



**2022-2023 North Union High**  
**School Student Handbook**

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**District Mission**  
Building a Foundation for Lifelong Learning

**To North Union 9<sup>th</sup> -12<sup>th</sup> Grade Students and Parents/Guardians:**

On behalf of the North Union HS Staff, it is my pleasure to welcome you to the formed North Union High School. It is our hope that you've had an enjoyable summer and are ready to begin a productive and rewarding year.

This student handbook is being provided to each of our students again this year to assist with any questions or concerns our families may have. You'll want to become familiar with the information presented in the handbook. We encourage families to review the handbook pages together and to call us if there are any areas that need clarification or any additional information you would like.

The year ahead will include endless opportunities for learning. You should find the staff ready and willing to provide those opportunities and facilitate progress. There are some things you can do, too, to take full advantage and maximize learning.

1. Keep regular attendance. Although homework assignments can be made up; discussions, interactions, and other classroom experiences cannot. In addition, a good attendance record is one of your best references of the future.
2. Complete and turn in assignments on time. The most common cause of grade trouble is incomplete or missing assignments. Establishing the habit of completing work by due dates is a positive habit for a lifetime. In addition, assigned work has a legitimate purpose in the learning process; failure to do it will likely interfere with your learning. Regular use of a digital planner should help organization and communication.
3. Be ready to learn. Take a positive, cooperative attitude with you to class. Be ready to put in a good effort. Get a good night's rest and a good breakfast before you start the day.
4. Discuss school at home. Students - tell your parents about your successes, and your concerns. Parents - be good listeners, encourage, and support good efforts.
5. Communicate. If there is a problem or concern, be sure to talk to the teacher, assistant principal, or myself. Working together, we will be much more effective in reaching goals.

As an integral part of the North Union High School, we have a lot to be proud of. Let our actions, efforts, and words in and out of school reflect that pride not only in completing individual assignments and expectations, but in conducting positive, respectful relationships with others. We look forward to celebrating achievements of our students for this year and beyond.

Sincerely,

Robert Zotz, High School Principal

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office (712-868-3542) for information about the current enforcement of the policies, rules and regulations of the school district.

## GRADUATION REQUIREMENTS

### Grade Nine

Physical Science  
English 9  
1<sup>st</sup> Yr. Math  
Geography/Tech Prep

### Grade Eleven

English 11  
American History  
3<sup>rd</sup> Yr. Math  
3<sup>rd</sup> Yr. Science

### Grade Ten

English 10  
World History  
2<sup>nd</sup> Yr. Math  
Communications/Health  
Biology

### Grade Twelve

English 12  
American Government  
Economics  
Human Relations

- Must also take Physical Education (2 credits)

Students taking classes out of sequence may have difficulty when it comes to scheduling. Seniors will need 51 credits to graduate. One credit will be given for each class that meets every day for a semester in which the student receives a passing grade. Classes that do not meet every day will be given the proportional amount of credit according to the number of days it meets per week.

In this total number of credits per academic area:

Language Arts	8 credits
Communications	1 credit
Science	6 credits
Mathematics	6 credits
Social Studies	7 credits
Physical Education	2 credits
Technology	2 credits
Health	1 credit
Human Relations	1 credit
Electives	17 credits

## REGISTRATION INFORMATION AND DROPPING SUBJECTS

No students will be allowed to make a course change without special permission from the teacher and guidance counselor/administration. No changes will be allowed after the first three days of the semester.

Students dropping a subject will receive a failing grade for that semester in that subject. Consideration will be given to those students who are compelled to drop out because of serious illness or some other special reason.

## **COMMENCEMENT**

Participation in Commencement – Only students who have successfully completed all Board of Education approved requirements for graduation and met all other obligations will be allowed to participate in commencement proceedings.

By recommendation of the High school Principal, students may be excluded from participating in commencement proceedings for violation of rules established for the orderly governance of the school and/or for failure to abide by commencement proceedings organized by the school district. Failure of students to participate in commencement proceedings will be no reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

## **EARLY GRADUATION**

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in prom and commencement exercises.

NOTE: This is a mandatory policy. School districts do not have the authority to limit when a student may graduate early. Students can graduate early whenever they meet the school district's graduation requirements. It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated.

## On Campus Instructor Dual Credit Courses

North Union Class Title	ILCC Code	ILCC Class Title
<b>Agriculture</b>		
Agronomy	AGA-114	Intro to Agronomy
<b>FCS</b>		
Culinary Management I	HCM-239	Customer Service
Culinary Management II	HCM-141	Food Production
Child Development	ECE-170	Child Growth and Development
Parenting	ECE-133	Child Health Safety and Nutrition
Food Preparation	HCM-292	Food Preparation
<b>Business</b>		
Accounting II	ACC-111	Introduction to Accounting
<b>English</b>		
English Composition I	ENG-105	English Composition I
English Composition II	ENG-106	English Composition II

### North Union/ILCC Student Requirements to Enroll in Dual Credit Classes

#### **Requirements**

To take online classes, a student must

- Be proficient in reading, math, and science on the Iowa Assessments,
- Have at least a 3.0 cumulative high school GPA,
- Be a TAG student as a freshman and first semester sophomore.

#### **Limitations**

Students will be able to take one online class per semester the first time they attempt an online class.

- In order to be eligible to continue taking online classes, students must earn at least a C or higher in the class.
- If they prove to be successful, they can take up to two classes per semester thereafter.

Students will NOT be allowed to drop a class after the first two weeks of the class, except in extreme circumstances (such as but not limited to a death or severe illness) and with administrator approval.

- If a student earns an F in an Iowa Lakes class at the end of the term, they will be considered ineligible for extracurricular activities for thirty days.
- If a student earns a D or an F in an Iowa Lakes class, they will not be allowed to take anymore college classes for two semesters.

#### **Costs**

The school will cover the cost of the class and the textbook.

- Any other materials, such as but not limited to science labs or additional testing, will be covered by the student and/or their family.

### **Other Iowa Lakes Classes**

Career Academy, Nurse Aide courses, and NU on-campus classes for college credit

- Can be taken in addition to the online class(es)
- Students must get administrator approval.
  - GPA, behavior, and attendance will be considered.
- The school will cover the cost of the class and the textbook.
  - Any other materials and the cost of transportation will be covered by the student and/or their family.
- These classes also count toward extracurricular eligibility, and an F in a course will result in a thirty day participation suspension.

## **PBIS Overview**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at North Union High School. While faculty, staff, and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

### **GENERAL ATTENDANCE POLICY**

The North Union High School Board of Directors believes that the classroom experience is an essential part of learning. Students with excessive absences can make up assignments and tests, but that work does not replicate the learning acquired through first hand interaction with the teacher and with other students. By placing a high value on a student's time in the class, we expect our students to adhere to the following attendance policy in order to receive credit in a class.

### **COMPULSORY ATTENDANCE AGE**

Per state code, a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory age and must attend school. If a child reaches the age of sixteen on or after September 15, the child will remain of compulsory age until the end of the regular school calendar.



## **ABSENCES**

Parents are expected to notify the school prior to 9:00 A.M. regarding a student's absence on the day of the absence. All absences must be reported within 48 hours of the absence to be considered excused.

Acceptable reasons for a student's absence are limited to the following; religious observance, illness, death in the family, family emergency, a court appearance or legal situation beyond the control of the student, pre-approved family vacation, doctor appointments, and school-sponsored activity.

If a student has excessive excused absences, the school reserves the right to restrict the acceptable reasons for student absences. This may eliminate some of the "acceptable reasons" mentioned above and may include future written verification by the doctor, dentist, etc.

## **EXCESSIVE ABSENCES**

If a student has accumulated 10 unexcused absences from any given class per semester, the student may receive the following consequences:

- Student and guardians referred to County Attorney Office for truancy and for not upholding Iowa Compulsory Attendance Code
- Receive no credit for the class/classes
- Referred to the DOT and have the student's driving permit or license revoked until the age of 18, or until attendance improves. This is done at the discretion of the school district

Parents or guardians will be notified both verbally and in writing before any of these consequences would be administered to encourage better attendance or to help problem solve the reason of poor attendance.

If attendance does not improve after the warning, the school will notify the parents or guardians which consequence (s) are being carried out.

### Appealing Loss of Credit

- If parents or guardians wish to appeal the loss of credit they have 5 school days from the receipt of the final notification. The parent or guardian must submit a written appeal to the building principal to have the student's record reviewed for the purpose of restoring credit.
- Should the appeal not be filed with the principal within 5 days, all sanctions that result from the school's decision shall be final.
- The written appeal should include all relevant documentation to explain the extenuating circumstances, so that the committee may give every consideration to the student for restoration of credit. These may include but not be limited to: doctors' notes, medical bills, police reports, or affidavits. An Attendance Review Committee review the data, attendance history, and circumstances before reaching a decision.
- If the student chooses to appeal the panel's decision, the student must do so in writing to the superintendent within two school days of receiving the written notification of the panel's decision.
- The superintendent will schedule a meeting of the school board within five school days to hear the appeal. The student will be allowed back into the class after the filing of the appeal until such time the appeal decision is reached.

### **MAKE UP WORK**

Students will have the opportunity to receive credit for worked missed during an absence, however the teacher reserves the right to make alterations to the missing assessments as they see fit. Students missing school work because of absences shall have at least the number of days missed plus 1, not to exceed 10 days. Example if a student misses 2 days they have 3 days to make up missing work. If the teacher or administration determines more time acceptable it is their discretion. It is the responsibility of the student to initiate a procedure with the teacher to complete the work missed.

### **TARDINESS**

A student is tardy when the student initially appears in the assigned area any time after the designated starting time.

All incidents of class tardiness will be the responsibility of the teacher. Teachers will emphasize the importance of being on time and explain the classroom rules and procedures for tardies. The tardy sanctions should be consistently applied and sequential. Sanctions may include but are not limited to, warning, assigned detention, parent contact. If tardiness becomes an increasing issue then parent and administration intervention may take place.

### **LEAVING THE CAMPUS DURING THE SCHOOL DAY**

To leave the school campus during the school day, the student should bring a written request signed by the guardian or contact the school directly. Legitimate reasons for leaving include such things as: medical or dental appointments, court appearances, and funerals.

When a request to leave campus is approved: At check out time, the student will report to the office and sign out. When the student returns to school, he/she must check in at the office, sign in, and have the pass signed to go back to class.

North Union High School is a closed campus. Students leaving campus without permission will be considered truant and may be subject to detention, suspension, or other disciplinary action deemed appropriate by the administration.

### **BECOMING ILL DURING THE SCHOOL DAY**

Students who become ill during the school day should report to the nurse with a pass from the teacher. Students will be encouraged to remain in school if possible. If necessary, parents will be contacted to make plans for the child to return home or to receive medical attention.

### **ARRIVING AT SCHOOL AFTER SCHOOL HAS STARTED**

Students who arrive at school after 8:30 must report to the office to check in. The student should bring a written excuse signed by the guardian or contact the school directly. The student will use a hall pass for admittance into class.

## **ATTENDING STATE TOURNAMENTS**

Students who wish to attend State Tournaments in which North Union has a participant and student/participants who wish to attend State Tournaments of their respective activity must present a signed note from their parents in the main office prior to the event in order to leave the school. Students should contact teachers about makeup work prior to their absence. Absences for attending a State Tournament as a spectator are not considered a school-related absence. These absences will count towards the student's unexcused absences.

## **ACTIVITY ATTENDANCE**

Every student who participates in an activity and makes the roster of the group is then required to attend that activity unless excused by the instructor, or is temporarily ineligible. Whenever a student goes on a trip or activity they are expected to ride to and from the event in the school vehicle unless arrangements have been made with the head coach or designee prior to the event.

## **CLOSED LUNCH**

The lunch program will be closed for all students at North Union High School. Students will have the option of eating the school lunch or bringing a lunch from home. Students must stay in the lunchroom during the closed lunch period. Students are not allowed to go to their cars or be in the parking lot area during lunch. Parents may pick up or drop off lunch for their children if they choose.

## **DETENTION**

Teachers may assign detention, after school for reasons including, but not limited to, tardiness, refusal to work, and inappropriate behavior. If a student has a transportation problem or if their detention would work a hardship on either an employer or parent that night it shall be within the discretion of the licensed employee disciplining the student and/or the administration to make other arrangements.

## **GRADING**

The entire school will be on a nine-week reporting period. Report cards will be sent home with children on a week following the end of each nine-week period. Parents can access the online grading link, which can be found on the school webpage at any time. (<http://northunion.k12.ia.us/>)

## **HONOR ROLL**

NU's desire is to keep excellence alive by having our adults elevate it above all other activities, strive to add your name to this record of excellence, which is published each quarter. To qualify for the honor roll, a student must have a minimum grade point average as follows:

Principal's Honor Roll	3.75 or Higher
Academic Honor Roll	3.50 – 3.749
Honor Roll	3.00 – 3.499

Honor Roll includes all courses taken by the student as well as PSEO & Concurrent Courses.

## **ACADEMIC LETTER**

To receive an Academic Letter, students must maintain a 3.66 and above for two successive semesters to be in the 94% category and maintain a 3.25 to 3.65 for two successive semesters to be in the 90% category

Subsequent awards are given for each additional two successive semesters with a 3.25 and above.

- A. The two successive semesters must be from the North Union High School
- B. There must be approval by the Academic Letter Committee.
- C. Attention given to positive character and attitude, lack of attendance or discipline issues.

## **ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

The Board of Directors of the North Union High School offer a variety of voluntary activities designed to enhance the classroom education of NU students. 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 which are illegal or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the good conduct rule. It shall be the responsibility of the superintendent to develop rules and regulations for school activities.

The following activities are covered by these procedures:

ALL school-sponsored, extra-curricular activities fall under the governance of the Academic Eligibility Policy.

This does not include Awards Night, Prom, Graduation or any graded activity.

### **Academic Ineligibility Policy**

- Students failing any class at midterm, quarter or the end of J-Term will be deemed ineligible for the next week's activities. (Mon-Sun)
- Students ineligible will have their grades checked at the end of one school week to determine if they are passing all classes. If a student is passing all classes they will regain eligibility on Monday.
- If a student is not passing all classes after one week they will remain ineligible for one week increments with weekly grade checks to determine eligibility.

### **Iowa Department of Education Academic Ineligibility Policy**

- Students that receive a failing grade at semester will be ineligible for 30 consecutive days starting at the next state sponsored extracurricular activity that a student participates in.

### **Additional Eligibility Criteria**

In addition, students will be declared ineligible for extra-curricular activities (including athletics) and extended day academic activities if they:

- Students must be present in school for at least one-half day (the afternoon of the activity) unless excused by the administration due to a doctor's appointment, funeral, wedding or other situation approved by the principal or his/her designee.
- Do not have a doctor's certificate of fitness issued for the current school year (athletics and cheerleading only);
- Are 20 years of age or over;
- Are below the ninth grade for high school athletics
- Have attended high school for more than eight semesters (twenty days constitutes a semester);
- Have changed schools this semester (except upon like change of residence of parents);
- Have ever accepted any money or expenses for participation in any athletic activity;
- Accept awards for high school participation other than the customary awards issued by the school;
- Are suspended.

## **STUDY TABLE**

North Union has provided a period of time from 3:05 to 3:30 dedicated to student enrichment, this period is called Study Table. During this time teachers will be available to all students to get extra academic instruction/guidance.

## **INCOMPLETE GRADES**

An "incomplete" is a grade given to a student when a teacher feels a significant portion of the class work has not been completed. Students who receive "incompletes" on their report cards for any grading period will have eight days from the end of each quarter to complete their work. Teachers are responsible for informing the student of an incomplete before the end of each quarter. The student shall contact the instructor from whom he/she received an incomplete and work out a schedule so that the incomplete work can be made up on time. Unusual circumstances or long illness will be given special consideration; however, in such cases, the principal shall require a written recommendation from the classroom teacher. The recommendation shall include a deadline for completion.

In some classes, a significant project or paper may be required for passing a class. Failure to complete that assignment will result in a loss of credit even when the work that is completed in a class reflects a passing average grade.

Failure to remove the incomplete grade in the allotted time will result in the grade being recorded as a failure for that marking period. In cases where a significant project or test is not completed within the allotted time, a failure for the semester will be recorded.

## Credit Recovery Program

If a student fails a required class they have the opportunity to recover the credit in order to graduate from North Union. The student may recover the credit either through a “Traditional Instruction Model” or an “Alternative Instruction Model”.

### Traditional Instruction Model

The student will retake the same class for an entire academic semester with a highly qualified teacher in a traditional classroom setting.

Students will receive both the previous failing grade and credit recovery grade on their respective transcript

### Alternative Instruction Model

The student will retake the course in an alternative setting on campus and supervised by school staff.

Both the classroom teacher and the At Risk teacher will develop the content of the E2020 online course

Students will be required to have up to 25 hours of “seat time” to complete a course

Students will receive both the previous failing grade and a “P”(passing) credit recovery grade on their respective transcript

### Determination of which Credit Recovery Model

Students will recover the credit via Traditional Model

If a student fails both semesters of a course (and has not recovered any credits via Alternative Model) by the following year.

Students will be able to recover the credit via Alternative Model based on the following circumstances:

Student only needs to recovery one credit(semester) of a year long course

Student failed the course by no more than 10% (50%-59.9%)

Scheduling Conflicts

Teacher recommendation

In special circumstances administration will have final determination if a student will have access to the alternative model.

## **GOOD CONDUCT POLICY AND VIOLATION PROCEDURES**

It is a privilege and an honor to be able to participate in activities and represent the North Union High School. Because students and the school are judged by the participants character and conduct at all times, and because junior high and high school students serve as role models and their attitude has an important impact on others, students whose habits and conduct, in and out of school both during the school year and the summer, are not consistent with the ideals, principles, and standards of the North Union High School, shall be declared ineligible.

Students are in violation of the Good Conduct Rule when 1) they are observed by a faculty member or a law enforcement official, 2) they admit to, 3) during an administrative proceeding conducted by school officials are found by substantial evidence, or 4) are found by a court to have:

1. Possessed or consumed alcoholic beverages
2. Possessed or used any form of tobacco, including electronic devices(ex. vaporizers/e-cigarettes)
3. Possessed or used a controlled substances or paraphernalia as they are defined by the Code of Iowa without a legal prescription.
4. Committed theft or vandalism to private property, school property, and any other public property.
5. Engaged in exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authority figures), serious hazing or harassment of others.
6. Committed other serious offenses which would violate the Iowa Criminal Code.

### **Penalty for Violation of Good Conduct:**

#### **Ineligibility Period:**

- First Violation: Students shall lose eligibility for four weeks
- Second Violation: Students shall lose eligibility for eight weeks
- Third Violation: Students shall lose eligibility for one calendar year
- Fourth Violation: Permanent loss of eligibility from all extra-curricular activities

Special Note: If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

Special Note: When more than one violation occurs during the same incident/date it may be considered one violation or separate violations, due to administrative discretion.

#### **Counseling/Community Service:**

- Violations that involve alcohol, tobacco, or a controlled substance will require a student to attend a school approved counseling program, at the expense of the student/family
- Other violations will require students to attend a school approved counseling program, school counselor and/or community service. Length of community service or counseling time will be determined by administration.



### **Penalty Reduction Process:**

#### **Honesty Provision:**

- Student must self-report to a school official (Coach, AD, or Administrator) before an administrative investigation begins. Penalty will be reduced by ½.

Example:

First Violation- 4 week violation will be reduced to 2 weeks

Second Violation- 8 week violation will be reduced to 4 weeks

#### **Cooperative Provision:**

- Students must be honest and cooperate during the student/administration investigation and conference concerning eligibility. Penalty will be reduced by ¼.

Example:

First Violation- 4 week violation will be reduced to 3 weeks

Second Violation- 8 week violation will be reduced to 6 weeks

Special Note: Penalty Reduction only applies for the first two violations

### **Period of Ineligibility:**

- A student will begin their ineligible at the first extracurricular activity in which they participate in.
- A student will regain their ineligibility after both of the following criteria has been completed:
  1. Designated time has been served
  2. Student completes either a school approved counseling program or community service designed by administration. Written documentation needs to be provided verifying completion of the program

### **Extracurricular Activities Affected By Policy:**

The following extracurricular activities, or other activities that may be updated, fall under the governance of the Warrior Good Conduct Policy.

Art Club	Cheerleading	Yearbook
NHS	Volleyball	Supporting Players
FFA	Dance Team	Vocal
Industry Tech Club	Cross Country	Band
Student Council	Basketball	Musical/Drama Productions
FCCLA	Wrestling	Non-Graded Trips(Senior Trip)
Quiz Bowl	Football	Softball
Speech	Track	Prom (Only for the 3rd and 4 <sup>th</sup> violation)
Golf	Baseball	

Special Note: Any activity/trip that is graded/required for an academic class will be allowed.

**Attendance of the Ineligibility period:**

- Penalties shall be cumulative from year to year during the time of a student's attendance at North Union High School.
- Violations accumulated during junior high eligibility will not carry over to high school.
- An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.
- If a student drops out of an activity prior to completion of the ineligibility period, the full penalty will be served at the next activity the student participates in.

Special Note: Students that participate in school activities after they have knowingly been found guilty for violation of the Code, the students may be declared ineligible for a three hundred and sixty five (365) day period beginning on the day that the suspension is finalized.

**Due Process:**

The following due process shall be afforded students who are charged with violating the Warrior Conduct Policy:

1. Students shall be provided a hearing with the school administrator. At this hearing students will be given notice of which provision of the rule they are accused of violating and the basis of that charge and have an opportunity to present their side of the story. The school administrator shall determine whether the student has violated the Good Conduct Rule and shall notify the parents or guardians of the decision.
2. Students, parents/guardians may appeal within five days to the Superintendent by delivering a written notice of appeal to the school administrator who made the initial decision. The Superintendent shall conduct an appeal hearing within five days after receipt of the appeal notice. The decision shall be made in writing.
3. The Superintendent's decision may be appealed within five days to the School Board by delivering a written appeal to the Superintendent. The Superintendent shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be within 10 days after receipt of the appeal notice.

Special Note: Probationary guidelines could consist of student's conduct in and out of school, school attendance, academic performance, community service hours, and/or counseling.

## **MEDIA CENTER POLICIES**

The media center stores and distributes the collection of information resources. It is a place for research, recreational reading and studying without interference. Anyone not able to follow the media center rules will not be allowed to use the media center for a period of time, to be decided by the media director. All materials are to be checked out on the computer. Most material is checked out for two weeks and may be renewed as many times as needed.

## **CLASS MEETINGS**

Class meetings will be held periodically throughout the year. Whenever a class decides to hold a meeting, the sponsor of that class must be present.

## **CLASS AND ACTIVITY PLANS**

The handling, disbursement, and accounting of all moneys belonging to the school district are strictly regulated under our state statutes and State Auditor. Remember, that while a class or activity might earn money, such moneys belong to the school district and not to a class, activity, or individual. The class activity money is kept in the School Clearing Account under the supervision of the Superintendent. Such money cannot be spent other than for the benefit of the entire class or activity and cannot be used for individuals. Spending must be approved by the administration prior to the expenditure. Such funds cannot be used for gifts to private individuals, including students and teachers.

## **DANCES**

When a class, group, or organization decides to have a dance, a class representative must secure an approval from the Principal's Office. An invitation dance may be held if it is a class or group from the North Union High School. The doors will be locked one-half hour after starting time and no one will be permitted to enter after this time. Students leaving after the doors are locked will not be allowed to return. Any moneys raised will be turned into the school and regulated by the Superintendent's office. If a student invites a student from another district, they must sign up his/her date in the office, prior to the event.

No students under 9<sup>th</sup> grade will be permitted to attend High School Dances or Prom.

## **ACTIVITY TICKETS**

Upon registering, all students will be urged to purchase an activity ticket which will enable them to see all home school sponsored activities. This will include such things as: football games, basketball games, assembly programs, music concerts, speech events, etc. This fee will not include school dances or the musical.

## **KING/QUEEN CANDIDATES**

A senior can be a Queen or King only once.

## **INDIVIDUAL CONTEST FEES**

Music and Speech students who enter contests and then back out of performing after the school has paid their entry fee shall reimburse the school for the amount of the fee.

## **NATIONAL HONOR SOCIETY**

To be eligible for membership, a student must be a member of the sophomore, junior or senior class. Candidates must have a cumulative scholastic average of 3.5 on a 4.0 scale. Selection for membership is by a faculty council and is based upon **OUTSTANDING SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER**. Any kind of violation of the Activity Code may affect membership.

## **VISITORS**

All visitors to North Union High School must have a legitimate reason for being in the building or on school grounds. They need to sign in and out in the office. Students may have other students visit their classrooms only if pre-approved by the assistant principal. Student visitors must either be visiting the North Union area or attending a school that is on vacation. Student visitors are allowed only one day per year.

## **FOOD AND DRINK IN THE BUILDING**

Individual teachers may allow students to have food and drinks in their classrooms at their discretion. Students are expected to properly dispose of all waste. Students at any time may lose this privilege if they do not dispose of the waste or display any other inappropriate action concerning their food and/or drink.

## **DRIVING TO SCHOOL - IS A PRIVILEGE**

Students driving to school must park their vehicles (all motorized vehicles) in specific areas in the parking lot north of the school, or on the street south of the school. Once parked, the **VEHICLE SHOULD BE LOCKED** and left for the school day. In the interest of student safety and fire safety, no parking is allowed in the fire-lane, to the north of the school (by art room and shop)

## **STUDENT DRESS**

The expectation at North Union is that students shall dress in clothing appropriate for an educational institution.

Students are prohibited from wearing in the school building:

- Clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco.
- Clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or anything that creates a disruptive educational environment.
- Shoes with cleats, bare feet, bedroom slippers.
- Clothing that exposes excessive skin or underwear
- PE attire will be at the discretion of the PE Instructor.
- Shorts should be mid-thigh or longer.
- Sunglasses, hats, hoods and bandanas are not permitted to be worn in the building, unless specified by administration

### ADMINISTRATION WILL HAVE FINAL SAY AS TO WHAT IS APPROPRIATE CLOTHING.

Students inappropriately dressed are required to change their clothing, or parents will be notified and the student will be sent home.

## **BACKPACKS, BAGS, AND PURSES**

All book bags, backpacks, sports bags, and purses, ect, are to be kept in the lockers. They are not to be brought into the classroom.

## **INAPPROPRIATE PHYSICAL CONTACT**

Inappropriate contact between students, regardless of gender, are not appropriate in public. Any staff member may warn students that are seen displaying “inappropriate physical contact” which may include but is not limited to: kissing, full-frontal hugging, grabbing, slapping, poking, wrestling, groping, or otherwise intimate touching of another student.

## **CELL PHONES**

Students may use cell phones in the lunchroom during the lunch period, as well as in the hallways during passing times. Teachers will determine if students can use cell phones in their respective classes.

## **CHEATING**

While students are encouraged to work cooperatively on approved projects, cheating on daily assignments, papers, projects, or tests is not allowed. Students who are not sure whether working together on a specific project is allowed should ask their teachers. Students who are caught copying assignments, tests, turning in plagiarized papers, or using technology to cheat may receive no credit for their work. The teacher has the option of allowing the student to re-do the test, project, or assignment. Infractions may also result in parent contacts, detention, or suspension

## **SEARCH AND SEIZURE**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities. The board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

### **LOST OR DESTROYED TEXTBOOKS (WORKBOOKS OR LIBRARY BOOKS)**

The school will charge an appropriate replacement fee for any textbooks, workbooks, and library books lost or destroyed by students.

### **Student Lockers and Desks**

Students will be assigned a locker and. Student lockers, locks and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

*NOTE: This section reflects Iowa law on searches of lockers, desks, etc*

## **DAMAGE TO PROPERTY**

Vandalism is the malicious or ignorant destruction of public or private property. For Each Offense Students will be expected to repair the property and/or make restitution. Students will be subject to detention, suspension, or other consequences deemed appropriate by the administration.

Students who are guilty of vandalizing school property (i.e. computers, desks, buildings, and grounds) shall be required to pay monetary restitution in full.

Students who damage property of any employee of Armstrong-Ringsted Community School District may be subject to school disciplinary procedures at the request of the property owner.

## **WEAPONS, EXPLOSIVES, AND DANGEROUS OBJECTS/INSTRUMENTS**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon, but not limited to, any weapons, or any explosive, incendiary or poison gas.

## **BULLYING & HARASSMENT**

Bullying and harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Bullying and harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when: "such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, offensive or hostile learning environment."

## **VIOLENCE, FIGHTING, VERBAL AND PHYSICAL ASSAULT AND THREATS**

Students are expected to speak, write, and act in a manner that does not offend, abuse, interfere with education, threaten or physically assault staff members or other students. The burden of responsibility should be with the student causing problems.



## HAZING PROHIBITION

### A. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### B. General Statement of Policy

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
3. Parent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. A person who engages in an act that violates school policy or law in an act that violates school policy or law in order to be initiated into or affiliated with the student organization shall be subject to discipline for that act.
5. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

### C. Definitions

"Hazing," means committing an act against a student, or coercing a student into an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

The term hazing includes, but is not limited to:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety to the student.
- c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
- d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- e. Any activity that causes or requires the student to perform a task that involves violation of state and federal law or of school district policies or regulations.

## TOBACCO PRODUCTS

North Union High School grounds, buildings and vehicles are tobacco free. No person shall at any time smoke, chew, give away, or sell on school grounds. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school owns, leases, rents, contracts for, or controls. Students shall not use or transmit any tobacco product of any kind in the following situations:

- A. On school property, during and immediately before or immediately after school hours.
- C. Off the school property's at a school activity, function or event.

## CHEMICAL USE

It is the intention of the North Union High School to establish an atmosphere in its schools that would promote respect for and understanding of drugs, including alcohol. Evidence of intoxication, or possession or use of controlled substances, unauthorized drugs, alcohol, or tobacco in a school building, on school grounds, or at a school activity may be grounds for suspension.

Students, regardless of age, may NOT possess, sell, consume, or be under the influence of alcohol, tobacco, or controlled substances; or possess or sell equipment for use in connection with the consumption of alcohol, tobacco and/or controlled substances.

This rule applies to the school building, school grounds, before, during, and after school hours, on the school busses at school activities, and school events that take place away from school property (e.g. field trips, athletic events, etc.).

Specified procedures for dealing with the violation of this policy will include but not be limited to the following:

1. The building administration will be notified.
2. Local law enforcement may be notified.
3. Parents/Guardians and students will attend a conference with the appropriate building administrator.
4. Suspension from school will take place.
5. North Union Activity Participation/Eligibility rules will be invoked for students involved in extra-curricular activities.

If at any time the referring principal does not feel the student or parent/guardian is complying with the procedures described above, proceedings for alternative education or expulsion may be initiated.

## **REMOVAL FROM CLASS – ISS**

### **In-School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.

The principal shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days.

## **SUSPENSION FROM SCHOOL-OSS**

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration.
2. A student may be suspended out of school for up to ten school days by an assistant principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student and
  - b. The opportunity to respond to those charges.

## **PROCEDURE FOR DISCUSSING CONCERNS WITH A TEACHER**

Encourage students to talk to the teacher

Parents should call the teacher to discuss a student/teacher conference.

If the teacher cannot be reached, contact the administration who will then try to set up a meeting with the teacher for you.

If the issue is not resolved, the principal will convene a meeting including all parties.

## **SCHOOL CLOSING**

When school is to be closed because of inclement weather or for other reasons, announcements to this effect will be made over the following radio stations Spencer KICD (107.7), Fairmont KSUM (106.5), Algona KLGa (92.7), Blue Earth KBEW (98.1), Estherville KILR (95.9), Spirit Lake KUOO (103.9), and Emmetsburg (100.0).

### **FIRE AND DISASTER DRILLS**

When the fire or disaster alarm sounds proceed to the assigned exit or shelter in an orderly manner. Fire exit routes and disaster shelter areas are designated on a sign posted in each classroom. At the beginning of the year teachers will also go over drill procedures and periodic drills will be taken. Take all drills seriously. Someday your life may depend on it.

### **OPEN ENROLLMENT TRANSFERS (PROCEDURES AS A SENDING DISTRICT)**

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year proceeding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

### **OPEN ENROLLMENT TRANSFERS (PROCEDURES AS A RECEIVING DISTRICT)**

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow resident students who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The superintendent will approve timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the schools districts action with a copy of the open enrollment request to the Iowa Department of Education.

### **EDUCATIONAL EQUITY POLICY**

It is the policy of the North Union High School not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

Equity Coordinator -Travis Schueller - [travis.schueller@nuwarriors.org](mailto:travis.schueller@nuwarriors.org) - (712) 522-7507

### **HEALTH EDUCATION**

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health, food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and nonuse; including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of diseases; communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional, and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level and to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

### **AT-RISK PROGRAM**

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board shall provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma.

### **FINES – FEES - CHARGES**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent shall inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

## **STUDENT PUBLICATIONS**

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
  - ✓ commit unlawful acts;
  - ✓ violate school district policies, rules or regulations;
  - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
  - ✓ disrupt or interfere with the education program;
  - ✓ interrupt the maintenance of a disciplined atmosphere; or
  - ✓ infringe on the rights of others.

### **SIGNS/POSTERS IN HALLWAYS**

Any posters or public notifications that are hung in the hallways will have the signature of the assistant principal on them, or they will be removed and discarded.

### **STUDENT RECORDS ACCESS**

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure, and destruction stages. Student records shall be maintained by the board secretary and housed in the central administration office.

Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education. Parents of an eligible student shall be provided access to the student records only with the written permission of the eligible student unless the eligible student is defined by the Internal Revenue Code as a dependent. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records.

## **ABUSE OF STUDENT BY EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including large discharge.

The school district has appointed a Level 1 Investigator (*Mrs. Henderson*). The Level 1 Investigators have been provided training in the conducting of an investigation at the expense of the school district. The Emmet County Sheriffs' Department will serve as the school district's Level 2 investigator.

## **EQUAL OPPORTUNITY GRIEVANCE OFFICER**

The Equal Opportunity Grievance Officer for North Union High School is Ms. Ann Hansen

## **HOMELESS LIASON**

The homeless liaison for the North Union High School is Mr. Robert Zotz.

## **VALUABLES**

You are asked not to bring large amounts of money or items of great value to school. If you choose to do so, you bring them at your own risk because the school is not responsible for lost or stolen articles. We ask that you take the following precautions:

Items for use in classes, authorized by a teacher, or any large amount of money for use after school, should be left in the main office for safekeeping until class time or after school.

## **ITEMS NOT COVERED IN THE POLICY GUIDE**

It would be impossible to address every situation that arises during the school day and its related extracurricular activities. The administration has been directed and given the authority by the School Board to develop and implement additional procedures and policies that they see necessary in operating the school.

### FROM THE NURSE:

Some basic information parents should have:

All children must meet the state requirements on immunization BEFORE being admitted to school. At the beginning of each year a card requesting health and emergency information is filled out for each student. From time to time the school nurse will send or distribute notices about health matters. **It is the responsibility of the Parent to update emergency card with changes in work number, addresses, and other contacts in case of emergency.** Communicable illnesses should be reported to the school as soon as possible. Any chronic illnesses or special health problems should also be reported.

### ACCIDENT/ILLNESS AT SCHOOL

Our primary aim is to prevent accidents by teaching safety and thorough close supervision in all areas. However, should an accident occur or you child becomes ill, he/she should notify the teacher and report to the nurse. You will be notified of any significant injury or illness. Thus, it is important that the information on the school emergency card be as accurate and complete as possible.

A child is never sent home unless arrangements are made with the parents or other authorized persons as identified on the emergency card. If an emergency exists and no one can be reached, school personnel may contact the hospital or the doctor of the parent's choice. It is the parent's responsibility to notify the school of any change in information contained on the emergency card.

Children should not be sent to school when the child seems to be "coming down" with an illness. **Your child should also be kept home an additional 24 hours following an elevated temperature of 100 degrees or more, and for vomiting and diarrhea.**

### MEDICATION PROCEDURE

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical osteopathic physician or dentist.
2. The parent/guardian must sign a parental authorization and release form for the administration of prescription medication.
3. The parent's signed request to administer medication is to be kept on file in the nurse's office. A record of the medication and possible side effects are also filed in the nurse's office.
4. The medication should be maintained in the original prescription container, which shall be labeled with (a) name of the student, (b) name of the medication, (c) the date of prescription, (d) the dosage.
5. The medication will be locked in a cabinet while at school. If necessary, refrigeration will be provided.
6. When the nurse is not in the building, the secretary, who is trained in dispensing medication, will be administering the medication.
7. A record will be kept in of any medication(s) given at school. The record will include the student's name, name and dosage of medication, the time it is to be administered, and the person dispensing the medication.
8. At the end of the school year, any remaining will need to be picked up in the nurse's office. If you want your child to bring home the extra medication you need to call the nurse.



## North Union High School Technology Policies

### Using and Caring for your Chromebook

*Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.*

#### **Taking care of your Chromebook**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the NUHS Technology Department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

#### **General Precautions:**

- No food or drink should be next to your Chromebook while it is in use.
- Chromebooks should not be left unattended.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be taken into the restrooms or locker rooms.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.
- Do not disassemble any part of the Chromebook or attempt any repairs.

#### **Device Protection:**

- Each student who is issued an Acer Chromebook will also receive a protective case that should remain on at all times.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.

#### **Carrying Chromebooks:**

- Always transport Chromebooks with care and in NUHS-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

#### **Screen Care:**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

#### **Charging Chromebooks:**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

#### **Email:**

- Students will have access to Gmail through the school domain issued account.
- Email will only be available within the nuwarriors.org domain. (Students will not be able to send or receive outside emails.)
- This email will **ONLY** be used to communicate with teachers and other students regarding school related information, projects and assignments. Any inappropriate communication will be turned over to administration for disciplinary action.

**Printing:**

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may print to school provided printer for school related purposes only. Excessive printing will result in disciplinary actions by principal and/or technology personnel.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at: <http://www.google.com/cloudprint/learn/>.

**Logging into a Chromebook:**

- Students will log-in using their school-issued Google Apps for Education (@nuwarriors.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the North Union CSD Technology Department reserves the right to disable your account.

**Using Your Chromebook Outside of School:**

- Students are encouraged to use their Chromebooks at home and other locations outside of school for school use.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the NUCSD Use of Technology Policy, Administrative Procedures, acceptable use agreement, and Board Policy wherever they use their Chromebooks.

**Operating System and Security**

Students will not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

**No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

**Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

**Inspection**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Returning Your Chromebook****1. End of Year**

At the end of the school year, students will turn in their Chromebooks and all issued accessories. Failure to turn in a Chromebook will result in the student being charged the full \$300.00 replacement cost. The district may also file a report of stolen property with the local Police Department.

**2. Transferring/Withdrawing Students**

Students who transfer out of or withdraw from the North Union CSD must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the Police Department.

**Chromebook Loss/Damage/Repair**

In the event of damage not covered by the District's electronic device warranty, the student and parent will be fined for each incident. The student will be fined according to the following schedule in the case of accidental damage, theft, loss, or damage by fire:

- o First incident - up to \$75

- o Second incident - up to \$150
- o Third incident - up to full cost of repair or replacement

The table below outlines costs and repairs for 1st, 2nd and 3rd offenses.

<b>Damaged Part</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Keyboard or Palmrest	\$15.00	\$30.00	Full cost of repair (approx. \$80 + labor \$163)
Screen	\$25.00	\$50.00	Full cost of repair (approx. \$199 + labor \$163)
Charging Cord	\$20.00	\$20.00	\$20.00
Other (determined by tech support team)	TBD	TBD	TBD

*\*\*\*Fines are subject to change based on model & availability.*

*With 3rd offense, device remains in school. Full cost of repair includes parts and labor.*

### **Internet**

Students will be able to access the Internet through North Union High School's server system on a daily basis. This privilege will allow students the ability to research, collaborate, and share documents with teachers and fellow students. If a student misuses the internet/network with a school issued device, their internet privileges can be denied. If a student misuses the internet/network with a personal device, their device may be blocked from our server.

### **Restricted Material**

Students should not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harrasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Doing so may cause the student to lose technology privileges and/or notification of law enforcement.

### **Media Release**

North Union High School attempts to acknowledge the great academic, athletic, and fine arts accomplishments of students as much as possible. Throughout the year, the student's image, name and work as part of presentations, programs or publications, transmissions or other educational endeavors may be published on the web and/or released to the news media.

Students should not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harrasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations. Doing so may cause the student to lose technology privileges and/or notification of law enforcement.