents
- Second Offense: Students will receive a 0 for summative work; disciplinary referral; no reassessment; student may lose privilege of next event and may be suspended from school; NHS membership revoked or student may not be considered for NHS induction. If offense is in the same class, students will be removed from the class with a failing grade
- Third+ Offense: All consequences from the second offense apply. Students will be removed from the class with a failing grade

COLLEGE CREDIT OPTIONS

ADVANCED PLACEMENT COURSES

Union High School offers the Advanced Placement (AP) course Literature and Composition and AP Statistics within our building. Students who complete the course can elect to take an AP exam in May. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. Union High School grades AP courses on a 5.0 grading scale (weighted) unlike traditional high school courses on a 4.0 grade scale (unweighted). Union High School also has other AP electives, such as Calculus AB, which can be taken online through Iowa Online AP Academy (IOAPA). If you are interested in pursuing an AP class online, you must have this discussion with the school counselor during course registration. AP classes cannot replace required core classes for graduation and will be counted as an elective credit.

CONCURRENT ENROLLMENT COURSES

Concurrent credit classes are community college classes contracted with the high school. Students receive both high school and college credit for passing the class. Students should expect to be doing college level work in these classes. Teachers have set requirements which come from the college that students must meet to pass the class. College credit accumulates on a Hawkeye Community College transcript and is usually accepted as transfer credit at other colleges and universities, depending on a student's major. These classes must be passed to receive credit and failing one will show up as an "F" grade on both your high school and college transcript. Most colleges require classes to be passed with a "C" grade or higher in order for it to satisfy the liberal arts or major course requirements. These courses may excuse you from taking an identical course at the college level, at the college's discretion.

Students taking a concurrent enrollment course must meet and follow all course guidelines of the respective college and understand that course performance becomes part of the individual's permanent college record. Students with an IEP or 504 plan may want to apply for accommodations through Student Services at Hawkeye Community College; students can see the school counselor for help.

Students must meet the proficiencies in <u>all areas</u> on the most recent Iowa Statewide Assessment of Student Progress (ISASP) <u>and</u> the proficiency measures set by Hawkeye Community College to be eligible to take concurrent classes, except for courses that are considered Career Technical Education (CTE). Hawkeye Community College proficiencies can be met through cumulative GPA, Accuplacer and/or ACT scores. ISASP proficiencies are listed below:

Grade	Math Proficiency	Science Proficiency	English / Language Arts Proficiency
8	490+	508+	494+
9	513+	-	505+
10	537+	545+	530+
11	559+	-	561+

If a student does not meet the state's ISASP proficiency measures, Union High School offers a secondary proficiency measure to still qualify. Students must have a B or higher grade/s in their most recent relevant course equivalent to the college content area they are requesting to enroll in and get administration approval. Students and parents will be notified if their child does not meet ISASP proficiency measures.

Credit earned from taking an online or on campus course (not with a UHS instructor) will not count towards required core graduation credits but will be counted as an elective.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) COURSES

PSEO credit classes provide additional options for high school students to earn college credit. These courses promote rigorous academic pursuits and may be taken on the University of Northern Iowa's campus or online through Upper Iowa University, per administrative approval. Students receive both high school and college credit for passing the class. College credit accumulates on a University of Northern Iowa or Upper Iowa University transcript and is usually accepted for transfer credit at other colleges and universities, depending on a student's major. These classes must be passed to receive credit and failing one will show up as an "F" on both your high school and college transcript. Most colleges require classes to be passed with a "C" or higher in order for it to satisfy the liberal arts or major course requirements. These courses may excuse you from taking an identical course at the college level, at the college's discretion.

Students taking a PSEO course must meet and follow all course guidelines of the respective university and understand that course performance becomes part of the individual's permanent college record. Students with an IEP or 504 plan may want to apply for accommodations through Student Services at either university; students can see the school counselor for help.

Students must meet the ISASP proficiencies listed on page 7 as well as meet requirements of The University of Northern Iowa and/or Upper Iowa University to be eligible to take concurrent classes (usually a 3.0 cumulative GPA requirement and ACT scores on file). Students wanting to take courses PSEO must meet with Mrs. Kriz to complete the university's registration form and review the following policies prior to the last Friday in April:

1. If the course is dropped after the first two weeks of the class or if the student fails the course, they must reimburse the school district up to $250.
2. Students may drop the course following the university's drop policy with a "W" on their college transcript.
3. Textbooks are provided by the university and must be returned in good condition.
4. Transportation to the university is the responsibility of the student and/or parent.
5. The requested course cannot be one that is comparable to courses offered by the school district, unless already completed and passed.

AWARDS & HONORS

"A" TEAM

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

HONOR ROLL

The Union High honor roll rules are as follows:

- Honor roll will be at the end of each semester.
- 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.

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

GRADING & PROMOTION SYSTEM

The following grading system is used at Union High School which is reflected on the student transcript.

A	4.000 points
A-	3.666 points
B+	3.333 points
B	3.000 points
B-	2.666 points
C+	2.333 points
C	2.000 points
C-	1.666 points
D+	1.333 points
D	1.000 points
D-	.666 points
F	.000 no points

Reported scores are averaged at the end of a semester resulting in a final grade reflecting A, B, C, D, or F grades as seen above. Students may also be assigned the following grades on their report cards.

INC = Incompletes may be assigned at semester 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 semester 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 semester.

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 and Statistics.

GRADE REPORT CARDS

Grade report cards are issued each semester. 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.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are mailed or emailed to all parents approximately nine weeks before the end of the semester. **NOTE:** Parents or students may request information on their progress at any time during the semester. 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.

RETAKING 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 semester.

STANDARDS-BASED GRADING

Grades should clearly communicate what students know and are able to do. Teachers have developed proficiency scales which will state what students need to be able to do in order to meet the scale score. The table below displays the scales being developed by teachers.

Scale Score	Academic Descriptor	Description
4	Thorough Understanding	I have met the criteria for demonstrating a thorough understanding of the learning target(s). Depending on the standard, this can often require students to provide a detailed line of reasoning.
3	Proficient	I have met the learning target(s).
2	Progressing	I have developed skills & knowledge for the learning target(s) and I am almost there.
1	Needs Improvement	I have made little or no progress toward the learning target(s) with extensive support.
0	Student has not submitted evidence of learning	I have not yet submitted evidence of learning for the learning target(s) or have made no progress toward the learning targets.

Union High School will have a consistent grading system used across all content areas. All teachers will utilize the same scale score and utilize the same grading system. This system will utilize an average of the scale score much like what was seen in utilizing a percentage system. This is just a scaled version using only a four point scale.

Grade	Cut-Off
A	3.600
A-	3.450
B+	3.250
B	3.050
B-	2.900
C+	2.750
C	2.600
C-	2.400
D+	2.250
D	2.050
D-	1.850
F	0.000

GRADUATION

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.

COMMENCEMENT

Only students who have met the **full requirements (50 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.

Students will not be allowed to participate in commencement exercises if they have any outstanding fines and fees to their account. This determination will be made prior to graduation rehearsal.

Behavior such as "senior skip day", senior pranks, initiations, and/or similar misconduct is not exempt from the expectations in district policies, regulations, and handbooks related to student behavior. Students who fail to follow district expectations may be subject to disciplinary action and may be prohibited from participating in commencement.

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.

Seniors will be recognized at graduation for their academic achievements. Students will be recognized based on the following criteria and will be announced at graduation.

Cum laude	3.33-3.69
Magna cum laude	3.70-3.89
Summa cum laude	3.90-4.00+

There are two separate recognition ceremonies that we use to honor our seniors with various awards. The first honor is the senior awards day. This event recognizes students with all non-scholarship awards. This is a building only event. The second is the Senior Scholarship and Recognition Awards Night. This is where Union High School recognizes student scholarship awards.

Union High School will also recognize one Valedictorian and Salutatorian for each graduating class. Students will first be evaluated based on their GPA. If a tie occurs, administration will break the tie using a student's RAI score.

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 (50) credits for graduation from high school in addition to passing a physical education course each semester they are enrolled. The credits are distributed as follows:

26 Academic Credits will be required include:
American Government | 1 credit
American History | 2 credits
World Studies/History | 2 credits
Social Studies Elective | 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
Science Electives | 2 credits
Mathematics | 6 credits
Careers & Personal Finance | 1 credit
Health I | 1 credit

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

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-half (½) credit per semester 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 semester that he or she is enrolled in school. Students who do not pass a semester of P.E. must retake that semester's work the following semester. A student must enroll in a minimum of six (6) credit courses in addition to P.E. each semester.

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 6 credits of their total at Union High School to be eligible for graduation.

Students may earn credit through the Union HS online credit recovery program. A maximum of 8 credit hours can be earned through the online course options to receive a UHS diploma.

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.

Graduation class rankings are reserved for students who meet the district graduation requirements as outlined by the board and without modifications to coursework or expectations.

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 semester. 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 semesters. 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 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 is approved.

INTERNSHIP

Students have the opportunity to participate in a semester-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.

ACTIVITIES

ACTIVITY FEE POLICY

1. Certain activities on campus do cost money per registrant and also cost the district money to be removed from the activity. The district assumes all responsibility for registration fees and students may not be charged for the registration.
2. In order to remove a student who has already registered for an event, certain organizations require a fee for cancellation. Students who agree to register for an event such as this, but later decide not to attend or participate will be required to pay the cancellation fee.
    a. Examples may include but are not limited to AP Testing, Skills USA events, FFA, etc.
3. Students and parents will be informed of the cancellation fee if a student decides not to participate. In order to avoid paying this fee, students can decide to continue to participate in the activity, event, or curriculum related activity.
4. Students who are academically ineligible to participate are not subject to these fees.

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.

ELIGIBILITY

ACTIVITY 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 conclusion of every third week of each month during the grading period. If at the conclusion of this week, a student is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete during the next five school days.
C. Per the state athletic policy, 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 20 calendar days following the end of the final grading period.

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 20 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 semesters 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.

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.

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.

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.

TYPES OF ACTIVITIES

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.

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.

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.

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 semester 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
- Avoid any significant incident that violates the requirements of scholarship, leadership, character or service
- 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-semester 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.

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.

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 semester prior to being elected. The Student Council has at least two advisors--a faculty member and the principal or his or her designee.

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.

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 by the building principal, per board policy, when circumstances justify its necessity. The building principal will only authorize this with written permission from the parents or guardians of the student. 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.

ATTENDANCE AND SCHEDULE

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

1 | Regular Schedule

1st Period | 8:10 am - 8:53 am
2nd Period | 8:56 am - 9:39 am
3rd Period | 9:42am - 10:25 am
WIN | 10:28 am - 10:53 am
4th Period | 10:56 am - 11:39 am
5th Period | 11:42 am - 12:48 pm
A Lunch | 11:39 am - 12:00 pm
B Lunch | 12:03 pm - 12:24 pm
C Lunch | 12:27 pm - 12:48 pm
6th Period | 12:51 pm - 1:34 pm
7th Period | 1:37 pm - 2:20 pm
8th Period | 2:23 pm - 3:08 pm

* **Alternative Schedules** are communicated as needed throughout the school year.

* **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.

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.

BEGINNING 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.

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
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.

CELL PHONE USAGE

No student cell phones or ear buds, smartwatches, air pods or bluetooth headphones will be allowed to be used in classrooms during the school day, for ANY reason. Cell phones/smartwatches must be on silent and stored inside backpacks. Cell phones/smartwatches may only be accessed before and after school, while in the hallway during passing periods and at lunch. Students going to their lockers, restrooms, office, etc. during class time and using their cell phones/smartwatches will have them confiscated. Earphones that are wired and plug into the laptop, may be used if needed for course work. During class, students may NOT use their cell phones/smartwatches for calculators, to check the time, music, reading a book, checking their grades or for any other reason. If there is a medical reason to use a cell phone/smartwatch, that will be allowed per a 504 or health plan. If a cell phone/smartwatch is out during class the teacher will send that student, with their phone/smartwatch, to the office immediately. Cell phones/smartwatches will be located in a holding case in the high school office with a note indicating the student's item. No second chances. Administrators will call parents to retrieve the item. It will not be given back to the student.

Parents who may need to communicate with their son or daughter during school hours can contact the high school office. Office staff will ensure that your son or daughter has the message between classes. If it is an immediate issue, staff can call the student to come to the office for the message. For all school related emergencies, parents will be notified using all available school alert systems.

EARLY RELEASE / LATE ARRIVAL (Seniors Only)

a. *Seniors must qualify* to earn an early release or late arrival:
    - Must be proficient in 1 of 2 core areas (reading or math) of ISASP or have administration approval
    - Must earn a 2.5 GPA for the previous semester
    - Must have scheduled six (6) academic classes (including PE)
    - Zero detention previous semester
    - Each student will be required to re-qualify for each semester
    - Form must be signed by student, parent, and administration

- Form is due 5 days after the start of the semester

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.

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.

EXCESSIVE ABSENCE (Board Policy 501.09)

When a student has missed class more than five (5) times in a semester, 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.

If the student reaches seven (7) absences, administration shall require a conference with the student and parent to discuss the situation with him or her.

Chronic absenteeism means any absence from school for more than 10% of the grading period. At Union High School, this happens when a student reaches (9) absences. At (9) absences, school officials will send notice by mail or email to the county attorney. We will also notify the students and parents by mail or email of chronic absenteeism and disciplinary processes associated with additional absences.

If a student is absent for at least 15% of the grading period (14 days) and school administration determines that the child's absences are negatively affecting the child's academic progress, we will hold a school engagement meeting to find the cause of the absences and a plan to address those absences. The student, student's parents and school officials will participate in this meeting. This plan will be monitored weekly through phone calls to the parents of the student. Students, parents and school officials will be required to sign an absenteeism prevention plan. If there is any violation of this plan, school officials will notify the county attorney.

Truancy means a child of compulsory attendance age who is absent from school for at least 20% of the grading period (18 days). Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy.

If a student accumulates (7) unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at (5) unexcused absences that two more may result in a loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. If a student loses credit, this will be recorded in the student's record as an AW (administrative withdrawal). A student who loses credit due to excessive absences is assigned to study hall for the period(s) in which the course(s) meets. A student who loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

HALL PASSES

All students are required to have an online pass to be in the hall after the bell has rung for bathroom, nurse and or water fountain use. Online 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 an online pass during that class period.

Students have six minutes to utilize the restroom using our online hall pass system. Students who repeatedly go beyond the allotted time will be subject to the unexcused tardy 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.

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 semester, 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 semester to serve their detention time (six hours will continue to carry over).
    - ***Any student with detention time <u>WILL NOT</u> be allowed to participate in any extracurricular activities including contests, practices and rehearsals.***
    - ***Any student with detention time <u>WILL NOT</u> 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.

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

1st Offense: Meeting with the school administration to discuss the reason for the unexcused absence and develop a plan and goals so it does not occur again.
2nd Offense: 3 hours of detention
3rd Offense: 3 hours of detention and a required parent meeting

4th Offense +: 6 hours of detention each subsequent offense

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.

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. Union High School staff may also utilize a metal wand detector to help with the search. Students will be asked to remove any items detected by the use of the wand. If a student refuses, they will be issued disciplinary action which may result in the same disciplinary action taken for students found with a vape device.

If building personnel have reasonable suspicion that a student might have a vape or other illegal device, administration is authorized to use a wand in the search. Upon detection, students must produce the reason for the wand's response. If a student is unwilling to produce the reason for the wand's response, students will receive the same disciplinary action taken for students found with such a device.

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 three (3) "grace tardies" per semester of the school year, he or she will be assigned detention according to the following scale:

- 3+ - 30-minute detention
- 6+ - 60-minute detention; students will create an attendance plan to remediate this issue
- 9+ - Students will receive OSS for tardies accumulating after 9;

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.

MISCELLANEOUS

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:

Juniors (Overflow - front rows)	*Freshman (overflow behind Seniors)* *Seniors (Overflow - front rows)*	**Freshmen** *Sophomore (Overflow - front rows)*
Juniors	**Seniors**	**Sophomores**
STAGE		

CAFETERIA

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.

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

EMERGENCY DRILL PROCEDURES

The **fire warning signal** is an intermittent electronic ring accompanied by visual alarm strobe flashes. 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.

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.

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.

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.

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.

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 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.**

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.

UNION CSD GOOGLE ACCOUNTS

Senior Accounts

1. Graduating senior accounts will be disabled on 7/1 each year.
2. Accounts will be held for 3 years, then will be deleted.

Students leaving Union before graduation

1. Accounts of students leaving Union will be disabled as soon as tech staff is notified.
2. Accounts will be deleted along with all others 3 years after what would have been their graduating year.

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 or smartwatches are not to be seen or in use during study hall.
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.

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.

UNION COMMUNITY SCHOOL DISTRICT HANDBOOK