

UNION SCHOOL DISTRICT



Central Office
354 Baker Street, Suite 2
Rimersburg, PA 16248
www.unionsd.net

OUR ALMA MATER

**Loyal men of Union High
Blue, gold, and white will ever fly,
Sing your praises loud and strong
In this, our song.**

**All our battles we will meet
Never thinking of defeat.
Alma Mater to our school,
Hail Union High.**

THE UNION SCHOOL DISTRICT
“HOME OF THE GOLDEN KNIGHTS & DAMSELS”
Student Handbook
2016-2017

Welcome to the Union School District! As we look forward to the excitement of a new school year we hope you take full advantage of the many programs and opportunities the district offers. From academics to athletics, from fine arts to practical arts, the Union School District is committed to fulfilling its vision: “All students will be provided the necessary information, materials and technology to be competitive and successful in a local and global society.”

We encourage you to familiarize yourself with the contents of this handbook. The information provided here will assist you with many of the procedures of the district. Working in partnership with our community, we believe without doubt “It is good to be Union!”

BOARD OF EDUCATION

John Milliron, President

Terry Rush, Vice President
Michael Graham
Jeff Kriebel
Melissa Anthony Ford

Cheryl Buzard
Ray Scott
Brade Guntrum
Eric Shick

Ralph L.S. Montana, Solicitor
Kristen Smith, Superintendent’s Secretary
Megan Levy, Business Manager’s Secretary
Brenda Greenawalt, Data Administrator

ADMINISTRATION

Superintendent
Elementary Principal
Secondary Principal
Business Manager
Director of Food Services
Supervisor of Buildings and Grounds
Technology Director
Educational Technology Specialist

Jean McCleary
Thomas J. Minick
Mark Schlosser
John Stevens
Jessica Harle
Mark Brown
Bryan Eaton
Jamey Cyphert

Staff: Sligo Elementary School**Professional Staff**

Mindi Verdill	<i>Kindergarten</i>
Karen Paulden	<i>Kindergarten</i>
Cathy Walzak	<i>Kindergarten</i>
Janet Hancock	<i>Title I/Grades K-3</i>
Erin Grejda	<i>Grade 1</i>
Brittany Smith	<i>Grade 1</i>
Andrea Shimmons	<i>Grade 1</i>
Wendy Burns	<i>Grade 2</i>
Heather Murray	<i>Grade 2</i>
Stacy Best	<i>Grade 2</i>
Jen Monnoyer	<i>Grade 3</i>
Julie Jordan	<i>Grade 3</i>
Staci Jordan	<i>Grade 3</i>
Amy Wilson	<i>Learning Support</i>
David Louder	<i>Science 2 & 3/Title</i>
Moira Shingledecker	<i>Learning Support/Gifted</i>

Support Staff

Tom Anthony	<i>Custodian</i>
Pam Brinker	<i>Cafeteria</i>
Karen Carmichael	<i>Cafeteria</i>
Mary Guntrum	<i>Educational Aide</i>
Alicia Hetrick	<i>Library Aide</i>
Linda Lewis	<i>Educational Aide</i>
Kelly Best	<i>Cafeteria</i>
Tonya Priestester	<i>Office Secretary</i>
Jeff Simpson	<i>Custodian</i>
Penny Vereb	<i>Educational Aide</i>
Daphne Vogle	<i>Educational Aide</i>
Stan Wise	<i>Custodian</i>

Staff: Rimersburg Elementary School**Professional Staff**

Jason Best	<i>Grade 4</i>
Kelli Kifer	<i>Grade 4</i>
Jennifer Williams	<i>Grade 4</i>
Susan Dougherty	<i>Grade 5</i>
Ange Salvo	<i>Grade 5</i>
Jason Weckerly	<i>Grade 5</i>
Allyson Kepple	<i>Grade 6</i>
Rachel Kindel	<i>Grade 6</i>
Debbie Shirey	<i>Grade 6 Science, Library</i>
Janet Hancock	<i>Title I/Reading</i>
Nicole Coradi	<i>Learning Support/Gifted</i>

Support Staff

Robin Anthony	<i>Office Secretary</i>
Melissa Deitz	<i>Educational Aide</i>
Valerie Boyles	<i>Title I Aide</i>
Deb Kriebel	<i>Cafeteria</i>
Bonnie Painter	<i>Library Aide</i>
Emily Rush	<i>Special Education Sec.</i>
Karen Vasbinder	<i>Custodian</i>
Stan Wise	<i>Custodian</i>

Itinerant Elementary Staff**Professional Staff**

Melissa Anderson	<i>Guidance Counselor</i>
Tisha Frederick	<i>Physical Education</i>
Elizabeth Jack	<i>Speech Pathologist</i>
Kris Glosser	<i>Psychologist</i>
Ashley Miller	<i>Nurse</i>
Debbie Shirey	<i>Librarian</i>

Support Staff

Jeffrey Simpson	<i>Custodian</i>
Megan Corle	<i>Health Aide</i>
Jeff Vensel	<i>Custodian</i>
Wayne Wyman	<i>Maintenance</i>

Staff: Union High School**Professional Staff**

Michelle Ballas	<i>Art</i>
Heather Clover	<i>Athletic Trainer</i>
Amanda Coradi	<i>Math/Information Tech</i>
Cindy Culp	<i>Reading</i>
Michelle Elder	<i>Life Skills</i>
Ken Gibbs	<i>Social Studies</i>
David Gibson	<i>Choral Music/English</i>
Kris Glosser	<i>School Psychologist</i>
Jeff Hepler	<i>History</i>
Kathryn Hibbard	<i>Learning Support</i>
Lisa Hummel	<i>Instrumental Music</i>
Scott Kindel	<i>History/Athletic Director</i>
Autumn Kunkel	<i>English</i>
Terry McCullough	<i>Health, PE & Dr. Ed</i>
Charles McNaughton	<i>English</i>
Josh Meeker	<i>Math</i>
Scott Miller	<i>Biology, Gen. Science</i>
Ashley Miller	<i>School Nurse</i>
Brad Kirkwood	<i>Physics</i>
Julie Parks	<i>Spanish</i>
Jesse Pattison	<i>Math & Academic Coach</i>
Nicole Peterson	<i>Chemistry</i>
Karen Raybuck	<i>Biology</i>
Judy Rupp	<i>Guidance Counselor</i>
Tonya Stewart	<i>Math</i>

Support Staff

Cori Bowser	<i>Educational Aide</i>
Cindy Carr	<i>Educational Aide</i>
Shelley Conner	<i>Guidance Secretary</i>
Darla Lipps	<i>Educational Aide</i>
Deanna McGarrity	<i>Educational Aide</i>
Deb Sleigher	<i>High School Secretary</i>

2016-2017 SCHOOL DISTRICT CALENDAR

August 22, 2016	Teacher In-service
August 23, 2016	Teacher In-service
August 24, 2016	First Day of School
September 5, 2016	Labor Day Holiday (No School)
September 23, 2016	Quarter 1 Progress Reports
September 26, 2016	Open House: Sligo Elem.
September 27, 2016	Open House: Rimersburg Elem.
September 28, 2016	Open House: Union H.S.
September 30, 2016	(No School) - ALF
October 28, 2016	Quarter 2 Begins
October 28, 2016	Act 80 Day
November 11, 2016	½ day Act 80**
November 24 & 25, 2016	Closed – Thanksgiving Break
November 28, 2016	Closed: Buck Day
November 29, 2016	Act 80 Day
December 1, 2016	Quarter 2 Progress Reports
December 5-16, 2016	Keystone Exams Winter Wave 1
December 26-30, 2016	Closed: Winter Recess
January 2, 2017	Closed: Winter Recess
January 9-23, 2017	Keystone Exams Winter Wave 2
January 12, 2017	Quarter 3 Begins
January 13, 2017	Snow Make-up Day
January 16, 2017	Act 80 Day
January 30-March 10	NAEP Testing Window
February 14, 2017	Quarter 3 Progress Reports
February 17, 2017	Snow Make-up Day
February 20, 2017	Act 80 Day
March 17, 2017	Snow Make-up Day
March 21, 2017	Quarter 4 Begins
April 3-7, 2017	PSSA ELA Testing Window
April 12, & 13 2017	Snow Make-up Day
April 14 and 17, 2017	Closed: Spring Break
April 24-28, 2017	PSSA Mathematics Testing Window
April 25, 2017	Quarter 4 Progress Reports
April 28, 2017	1/2 day Act 80**
May 1-5, 2017	PSSA Science Testing Window
May 15-26, 2017	Keystone Exams Window
May 26, 2017	Last Day of School

**One Half-Day Act 80 Teacher In-services (2 1/2 Hour Early Dismissals)

Snow Days made up in this order: Jan 13; Feb 17; Mar 17; April 12; and April 13.
Any additional make-up days will be added to the end of the school year.

This calendar is subject to change as necessitated by unforeseen events.

SCHOOL SCHEDULES

Rimersburg Elementary School

Tardy Bell/Inst. Start	8:05
Period 1	8:10 - 8:40
Period 2	8:41 - 9:15
Period 3	9:16 - 9:50
Period 4	9:51 - 10:25
Period 5	10:26 - 11:00
Period 6	11:01 - 11:37
Period 7	11:38 - 12:14
Period 8	12:15 - 12:49
Period 9	12:50 - 1:24
Period 10	1:25 - 1:59
Period 11	2:00 - 2:30
Homeroom	2:30 - 2:35
Buses 9, 11, 12	2:35
Buses 2 & 8	2:39
Buses 3, 5, 10	2:43
Walkers	2:45

Sligo Elementary School

Tardy Bell/Inst. Start	8:10
Period 1	8:12 - 8:46
Period 2	8:47 - 9:21
Period 3	9:22 - 9:56
Period 4	9:57 - 10:31
Period 5	10:32 - 11:06
Period 6	11:07 - 11:44
Period 7	11:45 - 12:22
Period 8	12:23 - 1:00
Period 9	1:01 - 1:35
Period 10	1:36 - 2:11
Homeroom/II	2:12 - 2:15
Buses 2 and 10	2:18
Buses 5 and 8	2:23
Bus 3	2:25
Walkers	2:30
Bus 12	Approx. 2:40
Buses 9 and 11	Approx. 3:00

Two Hour Delay Schedule

Rimersburg

Period 1	10:12 – 10:31 (FIG)
Period 5	10:32 – 11:06
Period 6	11:07 – 11:44
Period 7	11:38 – 12:14
Period 2	12:15 – 12:49
Period 3	12:50 – 1:24
Period 4	1:25 – 1:39
Period 11	2:00 – 2:30
Homeroom	2:30 – 2:35

Sligo

Period 1	10:12 – 10:31 (FIG)
Period 5	10:32 – 11:06
Period 6	11:07-11:44
Period 7	11:45 – 12:22
Period 2	12:23 – 1:00
Period 3	1:01 – 1:35
Period 4	1:36 – 2:11
Homeroom	2:12 – 2:15
Bus Dismissals – Normal Daily Runs	

Act 80 Early Dismissal

Rimersburg

Period 1	8:12 - 8:46 (FIG)
Period 2	8:47 - 9:21
Period 3	9:22 - 10:09
Period 6	10:10 - 10:59
(4 th Grade Lunch 10:10 - 10:40)	
(5 th Grade Lunch 10:20 - 10:50)	
Period 7	11:00 - 11:40
(6 th Grade Lunch 11:00 - 11:30)	

Early Bus 12	11:52
Buses 9,11, 12	12:05
Buses 2 & 8	12:09
Buses 3, 5, 10	12:13
Walkers	12:15

Sligo

Period 1	8:12 - 8:46 (FIG)
Period 2	8:47 - 9:21
Period 3	9:22 - 10:09
Period 6	10:10 - 10:59
(K Lunch 10:10 - 10:40)	
(3rd Grade Lunch 10:20 - 10:50)	
Period 7	11:00 - 11:40
(1st Grade Lunch 11:00 - 11:30)	
(2nd Grade Lunch 11:10 - 11:40)	

Buses 2 & 10	11:45
Buses 5, 8	11:50
Bus 3	11:52
Bus 12	Approx. 12:10
Walkers TBA	

High School Bell Schedules

Regular Schedule	1 st Bell	7:40
	Homeroom	7:45-7:51
	CC Dismiss	7:55
	REACH	7:54 – 8:21
	Period 1	8:24 – 9:04
	Period 2	9:07 – 9:47
	Period 3	9:50 – 10:30
	Period 4	10:33 – 11:13
	Period 5	11:16 – 11:56
	Period 6	11:59 – 12:39

Morning Assembly	1 st Bell	7:40
	Homeroom	7:45-7:51
	CC Dismiss	7:55
	Period 1	7:54 - 8:28
	Period 2	8:31 – 9:05
	Period 3	9:08 – 9:42
	Period 4	9:45 – 10:19
	Assembly	10:22 – 11:13
	Period 5	11:16 – 11:56
	Period 6	11:59 – 12:39

Two Hour Delay	1 st Bell	9:40
	HR	9:45 – 9:51
	Period 1 or 3	9:54 – 10:32
	Period 2 or 4	10:35 – 11:13
	Period 5	11:16 – 11:56
	Period 6	11:59 – 12:39
	Period 7	12:42 – 1:22
	Period 8	1:25 – 2:05
	Period 9	2:08 – 2:48

Afternoon Assembly	1 st Bell	7:40
	Homeroom	7:45 – 7:51
	CC Dismiss	7:55
	Period 1	7:54 – 8:33
	Period 2	8:36 – 9:15
	Period 3	9:18 – 9:57
	Period 4	10:00 -10:39
	Period 5	10:42 -11:21
	Period 6	11:24 – 12:03
	Period 7	12:06 – 12:45

Early Dismissal	1 st Bell	7:40
	Homeroom	7:45 – 7:51
	CC Dismiss	7:55
	Period 1	7:54 – 8:29
	Period 2	8:32 – 9:07
	Period 3	9:10 – 9:45
	Period 4	9:48 – 10:23
	Period 5	10:26 – 11:01
	Period 6	11:04 – 11:39
	Period 7	11:42 – 12:19



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The following guidelines describe the expectations placed upon students enrolled in the Union School District. Some of them are principled rules based on our mission as a district; some of them are procedural methods for efficiency. It is not designed to cover every possible scenario, nor is it considered absolute. It does, however, provide the foundation for student life at Union.

ACCIDENTS

All accidents or injuries, no matter how minor they seem, must be reported immediately to the Office. Following resolution of the accident situation, you or your parents may secure from the Nurse's office accident claim forms. Even if you have purchased school insurance, but do not file the necessary claim forms, your parents will be responsible for all medical bills. You must file claim forms within two (2) weeks of any accident. On your first day back to school, report to the school nurse. Your failure to do so could result in non-payment by insurance carriers.

ARRIVAL TO SCHOOL

- High School students arriving before the start of homeroom should wait in the main lobby or in the cafeteria if they are eating breakfast. Students are supervised from 7:20 – 3:00 PM. Parents should arrange for drop-offs and pickups between those times. The district is not responsible for students after 3:00 PM.
- Elementary students will report to the cafeteria. Students are not permitted to roam the building.

ATHLETIC TICKET PRICES

Athletic ticket prices for the 2015-2016 are as follows: Varsity Sports: Adult \$4, Student \$2; JV & Jr High Football: \$2; All Season Family Pass: \$50; All Season Adult Pass: \$25. Passes are non-transferable and are for immediate family members (parents and school aged children only) and are not valid for any playoff contests. All Union School District students will be admitted free with a school issued ID card.

ATTENDANCE

Pennsylvania School Code (Title 22, Chapter 11) codifies compulsory attendance laws; the Union School District school board (Board Policy 204) determines local policy in accord with school code; and the following guidelines describe the implementation of those policies.

The following conditions constitute reasonable cause for absence from school: illness; quarantine; recovery from accident; required court attendance; death in family; family educational trips (described in its own section of this handbook); inclement weather wherein buses are unable to pick-up students; observance of bona-fide religious holidays or activities up to prescribed hours; medical or dental appointments; or family emergency. *“Personal Reasons” does not constitute an excused absence.* The district determines the validity of excuses in accord with these broad guidelines.

All absences are considered unlawful until the school district receives a written excuse explaining the reason(s) for the absence. Parents/guardians and students should submit the written explanation for absence to the attendance clerk (high school) or homeroom teacher (elementary schools) within three calendar days of the absence or the absence will be permanently counted as unlawful. The excuse must include the student's name, date(s) of absence, reasons for the absence, and parent/guardian signature. Students...

- ...arriving after the start of homeroom until 9:30 a.m. will be marked as tardy;
- ...arriving after 9:30 a.m. will be marked as ½ day absence;
- ...dismissed prior to 1:30 p.m. will be marked as ½ day absence; and
- ...missing more than two hours at any time during a school day will be charged with ½ day absence.

The following chart describes actions the district takes when students are absent from school.

When a student accumulates...	...the district can exercise any or all of the following options for students of compulsory attendance age (<17 years):	...the district can exercise any or all of the following options for students beyond compulsory attendance age (>17 years):
8 Absences	· Mail notification	· Mail notification
12 Absences	· Mail notification that further absences will be excused with doctor's note	· Mail notification that further absences will be excused with doctor's note
Absentee rate of 15% or greater in Senior year	---	· Schedule Student Attendance Improvement Plan (SAIP) meeting (to include discipline, behavioral rules, academic standards, and attendance) with consequences · Deny student from participating in graduation ceremony
1 st Unlawful Absence	· Mail notification · Assign "0" for missed work	· Mail notification · Assign "0" for missed work
2 nd Unlawful Absence	· Mail notification describing legal penalties and liability · Assign "0" for missed work	· Mail notification · Assign "0" for missed work
3 rd Unlawful Absence	· Mail certified notification describing legal penalties and liability · Schedule Student Attendance Improvement Plan (SAIP) meeting · Assign "0" for missed work	· Mail certified notification · Schedule Student Attendance Improvement Plan (SAIP) meeting. · Assign "0" for missed work
4 th Unlawful Absence (if more than 3 days have passed since 3 rd unlawful absence)	· Mail certified notification of violation of SAIP · Cite—with Children and Youth Services and magisterial district judge—the parent/student for violation of state compulsory education law · Assign "0" for missed work	· Assign "0" for missed work
5 th or more Unlawful Absence	· Cite—with Children and Youth Services and magisterial district judge—the parent/student for violation of state compulsory education law · Assign "0" for missed work	· Drop student from active membership · Mail certified notification
20 th Unlawful Absence	· Deny credit for course	---
10 th <i>Consecutive</i> Absence	· Drop student from active membership	---

How Absence Effects Eligibility: In compliance with the PIAA Handbook, a student who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of sixty school days following the student's twentieth day of absence. Attendance at summer school does not count toward the sixty days required. The PIAA does grant some contingencies, but these excused absences must be waived from the application of this rule by the District Committee.

Field Trips and Absences

If a student has excessive absences (excused or unexcused) or is having academic difficulty, he/she may be denied the privilege of leaving school for a field trip. Permission slips must be signed by a parent/guardian before a student is permitted to leave for a field trip. Parents are reminded to be on time when picking students up from a field trip at the designated time set. After 15 days of absence per school year, the principal may remove the field trip from the student. If a student has 4 unexcused days of absence the principal may remove the student from the field trip. If a student is failing two or more classes, the principal may not permit the student to attend their field trip. Additionally, if a student has three or more discipline referrals, the principal may not permit the student to attend the field trip.

Student Attendance and Extracurricular Activities:

If you do not attend school during the day of any extracurricular activity, you may not attend or participate in said activity unless your attendance has been pre-approved by the principal. If you do not attend eight of the nine periods (only miss one period) on the days of extracurricular activities, you will be barred from attending or participating unless approved by the principal. A doctor's excuse is required and must be presented if more than one period is missed. In addition, the principal has the obligation to suspend from extracurricular activities any students whose attendance would be, in the judgment of teachers or the guidance counselor, detrimental either to you or to the school.

Non-School District Sponsored Educational Tours/Trips

Students may temporarily be excused from school to participate in non-school sponsored educational tours and trips when:

- The pupil's parents or guardians, prior to the trip, submit to the school district, on the district-provided form, a written request to be excused. The form is located in the back of the student handbook, school office(s) and on the district website.
- The pupil's participation on the trip or tour has been approved by the superintendent or a designee 5 calendar days prior to leaving for the trip.
- There is an adult who is directing and supervising the pupil during the trip or tour that is acceptable to both the parents or guardians and the district Superintendent. The school district may limit the number and duration of trips and tours for which excused absences may be granted to pupils during the school term.
- The number of non-school district sponsored educational trips or tours shall be a maximum of one each semester per school term per pupil.
- The number of school days of excused absences for non-school sponsored educational trips or tours shall be a maximum of five per semester. In the event a request is for less than five days, the remaining days may not be used for another request. Banking or transferring days will not be permitted.
- All absences for non-school sponsored educational trips or tours in excess of one each semester or five days per pupil shall be considered illegal and/or unexcused with applicable penalties.
- If a parent/student applies for a vacation leave after the fact, the days will be considered as unexcused/illegal.

Please refer to the Application for Educational Field Trip in the back of this handbook.

To be eligible for the Darrell Shick Scholarship students must demonstrate outstanding scholastic achievement, perfect attendance, no tardies and fewer than three early dismissals.

AUTO TRAFFIC PATTERNS

High School- All vehicles dropping-off passengers are to "loop" behind the cars in the student parking lot and proceed to the lower hallway double doors, where passengers are to disembark. Similarly, if your parents are picking you up after school, they must do so between 2:50 and 3:00 at these same doors.

BACKPACKS

The District recognizes that backpacks are a convenient method for carrying school-related materials to and from home. However, there is little valid use for them once you are in school. Consequently, if you are going to have a backpack, be sure that it is collapsible and will fit into your hallway locker, since you may not utilize it between classes. You may not store your backpack on the cafeteria bookracks, in classrooms, etc., so plan in advance.

BICYCLES, SKATES, SKATEBOARDS, ETC.

No bicycles, skates, shoes with wheels, skateboards or other recreational wheeled conveyances are permitted inside the football complex, sidewalks, stairs, or on the automobile parking areas within the parameters of the school district. Violators will have their items confiscated by police or school personnel and may be barred from this and future games. Additionally, the football complex, including the area behind the bleachers is not a playground – no playing or horseplay is permitted there. Violators will have their toys confiscated and may be barred from this and future games.

CAFETERIA AND FOOD

Make checks payable to "Union Cafeteria Account"

Breakfast Program: The Union School District will provide free breakfast to those students wishing to participate in the program.

Lunch Program: The Union schools practice a closed lunch period; that is, no one is permitted to go home for lunch. All three schools have a cafeteria and well-balanced meals. Students who do not wish to buy their lunch may carry their lunch. Because of state/federal guidelines, students who purchase their lunches are NOT permitted soda pop (cans or bottles) to be brought for lunch. Your child may buy milk at school. Also due to state/federal guidelines, lunches may not be kept in the cafeteria's refrigeration system. **Current Lunch Prices: Elementary Student \$2.25; High School Student \$2.50; and Adult \$3.40.**

Elementary students should bring their money in an envelope that is marked with their name and home room number on the outside of the envelope. Money should be brought in on Mondays and either given to their teacher or one of the cafeteria ladies when going through the cafeteria line. Payment may be made for the week or for any amount of money the parent desires to pay. Any money left over at the end of the year will carry over to the next year. Any senior with a balance wishing that money be returned may have it returned by having their parents request the refund. A \$5.00 or less balance will be refunded if a self-addressed stamped envelope is provided. If a senior has a sibling still in school their balance may be transferred over to that account if their parent sends a letter stating so to Ms. Jessica Harle, Food Service Director.

Since the Union School District does provide well-balanced meals, the district will not permit food "to be delivered" to the school for a child's lunch unless such deliveries have been approved by the principal.

You may not consume foods in the hallways, classrooms, or any other area other than the cafeteria. If you desire to bring your own lunch to the cafeteria, bring it to school at the onset of the day.

UNLESS PRESCRIBED BY A PHYSICIAN, YOU MAY NOT BRING BEVERAGES TO SCHOOL. Students who chose to use the Point of Sale System can prepay and credit their account for services provided by the school cafeteria. Students who do not wish to buy their lunch may carry their lunch. Because of state/federal guidelines, lunches may not be kept in the cafeteria's refrigeration system.

Teachers or aides supervising the cafeteria have total jurisdiction over both the lunchroom and serving-line areas. If you fail to heed teachers'/aides' regulations, you will find yourself facing restricted seating assignments and, possibly, disciplinary actions.

Notice: Students will be permitted to charge up to \$7.00 if they do not have the appropriate amount of money. Charges are limited to reimbursable meals chosen by the Cafeteria Manager, with no charges permitted for drink items on delinquent accounts. Those exceeding this limit will receive a reimbursable meal that will include a sandwich of either peanut butter and jelly or cheese. At the end of each week a written notice sent to parents/guardians by regular mail indicating charges are accruing and reminding them of the district policy. The Food Service Director has the right to refuse charging to anyone who abuses this privilege.

Unpaid charges will be carried on the student's account from year to year. When a student's delinquent account reaches fifteen dollars (\$15.00) a notice will be sent to the parents/guardians by regular and certified mail. The notice will inform the parents/guardians of the amount due. Full payment on the delinquent account must be completed within ten (10) school days. If payment is not completed within ten school days, the account will be sent to the magistrate for collection. The parents/guardians will be responsible to make full payment to the district, as well as all fees assigned by the magistrate. There will be a \$20.00 fee added to any returned checks.

****No charges in the cafeteria two weeks before the school year ends.**

Free and Reduced-Priced Cafeteria Lunches

The Union School District has recognized the need for helping meet the nutritional needs of children and serves a well-balanced lunch each full school day. Some families may find it difficult to pay the full price for their child(ren). For this reason, Union School District participates in the federal program of free and reduced-price lunches. An application and guideline information is sent home with your child at the beginning of the school year. Completed application forms should be returned to the school for proper processing. If there is a change in your financial situation during the school year, please complete a new application.

Cafeteria Behavior

The development of good eating habits and appropriate cafeteria behavior is an important component of each student's educational development. The cafeteria is considered an extension of the classroom. Students will not be permitted to talk loudly, hit others, take food from others without permission, or leave the table. Electronic devices are not permitted in the cafeteria in the elementary. No food or straws are permitted to be taken from the cafeteria. All students are required to eat lunch in the cafeteria unless excused under faculty supervision.

Monitors may establish procedures as required using the guidelines and rules listed below. Students are expected to follow the directives or orders of the monitor while in the cafeteria. Teachers and monitors can assign seating for any student.

All students should report to the cafeteria. In the elementary schools the monitor will call students to the serving line. After students are served, they should return to their assigned table. The monitor will circulate among students, assisting them and enforcing the rules listed below.

At the appropriate time, silverware will be collected in containers passed down the tables. After the silverware is collected, elementary students will be called, by rows, to take their trays to the window, and then return to their seats.

Elementary teachers should report to the cafeteria doors to get their students. At this time, students will be dismissed, by rows, as called by the cafeteria monitor. The cafeteria monitor will also give the discipline "Reports" to the appropriate teacher.

Students should:

- enter and leave in an orderly fashion;
- talk in conversational tones to students at their table;
- remain seated - raise hand to leave seat;
- use good table manners;
- respect the property and rights of others;
- raise hand to get assistance;
- leave the table in an orderly fashion and good condition; and
- observe quiet time while cafeteria workers make announcements, sell extra food, etc.; during silverware pick-up; during tray return; and during dismissal from the cafeteria.

Students should not:

- push or shove while in line or seated;
- run;
- fight;
- shout out, scream, or talk in loud voices;
- throw food;
- leave without a pass; students are not to use restrooms unless an emergency exists - must have a pass (1 boy and 1 girl at a time);
- move chairs or tables;
- take food from others without permission;
- take food from the cafeteria;
- have delivered commercially prepared food items; or
- bring soda/sports drinks for lunch or bring any glass bottles.

Elementary Buildings: In the event the noise level is too high, or if it is time for silence due to silverware pickup, etc., the monitor should turn the lights off as a signal for students to become silent. When the students have become silent, the lights should be turned on once again. There should be no need for the monitor to raise his/her voice since students will quiet down with the lights turned off.

Consequences for Misbehavior-Elementary

Please see discipline matrix for consequences and level of offense.

Note: Consequences for an offense will normally include the punishment for each previous offense. Any student caught instigating or participating in the throwing of food in the cafeteria may be referred to the appropriate law enforcement agency for disorderly conduct charges.

CHEATING

Cheating in any form will not be tolerated. Copying the work of another and submitting it as your own ("plagiarism," or "theft of intellectual property") or assisting another student to commit plagiarism will be considered cheating.

If students are caught cheating on an assignment, the following procedures will be in effect:

- 1st Offense: The student will receive a "0" on the assignment. The teacher will contact the parents. Assignments will be completed, test will not be retaken; both will remain zero %.
- 2nd Offense in the same class as 1st offense: The highest grade the student can receive for the grading period is a 64%. The parents will be contacted by the teacher. (2nd offense in any course will result in a forfeit of academic awards.)

- 3rd Offense in the same class as 1st and 2nd offenses: The students will be required to repeat the course. Parents will be contacted by the teacher.

CHORAL CONCERTS: SLIGO/RIMERSBURG ELEMENTARY SCHOOL

Choral concerts will be held at Union High School. If a student fails to attend a choral concert, the student's nine weeks grade will be lowered by 30% unless excusal is granted for the absence by the Elementary Principal prior to the date of the concert and a make-up project may be assigned.

CLARION COUNTY CAREER CENTER STUDENTS

To be eligible at the end of your freshman year to attend during the following year the Career Center, you must be passing all of your classes and have earned 'sophomore' designation. Once you are enrolled there, you may not at any time be failing more than one subject. Should you put yourself into this situation, you will be restricted from attending the Career Center to receive tutoring. If you are in danger of failing or not graduating, you may be pulled from the Career Center for the remainder of the year.

All CC students meet in Cafeteria for Homeroom. Students should have all materials needed for the CC with them; they should go directly from the Cafeteria to the bus at the end of homeroom. Upon return from the CC, students should go to their lockers, then directly to the Cafeteria.

NOTE: Admission to any vocational programs sponsored by the USD is based on completion of ninth grade or at the discretion of the Administration. The USD does not discriminate on the basis of race, color, national origin, sex or handicap in its admission procedures, programs, activities or employment practices as required by TITLE VI, TITLE IX and SECTION 504. For information regarding civil rights or grievance procedures, contact the TITLE IX coordinator or the SECTION 504 coordinator at 324 Baker St., Suite 1, Rimersburg, PA 16248 (814-473-3121).

CLOSINGS OF SCHOOL – WEATHER

If for any reason school is canceled in the District, you and your parents will be informed through our One Call system and radio stations WWCH in Clarion (AM 1300), KDKA in Pittsburgh (AM 1020), Magic 96 in Brookville, and TV stations WTAE, KDKA and WPXI in Pittsburgh. All of these will announce school closings between 6:00 A.M. and 7:30 A.M. Do not phone the school or staff members. Please be reminded that you should thoroughly and carefully explain to your child what he/she is to do if, in fact, we have an unannounced early dismissal and if you are not home. Perhaps your child can go to the neighbor's or a relative's residence. Make sure your child understands what he/she is to do if no one is home in the event of an early dismissal. Calls to parents concerning an emergency early dismissal are discouraged since the phone line is needed for emergency information.

COLLEGE/JOB-SITE VISITS

Students are encouraged to visit college/job-sites as part of their career readiness planning. Visits must be approved in advance through the high school office. Students need to complete the "Educational Field Trip" form. Refer to the "Non-School District Sponsored Educational Tour/Trips" in the Attendance section. Additional requirements may be necessary if a student uses the trip to meet requirements for the "Careers" course.

CONTRABAND ITEMS

The following items are prohibited from school grounds: shoes with wheels, laser pens, matches, lighters, non-water based marker pens, white-out, spray breath-fresheners, knives, razors, cutting tools, nunchaku, loaded or unloaded firearms, zip guns, BB guns, look-alike/replicas of firearms/weapons including knives/guns, ammunition, explosives, pyrotechnic or incendiary devices, pipes, clubs, brass knuckles, blackjacks, throwing stars, bows and arrows, sling shots, chemical agents, pins, marbles, tobacco products, e-cigarettes, electronic nicotine delivery systems, personal

vaporizers, animals/pets, electronic games, pornographic material, gambling devices, prescription and non-prescription drugs*.

The administration, with reasonable suspicion and with regard to the privacy of the student, may conduct a search of that student's person and/or possessions. Students in possession of these, or similar, products can expect...

1. Confiscation of the item (staff members are not responsible for the contraband);
2. Punishment commensurate with the item in question (ranging from detention to suspension);
3. Parental contact; and
4. Referral to the appropriate law enforcement agency (depending on the item).

*Please note that students requiring daily medications should complete the necessary form available in the school office. Only nursing staff will administer medications. All medications should be in their original drug-store containers.

For specific board policies on contraband items see "Use of Medications #210", "Possession/Use of Asthma Inhalers #210.1", "Weapons #218.1", "Tobacco Use #222", and "Controlled Substances #227".

COURSE CHANGES

High School- Course changes are not allowed once the beginning of school has begun since schedule changes are permitted during the summer. In the case of extraordinary circumstances, the class change will need to be approved by the guidance and principal's offices.

COURSE MAKE-UPS

High School- Students are eligible to make-up courses in summer school. In the event you fail a course, you may not enroll in a make-up situation either at another school or through privately employed tutors without permission of the guidance counselor and principal. The records of students who successfully complete summer school course work will reflect a grade of "D" on their transcripts.

CROSSING GUARDS

7:15 - 8:00 A.M. & 2:15 - 3:00 P.M.

Rimersburg - Intersection of Main Street and School Street

Sligo - Intersection of Front Street and Madison Street

DEBTS

You are solely responsible for prompt payment of all debts owed to the school, cafeteria, library, etc. Your report cards will be denied you if you have outstanding debts; for seniors, diplomas and transcripts will be denied until ALL curriculum, financial, and behavioral obligations are completed. You are to make payments directly to the staff member under whose jurisdiction you incurred debts.

DISCIPLINE

One of the basic educational objectives is the development of self-discipline in students. Towards this end all students are encouraged to demonstrate acceptable behavior patterns in their personal conduct, relationships with peers and adults, grooming, and dress. Whenever behavior patterns disrupt the learning climate of the school or the safety and well-being of individuals, it shall become a matter of administrative action involving the student and/or parent/guardian.

Effective discipline serves two purposes. First it prevents the recurrence of a particular misbehavior in a student. Second, provides a learning experience for the student, permitting him/her to see why certain rules have been made and why they must be followed. Our school disciplinary policy has three objectives in mind:

1. Preserving the kind of environment needed for effective teaching.

2. Dealing with disorderly conduct in a consistent way that corrects students' behavior while keeping them in school.
3. Using out-of-school suspension or expulsion only as a last resort and only when the other students' education is significantly affected.

For these objectives to be met in school, the student must learn basic discipline guidelines from both the school and the home. The student, the parent, and the school must look upon discipline as important and necessary. The Board of Education has adopted the following three-level Discipline Code that sets parameters in which we can all function comfortably. The Discipline Code has as its purpose the remediation of misconduct and seeks to individualize penalties based upon the severity of each offense. General Guidelines:

- Please do not run in the halls or on the stairs during regular school hours.
- Students will be in school/class on time and ready to learn.
- Do not linger in the halls between classes.
- Teachers have authority in all areas of the school and school grounds. Not following their instructions is considered as general defiance of authority.
- We all have individual rights, however, we have a responsibility not to infringe upon the rights of others (damage to student property, distracting or disruptive behavior which interferes with another student's right to learn).
- While in school, students shall not fight, possess or use tobacco products, use or possess alcoholic drinks, or use or possess illegal drugs.
- Treat fellow students and other people with respect. Do not use obscene or foul language in word or in writing.
- Students are also subject to legal/criminal action beyond school sanctions
- The administration retains the right to use its discretion in all disciplinary matters.

Level 1

These types of misconduct are seen as those that impede orderly classroom procedures or the orderly operation of the school. Examples include, but are not limited to, those mentioned in the following matrix.

The classroom teacher addresses Level 1 violations. Occasionally, the principal will address these situations. Discipline will result in the use of one of the more of the following: parental contact; teacher conference; and/or detention.

Level 2

These types of misconduct are seen as those, which are directed against either individuals or property and whose consequences may endanger the health, safety, or mental well-being of others in the school. Examples include, but are not limited to, those mentioned in the following matrix.

Level 2 violations will be addressed by the Principal and will result in the use of one or more of the following: parental conferences; detention; suspension; alternative educational placement; filing of citations; and/or the involvement of appropriate law enforcement agencies.

Level 3

These types of misbehavior are seen as those directed against individuals or property and whose consequences will in all probability endanger the health, safety, or mental well being of others in school.

The Principal will address these types of misbehavior. They include, but are not limited to, the examples listed in the matrix. These transgressions will be addressed by the principal and will result in one or more of the following: immediate exclusion from the school setting; intervention by law enforcement authorities; suspension; detention; alternative educational placement; involvement of parents; and/or possible expulsion from school.

Elementary

Consequences may include but are not limited to...

Level 1 Violations	1st Offense	2nd Offense	3rd Offense
Insubordination	Verbal Reprimand, Withdraw of Privileges, 1 Detention	1-3 Detentions	3-5 Detentions
Pushing/Hitting/Holding	Verbal Reprimand, Withdrawal of Privileges	1 Detention	2-5 Detentions
Dress code violation	Parental Notification, Change Clothes	2 Detentions	2-5 Detentions
Minor class disruption	Verbal Reprimand, Withdrawal of Privileges	1 Detention	2-5 Detentions
Inappropriate language/gestures	Verbal Reprimand, Withdrawal of Privileges, 1 Detention	2 Detentions	2-5 Detentions
Not following directions	Verbal Reprimand, Withdrawal of Privileges	1 Detention	2-5 Detentions
Cafeteria misconduct	Verbal Reprimand, Withdrawal of Privileges	Verbal Reprimand, Withdrawal of Privileges, Meeting with Parent, Teacher & Principal, 1-2 Detentions	1-2 Days ISR/OSS
In an unauthorized area	Verbal Reprimand, Withdrawal of Privileges	1-2 Detentions	2-5 Detentions
Skipping class	1 Detention	1-2 Detentions	2-5 Detentions
Possession/use of cellular phone	Verbal Reprimand, Withdrawal of Privileges, 1 Detention & Confiscation	Verbal Reprimand, Withdrawal of Privileges, 1-2 Detentions & Confiscation	Verbal Reprimand, Withdrawal of Privileges, 2-5 Detentions & Confiscation
Cheating, lying, or dishonesty	Verbal Reprimand, Withdrawal of Privileges & 1 Detention	2-3 Detentions	2-5 Detentions
Level 2 Violations	1st Offense	2nd Offense	3rd Offense
Misconduct on School Transportation	1 Day suspension from School Transportation	3 Day Suspension from School Transportation, Meeting with Transportation Director, Principal and Parents	Suspension from School Transportation 3 – 10 day until hearing with transportation committee. Transportation committee will determine status of the student.
Significant classroom disturbances	Verbal Reprimand, Withdrawal of Privileges, 1 Detention	Verbal Reprimand, Withdrawal of Privileges, 2-3 Detentions	1-2 Days ISR/OSS
Truancy	Verbal Reprimand, Withdrawal of Privileges 1 Day Detention	2 Days Detention	3 Days Detention
Tardiness	Verbal Reprimand, Withdrawal of Privileges, Letter of Notification	Loss of privileges, Letter of Notification	1 – 5 Detentions
Smoking/Possession of Tobacco	3 Days OSS Legal referral		
Forging of notes or excuses	Verbal Reprimand, Withdrawal of Privileges, 1 Detention	2-3 Detentions	1-2 Days ISR/OSS
Fighting/Physical Altercation	Verbal Reprimand, Withdrawal of Privileges, 3 Days Detention	1-2 Days ISR/OSS	3-5 Days ISR/OSS
Minor vandalism	Verbal Reprimand, Withdrawal of Privileges, 1 Detention	2-3 Days Detention	1-2 Days ISR/OSS
Use of Vulgar or obscene language	Verbal Reprimand, Withdrawal of Privileges, 1 Detention	2-3 Days Detention	1-2 Days ISR/OSS
Possession or use of contraband	Verbal Reprimand, Withdrawal of Privileges, 1 Detention	2-3 Days Detention	1-2 Days ISR/OSS
Stealing	Verbal Reprimand, Withdrawal of Privileges, 3 Days Detention	1-2 Days ISR/OSS	3-5 Days ISR/OSS
Threats towards others/Harassment	3 Days Detention- 3 OSS	3 Days ISR/ OSS	5 Days ISR/ OSS
Level 3 Violations	1st Offense	2nd Offense	3rd Offense
Overt insubordination	Verbal Reprimand, Withdrawal of Privileges, 3 Days Detention	3-5 Days Detentions	3-5 Days ISR/OSS
Major classroom disruptions	Verbal Reprimand, Withdrawal of Privileges, 3 Days Detention	3-5 Days Detentions	3-5 Days ISR/OSS
Possession/use/sale of drugs or intoxicants	1-10 Days OSS	5-10 Days OSS	10 Days OSS
Assault	5 Days OSS	10 Days OSS	XXX
Major vandalism	5-10 Days OSS	XXX	XXX
Major theft	5-10 Days OSS	XXX	XXX
Uncontrolled use of vulgar or obscene language	5-10 Days OSS	XXX	XXX
Extortion	1-5 Days OSS	XXX	XXX
Possession/use/transfer of dangerous weapons or any explosive devices	10 Days OSS	XXX	XXX
Setting of false fire alarms	10 Days OSS	XXX	XXX
Arson	10 Days OSS	XXX	XXX
Possession/use/transfer of contraband	10 Day OSS – Board hearing for expulsion from school for 180 days per state statutes.	XXX	XXX

Secondary.

Consequences may include but are not limited to...

Level 1 Violations	1st Offense	2nd Offense	3rd Offense
Dress code violation	Parent Notified/Change of Clothes	1-2 Detentions	1-3 Days ISS/OSS
Minor class disruption	Verbal Reprimand – 1 Detention	2–3 Detentions	3 Detentions
Inappropriate language/gestures	1 Detention	2-3 Detentions	3-5 Detentions
Not following directions	Verbal Reprimand – 1 Detention	2–3 Detentions	3 Detentions
Leaving school without permission	2 Detentions	3 Detentions	5 Detentions
Cafeteria misconduct	Verbal Reprimand – 1 Detention	2–3 Detentions	3 Detentions
In an unauthorized area	Verbal Reprimand – 1 Detention	2–3 Detentions	3 Detentions
Tardiness (3 violations = 1 offense)	Verbal Reprimand – 1 Detention	1–3 Detentions	1-3 Detentions
Skipping class	1 Detention	2–3 Detentions	3 Detentions
Violation of Personal Electronic Device	1 Detention & Confiscation	1-2 Detentions & Confiscation	2-5 Detentions & Confiscation
Cheating, lying, dishonesty	Verbal Reprimand – 1 Detention	2–3 Detentions	2-5 Detentions
Loitering in the halls	Verbal Reprimand – 1 Detention	2–3 Detentions	3 Detentions
Traffic Violation	Verbal Reprimand- Suspension of Driving Privileges on Campus	Suspension of Driving Privileges on Campus	Loss of Driving Privileges on Campus
Level 2 Violations	1st Offense	2nd Offense	3rd Offense
Insubordination	1 Day Detention – 3 Days OSS	3 Days Detention – 3 Days OSS	1-3 Days OSS
Significant school/classroom disturbance	1 Day Detention – 3 Days OSS	3 Days Detention – 3 Days OSS	1-3 Days OSS
Truancy	1 Day Detention	2 Days Detention	3 Days Detention
Smoking/Possession of Tobacco	1-3 Days OSS; Legal referral	3 – 5 Days OSS; Legal Referral	3-5 Days OSS; Legal Referral
Forging of notes or excuses	1 Day Detention	3 Days Detention	1-3 Days OSS
Fighting/Physical Altercation	3-5 Days OSS	5 Days OSS	10 Day OSS
Minor vandalism	1 Day Detention – 3 Days OSS	3 Days Detention – 3 Days OSS	1-3 Days OSS
Use of vulgar or obscene language	1 Day Detention – 3 Days OSS	3 Days Detention – 3 Days OSS	1-3 Days OSS
Possession or use of contraband	1 Day Detention – 3 Days OSS	3 Days Detention – 3 Days OSS	1-3 Days OSS
Stealing	2 Days Detention - 3 Days OSS	1 – 3 Days OSS	1-3 Days OSS
Threats towards others/ Harassment	3 Days Detention- 3 OSS	3 Days OSS	5 Days OSS
Failure to obey reasonable requests by staff members	1 Detention - 5 Days OSS	3-5 Days OSS	5 Days OSS
Level 3 Violations	1st Offense	2nd Offense	3rd Offense
Overt insubordination	1-5 Day OSS	3-7 Days OSS	5-10 Days OSS
Insolence	1-5 Day OSS	3-7 Days OSS	5-10 Days OSS
Major classroom/school disruptions	1-5 Day OSS	3-7 Days OSS	5-10 Days OSS
Possession/use/sale of drugs or intoxicants	1-10 Days OSS /Possible Expulsion Hearing	5-10 Days OSS/Possible Expulsion Hearing	10 Days OSS/ Expulsion Hearing
Assault	5 Days OSS	10 Days OSS	XXX
Major vandalism	5-10 Days OSS	XXX	XXX
Major theft	5-10 Days OSS	XXX	XXX
Threats of violence	5-10 Days OSS	XXX	XXX
Uncontrolled use of vulgar or obscene language	1-5 Days OSS	XXX	XXX
Extortion	10 Days OSS	XXX	XXX
Setting of false fire alarms	10 Days OSS	XXX	XXX
Arson	10 Days OSS	XXX	XXX
Possession or sale of stolen property	5 Days OSS	XXX	XXX
Possession/use/transfer of dangerous weapons or any explosive devices (EX: Knives, blades, firearms, BB guns, explosives, brass knuckles, nunchaku, ammunition)	10 Day OSS – Board hearing for expulsion from school for 180 days per state statutes.	XXX	XXX

A SAMPLE OF THE SPECIFIC ACTION FOR VIOLATION OF GENERAL RULES:

First of all, some students believe that punishment is an attack on their character or personality. This is not true. A student is corrected for conduct that is not deemed appropriate. Once the corrective action is administered and served, the issue is settled. Corrective action is to serve as a deterrent. Its purpose is to tell a student that his/her behavior in this particular incident was not acceptable.

NOTE: Any out-of-school suspended student may not attend or participate in any school function until the last day of assigned suspension is served.

DEFINITIONS:

Fight – Any situation in which student actions or inactions may be deemed to have caused or contributed to a physical confrontation including, but not limited to, hitting or other actions in which physical contact is made and/or situations in which one or both students have sustained physical injury.

At the discretion of the Principal, the following penalties may be imposed for fighting:

- Suspension
- Assignment to an alternative educational placement. Referral to the appropriate law enforcement authorities for possible criminal prosecution. This action would result in a citation or arrest for disorderly conduct, harassment, or assault under the Pennsylvania Crimes Code. Depending upon the circumstances, students who are under 18 years of age could be placed under the supervision of the Clarion County Juvenile Authorities.

Note: Any student who is involved in a disagreement with another person is advised to seek the assistance of the Guidance Counselor, Administrator, or teacher in an attempt to resolve a problem rationally before a fight occurs.

Disorderly Conduct – A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she:

- Engages in fighting or threatening, or in violent or tumultuous behavior;
- Makes unreasonable noise;
- Uses obscene language, or makes an obscene gesture; or
- Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

Harassment – A person commits a summary offense when, with intent to harass, annoy or alarm another, the person:

- Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
- Follows the other person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose.

Simple Assault – A person is guilty of simple assault if he/she:

- Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another with a deadly weapon; or
- Negligently causes bodily injury to another with a deadly weapon; or
- Attempts by physical menace to put another in fear of imminent serious bodily injury.

Aggravated Assault - A person is guilty of aggravated assault if he/she:

- Attempts to cause serious bodily injury to another or causes such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;

- Attempts to cause or intentionally or knowingly cause bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his/her employment relationship to the school.

Discipline Assignments

We will use detention, suspension, alternative educational placement, contacting police or appropriate law enforcement personnel, and/or expulsion for discipline assignments. Any days of suspension, detention, or eligibility will refer to actual school days.

Special needs students will be disciplined in accordance with federal IDEA standards and regulations and in accordance with the student's IEP. The school reserves the right to deviate from the guidelines below when extenuating circumstances occur. Students and parents are reminded that according to Pennsylvania law, the district is responsible for students from the time they leave home until they return.

Detention

Parents are responsible for providing transportation home following detention. Detention will be structured time. Students are expected to complete homework assignments, study for tests, or work with teachers on areas of academic weaknesses. Students are not permitted to sleep or waste time.

Elementary Schools - Detention will be held in each of the elementary schools from 2:50-4:00 P.M.

High School - Detention will be assigned at the discretion of the classroom teacher or the High School Office. Detention will begin at 2:50 P.M. and last until 4:00 P.M.

First failure to stay – The student is responsible for making up the missed day. Plus an additional day of detention will be added.

Second failure to stay – The student will be responsible for making up the missed day(s). Plus two extra days of detention will be assigned for each day missed.

Continued failure to complete assigned detention can result in in-school or out-of-school suspension or alternative educational placement. The number of days of alternative placement will be at the discretion of the principal.

NOTE: The Administration reserves the right to assign more severe punishment. The Administration reserves the right to use its discretion in all disciplinary matters.

No student assigned to detention or suspension may attend or participate in any school activity unless that activity is a class requirement where a student receives a grade for participation. (An example would be required participation in a concert.)

It is the responsibility of students to obtain from their teachers any work missed due to suspension.

EXAMPLES OF DISCIPLINARY ACTIONS:

1. SKIPPING CLASS/LUNCH/STUDYHALLS, THIS INCLUDES STUDENTS WHO FAIL TO REPORT TO THE OFFICE OR NURSE'S OFFICE IF NOT FEELING WELL. IF A STUDENT SPENDS TIME IN THE RESTROOM WITHOUT REPORTING TO THE NURSE OR THE OFFICE, THIS WILL BE CONSIDERED AS SKIPPING CLASS:
 - 1ST Offense: 1 night of detention
 - 2nd Offense: 2 nights of detention
 - 3rd Offense: Under discretion of Administration – detention, suspension, or a combination of both
2. LEAVING SCHOOL WITHOUT PERMISSION OR WITHOUT NOTIFYING THE OFFICE
 - 1st Offense: 2 detentions per periods skipped
 - 2nd Offense: Suspension or a combination of detention and suspension
 - 3rd Offense: Continual offenses may result in discipline and possible assignment to an alternative educational setting

3. POSSESSION/USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY. Charges will be filed with the District Magistrate. You will be suspended from school for three days. You will not be permitted to attend/participate in extracurricular activities for a minimum of six weeks.
4. DISRESPECTFUL LANGUAGE OR UNCOOPERATIVE ACTIONS DIRECTED AT A SUBSTITUTE TEACHER, STUDENT TEACHER, TEACHER, or FELLOW STUDENT
 - 1st Offense: 1-3 Days of suspension
 - 2nd Offense: 3-5 Days of suspension
 - 3rd Offense: Continual offenses will result in additional disciplinary actions which may include placement in an alternative educational setting or expulsion
5. OPEN DISPLAY OF AFFECTION ON SCHOOL PROPERTY. This includes kissing, affectionate embracing, clinging arm around each other's waist, holding hands, etc., while on school grounds, boarding school buses, or private vehicles.
 - 1st Offense: Detention plus parent contact
 - 2nd Offense: One day of suspension plus parent contact
 - 3rd Offense: Three days of suspension
6. UNEXCUSED LATENESS TO SCHOOL. After the third tardiness – one night of detention for each tardiness
7. POSSESSION/USE – UNDER THE INFLUENCE OF ANY ILLEGAL DRUG, ALCOHOLIC BEVERAGE, OR MOOD-ALTERING SUBSTANCE IN SCHOOL OR AT ANY SCHOOL ACTIVITY IS UNLAWFUL, WRONG, AND HARMFUL:
 - 1ST Offense: Up to 10 days of out-of-school suspension, possible assignment to an alternative educational placement for a minimum of 20 days, referral to the Student Assistance Program.
 - 2nd Offense: Discretion of the principal as to what disciplinary action will be taken with possible recommendation of expulsion.
8. DAMAGE/VANDALISM (WILLFUL OR NEGLIGENT) TO STUDENT, TEACHER, OR SCHOOL PROPERTY. 1st Offense: Could result in any or all of the following: parent contact; reimbursement of damages of property; detention; suspension; and/or report to legal agencies
9. CAFETERIA BEHAVIOR – STUDENTS ARE EXPECTED TO EAT THEIR MEALS IN AN ORDERLY MANNER: Students are not to leave the cafeteria without permission, not to throw food or litter, “cut” line, display inappropriate behavior, or use offensive language. Students are not permitted to take food or drink out of the cafeteria. Discipline may include a verbal warning, assigned eating area, eating lunch last, or similar corrective actions. Free and reduced lunches are federally funded. Students stealing, willingly giving, or selling these lunch tokens are committing a federal offense and are subject to district and/or federal disciplinary action.

DISMISSAL PROCEDURES FOR HIGH SCHOOL STUDENTS

Drivers, Walkers, and Riders are all dismissed at 2:48PM. All students may leave the building at this time. Drivers may exit through back of parking lot to Long Lane East or must wait until all busses depart. Walkers may leave at 2:48PM. Students that ride buses must wait inside lobby until their bus arrives and parks.

NOTE: If your parents pick you up after school, have them do so at the lower end of the building and after 2:48 and by 3:00 P.M. The District is not responsible for supervising students after 3:00. Students should not be in the school unsupervised.

DISMISSAL PROCEDURES FOR ELEMENTARY STUDENTS

Students will be dismissed by elementary personnel. Parents are to remain in their vehicle and wait for their child. Parents are discouraged from coming into the school or the main entrance area to retrieve their child. This is due to safety precautions and congestion at dismissal time.

Drop-off and Pick-up for Parent Provided Transportation. Elementary students should arrive before 8:05 at RES, 8:10 at SES. Parents who are dropping off or picking up their child should not interfere with busses as they are entering the bus drop-off area. Elementary students will enter or leave the building at the elementary entrance. If you are picking up or dropping off your child at any other time during the day (when school buses are not in attendance), please use the main entrance, contact the building secretary and sign in/out the child. During afternoon dismissal, students who are walkers will be dismissed at 2:30 p.m. at SES and 2:45 p.m. at RES. Parents are encouraged to wait in their vehicles for their child to be dismissed to decrease the amount of congestion in the loaded bus area. Please do not stand in the vestibule areas. Parents who are picking up their child who normally ride school transportation must contact the building secretary and sign out their child before departing. Students are not permitted to be dismissed at their regular bus time and leave with parents without being signed out by the parent.

DRESS GUIDELINES

It is not the intent of Union School District to legislate a dress code, although both the state and federal governments are increasingly encouraging us to do so. However, it is the responsibility of the school (just like an employer) to ensure that clothing or adornments that, because of their casual nature would cause a disruption of the normal educational processes or which could create a safety hazard, are not worn in school during normal school hours. The District reserves the right to add to or modify its dress code in any manner that it believes will help to ensure a lessening of disruptions to educational processes or an increase in safety provisions.

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. Paramount to proper dress is good personal hygiene. Like all aspects of our educational program, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a good education can lead to success.

FOR SAFETY REASONS:

- All shoes must have a back or heel strap. The back must be high enough to cover the heel (i.e. like a sneaker).
- Any jewelry that may cause injury or constitute a hazard is not permitted.
- No wallet chains.
- Length of pants, baggy or excessively layered clothing that can conceal items and/or poses a safety hazard is not permitted.
- Long hair needs to be secured while working near machinery and in lab situations.
- Loose clothing needs to be secured while working near machinery and lab situations.
- Anything else that can be deemed a safety hazard.

OTHER ATTIRE, WHICH DOES NOT MEET STANDARDS:

- Apparel with sexually suggestive, vulgar, or obscene messages, or apparel that advertises or advocates drugs, tobacco, alcohol, or lethal weapons is prohibited.
- Pants, shorts, skirts, etc. must be secured at the waist, no lower. Sag style is not permitted.
- Undergarments should not be exposed in any way.
- The acceptable standard for shorts, skirts, culottes, etc. is Fingertip length when secured at the waist.
- Book bags and other large bags are permissible to carry to school but shall be stored in student lockers during the school day. Book bags and other large bags are not permitted to be carried to class, cafeteria, or other areas of the school building during the school day. Large purses are not acceptable, only small compact purses are permitted.
- No student may wear facial piercings, tongue rings, or “spacers,” nor may any student wear material of any sort to cover any type of piercing.
- Hats, bandanas, sunglasses (without a doctor’s orders), visors, and sweatbands are not permitted to be worn in school.

- Any apparel that is judged to be unhealthy or unsanitary (i.e. clothing that is dirty and/or gives off a foul odor is not permitted).
- No ripped clothes or clothes punctuated with cuts or holes.
- No mesh or see through tops.
- No midriffs are to be exposed in the standing or sitting position.
- Sleeveless shirts/tops and dresses are permitted if shoulders are covered by clothing of at least 3 inches in width (at its narrowest point). Bra straps should be covered at all times. Underarm sleeve openings should not gap open to expose the undergarments or chest.
- No body suits, spandex, or skintight outfits of any kind unless covered with another layer of non-form fitting clothing.
- No student may wear clothing or make-up designed to represent or glorify death.
- Students are not permitted to wear trench coats.
- No overly distracting hair.
- No clothing with words written across the posterior.
- Clothing that is so revealing or form fitting that it would call undue attention to the wearer and thereby interrupt the educational process may not be worn.
- Student created logos thereby interrupt the educational process may not be worn.

Any District personnel can address the dress code with the student and will send the student to the office if a final judgment is to be made by the principal or their designee. Parents will be notified to bring proper clothing. The student will remain in an assigned area until the proper clothing is brought to school. If the office personnel are unable to reach a parent/guardian to bring proper clothing to the school, the student may find himself/herself remaining in the assigned area for the duration of the school day.

DRIVERS

If you wish to drive to school and park on school property, you must register your vehicle on the form provided by the Office. You must park your vehicle in the student parking lot. Immediately upon driving your vehicle onto school property in the morning, you and your passengers must move into the building, rather than sit in cars and wait until the start of school. At the end of the school day, you may not for any reason move to or be in the student parking lot before 2:50, the time at which cars may depart school property. In addition, you must on every occasion give the right-of-way both before and after school to pedestrians and buses, not only on school property but also in the areas around all school buildings.

You should note that the school zone speed limit is 15 m.p.h.; violators of the speed limit or of any other safety-related rules will face suspension of driving privileges, arrest, and other penalties. Student drivers agree to the “Drug/Alcohol Testing for Co-Curricular Activities” described in the back of this handbook. Student drivers must sign the “Student Driver Information” sheet and display the parking permit from their vehicle.

ELEVATOR PROCEDURES

The elevator will be made available to you if you are confined to a wheelchair, are certificated by a licensed physician to be totally unable to maneuver up or down steps even with assistance from another student, or are suffering a long-term disability, and to staff members moving heavy or unwieldy packages or equipment. An adult aide will operate the elevator for any student or staff member for whom appropriate accommodations need to be made.

ELIGIBILITY AND EXTRACURRICULAR ACTIVITIES

Full Eligibility. Students will be eligible to participate in PIAA sanctioned contests and practices based on academic performance on two separate types of grade checks:

1. A weekly grade check shows the student to be passing all but two (2) full-credit (or combined average of partial credit) courses—two , or more, failures equals one week of ineligibility; and

2. A nine-week grade (report cards) check shows the student to be passing all but two (2) full-credit (or combined average of partial credit) courses—two, or more, failures equals fifteen (15) days of ineligibility for the next marking period.

Conditional Eligibility. Students may be eligible for conditional eligibility in two cases:

1. Students failing to meet the Full Eligibility standard may opt to participate in practices conditioned on their attendance at after-school study session/tutoring on the day of the practice.
2. Students scoring “Below Basic” on any state mandated test may opt to participate in PIAA sanctioned contests and events conditioned on their attendance at after-school study session/tutoring held on the day of the contest or practice.

Students choosing to participate based on Conditional Eligibility may be subject to team rules governing late or missed practices. They take responsibility for completing the Conditional Eligibility Attendance Record and Work Report (available in the office). Students failing to abide by the guidelines of attendance and work performance prior to participation forfeit eligibility. Coaches failing to comply with the expectations of Conditional Eligibility face individual, player, and team reprimands.

In the event a student is ineligible the week of senior recognition, he/she will be permitted to participate in the senior recognition ceremony but will not be permitted to participate in the scheduled activity itself.

Non-Academic Expectations. To retain eligibility for participation in the Union School District extracurricular activities, students must conduct themselves as good citizens both in and out of school and season. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Participation in school activities is a privilege, not a right. School activities provide the benefits of promoting individual interests and abilities in the students during their school years and for a lifetime. Students who participate in athletics and extracurricular activities serve as ambassadors of the school district throughout the calendar year whether away from school or in school. Students who wish to have the privilege of participating in athletics or extracurricular activities must conduct themselves in accordance with board policy (school handbook/co-and extracurricular handbook, etc.) and must refrain from activities that are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. Students wishing to participate in school-sponsored activities must meet the requirements set out by the school district for participation in any school-sponsored activity. Remember, participation in these activities is a privilege, conditioned upon meeting the criteria established by the Union Board of Education, administration, and individual coaches and activity sponsors. Students participating in co- and/or extracurricular activities are also responsible for the regulations listed in the Co-and Extracurricular Handbook.

For certain events, you may sign-up recent graduates or students from other high schools. However, no guests under seventh-grade are permitted to attend any Union High School dances. Similarly, former students of any school who chose to drop out without valid reason or any individuals over twenty years of age may not attend. Remember - You are responsible for the conduct of your guests.

Cyber school students that reside in Union School District may attend dances and participate in extracurricular activities provided they meet eligibility requirements of passing grades and attendance. Cyber school students that do not reside in Union School District may attend as guests as long as they provide documentation that we require of all guests.

EMPLOYMENT CERTIFICATES

The high school office secretaries issue employment certificates during regular school hours only. To obtain a certificate, you must first have a job. Those of you volunteering your time to our fire companies must have employment certificates.

ENTERING/LEAVING SCHOOL DURING THE DAY

If you arrive at school after the start of homeroom period, you must report immediately to the Office for a pass. To avoid office-assigned penalties for tardiness, you must provide upon arriving written excuses from your parents justifying your tardiness. "Slept in," "Car wouldn't start," "Delayed at train crossing," etc., are not justifiable reasons for tardiness. The high school teachers on hall duty in the lobby may also assign or recommend detention.

Students may leave school for dentist appointments, doctor appointments, family emergencies, funerals, or other principal approved requests. The following procedure must be followed:

The parents/guardian must write an excuse (see information that must be included for excuses).

The student must provide an excuse from the doctor, dentist, or other appointment stating the time and date of the appointment, and whether the student kept the appointment.

The parents/guardian must write an excuse (see information that must be included for excuses).

Failure to provide the excuse from the doctor, dentist, or other appointment will result in this absence being classified as unexcused/illegal.

As you leave the building, sign-out on the sheet located on the Office counter. Similarly, when you return to school after having been excused for a portion of the day, report directly to the Office for a re-enter pass.

Students may not leave the school for hair appointments, tuxedo rentals, or unapproved prom-related activities. Students need to report to the office or nurse's office if not feeling well. If a student spends time in the restroom without reporting to the nurse or the office, this will be considered as skipping class.

Elementary Students:

If your child is to be excused, you should:

1. Send a note to his/her teacher. This note should include the first and last name of student, first and last name of parent, name of teacher, date, time, and reason for the early dismissal, as well as the name of the person who will pick the student up (if other than the parent or legal guardian.)
2. The school requires that any parent or guardian picking up their child report to the office. Please, do not go to the classroom for your child. The school secretary or principal will call the student to the office. For attendance purposes, a "Sign-In/Sign-Out" sheet is located in the office. These forms are to be signed before leaving the school and upon the child's return. The school reserves the right to require identification if deemed necessary. In no case will a student wait outside the building for a parent.

EARLY DISMISSAL

If you require early dismissal from school, you must bring from your parents a written excuse specifying the date, time, and reason. **YOU MUST PROVIDE TO THE OFFICE YOUR EXCUSE PRIOR TO THE START OF MORNING HOMEROOM.** Elementary students must have a parent/guardian sign the student out on the office sign out sheet, prior to leaving the building. Parents are discouraged from calling the school building offices for an early dismissal or for a change in regular bus rides. Parents must provide a written notice or complete an "Alternative Bus" form if the student is to ride a different bus home instead of their regular bus.

FIELD TRIPS

The agenda/information sheet will provide all the basic information for the trip on a separate handout. This will include dates, times, cost, etc...

Chaperones:

- Chaperones are individuals who have accepted the responsibility to support the trip goals by going along as an extra set of hands and as members in a supporting role.
- Chaperones are defined as a parent or guardian of a student attending the trip or an adult member of the child's family who has been designated by the parent or guardian.
- Selection of chaperones is at the discretion of the classroom teacher. Chaperones are required to follow all the Union School District policies while on field trips. **All chaperones must have up to date Act 34, 151, and 114 clearances on file in the Central Office.**
- Some important considerations: No smoking at all, at any time on the trip, no weapons including pepper sprays, no inappropriate language. Chaperones should dress appropriately. At a minimum, they should comply with the student dress code.
- Chaperones will not drive a private vehicle on the trip. Chaperones shall accompany the children on the bus to and from the destination.
- Trip cooks and/or other assistants need not ride the bus if they are hauling equipment, etc. to the trip destination. The principal will need to approve all non-chaperone position for a field trip (cooks, equipment haulers, etc.). Children may not accompany parents who have these roles.
- Chaperones are not permitted to take younger siblings or other individuals along on the trip.
- Individuals accepting an invitation to be a chaperone do so with the understanding that they will honor the above requests.

Students:

- Students are under the direction of the teacher(s) at all times.
- No student may leave the trip for any reason. All students shall return to the school at the end of the trip using district transportation.
- No student shall attend a trip unless a signed permission slip is on file in the building office.
- The principal may make exceptions in very unusual circumstances.
- Students who are participating with a field trip must travel on school-sponsored buses.
- Students who have 4 or more days of unexcused absence, a total of 15 or more absences unexcused or excused, 3 or more discipline referrals or 2 or more failing subject areas may under the decision of the principal have their field trip privileges taken away.

FIRE DRILLS

To comply with School Code requirements and to ensure your safety, we will conduct fire drills an average of once per month. The following must be observed:

At the time the alarm is sounded, all windows will be closed immediately by the teacher; leave books and other materials at your desk; the last person leaving the room is to turn out the lights and close the door; move **QUICKLY** and **QUIETLY** to designated areas; you may not stop at lockers, restrooms, or fountains while moving to or from designated areas; move at least thirty (30) yards from building exits and remain there until administrators instruct teachers to lead you back into the building.

FORMS/REPORTS SENT HOME-ELEMENTARY

Occasionally various forms, permission slips, voluntary insurance forms, etc., are sent home by the school for your signature. Please make an effort to return such forms to the school promptly. There is always a purpose behind sending such forms home and when they are not properly completed and returned on time, it needlessly delays the service your child could receive.

- **Progress Reports:** A progress report is sent home with all students at the end of 22 days during each grading period. This report indicates the student's academic progress at that time. Please contact your child's teacher if you have any questions or concerns about this report.

- **Report Cards:** Report cards are issued every 9-week grading period (four times a year.) Parents are encouraged to study their child’s progress at each grading period and contact the teacher when questions arise. Please return the REPORT CARD ENVELOPE to the school within two days after receiving the report. Percentage grades will be issued in instrumental classes and general music classes in grades 4-6; however, general music classes in grades K-3 will be graded O, S, or U. Choir for grades 4-6 will not receive an individual grade; however, it will be incorporated into the general music grade.

FUND-RAISING EVENTS (High School and Elementary)

Any school-related fund raising event must be approved in advance by the Board of Education should said event entail sales outside of the school itself. The principal must approve any in-school fundraiser in advance. SALES NOT DIRECTLY RELATED TO THE SCHOOL AND SCHOOL ACTIVITIES ARE PROHIBITED, NO MATTER HOW WORTHY THEY MAY BE.

Each school organization involved in raising or disbursing monies must have its own student treasurer. All funds must be deposited through and withdrawn from the Office, which will maintain said funds through an area bank. The State auditors review all organizations’ funds annually.

GRADING

Students must earn 82% - 93% in all major subjects and at least an “S” in all ungraded subjects to qualify for the honor roll. Students eligible for the Principal’s List will need to achieve 93% or better in each major subject and at least an “S” in all ungraded subjects.

ELEMENTARY: SUBJECTS AND GRADING:

Subject	Grade 1	Grade 2	Grade 3	Grade 4-6
English Language Arts/Spelling	%	%	%	%
Math	%	%	%	%
Writing	O-S-U	O-S-U	O-S-U	%
Social Studies	N/A	N/A	N/A	O-S-U
Science/Health	O-S-U	O-S-U	%	%
Library Science/Accelerated Reader	O-S-U	O-S-U	O-S-U	O-S-U
General Music/Choir	O-S-U	O-S-U	O-S-U	%
Physical Education	O-S-U	O-S-U	O-S-U	%

O-S-U Outstanding, Satisfactory or Unsatisfactory
 NA Not applicable for this grading period
 % Percentage grade

Grading Scale: Grades K - 6

93% – 100% A = All percentages 93% and higher or an O or S in subjects will reflect Principal’s List.
 83% – 92% B = All Percentages 83% and higher or an O or S in subjects will reflect Honor Roll.
 82% – 73% C
 72% – 63% D
 Below 62% F

GRADING SCALE: Grades 7-12

A = 100% - 93% D = 74% - 65%
 B = 92% - 85% F = 64% and below
 C = 84% - 75% I = Incomplete

The Union School District uses individual student grades to inform both the student and parents of areas of strengths and weaknesses. Grades should serve as the basis for student improvement. If, at any time, a student is not working to his/her potential, parents should contact the Guidance Counselor to arrange for a meeting with the child's teachers.

HIGH SCHOOL STUDENTS: THE "I" OR INCOMPLETE GRADE:

In order to gain the most benefit from any course, the student is expected to complete all major class requirements before the end of the school year. Any student who does not complete the major requirements of the course cannot expect to pass the course. Therefore, any "I" or incomplete given to the student during any grading period indicates that the student must make up the assigned work within a specified time (generally ten (10) school days after the end of the nine weeks). The exception is that during the final grading period, all work must be completed prior to the end of the school year.

Any student not converting the "Incomplete" to a grade within the specified time will receive a failing grade for the nine weeks unless the inability to make up the work in the specified time is due to a medical condition or other unforeseen emergency. The principal will deal with these situations on a case-by-case basis. His decision will be final.

Exception: Some of the work is of the nature that can only be completed within a certain class activity. If it is impossible for the students to complete the work at a later date, the teacher has the option to offer acceptable substitute work.

GRADUATION REQUIREMENTS

You must complete successfully at least the 24-25 credits (depending on years enrolled in UHS) noted below to qualify for graduation and to participate in Commencement. Remember, however, that you have no vested right to participate in the Commencement ceremony and could well forfeit that privilege through discipline or attendance violations. Credits are earned in courses completed in grades 9, 10, 11, and 12 and must meet PDE mandates. These credits must include at least the following: English (4); Social Studies (4); Math (4); Science (4); Health (0.5); Physical Education (1.5); Careers (0.25-1.0, depending on years enrolled in UHS); Arts & Humanities Electives (2); and Electives (4).

Students must take and pass the following required courses:

- **Grade 9:** English (1); American Cultures I (1); Math (1); Science (1); Physical Education (0.25); Careers 9 (0.25)
- **Grade 10:** English (1); American Cultures II (1); Math (1); Science (1); Physical Education (0.25); Careers 10 (0.25)
- **Grade 11:** English (1); American Government (1); Math (1); Science (1); Health (0.5); Physical Education (0.5); Careers 11 (0.25)
- **Grade 12:** English (1); World Cultures (1); Math (1); Science (1); Physical Education (0.25); Careers 12 (0.25)

Beginning with the 2014-2015 school year, students enrolled in the Career Center must meet these qualifications for graduation: Career Center Shop (3 per year enrolled); English (4); Math (3--one of which must be Keystone Algebra); Science (3--one of which must be Keystone Biology); Social Studies (3); Health (0.5); Physical Education (taken each year); Arts & Humanities Electives (2); Electives (5); and Careers (.25-1.0)

All students are required to take no fewer than 6.5 credits each year.

Elective-credit courses may be selected by you or assigned by the Guidance Office and may include credits earned at the Career Center.

Students are required yearly to complete successfully a minimum of a one-credit course in each of the following disciplines: English, Social Studies, Mathematics and Science plus a fractional-credit course in Physical Education. Substitutions for these discipline areas may be made only by the guidance counselor and must be approved in writing by the principal. While ultimate responsibility for scheduling and completing successfully all courses rests with you, the guidance counselor will attempt to assist you in scheduling make-up and elective courses if you have failed courses or have an excessive number of study halls.

In addition to the credit completion requirement, students must demonstrate proficiency on the Keystone Algebra and Literature Exams or meet local assessments aligned with the Academic Standards.

HALLWAY PROCEDURES

Observe the following rules:

- Running, shouting, shoving, jumping down steps, loitering, hand holding, kissing etc., are not permitted;
- All traffic should move on the right sides of hallways and stairwells;
- Slamming of locker doors is not permitted;
- Only the 1st-floor restrooms may be used by you on your way to lunch.

HANDICAPPED STUDENTS: SERVICES

The Union School District will provide protection from discrimination to otherwise qualified handicapped students who have physical, mental or health impairments which meet Chapter 15 criteria and do not need special education services. Protection from discrimination may also include identified eligible students of Chapters 14 and 342. Union School District ensures these students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate to the ability of the protected handicapped student. For further information regarding evaluation procedures and provision of services, contact Ms. Judy Rupp, High School Section 504 coordinator or Ms. Missy Anderson at the Elementary School.

HOMELESS CHILDREN AND YOUTH

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.” The Act explicitly includes within the definition of “homeless children and youths” those who are “awaiting foster care placement.”

The categories of “homeless” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. “Migratory children” who qualify as homeless under federal law because they children are living in circumstances described in clauses (1) through (iii) above. The term “migratory children” means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain

(or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work.

5. Children and youths “awaiting foster care placements,” which means children who are placed in shelters, emergency foster care, transitional foster care or respite care. These placement settings are intended to be short term, and do not typically last longer than 30 days. However, individual circumstances may, at times, require a longer length of stay. If the placement exceeds 30 days, contact should be made with the child welfare worker and the local McKinney-Vento Coordinator to determine if there is any valid reason to conclude that the child is still “awaiting foster care placement.” Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child’s case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students. Local school officials should consult with their Pennsylvania Homeless Children’s Initiative Regional, Site, and State Coordinators, whenever necessary to determine, on a case-by-case basis, whether a child is “awaiting foster care placement.”
6. “Unaccompanied homeless youth” including any child who is “not in the physical custody of a parent or guardian.” This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

Under the Pennsylvania Education for Homeless Children and Youth State Plan, homeless children are defined as: children living with a parent in a domestic violence shelter; runaway children and youth who have been abandoned or forced out of their home by parents or other care-takers; and school-aged parents living in houses for school-aged parents if they have no other available living accommodations.

The McKinney-Vento Act states that it is the policy of Congress that state educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public pre-school education, as provided to other children and youths 42 U.S.C.A. § 11431. Specifically, 42 U.S.C.A. § 11432(g) (3) (A) indicates that the local educational agency (LEA) shall, according to the child’s best interest:

1. Continue the child’s or youth’s education in the school of origin for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year; or
2. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
3. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

According to the McKinney-Vento Act the term “school of origin” means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. 42 U.S.C.A. § 11432(g) (3) (G).

HOMEWORK

Homework is an extension of the learning process giving the child practice and reinforcement in academic skills. It should foster responsibility for completing assignments and enhance parents’

understanding of concepts studied in school. Homework may be written practice or a study-review activity encouraged to be done with minimal assistance. This handbook for grades 2, 3, 4, 5, and 6 contain homework assignment forms. Parents are encouraged to review these daily and sign when appropriate. Your cooperation is extremely important to your child's academic success. Practice is the key to success, so the more practice, the more success!!!

Student Responsibilities and Homework:

- Record assignments clearly and accurately;
- Take home the necessary materials to complete the tasks;
- Complete homework carefully and return it and the textbook to school on time. It helps to have a folder for loose papers and tote bag of sorts for carrying all school materials;
- Have a "homework person" at school in the event of an absence. Make arrangements to get the assignments at the school office or have a friend bring them home. Homework assignments may be picked up in the school office at the conclusion of the school day.
- **For high school students, parents may request homework be sent to the office only after three (3) consecutive days of absence. Get well first; get missed work when you return to school.**
- Share with your parent(s) what you are studying in school and ask for help in reviewing or preparing for tests.

Helpful Homework Advice for Parents:

- Provide a quiet place for your child to study, free from visual or audible distractions (TV) and have basic supplies such as paper, pencils, pens, etc., available in study area;
- Set a regular, scheduled time for study;
- Monitor completion of assignments at periodic intervals and provide guidance as needed;
- Assist in the review and study for tests;
- Make it clear what you expect with regards to study habits;
- Make arrangements for getting the homework when the child is absent. Please adhere to the teacher guidelines concerning making arrangements for homework pick-up;
- Encourage the child to share with you what he/she is studying in school, and show interest in what he/she is saying; and
- Contact the child's teacher(s) if there is concern about his/her academic progress.

HONOR ROLL AND PRINCIPAL'S LIST

An Honor Roll is published at the end of each 9-week grading period for all students earning non-weighted grades of no less than "B" in each course taken. The Principal's List is published in conjunction with the Honor Roll for those students earning all "A's", non-weighted, in each course taken for high school students. Elementary students earning the principal's list will need to earn 93% or better in each major subject and at least an "S" in all ungraded subjects.

HONORS' GRADUATES & CLASS RANKINGS

To be eligible for Honors' or High Honors' recognition, students must complete at least five of the following: Pre-Calculus, Calculus, Honors English 10, 11 & 12, Chemistry II, Chemistry III, Biology II, and Physics II, or any college-level courses approved in advance by the Guidance Department. You or your parents may request that you be permitted to enroll in an Honors' class. At graduation ceremonies, seniors who have compiled a weighted "A" average (93% without benefit of "rounding up" from 92.99%) in grades 9-12 as computed at the end of the fourth nine week grading period will be recognized as "High Honors' Graduates" and will wear the gold tassel and gold cord. Seniors who have compiled a weighted high "B" average (90% to 92.99% without benefit of "rounding up" from 89.5% through 89.99 %) in those same areas will be recognized as "Honors' Graduates" and will wear the gold tassel. Students will be ineligible for "High Honors" or "Honors" recognition if they earn an "F" on their report card regardless of their cumulative grade average.

Similarly, the Senior Class Valedictorian and Salutatorian will also be determined at the end of the fourth nine weeks grading period: from the listing of Honors' and High Honors' graduates, and then and only then applying the weighted scale to each, the Valedictorian will be the senior with the highest Q.P.A.; the Salutatorian will be the senior with the second-highest Q.P.A. In cases of ties, "co-" honorees may be named. Still, seniors should note that final grades for the year will not be calculated until the end of the school term. To assist seniors seeking college admittance, the Guidance Office will submit to colleges making said request final transcripts that reflect weighted rankings.

GPA AND WEIGHTED GRADES

Beginning with the class of 2008, all subjects taken in grades 9-12 will be included in calculating a student's GPA. This includes courses such as band, choir, Drivers' Education, health, physical education, and electives.

ILLNESS AT SCHOOL: HIGH SCHOOL

If you become ill at school, notify your teacher, obtain a pass, and report immediately to the nurse or to the Office. **YOU MAY NOT ENTER THE NURSE'S OFFICE IF SHE IS NOT PRESENT:** instead, you must report immediately to the School Guidance Office. Similarly, you may NOT phone family members or simply leave the building: if Office personnel determine that you should be sent home, the nurse or Office staff will contact your parents or guardians. You will not be sent home unless your parents or guardians will be there, or unless your parent or guardian grants school authorities' permission to take you home. If you drive to school and become ill, you may drive home only after your parent or guardian has been contacted by Office personnel. In that situation, you must phone the office immediately upon arriving home.

Parents may want to contact their child's bus driver to inform them of any medical concerns or special accommodations the child would require in case of an emergency while the child is on the bus. Parents are encouraged to provide this information during the first week of school or when there is a change required during the school year.

IMMUNIZATIONS

The Pennsylvania State Department of Health requires that children entering school for the first time in either the Kindergarten or the First Grade have the following immunizations:

For attendance in all GRADES in 2014/2015 children need the following:

- 4 Doses of Tetanus* (1 Dose on or after the 4th birthday)
- 4 Doses of Diphtheria* (1 Dose on or after the 4th birthday)
- 3 Doses of Polio
- 2 Doses of Measles**
- 2 Doses of Mumps**
- 1 Dose of Rubella** (German Measles)
- 3 Doses of Hepatitis B
- 2 Doses of Varicella (Chickenpox) vaccine or history of disease

*Usually given as DTP or DTaP or DT or Td

**Usually given as MMR

Children attending 7th grade in 2015/2016 need the following:

- 1 Dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap) (If 5 years has elapsed since last Tetanus immunization)
- 1 Dose of Meningococcal Conjugate vaccine (MCV)

Insurance of Medicaid, by Pennsylvania law, must pay for immunizations for school age children. If you have no insurance or are underinsured, the federally funded “Vaccines for Children” program provides immunizations by qualified doctors or clinics.

The intent of the regulations is to keep healthy children in school and to minimize the chance of disease outbreaks which can cause death, learning disability, mental and physical disabilities, and the expense of possible life-time institutionalization and special education.

INTEGRATED PEST MANAGEMENT

The Union School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. To be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exceptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry. If you have any questions, please contact Mark Brown, IPM Coordinator, at 814-473-3121.

INVITATIONS-ELEMENTARY

Do not send party invitations to school. Due to student confidentiality and student’s privacy rights,(FERPA) do not call the office or ask a teacher requesting class lists, student names, student’s addresses or other student information. Parents and/or family members are not permitted to visit the school during lunch times and request individual student names and addresses.

INSTRUMENTAL MUSIC- GRADES 4, 5, 6

A student may rent or purchase a musical instrument with assistance from the music teacher. A limited number of musical instruments are available for loan through the school for students qualifying under income guidelines. Details concerning the borrowing, renting, or purchasing of an instrument can be obtained from the instrumental music teacher. Individual or small group instrumental lessons are scheduled during the school day.

LOST AND FOUND

Each school has facilities for collecting lost and found articles. At all schools, such articles are kept in or near the secretaries' offices. When an article has been lost, the child should check with the school secretary. If an article is found, it should be turned into the office.

NATIONAL HONOR SOCIETY

Recognition for the National Honor Society is based upon students' demonstration of outstanding qualities in the areas of scholarship, character, leadership, and service. Students in 10th, 11th or 12th grade who maintain a cumulative 90 percent grade average by the end of the third nine weeks of the sophomore year are considered scholastically eligible and will be notified. These candidates are then evaluated in the areas of character, leadership, and service. Additionally, to be considered for membership, candidates must complete the required form and submit it *on time*. Per national guidelines, candidates are selected by a faculty council. Additional input from additional faculty may be considered.

OFF-LIMITS AREAS-High School and Elementary: Both the boiler room and the faculty room are off-limits to you at all times, as are unsupervised classrooms, including the gymnasium, locker rooms, stage, weight room and Music Room.

Except between classes, you may not be in restrooms, offices, the Guidance area, etc., unless you possess a pass written and signed by the teacher accountable for you. Similarly, **YOU MAY NOT AT ANY TIME BE IN THE WEIGHT ROOM WITHOUT A PASS FROM THE TEACHER IN CHARGE, AND YOU ARE NOT PERMITTED IN THE LOCKER ROOM UNLESS YOU ARE ASSIGNED THERE AS PART OF YOUR GYM CLASS!** Locker room restrooms are for use by gym class members only.

PARTIES

Union School District adopted its wellness policy in May of 2006. A committee of representatives from the community, administrators, school health professionals, teachers, school board, and students developed a policy using language from the Pennsylvania School Board Association drafted document.

Public law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, requires all schools participating in the National School Lunch Program to develop local wellness policies. One requirement of the law is that nutritional guidelines must be developed for all foods available on each school campus during the school day with the objectives of promoting student health and reducing childhood obesity.

Union School District has adopted the Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania Schools (a three year plan) as part of our Wellness Policy. These guidelines can be accessed through the Pennsylvania Department of Education website.

These guidelines develop standards related to foods served at school, foods brought into school, and foods sold as fund raisers during the school day. Based on our wellness policy, "Classroom parties will offer minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient..... and will provide the following:

- Fresh fruits and vegetables
- Water, 100% fruit juice or milk."
- "Sugar as the first ingredient" means that the first ingredient listed on the Ingredients panel of the product is brown sugar, corn sweetener, corn syrup, dextrose, fructose, fruits juice concentrate, glucose, high fructose corn syrup, or honey".

Although we adopted a three year plan, we are now requesting that you **DO NOT SEND** home-baked goods or store-baked goods such as cookies, cupcakes or cake, drinks other than 100% fruit juice, 1%

milk, or water, or candy to school for your child to share. This applies to birthday parties, holidays and other classroom celebrations. These items will not be acceptable in the office or in the classrooms. If you wish to send treats to school with your child, the treats must be fruits or vegetables, nuts, granola, or other healthy snacks, sugar free gum or non-food treats.

While this policy represents a change for many of us, it is a change for the improved health and wellness of our children. Our compliance is mandatory. Please consult the Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania Schools for further information. This information can be accessed by going to the website www.fns.usda.gov.

PERMISSION SLIPS

For any activity to be held away from the school during school hours, a permission slip is required. A student cannot participate in the activity unless this form is signed by a parent or legal guardian (first and last name) and is returned to the school. Sometimes, insurance is required. If there is a special activity and a permission slip is sent home, be sure this is returned to your child's teacher.

PERSONAL TECHNOLOGY USE

The district recognizes the value of allowing students to use personal electronic devices in school to support educational goals and objectives. Similarly, the district recognizes that the presence of personal electronic devices may serve as a potential distraction. The following guidelines outline the use of personal technology devices ("Bring Your Own Device" – BYOD) for students:

1. The district shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.
2. Use means carrying or possessing a personal electronic device that is either visible (regardless if it is "on" or "off") or can be heard.
3. Students are permitted to access only the designated school network through personal devices, not private networks.
4. Student use of Union School District networks indicate formal acceptance of all applicable Acceptable Use Policy (#815).
5. Students will only use appropriate technology at teachers' discretion.
6. Students will only use appropriate educational applications on their devices.
7. Students will refrain from calling, text messaging, emailing or electronically communicating with others from their personal devices, including other students, parents, guardians, friends and family except during allowable times.
8. Students not following expectations for use of personal devices will face disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.
9. Use of personal devices in locker rooms, restrooms, hallways, and nurses' offices is prohibited.
10. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.

PHYSICAL EDUCATION- High School

Your Physical Education instructor will specify to you what will constitute acceptable dress in class. Should you absolutely be unable to secure said clothing, see your teacher or the school nurse for assistance. Also, be advised that it is to your benefit to have a school lock on your gym locker to protect your valuables while you are participating in Physical Education classes. The Office will sell you a lock for \$5.00 and will, upon your graduation, purchase it back from you for exactly what you paid for it. Basically, then, you get the lock free and gain security for your property.

PHYSICAL EDUCATION- Elementary

Physical Education Classes - The students in the elementary schools of the Union School District will meet two periods in the six-day cycle for physical education. Our physical education program will stress physical fitness, sportsmanship, and leadership qualities. The physical education program will require students to participate in various fitness activities, games and team sports. Students will be performing gross and fine motor skills, flexibilities, and various skills which are essential to maintain essential fitness. The students will be assessed with a satisfactory or unsatisfactory grade. Assessment will be based on cooperation, performance and participation. Students in K-3 will be required to wear athletic shoes for physical education. **BE SURE TO DRESS APPROPRIATELY FOR PHYSICAL ACTIVITY.**

Students in 4-6 will be required to come to class dressed appropriately for physical activity. Everyone is required to wear athletic shoes. Students will be penalized for not dressing appropriately. The students will be assessed with a percentage grade. Assessment will be based on cooperation, performance and participation.

PHYSICIANS' VISITS

All area physicians, medical centers, optometrists and dentists have normal hours that run well past school hours. Therefore, except in case of emergency, ensure that you schedule your visits after school hours to those physicians.

POSTERS

Under no circumstances may you post any signs, posters, etc. anywhere on school property unless you have express permission from your activity sponsor, teacher, or office personnel.

PROM

Those students in grades 9 and 10 may attend the Prom only if their date is a Union High junior or senior. As with all school dances, all out-of-school guests must be approved in advance by the Principal. Remember, individuals over twenty years of age, or individuals who have dropped out of this school or any other school may not attend the Union High School Prom or Prom-to-Dawn, or for that matter, any other school dances.

If attending the Prom (as well as other dances and extracurricular activities), you should note that, just as during the regular school day, absolutely no use of alcohol or drugs (including tobacco) will be tolerated. Students found to be in possession of or under the influence of any of these substances or of any others classified elsewhere in this handbook as "contraband" will be removed immediately from the event. Parents -- and, possibly, police -- will be summoned, and **NO RE-ENTRY TO THE EVENT WILL BE PERMITTED.** In addition, severe penalties -- including suspension, loss of extracurricular privileges (including loss of Senior Banquet and participation in Commencement for seniors) -- will be imposed by administrators.

PROMOTION STANDARDS

JUNIOR HIGH (7-8)

You may be ineligible for promotion if you fail: 1) two (2) major (daily) subjects OR 2) one (1) major subject and two (2) minor subjects OR 3) three (3) minor subjects.

If you exceed 20 or more absences, you may fail.

If you fall into any of the above categories, you may have to repeat the entire grade during the next school year.

SENIOR HIGH (9-12)

To earn placement to a sophomore homeroom, you must successfully complete in 9th grade six (6) credits; to be classified as a junior, you must complete successfully at least twelve (12) credits by the

end of your sophomore year; to establish yourself as a senior, you will need by the end of your junior year to have accumulated eighteen (18) credits.

REPORT CARDS-High School

Report cards will be issued to you within four school days following the end of each 9-week grading period. Please note that because of student confidentiality issues, report cards will be issued only to you or your parent/guardian.

RELIGIOUS EDUCATION RELEASE TIME-ELEMENTARY

Students in grades 2-6 in the Union School District have been afforded the opportunity to voluntarily participate in a program for religious education offered at various churches during the regular school day. Students are released from school to attend the classes at their respective grade level. The curriculum for the Released Time classes is interdenominational in nature and does not stress any particular church doctrine.

A permission slip signed by a parent or legal guardian is necessary before a student can be registered to attend these classes. Those students not choosing to attend will be given the opportunity for a supervised study period. A signed request must be sent to the child's teacher in the event a child wishes to withdraw from the class. A student who displays inappropriate behavior may be denied the privilege of release time.

RESIDENCE CHANGES

You should report immediately to the Office personnel any changes of residence or phone numbers.

RESPONSIBILITIES

- You, as a student at Union School District, have the right to pursue an education, a right that must be taken seriously. Along with this right, however, you are also charged with a number of responsibilities:
- To respect the rights of other students and of teachers, administrators, and all other persons involved in the educational process;
- To make the school a wholesome place where all students can pursue an education uninterrupted by distractions, and to avoid any disruption of the educational process;
- To be aware of and comply with all school, local, and state laws;
- To attend school and classes regularly and punctually;
- To make an honest effort to complete satisfactorily all prescribed courses of study;
- To assist school personnel in ensuring a safe environment for all students;
- To volunteer information in matters relating to the health, safety, and well being of the school community and as pertains to the maintenance and protection of school property;
- To express ideas and opinions in a respectful manner;
- To practice personal hygiene;
- To demonstrate respect for our country and its flag.

SEVERE WEATHER AWARENESS DRILL PROCEDURES-Elementary

1. When a Severe Weather Awareness warning is received, announce:
All students should report to their homerooms and await further announcements.
(The office should keep a log of date and times.)

Wait a minute then announce:

(This is an exercise.) We are now going to proceed with a severe weather drill. You should take your coat with you and use it to cover your head. (This is only an exercise.)

2. When the announcement is made to proceed with the drill, students are to get their coats (season and time permitting) and line up at the door. (Assign two students to open one window and close all the blinds - lights should be left on.)
3. Students are to file into the hallway as follows, staying clear of all doors and any part of the hallway with excessive glass. Leave the classroom and outside doors open.

Rimersburg Elementary School:

- Students from the following rooms should file to the Right as they exit their classroom door: 101, 105, 108, 103, 106, 110
- Students from the following rooms should file to their Left as they exit their classroom door: 100, 113, 102 (go down the corridor past the library windows-sit near rooms 107), 109, 115

Sligo Elementary School:

- Students from the following rooms should file to their Right as they exit their classroom door: Kindergarten; 104, 107, 113, 102, 105-(sit across from Rm. 103), 111, 114
 - Students from the following rooms should file to their Left as they exit their classroom door: 103, 108, 110, 106, 112
4. Teachers should use their own good judgment to move students closest to outside doors to the center of the building, room and time permitting.
 5. Students should be lined single file, sitting with their backs facing the wall and their hands and/or coats up over their heads and face to protect themselves from flying glass. Students should not sit directly across from open classroom doors or directly underneath the clocks.
 6. Absolute silence is essential so instructions can be passed.
 7. Teachers should lead their groups to their destination and, time permitting, should make a quick head count to make sure no students are in the nurse's office, restrooms, etc.
 8. Those teachers who do not have a homeroom should report to the office for their assignments (take blankets to the ends of hallways to cover students near glass doors, make sure hall doorways to the outside are open, check nurse's office, restrooms, etc. They will also be in charge of checking empty classrooms to make sure the blinds are down with all windows closed, etc.
 9. During a drill, cafeteria workers will continue with their regular procedures as much as possible. In the event of an actual severe weather emergency, cafeteria workers would close their door and all windows, close their blinds and come to the center hallway with faculty and students.
 10. Custodians will be limited to emergency duties and such duties as are necessary to maintain minimum operation of the school plant. Responsibilities would also include making sure all doors to the outside are open.
 11. When it is all clear and the school receives the appropriate phone call, you will be told over the PA system to report back to your assigned rooms in a quiet, orderly manner.

SNOWBALLS

Snowballing on the school grounds or on the way to and from school is absolutely forbidden. These regulations are necessary as a safety precaution.

STATE ASSESSMENTS

The required state assessments (PSSA and Keystone Exams) play a key role in gauging the progress of the students. However, they are just one part of the overall program of the district and do not measure the entirety of a student's aptitudes and skills.

Please avoid trips and appointments during the specific testing dates (see district calendar). Students failing to achieve proficient or advanced on the assessments may be required to take remediation classes and may be restricted in course selection.

STUDENT ASSISTANCE PROGRAM

Elementary Student Assistance Program (ESAP)

The ESAP program is a process to help students who may be in need of services which may impede their educational process.

Student Referral: Received from teacher, guidance counselor, nurse, parent, student, self, etc. If a referral indicates a possible need for SAP involvement then behavioral checklists are distributed to the teachers. At the SAP meeting, returned checklists are reviewed to see if behaviors are consistent and warrant SAP involvement. Information to be considered include: drop in grades, attendance, tardiness, after lunch lateness, disruptive behavior, involvement in discipline system, legal problems, problems with extra-curricular activities, withdrawal, change in motivation, problems at home, alcohol or drug specific behaviors or indicators, recent discharge from psychiatric hospital and death of family member or friend. The team discusses if there are in school services, such as, mentoring by SAP team member, educational services, one on one with guidance counselor, etc.. that can be put in place to assist the student. If indicators of possible emotional or drug and alcohol issues are present then a referral is made to the outside community agency liaison from Clarion County Mental Health or Clarion County Drug and Alcohol who are members of our SAP team. Members of the team include: Mrs. Bowser, Mrs. Anderson, Ms. Glosser, Mrs. R. Kindel, Mr. Weckerly, Mr. Salvo and Mr. Minick.

High School Student Assistance Program (SAP)

The SAP program is a process to help students who may be in need of services which may impede their educational process.

Student Referral: Received from teacher, guidance counselor, nurse, parent, student, self, etc. If a referral indicates a possible need for SAP involvement then behavioral checklists are distributed to the teachers. At the SAP meeting, returned checklists are reviewed to see if behaviors are consistent and warrant SAP involvement. Information to be considered include: drop in grades, attendance, tardiness, after lunch lateness, disruptive behavior, involvement in discipline system, legal problems, problems with extra-curricular activities, withdrawal, change in motivation, problems at home, alcohol or drug specific behaviors or indicators, recent discharge from psychiatric hospital and death of family member or friend. The team discusses if there are in-school services, such as, mentoring by SAP team member, educational services, one on one with guidance counselor, etc.. that can be put in place to assist the student. If indicators of possible emotional or drug and alcohol issues are present then a referral is made to the outside community agency liaison from Clarion County Mental Health or Clarion County Drug and Alcohol who are members of our SAP team. Members of the SAP team includes: Mrs. Rupp, Mr. Hepler, Ms. Miller, Mr. Gibson, Mr. Schlosser, Ms. Hummel, Mrs. Coradi, Mr. Pattison, Miss Cloak, Mrs. Magagnotti and Mr. McCullough.

STUDENT INFORMATION

It is important that your child's school records be up-to-date and accurate. Any emergency could necessitate an immediate call to the home. Please notify the school promptly of any change of telephone number or address. Each year, the school revises its emergency list including where parents can be reached. In addition, the list contains the name of a relative where the child can be taken in case of illness which occurs at school. This, too, must be accurate. All too often the relative or friend whose name is listed is unaware that he/she is to be contacted in case of illness or accident if the parent is not home. If there is ANY change in the contact person, please notify the school IMMEDIATELY -- VERY IMPORTANT.

STUDENT INSURANCE. Brochures concerning school insurance are available in each school office.

STUDENT LOCKERS. No locks are permitted on hallway lockers, so you are advised not to leave any valuables in hallway lockers; you are encouraged to use a lock in the locker room lockers. The district will not be liable for items lost or stolen. You are not permitted to tape or glue any items on any locker, inside or outside. If you chose to “magnetize” items to your locker, you will be financially liable if the magnets cause any damage.

You are reminded that all lockers are the property of the school and are, in effect only loaned to you. You have no expectation of privacy via your use of any school locker. The Principal or the Superintendent, therefore has the authority to inspect any locker they have reason to believe contains contraband materials and may periodically conduct random searches and inspections of any or all lockers for cleanliness. Where practical, a specific search of your locker will be conducted in your presence.

SUMMER ACADEMY (Elementary)

The Summer Academy/Summer Recreational Program is offered during the months of June and July. The program encompasses students who are K through 6th grade, ages 5-12 are invited to attend. The program focuses on academics and recreational activities. The program enhances, enriches and/or remediates students. A schedule and information for the program will be available in May.

TARDINESS

If you are tardy (late to your assigned location), provide a written excuse. Your failure to obtain and present a pass will subject you to disciplinary measures (see Discipline section). **DO NOT ATTEMPT TO OBTAIN LATE PASSES FROM THE OFFICE.** *Excuses from home for being tardy to school will be classified using the same criteria as for absences (refer to the Attendance section).*

TELEPHONE CALLS

Students will be permitted to use the school phone FOR EMERGENCIES ONLY. Forgetting homework, lunch money, books, tablets, musical instruments, etc., is not considered to be an emergency. **STUDENTS SHOULD NOT ASK TO USE THE PHONE FOR SUCH PURPOSES.** A good idea is to get ready for school the night before by having all books, etc. placed near the door so your child can pick up these items when they are leaving for school. Too often students leave the house in a hurry in the morning and forget items to be brought to school. **IT WILL BE NECESSARY TO ENFORCE THIS RULE STARTING THE FIRST DAY OF SCHOOL.** There may be rare occasions when an emergency message must be given to a student during the school day. If the message is of an emergency nature, it will be given to the student. Students will not be called to the telephone.

TEXTBOOKS AND LIBRARY BOOKS The costs of textbooks and library books have risen greatly the last few years. Some textbooks are as much as \$50.00 and many library books cost much more. Damaged, destroyed, and/or lost books must be paid for by the student responsible for the book. Your report card will be denied if you have any outstanding debts. You are reminded that you alone are responsible for care of books and other materials loaned to you. You are encouraged to place a book cover on each text issued to you by the District. In the event of loss or destruction of these items, you should immediately notify your classroom teacher, who will arrange for replacement and payment, which will be based on new replacement cost since we cannot order used items for

replacement purposes. We realize that losses and damages do occur and will work with you to arrange repayment plans; we ask only that you be honest with us and accept responsibility for loss or damage of items entrusted to you. Report cards will be withheld until you have paid school debts or until charges have been filed with the District Justice against you; Commencement, references and forwarding of transcripts, etc., may be denied seniors owing debts. So you are not held liable for damages not caused by you, NOTIFY YOUR TEACHER IMMEDIATELY IF HE OR SHE HAS INADVERTENTLY ISSUED TO YOU A DAMAGED BOOK.

TITLE I CLASSES

Title I Reading and/or Mathematics Instruction are available for students in grades 1-6. This specialized instruction is offered in addition to the regular Reading and Mathematics classes. Federal guidelines, teacher recommendations, and student performance are basic criteria in identifying children who are eligible for the Title I Program(s).

Parents have the right to request the following information regarding the professional qualifications of their child's teacher and/or paraprofessional: Whether the teacher has met State qualifications for licensure in the grade levels and subject areas in which they teach; The level of State teacher certification-Emergency, Instructional I, Instructional II, etc. held by the teacher; The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and, Qualifications of the paraprofessional working with their child.

Grades are given in Reading and Mathematics by the classroom teacher. However, Title I students will receive reports along with the regular report cards from the Title I teacher(s) so as to keep parents informed about the progress of the student. Parent conferences are supported and encouraged.

Title 1 Complaint Procedure. Any parent who is not satisfied with services their child is receiving through Title One at Union School District is encouraged to first contact the principal, Mr. Thomas J. Minick at 814-473-3989 to resolve the issue. If the issue is not resolved then you are encouraged to contact the district superintendent, Mrs. Jean McCleary, at 814-473-6311, ext. 0. If the complaint is not resolved at this level, then you have the right to submit your complaint to the state Title One Regional Director, Ken Krawchuck at 717-787-7135.

TRANSPORTATION ... EXTRA-CURRICULAR ACTIVITIES

If you participate in school-sponsored activities held at "away" sites, you must travel to and from the events via school transportation provided. This applies also to you if you travel on school-sponsored spectator buses.

TUTORING

Professional staff members are available to you daily before morning homerooms and from 2:50 P.M. to 3:10 P.M. to provide no-cost tutoring. In addition, many staff members are also available during other time periods to work with you.

VENDING MACHINE RULES-High School

Soda machines for your use when completing Physical Education classes or competing in athletic competitions are provided in each locker room. While soda may be consumed in either locker room, UNDER NO CIRCUMSTANCES MAY IT BE TAKEN FROM LOCKER ROOMS TO THE CAFETERIA OR OTHER AREAS IN THE BUILDING DURING SCHOOL HOURS. SIMILARLY, YOU MAY NOT USE ANY NON-CAFETERIA SODA OR CANDY-VENDING MACHINE DURING CAFETERIA LUNCH HOURS. If you violate soda machine rules, you will lose access to the machines and will face disciplinary action from the Office. In addition, you may well be responsible for the shutting-off to all students of access to the machines and thus may face additional

disciplinary measures from the coaches, who supervise and maintain the locker room vendors. Prior to departing the building for home or for interscholastic competitions, you may purchase snacks or beverages to take with you only if individual contractors permit these items on their buses.

VISITORS

ALL visitors to the school are required to enter the building through the main entrance in the front of the buildings and report immediately to the office to sign in and receive a visitor's badge. Before leaving the building, you must report to the office to sign out and return the badge. To help ensure school safety, all other entrances will be locked throughout the day. Student visitors are not permitted in school during the school day. Adult visitors must report directly to the Office to request permission to visit.

WITHDRAWALS-HIGH SCHOOL AND ELEMENTARY STUDENTS

In the event that you plan to move from the Union School District, you should contact the office a few days BEFORE your planned departure so that the change can be as smooth as possible. You are requested to sign a release of records form in the office before your departure. High school students must first notify the guidance counselor, who will schedule an exit interview. High school students are also required to complete a withdrawal card. The Union School District will send all student records, report cards, health records, etc., to the entering school district upon receipt of request from the new district. Before withdrawing from Union, students are required to return all classroom books, library books, etc., as well as finalize any outstanding library, classroom, and cafeteria fees.

Specific School Board Policies

210. Use of Medications

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication, in accordance with the direction of a parent and family physician, to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student; or the student would not be able to attend school if the medicine were not made available during school hours.

For purposes of this policy, medication shall include all medicines prescribed by a physician, any patent drug, aspirin, or cough medications.

Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and the written order of the prescribing physician which shall include the purpose and name of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, length of period for which the medication is prescribed, possible side effects of medication, and procedure to follow if reaction should occur. Medication forms are available in the building offices and on the USD website.

The district retains the discretion to reject requests for administration of medication. A written record of the administration of the medication along with the parent's written instruction must be recorded and kept in separate books for each building and is to be made available upon request to representatives of the State Health Department. All medications shall be administered by:

1. The school nurse.
2. The designee of the nurse.
3. Grades 7-12 by the student himself/herself, in the health room, or other designated area when the family physician or parent/guardian so directs.

Medication shall be securely stored in a locked cabinet and kept in the original labeled container or clearly identified container approved by the school nurse. All medication shall be delivered by the parent and/or high school student (grades 7-12). All medication shall be immediately placed in the school health room in a designated location assigned by the school nurse. A prescribed asthma inhaler may be kept by the student and self-administered if the physician indicates this need in writing and considers the student sufficiently

responsible. At the conclusion of the period of medication, the unused portion will be destroyed or may be picked up by the parent or guardian.

The parent or guardian of the student must assume responsibility for informing the school of any change in the student's health condition for which medication is being administered. Change in medication necessitates the parent or guardian submitting a new written authorization. A change in medication is defined as any deviation from the original written parent instructions. A new medication form must be completed by the parent and physician with each change in medication or at the beginning of each school year.

In cases where medication or procedure is for an emergency condition, (i.e. seizure, asthma attack, allergic condition), and the school nurse is not immediately available, the designee of the school nurse is permitted by this policy, when trained by the school nurse, to administer the medication following written instructions from the physician.

210.1 Possession/Use of Asthma Inhalers

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication to treat asthma when such is parent authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. Self-administered shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits and consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - Name of the drug.
 - Prescribed dosage.
 - Times medication is to be taken.
 - Length of time medication is prescribed.
 - Diagnosis or reason medication is needed, unless confidential.
 - Potential serious reaction or side effects of medication
 - Emergency response.
 - If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students. Violation of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges. The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of the medication beyond the specified time period.

Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year. The parent/guardian is responsible for completing the required paperwork for the Asthma Action Plan. Forms are available in the high school office. Forms are available in each of the building offices and on the USD website.

214. Class Rank

The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents/guardians and others of their relative academic placement among their peers under relatively similar circumstances. The Board authorizes a system of class ranking, both weighted and un-weighted, by grade point average, for students in grades 9 through 12.

Class rank shall be computed by the final grade in all percentage based subjects. Valedictorian and Salutatorian of the class will be determined following the 4th nine (9) weeks of the senior year. Weighted classes consist of English Honors courses, Pre-Calculus, Calculus, Biology II, Physics II, Chemistry II and Chemistry III. These courses are weighted 1.07. Five (5) of the weighted courses listed above or college accredited courses must be taken to be eligible for the status of Honors (90-92.99%) and High Honors (93% and above).

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records. The Superintendent shall develop procedures for the computation of grade point averages and the assignment of rank in class to implement this policy.

218.1 Weapons

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knives, razors, cutting instruments, cutting tools, brass knuckles, replica of a weapon, blackjacks, nunchaku, throwing stars, bows and arrows, sling shots, pins, needles, marbles, ice picks, ammunition, explosives, pyrotechnic or incendiary devices, pipes, clubs, machetes, loaded or unloaded firearms, shotguns, rifles, air guns, BB or pellet guns, zip guns, look-alike guns, laser pointers, irritating or poisonous gases, poisons, matches, lighters, or any other objects that are fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents/guardians or patrons of the district, on any district premises, or off the district grounds at any district activity, event or function before, during or after school hours.

Possession – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control, including vehicles, while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the students are coming to or from school. Additionally, any student who is responsible for bringing a weapon into the school environment or to school activities, regardless of whether or not the weapon is in his/her possession at the time of discovery, shall be guilty of violating this policy and shall be treated as if in possession. Violation of Section 912 of the Pennsylvania Crimes Code shall also constitute a violation of this policy.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. The school district shall expel for a period of not less than one (1) Pol. 233 year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with IDEA.

Any professional staff member or school employee shall immediately inform the principal, who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon: Superintendent; Local/State Police; the parents/guardians of any and all students involved in the incidents.

Upon just cause for suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched by a school official, the principal will immediately summon the police and request assistance in this matter. Parents/Guardians should be notified as soon as possible.

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal Gun-free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency. When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign the student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

222. Tobacco Use

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment for the schools. For purposes of this policy, **tobacco use** shall mean all use of tobacco, including lighted or unlighted cigarette, cigar, pipe, other smoking product or material, chewing tobacco and all forms of smokeless tobacco as well as look-alike items/devices including, but not limited to, electronic cigarettes. Tobacco use by any person is prohibited in school buildings; and on buses, vans or other vehicles owned by, leased by or under the control of a school district, including contracted transportation services; and on property owned by, leased by or under control of a school district. Additionally, the Clean Air Act provides that an individual may not engage in smoking in a public place. Any person in violation of this policy risks being in violation of state and federal law and the possibility of facing criminal penalties, civil penalties, local penalties, and state penalties. The primary responsibility for the enforcement of all applicable state and federal laws, rules and regulations shall be with the school authorities. The Superintendent or designee will, along with appropriate school district officials, be responsible for the enforcement of this policy.

226. Locker Search

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. All lockers shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Students are encouraged to keep their assigned lockers closed and gym lockers locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools. Students will be required to sign a waiver in order to have the use of a school locker.

Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

227. Controlled Substances

The Board recognized that the use of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of this policy, controlled substances shall mean all dangerous controlled substances prohibited by law, look-a-like drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, subscription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

The Board prohibits students from using, possessing, distributing, or being under the influence of any controlled substance during school hours, on school property, and at any school sponsored event.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular, or athletic programs. (See 227.1 of the Union School District Board Policy)

The Board prohibits the use of anabolic steroids by students involved in school-related activities, except for a valid, medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall be considered an illegal substance and not permitted to be used by athletes.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For the second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

237. Student Personal Technology Use

Part 1: Purpose. The Board recognizes the value of allowing students to use personal electronic devices in school to support educational goals and objectives. The Board has further determined that the presence of personal electronic devices may serve as a potential distraction.

Part 2: Authority. Therefore the Board adopts this policy to establish reasonable rules and regulations to authorize students to possess personal electronic devices in school while ensuring the presence of these devices does not disrupt the educational environment or are used to distract, harass, and threaten other students and staff.

Part 3: Definitions. The following definitions shall apply for purposes of this policy:

Personal Electronic Device or PED is an electronic device that emits an audible or visual signal, displays a text message, visual image or otherwise summons the user of the device in some manner. This definition of this item includes, but is not limited to, CD/DVD/audio cassette tape players, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, digital video recorders, electronic emailing devices, laptop computers, tablet computers (iPads, eReaders and similar devices), pagers, portable game players, radios, smart phones, video cameras or any device that provides a wireless connection to the Internet as well as any new technology developed with similar capabilities.

Use shall mean the following:

1. Carrying or possessing a personal electronic device that is either visible (regardless if it is “on” or “off”) or can be heard.
2. A personal electronic device that emits an audible signal, vibrates, is in “sleep” mode, displays a message or otherwise summons the device user. A personal electronic device in an “off” position and stored out-of-sight in a back pack, book bag, locker, purse, vehicle, etc. shall not be deemed “in use.”

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment, personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned electronic devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The district shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

The district reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Off-campus Activities. This policy shall also apply to student conduct that occurs of school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Part 4: Guidelines.

1. Students are permitted to access only the designated school network through personal devices, not private networks.
2. Student use of Union School District networks indicate formal acceptance of all applicable Acceptable Use Policy (#815).
3. Students will only use appropriate technology at teachers' discretion.
4. Students will only use appropriate educational applications of their devices.
5. Students will refrain from calling, text messaging, emailing or electronically communication with others from their personal devices, including other students, parents, guardians, friends and family except during allowable times.
6. Students not following expectations for use of personal devices will face disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.
7. Use of personal devices in locker rooms, restrooms, hallways, and nurses' offices are prohibited.
8. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
9. Any attempt to access/hack into the district network will result in loss of district network access and if warranted may result in legal action.

247. Hazing

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

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if the student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

249. Bullying/Cyberbullying

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, include cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education. The district may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: counseling within the school; parental conference; loss of school privileges; transfer to another school building, classroom or school bus; exclusion from

school-sponsored activities; detention; suspension; expulsion; recommend counseling/therapy outside of school; and referral to law enforcement officials.

810. Transportation

The school district reserves the right to withdraw transportation privileges from any student after explaining the reason for withdrawal to the student and parent or guardian. Persistent, willful misconduct while using district transportation shall result in withdrawal of services by the Board.

In accordance with district policy and contractor regulations, each school bus driver shall be responsible for the discipline of students while being transported on his/her bus.

Student misbehavior on buses shall be reported within twenty-four (24) hours of the incident by the bus driver to the building principal and/or the Coordinator of Transportation, who shall determine appropriate discipline and notify parents or guardians.

The following behavior shall be considered inappropriate and shall be reported:

- Use of foul language and boisterous noise that may distract the attention of the driver.
- Annoying or striking any passenger on board.
- Marking or damaging any part of the bus or seats designated by the driver.
- Refusing to sit in assigned areas or seats designated by the driver.
- Pushing or shoving when getting on or off the bus.
- Standing or walking about the bus when it is in motion.
- Illegal use of the emergency door.
- Throwing or shooting objects in the air.
- Placing arms, legs, or any part of the body out of the window.
- Use of any type of tobacco while traveling to or from the school.
- Spitting or discarding trash on the floor of the bus.
- Transporting disagreeable objects or materials to or from the school, such as pornographic material, tobacco, weapons of any kind, and others as determined by the Coordinator of Transportation.
- Card playing or use of any gambling device on the bus.
- Misconduct at the bus stops or shelters.
- Students not returning to their homes on assigned buses must present an excuse to their building principal.
- Students will not be permitted to leave the buses prior to arriving at the school. Drivers are not permitted to make any extra stops.
- Harassment of the driver in any manner whatsoever will not be permitted.
- No eating is permitted on school buses.

For violations of transportation guidelines:

1. First Offense: for the first offense a student may be suspended from the bus for one (1) day.
2. Second Offense: The student will be permitted to return to the bus with only the signature of the Coordinator of Transportation, but not prior to completion of three (3) days of exclusion from the bus. It is essential that the Coordinator of Transportation discuss the matter with the parents at this point for the purpose of preventing a reoccurrence.
3. Third Offense: The student will be suspended from the bus until a hearing has been conducted by the Transportation Committee of the School Board, but in no case will this exclusion be in excess of ten (10) school days. Following the hearing, The Transportation Committee will determine the eligibility status of the student.

Note: In any case, a child that has been transported on a bus to school must be returned to his/her home via the bus that day.

If it becomes necessary to suspend a student from riding a bus, parents will be responsible for transporting their child(ren) to and from school. Being suspended from riding the bus is not a legal reason for missing school. Suspension from the bus will be at the discretion of the principal.

Any time a student is to be dismissed other than their normal procedure, they must have a note from their parent(s)/guardian. This note must be approved by the office and contain the teacher's name, student's first and last name, the date, and the parent's signature (first and last name.) (Ex: Bus students may bring a note from their parent(s) on days when they are to be dismissed with the walkers instead of riding their regular bus.)

Parents are encouraged to utilize the bus transportation for eligible students. A parent picking up their child(ren) daily creates congestion/confusion in the bus lanes as well as in our offices. Our goal is to create a smooth, rapid, safe, and accurate dismissal for all students.

Due to insurance regulations and bus overloading, students cannot change buses without Central Office approval nor can a walker ride a bus to or from school. Alternate Transportation Request forms are available in the elementary offices and must be completed by parents in order to obtain Central Office approval. This process takes approximately one week.

Non-bus students - Non-bus students are requested not to report to school before 7:30 A.M.

Student Pick-Up (Dismissal Time) - Parents who come to the school during afternoon dismissal to pick-up their child should make every attempt to avoid the bus lanes. **EXTREME CAUTION SHOULD BE USED DURING DISMISSAL. DO NOT FORM DOUBLE LANES DURING STUDENT DISMISSAL.**

Furthermore, the school does not provide supervision for students grades K-12 after 3:10. It is the responsibility of parents/guardians to arrange for their student's transportation prior to these times if the student is not walking home or riding the school provided bus.

819. Suicide Awareness and Prevention

The school entity adopts this policy in acknowledgment of the school entity's commitment to maintaining a safe school environment; to protect the health, safety and welfare of its students; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and the entire school community are significant. Therefore, in order to ensure the safety and welfare of students, the school entity will work to educate school personnel and students on the actions and resources necessary to prevent suicide and promote mental well-being.

The Board recognizes that all school personnel and students should be serviced in the immediate response strategies when self-destructive behavior becomes apparent

Publication of Policy

The school entity will notify its school personnel, students and parents/guardians of this policy and will post the policy on the school entity's website, student handbook and teacher handbook.

Definitions

An **assessment** is a determination made pursuant to the Mental Health Procedures Act by a mental health agency, which establishes the level of risk of a suicide attempt or threat, and which outlines an appropriate course of treatment.

Contagion is a process by which a suicide attempt, a completed suicide, or any death influences a subsequent suicide.

Students At Risk - Expressed suicide ideation, verbal or written, and/or depression; pending disciplinary action; experiencing increased stress; withdrawn behavior; behavior changes; changes in emotional attitude. A broad spectrum of behaviors may be exhibited including:

1. Student is observably depressed and has expressed suicidal thoughts. No plan has been developed; but feelings that life is unbearable are present
2. Student is seriously depressed, has stated a plan of suicide, and may have the means to do it. The student may have observable behavioral changes or may have experienced situational trauma
3. Student is threatening or making an attempt on his/her life. Student has weapon or means of ending his/her life
4. Student is observably upset due to a crisis situation

Depression - A mental state characterized by crying, decreased energy, sleep and/or appetite disturbances; feelings of hopelessness and helplessness; aggressive behavior and impulsive outbursts; and inappropriate expressions of anger.

Prevention - refers to efforts that seek to reduce the factors that increase the risk of suicidal thoughts and

behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

Intervention is a reality-based confrontational process intended to protect an individual from harm, and to assist him/her in reestablishing ways of coping with the present critical situation.

Postvention - Appropriate method to deal with the aftermath of a suicide. Includes notification of staff, students and media. Provides for establishment of short-term support groups.

Impulsivity - Inclined to sudden or spontaneous acts without regard to consequences.

Confidentiality - Respect for a person's right to privacy; it is waived when an individual expresses clear and imminent danger to oneself or others.

Lethality is the degree of seriousness of suicidal intent. Lethality is determined by questions directed toward two (2) primary areas: suicidal thoughts and suicidal plans.

Protective Factors shall refer to characteristics (biological, psychological, and social) that reduce risk and the likelihood of the individual developing a mental illness.

Resilience shall refer to an individual's innate ability to preserve in the face of adversity and reduce the risk of unhealthy outcomes.

Risk Factors shall mean the personal or environmental characteristics associated with suicide. People affected by one or more of these risk factors have a greater probability of suicidal behavior.

School Connectedness shall mean the belief by students that adults and peers in the school care about their learning as well as about them as individuals.

School Personnel include, but may not be limited to, administrators, teachers, paraprofessionals, support staff, coaches, bus drivers, custodians, and cafeteria workers.

Suicide shall refer to death caused by self-directed injurious behavior with any intent to die as a result of the behavior.

Suicidal Act or Suicide Attempt shall mean a potentially self-injurious behavior for which there is evidence that the person probably intended to kill him/herself; a suicidal act may result in death, injuries, or no injuries.

Warning Signs are evidence-based indicators that someone may be in danger of suicide, either immediately or in the very near future.

Student Assistance Program - Those staff members trained in the assessment and identification of information dealing with students at risk.

A mental health agency is any licensed agency established pursuant to the mental Health Procedures Act, to assure the availability of assessment and treatment to persons who are at risk, and to assist in making voluntary and involuntary treatment available.

Mental Health Specialists - Individuals trained in the area of mental health who provide consultation and education to the district and assess at-risk students.

A **petitioner** is any reliable person who has first hand knowledge of facts or events that would cause him/her to believe that the student is in clear and present danger to self and/or others and who is available and willing to attest to such in the context of involuntary commitment proceedings.

The postvention team consists of the SAP Team, members of the Pupil Personnel Services staff, mental health counselors, and others as determined by staff and the SAP Team.

Professional behavior is adherence by staff members to these written policy guidelines maintaining the appropriate level of confidentiality, and using the SAP Team as their primary resource.

Self-destructive behavior is any self-directed destructive behavior or combination of destructive behaviors, suggestive of painful situations or crises in a student's life. These may include, but are not limited to, the use of alcohol or other drugs, anorexia nervosa, bulimia, unplanned pregnancy, sexual promiscuity and/or physical abuse.

Chief School Administrator shall mean the superintendent of a school district or joint school district, the chief executive officer of a charter school, regional charter school or cyber charter school, and/or the executive director of an intermediate unit or area vocational-technical school.

Crisis Response Team shall include, but may not be limited to, the administrators, guidance counselors, the school nurse, social worker, and school resource officers, and/or other members of the Student Assistance Program (SAP), as designated, and may include other members as deemed appropriate by the chief school administrator/school entity. Community mental agency resources may be called for assistance to be part of the team.

Act 302 Commitment Procedures - When a person has been determined to be a danger to him/herself or others. S/He can be evaluated by a psychiatrist at an inpatient unit against his/her will.

Act 302 Delegate - Person assigned by the Crisis Hotline who determines if an individual is dangerous to him/herself or others and is in need of an inpatient psychiatric evaluation

Suicide Awareness and Prevention

The school entity shall establish a crisis response team(s). The crisis response team(s) may include, but is not limited to administrators, guidance counselors, the school nurse, social worker, school police officer or school resource officer, and/or teachers and other members of the school's Student Assistance Program team. (Community mental agency resources may also be called upon for assistance, but a letter or agreement between the school entity and any community provider(s) is encouraged prior to commencement of any crisis response or postvention services.)

The crisis response team(s) should also include individuals designated as coordinators and/or investigators on cases involving peer-to-peer harassment, as required under federal law. These individuals will help identify overlapping risk factors, including hostile environments created by persistent or severe harassment on the basis of gender, race, disability, or other protected classes..

The school entity shall utilize a multifaceted approach to suicide awareness and prevention, which includes the following:

Staff Development

All school personnel, including, but not limited to, administrators, teachers, paraprofessionals, support staff, coaches, bus drivers, custodians, and cafeteria workers, shall receive information regarding the school's protocols for suicide awareness and prevention. Education will be provided and recognition of suicide risk factors, as well as the strategies to enhance protective factors, resilience, and school connectedness. Additionally, all school personnel will be educated about the warning signs and risk factors for youth depression and suicide.

As part of the school entity's Professional Development Plan, professional staff in all school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Prevention Education for Students

Students shall receive age-appropriate lessons in their classrooms through health education or other appropriate curricula on importance of safe and healthy choices, as well as help seeking strategies for self and/or others. Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Students shall be taught not to make promises of confidence when they are concerned about a peer or significant other. These lessons may be taught by health and physical education teachers, community service providers, classroom teachers or student services staff. Students who are in need of intervention shall be referred in accordance with the school entity's referral procedures for screening and recommendations.

Student education may include but is not limited to the following:

1. Information about suicide prevention. Resources are available on the Department's website—www.education.pa.gov
2. Help-seeking approaches amongst students, promoting a climate that encourages peer referral and emphasizes school connectedness.
3. Increasing students' ability to recognize if they or their peers are at risk for suicide.
4. Addressing problems that can lead to suicide, such as depression and other mental health issues, anger, and drug use.

Guidelines

Professional behavior will be expected if any Union School District employee has knowledge of a student displaying suicidal ideation, making an attempt, or completing a suicide. The following guidelines will be implemented.

1. Follow a coordinated procedure to intervene in life-threatening situations.
2. Enlist the support, awareness and involvement of all in the identification of suicidal signs.
3. Utilize existing community resources to facilitate immediate intervention in life-threatening situations.
4. Use existing school staff for program implementation.
5. Encourage and train staff to react in a calm, knowledgeable, professional manner when confronted with specific life-threatening situations.
6. Provide intervention services to students contemplating suicide.
7. Cooperate in all collaborative efforts that join home, school and community in safeguarding and promoting the mental health needs of students

Flow Chart For Students At Risk

Primary Contact - Person initiating the referral; includes self, other students, professional staff and supporting district employees.

Referral - Administrator, counselor, nurse, Student Assistance Team member.

Intervention and Screening - Evaluation by one (1) of the above and/or mental health specialists.

High Risk

1. Call MH or hospital.
2. Call parents/guardians.
3. Implement action plan.
4. Follow-up SAP meeting.
5. Report filed.

Low Risk

1. Call parents/guardians.
2. Contact with student.
3. SAP Team assessment and notify mental health specialist of judgment.
4. Notify student of SAP Team Recommendation.
5. Follow-up support.
6. Report filed.

Medium Risk

1. Call parents/guardians.
2. Call MH.
3. Confer with parents urging MH contact.
4. SAP Team assists parent with agency contact.
5. Follow-up support.
6. Report filed.

Suicide Threats

Students who communicate suicidal ideation must be viewed with the utmost seriousness. Such information must be reported to the building administrator, nurse, or counselor. Students are encouraged to report such information to a member of the school staff.

1. The student must not be left alone.
2. Staff member or designee will notify administrator, nurse, and counselor. A crisis team member will remain with the student to gather information and provide support

3. A parent/guardian must be notified as soon as possible.
4. The need for a mental health assessment will be discussed with the parent/guardian.
5. A referral will be made to a mental health facility for assessment and their recommendations.
6. The building administrator or a crisis team member will attempt to confirm that the student's assessment has been completed. A release of information shall be sought to obtain verification and reports.
7. Upon completion of assessment, the student will be monitored by the counselor and/or SAP Team as deemed necessary.
8. If parent/guardian or student does not comply with a mental health assessment, the building administrator and SAP Team will meet with the parent/guardian and student and encourage compliance with the mental health recommendation.
9. If parent/guardian or student does not comply with a mental health assessment, a referral to Children and Youth Services could be considered.
10. School staff members who are involved with this student should be verbally notified by the SAP Team to be alert for additional indicators.

Suicide Attempts

During School Hours

1. Staff members involved will immediately request first-aid services from the nurse and/or principal. Nurse/Principal will initiate emergency response procedure. The nurse/principal/designated team member will remain with the student at all times.
2. Notification of parent/guardian will be made. If parent/guardian cannot accompany the student, the school nurse/designated team member shall accompany the student to the emergency room. Administrator or designee will collect any items used in the suicide attempt to be taken to the emergency room. Hand protection will be worn and only one person will handle items.
3. The principal or designee will inform the Superintendent of the attempted suicide. The principal will contact team members. The team members should identify any school-age siblings in order to take appropriate action in consultation with the parent/guardian.
4. A parent/guardian of a student who has made a suicide attempt in school will be requested to have a mental assessment completed. Release of information requested. The student will be readmitted to school when the attending physician/psychiatrist/mental health counselor certifies in writing that readmission is appropriate.
5. The principal with the crisis response team will determine the level of response to the crisis.
6. The student will be referred to SAP Team for support services.
7. In the event the parent or legal guardian is unable or refuses to take the child for a medical/mental health evaluation, the school district, with the assistance of a reliable person willing to act as a petitioner, will contact the mental health agency and commence involuntary commitment procedures in accordance with the Mental Health Procedures Act.

School-Sponsored Events

1. The building administrator or designee will attempt to verify the validity of the report.
2. Administrator/Designee will ensure that emergency medical procedures have been initiated if necessary.
3. Once emergency medical services have been implemented, contact the parent/guardian if s/he has not yet been made aware of the situation. Mental Health should also be called.
4. The building administrator or designee will notify the Superintendent or designee.
5. The building administrator or designee will complete the incident report form.
6. The student will be referred to SAP Team for support services.
7. A referral will be made to a mental health facility for assessment and recommendations.

After School Hours

1. The building administrator or designee will verify the report.
2. The building administrator or designee will notify the Superintendent or designee.
3. A referral will be made to a mental health facility for assessment and recommendations. A release of information will be requested in order to verify assessment and recommendations.

Suicide Completion In School

1. Staff members involved will immediately initiate emergency medical procedures. Principal and nurse should be contacted. Designated team member shall remain with the student at all times until the parent/guardian arrives. The principal will contact SAP Team members and arrange to report to the parent or legal guardian. Team members should locate any school age siblings in order to follow the wishes

- of the parent/guardian in terms of any action to be taken.
- 2. The principal with the crisis response team will determine the level of response to the crisis.
- 3. Administration will contact police in whose jurisdiction the school is located. Police will collect any items used in suicide.
- 4. Upon verification of student's death. SAP Team, with building administrator, will meet to decide which professional postvention teams services will be requested. See the Crisis Response Procedures.
- 5. The Superintendent/designee will address the media. Faculty or all staff members are to refer media to the Superintendent or his/her designee

Suicide Completion Away From School

- 1. Any staff member with knowledge of a suicide completion will inform the Superintendent. If the Superintendent is unavailable, contact will be directed to his/her designee.
- 2. Upon verification of student's death, SAP Team with Building Administrator will meet to decide which professional postvention team's services will be requested (see Crisis Response Procedures).
- 3. The Superintendent/designee will address the media. Faculty or all staff members are to refer media to the Superintendent or his/her designee

Postvention Procedures

Despite the best prevention and early identification methods utilized by the school, a student may attempt to kill him/herself. If a suicide does occur, it is the intent of the district to provide support for the student body, parents/guardians and the entire staff. It is, therefore, appropriate to establish procedures to act as a deterrent to future suicide and to help everyone cope with their grief in a positive manner

- 1. The parents/guardians of the deceased will be contacted by the designated school individual to offer support and to explain that in-house procedures are occurring to prevent another suicide.
- 2. The principal will assemble the Student Assistance Program, guidance and nursing staff and a mental health representative to set up an action plan:
 - a. All district employees and Board members will be informed of the circumstances of the death to dispel rumors and calm fears.
 - b. Students will be informed of the death by teachers, Student Assistance Team members, counselors and/or mental health professionals. Support services will be available to students via small groups.
 - c. Full staff involvement will be needed in monitoring students who were closest to the deceased. These students are considered at-risk.
 - d. A counselor shall contact the family of the deceased to offer supportive counseling and, if appropriate, referral to appropriate outside agencies. The counselor will also contact the families of the at-risk students to alert them of their concerns and to offer supportive counseling and/or referral to outside agencies.
 - e. Individual professionals of outside agencies may be used as consultants to the school staff.
- 3. Upon learning of a suicide, school staff should:
 - a. Inform the Superintendent, building principal, counselor or SAP member who will attempt to establish the facts.
 - b. Discuss their concerns and questions with appropriate staff only, in order to avoid rumors and contagion.
- 4. In the event that the school is contacted by the media, the principal or central office administrator shall make a public statement.

Mental Health's Role In Postvention Activities

Mental health agents will be contacted and asked, in a timely manner, to provide at least one (1) counselor to provide services suggested by the SAP Administration

School's Role In Postvention Activities

- 1. Do not dismiss school. Return to normal pattern as soon as possible.
- 2. Announce over the public address system or in an assembly the circumstances and advice of appropriate personnel.
- 3. Do not encourage attendance at the funeral. Only close friends of the student should attend. Students must have a parental request to attend the funeral.
- 4. Do not erect a memorial. Monies shall be used to purchase stress reduction materials for the library.
- 5. Emphasize appropriate coping mechanisms.
- 6. Calmly, frankly and openly address the issue of suicide.

7. Have students write down the Crisis Hotline number and name and number of a friend to call if they are having problems coping.
8. Refer as necessary.
9. Provide support groups for the friends of the student and other at-risk students.
10. Use the school phone chain to inform staff of the incident.
11. Call a meeting of the Core Team before school opens to discuss initial plans for the school day.

918. Title I Parental Involvement

Part I. General Expectations

The Union School District agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(b) of the ESEA.
3. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request , and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
6. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition: **Parental Involvement** means the participation of parents in a regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:
 - a. That parents play an integral role in assisting their child's learning.
 - b. That parents are to be actively involved in their child's education at school.
 - c. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
 - d. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

Part II. Description of How District Will Implement Required District-Wide Parental Involvement Policy Components

1. To inform parents by ongoing, documented parent-teacher contacts (personal, telephone, and written) of the joint development of the Title I program and the district-wide involvement plan under Section 1112 of the ESEA.
2. To notify parents by mail if a school is identified for school review and improvement under Section 1116 of the ESEA. To send invitations to parents and encourage their attendance at any scheduled meeting or committee meeting to discuss their involvement in the school improvement process.
3. To provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance by providing professional development opportunities for teachers and principals. To maintain a district web page to keep families current on school information. To include Board minutes, timely reports on the Title I plan and the parents' and

community's right to be involved. To provide planning time for Title I school staff to coordinate plans for the annual PAC meeting.

4. To meet with Head Start, Even Start, and other such program coordinators to integrate parental involvement strategies in Part A. To provide appropriate meetings between school and coordinators when needed. Coordinators are encouraged by telephone contact to participate in the annual PAC meeting so parents can be informed of their services.
5. To annually survey parents of participating students, as to the content and effectiveness of the parent involvement policy in improving the quality of its Title I, Part A schools through parent-teacher conferences and an annual Parent Questionnaire. To maintain records of parent contacts and their responses, of which may be incorporated into revisions of the plan.
6. To provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, and the Title I school performance profiles through bulk mailings to the District/School Report Cards. To provide a printed Parent Report outlining their child's individual student assessment results, including an interpretation of these results.
7. To provide a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet through parent-teacher conferences. To provide parents of participating children with progress reports at the conclusion of each nine-week grading period.
8. To convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited by written notice, and encouraged to attend in order to inform parents of their school's participation in Title I, Part A and to explain its requirements and their right to be involved.
9. To provide opportunities for regular meetings at the request of the parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children through ongoing parent-teacher-school contacts when responses to any such suggestions can be addressed. To provide reasonable access to staff and observation of classroom activities.
10. To develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement. Compacts to be signed and reviewed at PAC meeting and copies sent home to parents not in attendance. To review parent involvement policy and compacts at scheduled parent-teacher conferences with parent suggestions encouraged and recorded.
11. To provide materials and training to help parents work with their children to improve achievement through the annual PAC meeting where reading and math strategies are handed to parents to enable them to reinforce what is being taught in the classroom. To notify parents of the date and time of the State Parent Advisory Council Meeting through an annual Parent Questionnaire and parent-teacher contacts. To inform parents that Title I funds may be used to pay reasonable and necessary expenses associated with their attendance at workshops, including transportation, registration, meals, lodging and childcare expenses.
12. To offer professional development opportunities to educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parent as equal partners and how to implement and coordinate parent programs and build ties between parents and schools. To provide ample opportunity to review the School/Parent Compact with all concerned. To offer all-day kindergarten for those students who lack the necessary skills to achieve the state's challenging standards.
13. To provide all information, either written or spoken, in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Union School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Union School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Union School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want the Union School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2015. The Union School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;

- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

**UNION HIGH SCHOOL
STUDENT CO- AND EXTRACURRICULAR**

Eligibility Of Athletes

According to the Pennsylvania Interscholastic Athletic Manual

In order to participate in any sport, other extracurricular activity, or co-curricular activity, the student must meet the grade eligibility and attendance requirements determined by the Union School District in conjunction with the PIAA rules governing participation.

1. Only **full-time** students regardless of age, may participate in scholastic athletics.
2. **Semester Rule** – A pupil shall not represent his/her school in a interscholastic event if he/she has:
 - a. Been in attendance more than 8 semesters beyond the eighth grade
 - b. Played six seasons beyond the sixth grade or four seasons beyond the eighth grade in any form of interscholastic athletics.
3. **Age Rule** – Any Athlete reaching the age of 19 on or after July 1 of that year is ineligible to participate for the current school year.
4. **Amateur Status** – A pupil must be a amateur in order to be eligible to participate in any PIAA sponsored interscholastic contest. An athlete loses amateur status whenever:
 - a. He or she participates in an athletic contest in which prizes are given.
 - b. He/she sells or pawns his/her athletic awards.
 - c. He/she accepts prizes for his/her athletic ability.
 - d. Competes under a false name.
 - e. Plays, or has played on a team where any of whose players have received, directly or indirectly compensation for their athletic services.
5. **Physical Examination** – No pupil shall be eligible to represent his school district in any interscholastic athletic contest unless he or she has been examined by a licensed physician of medicine or osteopathy, or a certified school nurse practitioner before his/her sports season of that academic year. Before each subsequent sports season of that same academic year, he/she re-examined or certified by a physician or certified school nurse practitioner that his/her condition is satisfactory before he/she commences to practice the intended sport. All candidates must have their parent (guardian) completes the Student Health Questionnaire and sign the Parent's Certificate card which is presented to the doctor on the date and time physicals are scheduled for fall sports. For winter and spring sports, athletes are to present these forms to the doctor on or before the start of the season. Physicals are administered by a family physician are not acceptable if given more than six weeks prior to the first day of practice. *** Fall sports, not prior to June 1st. The school physician will not re-certify physicals he/she did not administer. For recertification the athlete must return to the doctor that administered the first physical.
6. A pupil that has been **absent from school** during a semester for more than twenty (20) days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of forty-five (45) days following his/her twentieth day of absence. Attendance at summer school does not towards the fort five days. Days absent from school do not count towards the forty -five days.
7. **Suspensions** – An athlete who is suspended from school may not practice or play in any games during the period of suspension, the same applies for in-school suspensions and detentions.
8. To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the state board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must maintain an acceptable grade in an approved curriculum, as certified by the principal.
9. A member school may permit any of its students who are ineligible to participate in interscholastic athletics under any provision(s) or the PIAA by-laws other than article IV and V to practice with any of its interscholastic teams.
10. Athletes must meet Union School District Academic Eligibility requirements as described in the previous sections.

Hazing

The policy of the Union School District and its Athletic Department is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and its athletic department and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the board.

- Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.
- Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced or threatened conduct that could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of an individual.

Authority. Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if the student willingly participates. Any acts of hazing may result in removal from that team up to the remainder of the school year. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer the appropriate discipline to any individual who violates this policy. The Board encourages students who have been subject to hazing to promptly report such incidents to the building principal, athletic director or coach.

Delegation of Responsibility. District Administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates the policy. Students, administrators, coaches, sponsors, volunteers, and districts employees shall be alert to incidents of hazing and shall report such conduct to the building principal. The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of

- Publication in handbooks
- Verbal instruction by the coach or sponsor at the start of the season or program.
- Posters in the locker room.

Guidelines: Compliant Procedure

When a student believes he/she has been subjected to hazing, the student shall promptly report the incident, orally or in writing to the building principal or athletic director. *If an incident is reported to the coach or athletic director, the coach or athletic director will document the incident and immediately report the incident to the building principal.* The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of that report shall be provided to the complainant, the accused, and others directly involved. If the investigation results in substantiated finding of hazing, the principal shall recommend the appropriate disciplinary action, as circumstances warrant, in accordance with the code of conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the team.

Tardiness

In order to participate in any school-sponsored activity, a student must arrive at school by the end of the second period and must have an excused absence. However, consistent tardiness can well result in the forfeiture of participation privileges. Medical appointments, dental appointments, etc. may serve as an exception to this rule provided that the student's excuse is accompanied by an excuse from the doctor, dentist, etc. verifying the appointment.

Excessive absences

In accordance with Article III, Section 3 of the PIAA Handbook, any student who misses twenty or more days in a semester, will be declared ineligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for forty-five days following the student's twentieth absence. Attendance at summer school does not count towards the forty-five days.

Suspensions

If a student has been suspended from school, he/she shall not participate in any co- or extracurricular activity or attend any other school function on those days. Overdue writing assignments, owed detention, or other pending

discipline measures may be a cause of suspension from co- or extracurricular events. If a student is expelled from school, he/she shall not participate in any co- or extracurricular activity or attend any other school function during the period of expulsion.

Tryout Policy

If it becomes necessary to reduce the number of participants on a particular team or group, tryouts will be held for a one-week period. It will be the sole discretion of the coach/sponsor in charge to determine which students will earn places on the team/group.

Unexcused Absenteeism

If a student misses an event without a legal excuse, he/she will be dismissed for the remainder of the season. Any student who is late for practice without prior approval will be subject to discipline by the coach/sponsor. Any student who wishes to be excused early from a practice must have prior approval from the coach/sponsor.

Medical

If a student is under the care of a physician for an injury, he/she may not practice or participate in a game/extra- or co-curricular event without a written release from the physician. In no case will an excuse written or given verbally by a parent/guardian take precedence over the opinion of a physician or the Union School District employed certified Athletic Trainer. The decision of the trainer will prevail in matters not referred to a physician.

Equipment

Each student is responsible for the equipment issued to him/her. Lost or stolen equipment must be paid for at a rate determined by the coach/sponsor. Any student not paying for lost or stolen equipment will not be allowed to participate in other activities until this debt has been paid. He/she will also not receive any awards that may have been earned, may be liable for in-school discipline, and will ultimately be subjected to civil penalties for non-returned (in acceptable condition) equipment.

Transportation

Participants are expected to travel as a unit. The high school provides transportation to and from “away” athletic contests and other events. All student participants are required to use school transportation unless they are granted prior written permission from the coach/sponsor. The school realizes that extenuating circumstances do occur. In these situations participants need written approval from the coach/sponsor and written notification from the parent/guardian on a prior approval form secured from the main office. Prior approval forms are to be turned into the main office by 9 a.m. on the day of the event. Students must fill out the appropriate school issued transportation waiver form, and they must be riding home with a parent or guardian. Each request will be evaluated individually. Under certain circumstances an excuse may be issued to cover an entire season.

Unless permission has been granted as per the guidelines above, no student is allowed to ride with anyone other than his/her own parents/ guardians to or from school-sponsored “away” events. Any student wishing to be dropped off on his/her way home must also fill out a prior approval form and file it in the office by 9 a.m. on the day of the event. Under certain circumstances an excuse may be issued for an entire season. Please fill out the school issued alternate bus departure waiver form.

All forms can be obtained from the athletic director and must be signed by your coach or sponsor, the superintendent, building principal, or athletic director.

Athletic Scholarships and Recruiting

Let your coaches know that you are very interested in participating in collegiate athletics at the end of your junior season. Do not be afraid to ask for their help. Your coach will help you, but there are limitations to what he/she can do. There are over 3000 colleges and universities that offer athletic programs. Contacting each and every one of them is impossible for your coach.

Once you have set your goals to participate in collegiate athletics, you need to stop in the guidance office and fill out the NCAA Eligibility Clearinghouse to determine if you meet NCAA requirements to participate in Division I or Division II Athletics. (Cost is \$30). You cannot participate in Division I or Division II athletics without filing this form.

Cancellation of Practice and Competition/Performances due to Inclement Weather

Based on a cancellation or early dismissal of school as directed by the Superintendent of Schools due to inclement weather the following apply:

- All rehearsals, practices, competitions, and performances are cancelled unless administrative approval is given.
- Students cannot be required to attend practice if administrative approval is given due to a cancellation because of inclement weather.
- All home and away activities are cancelled.
- If an early dismissal occurs all activities are cancelled.

Letters and Awards

Requirements for earning an athletic letter or award will be determined by each individual head coach. Criteria for earning a letter will be on file with the athletic director for review.

Student Conduct

Student Conduct – The use of illicit drugs are unlawful and possession /use of alcohol and tobacco is wrong and harmful.

1. Drugs and Alcohol – The use of and/or possession of drugs on or off school property during the season or in school is prohibited.
 - A. 1st offense
 - i. Immediate removal from the current team or activities that are in season, or currently participating in and ineligible for 30 calendar days
 - ii. Students will be eligible to practice but ineligible to compete in the next season in which the students would be enrolled for 30 school days from the first legal PIAA date of practice.
 - B. 2nd offense – Ineligible to practice or compete for one calendar year from the anniversary date of the offense.
2. Tobacco Usage – The use of tobacco on or off school property is prohibited by a team member.
 - A. 1st offense – Suspension for seven calendar days from date of infraction
 - B. 2nd offense – Removed from team and/or activity for 14 calendar days from date of infraction.
 - C. 3rd offense – Removal for remainder of season**** Players will still be able to practice with team during suspension, they just will not be permitted to participate in games or activities.

The advisors and coaches have the right to discipline any student involved in any incident that may not be covered in the rules which may be deemed improper.

Extracurricular activities are open to all students of mental, or physical ability, Religion, race or gender.

Policy 227.1 Drug/Alcohol Testing for Co-Curricular Activity Participation

Purpose

The Union School District considers participation in a co-curricular program, driving to school and the issuance of parking permits for parking upon school property to be privileges and voluntary activities. As representatives of the school district and leaders in their schools, students involved in co-curricular programs and students who drive to school are expected to exemplify high standards by the public and are held in high esteem by other students.

Participants in co-curricular programs and those who drive to school are expected to accept the responsibilities accompanying these opportunities. Deterring drug use by school students is important. School years are the time when physical, psychological and addictive effects of drugs are most severe. The effects of a drug-infested school are visited not just upon the users, but upon the entire student body and faculty because the educational process is disrupted.

With regard to school athletes and student drivers, the risk of immediate physical harm to the drug and alcohol user or those with who s/he is playing a sport or sharing the highway is particularly high. Apart from psychological effects, which include impairment of judgment, slowing of reaction time, and a lessening of the perception of pain, alcohol and the particular drugs screened by this policy pose substantial physical risks to athletes and drivers. Co-curricular participants, whether athletes or not, are student leaders and, as such, serve as role models for their peers and for young children as well. The use of drugs and alcohol by these role models exacerbates the problem of illegal substances in our schools.

The purpose of this policy is:

1. To prevent student participants in co-curricular programs and students with driving from using drugs.
2. To protect the health and safety of students.
3. To prevent accidents and injuries, resulting from the use of alcohol or controlled substances.
4. To provide drug and alcohol users with assistance programs.

Guidelines Requirements

No member of a co-curricular program and no student who has been given permission by the school officials to drive to school and has been issued a school parking permit shall have breath alcohol concentration of 0.02 or higher, and no student who has been given permission by school officials to drive to school and has been issued a school parking permit shall use any controlled substance, as verified by the testing of a urine sample. Co-curricular students shall notify the sponsor of their co-curricular program if they are taking any therapeutic drugs and shall supply a written certification from the physician prescribing the drug that the substance will not adversely affect the student's ability to safely and effectively participate in the co-curricular program. Student drivers shall provide the same notice and documentation to the school principal.

No student shall refuse to submit to an alcohol or controlled substances test required under this policy. Such refusal includes, by way of example and not limitation:

- A student's failure to provide adequate breath for testing without a valid medical explanation after s/he has received notice of the requirement for breath testing in accordance with this policy.
- A student's failure to provide adequate urine for controlled substances testing without a valid medical explanation after s/he has received notice of the requirement for urine testing in accordance with this policy.
- A student's conduct that clearly obstructs the testing process.

Any attempt by a student to adulterate a sample shall be treated as conduct that clearly obstructs the testing process. Testing shall take place when the student is at school, when the student is participating in the co-curricular program, or otherwise as designated by this policy.

Scope

This policy shall apply to students participating in co-curricular programs in the district's secondary schools, middle schools, high schools and voluntary at the elementary grades, and those who have been given permission by school officials to drive to school and/or have been issued a parking permit. Co-curricular participation shall include all interscholastic athletics, clubs, and other activities in which students participate on a voluntary basis and for which credit is not awarded toward meeting graduation requirements. A list of the co-curricular activities in a school shall be available from the principal.

There shall be four (4) types of tests: random testing; reasonable-suspension testing; return-to-activity testing; and follow-up testing.

1. **Random testing** shall be conducted on a monthly basis for the co-curricular and driving students. The students selected for testing shall be chosen at random. Selection shall be by a scientifically valid method. Each student shall have an equal chance to be selected with each random sampling. Random testing shall be unannounced and spread reasonably throughout the year. When the student is notified that s/he has been selected, the student shall proceed to the test site immediately.
2. **Reasonable-suspicion testing** shall be conducted when the sponsor of the co-curricular activity or Student Assistance Program team member has reasonable suspicion that a co-curricular student or student with driving privileges and/or a school parking permit is using or has used alcohol or controlled substances in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations of appearance, behavior, speech or body odors when the student is at school, at a school-sponsored event, or taking part in the co-curricular program. The alcohol test shall be conducted as soon as possible after observation, but no more than eight (8) hours after observation. If the test is not conducted within two (2) hours of the observation, records shall be kept stating why the testing was not performed within two (2) hours. A written record of observations

shall be made and, in the case of controlled substance testing, the report shall be made within twenty-four (24) hours or before the release of the test results, whichever is earlier. Reasonable-suspicion will include students not participating in an activity and will include students in grades 4-12.

3. **Return-to-activity testing** shall be required before a student is allowed to return to participation in a co-curricular activity or to resume driving to school after having violated any of the prohibitions in this policy relating to drug and alcohol use. The alcohol test shall show a result of less than 0.02 in order to for the student to return to the co-curricular activity or to resume driving privileges. A controlled substances test shall be negative. (See section on Consequences for Violating Drug/Alcohol Policy or Testing “Positive” and Offenses).
4. **Follow-up testing** shall be required when any co-curricular student or student with driving privileges is in need of assistance in resolving problems associated with the use of alcohol and/or controlled substances as determined by a substance abuse professional, and shall be subject to unannounced testing as directed by the substance abuse professional. When required, a student may be tested a number of times. (See section on Consequences for Violating Drug/Alcohol Policy or Testing “Positive” and Offenses).

Procedures

As a prerequisite for joining and becoming a member of a co-curricular program and for the privilege of driving to school and/or obtaining a school parking permit, a student shall consent to testing for alcohol and controlled substances. Prior to admittance to each co-curricular program and to the receipt of driving privileges in a school year, a contract shall be signed authorizing the school district to collect urine, and breath samples. The contract shall be signed by a parent/guardian of a student. A contract shall be in effect for only (1) school year.

Testing shall be conducted according to established protocol. Breath alcohol testing shall be conducted by a certified Breath Alcohol Technician using an instrument approved by the National Highway Safety Administration as an evidential breath testing device. A breath alcohol concentration of 0.02 or higher shall be followed by a confirmation test at least fifteen (15) minutes after the screening test. Prior to conducting the confirmation test, the Breath Alcohol Technician shall obtain an air blank registering 0.000. Following the confirmation test, the student shall be given a printout of confirmation results, which shall be identified with unique, sequential confirmation test number.

Urine samples shall be collected by trained medical personnel in a manner that balances the values of privacy and confidentiality with the accuracy of the tests. Tests shall utilize the split sample method and a laboratory which follows procedures required by the Substance Abuse and Mental Health Service Administration. The laboratory’s chain of custody procedures shall be followed. There shall be an initial screening test using an immunoassay test. All specimens identified as positive in the initial screening test shall then be subject to a confirmation test using a gas chromatography/mass spectrometry technique. If the confirmation test is positive, the results shall be submitted to a medical review officer. The medical review officer shall conduct a review of the test to determine the existence of possible alternative medical explanations for the positive results. This review may include a medical interview and review of the student’s medical history, or review of other biomedical factors and medical records. The medical review officer shall give the student or the student’s parent/guardian an opportunity to discuss a positive test result.

When a medical review officer’s services are used, the principal shall:

1. Make reasonable efforts to contact each student who submitted a specimen under this policy or the student’s parent/guardian and to request that they discuss the results of the controlled substances test with the medical review officer who has been unable to reach the student or parent/guardian.
2. Notify the medical review officer within twenty-four (24) hours that the student or parent/guardian has been notified to contact the medical review officer. If the medical review officer believes that there is no adequate alternative explanation for the positive result, the positive result shall be reported to the Building Administrator, who shall forward the report to the student’s principal. The test shall be reported as negative if a negative finding is found on the initial screening test, through the confirmation test, or through a determination by the medical review officer. Within three (3) days of notice of a positive result, the student or the student’s parent/guardian may request a retest of the split sample that was retained.

In order to ensure the accuracy of the tests, samples shall be collected at the nurse’s office within the school building. Specified control forms shall be utilized to ensure accurate identification of the sample and chain of custody. Techniques shall be adopted to prevent tampering. A certified laboratory shall be used for the tests.

Alcohol testing shall be conducted by a trained breath alcohol technician using an evidential breath testing device approved by the National Highway Traffic Safety Administration. Alcohol testing shall be conducted in a location selected for its visual and aural privacy for the student being tested. If a test result is 0.02 or higher, a confirmation test shall be performed at least fifteen (15) minutes later. The results of the confirmation test shall control whether the test is deemed positive or negative. The breath alcohol technician shall transmit all results to the school principal in a confidential manner.

All costs with the random testing shall be paid by the school district. The principal shall recommend the actions necessary to ensure that the school district can perform the testing described in this policy and has the services of a qualified medical review officer, a qualified substance abuse professional, and a certified laboratory. The testing lab will be instructed to test for one or more illegal drugs. Testing for controlled substances shall focus on a set of drugs selected by the school nurse in consultation with the secondary principals who shall decide which illegal drugs will be screened, but in no event shall that determination be made after selection of students for testing. Student's samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. An example of an appropriate set of drugs is the following group: marijuana; cocaine, to include crack; opiates, to include heroin and codeine; amphetamines, to include speed; phencyclidine, to include PCP and angel dust; barbiturates; benzodiazepines; methaqualone; methadone and propoxyphene. The results of the tests for alcohol and drugs shall be disclosed only to the student, his/her parents/guardians, and a limited class of school personnel who have a need to know; athletic director; the principal; the student assistance team; the substance abuse professional who works with the student; the guidance counselor, the coach and/or advisor; otherwise known as the implementation committee. These school representatives shall protect the confidentiality of test results.

Penalties

If the student tests positive for alcohol or controlled substances, the following responses shall be activated:

1. The principal or his/her designee shall hold a parental conference to discuss the results of the testing.
2. The student shall participate in the student assistance program. The student shall participate in a drug/alcohol assessment with a certified drug and alcohol evaluator. Failure to comply with the evaluator's recommendations shall result in dismissal from co-curricular activities, the loss of driving privileges to school and forfeiture of school parking permit.
3. Consequences for Violating the Drug/Alcohol Policy or Testing "Positive" No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit in the event of service of any such subpoena or legal process, the student and the custodial parent or legal guardian will be notified at least 72 hours before response is made by the District.
4. The records of all students who tested negative will be destroyed at the end of the school year. Only the records of those students who tested positive and whose penalties transcend the school year into subsequent school years shall have their records maintained.

First Offense The student participant will be suspended for 30 calendar days from the sport or activity(ies) and parking privileges. The student will also be referred to a licensed facility for drug assessment. Participation is contingency upon the student following through and complying with the facility's recommendation. The student will also be required to submit weekly urine specimens, via the Vendor, for five weeks. The expenses of the assessment and the five (5) weekly drugs tests will be incurred by the parent or guardian. The student will also be referred to the SAP team of the appropriate building and receive an appropriate educational program.

The Second Offense Within a Six-Year Time Period The student participant will receive a suspension of both athletic or activity(ies) and driving privileges for one calendar year. The student will also be referred to a licensed

facility for a drug assessment. Participation is contingent upon the student following through and complying with the facility's recommendation. The student will also be required to submit weekly urine specimens, via the Vendor, for five weeks. The expenses of the assessment and the five (5) weekly drug tests will be incurred by the parent or guardian. The student will also be referred to the SAP team of the appropriate building and receive an appropriate educational program.

The Third Offense Within a Six-Year Time Period The student participant will receive a permanent suspension of driving privileges as well as a permanent suspension from any sport or activity(ies). The student will also be referred to a licensed facility for a drug assessment. The student will also be referred to the SAP team of the appropriate building.

If any co-curricular student or student with the driving privilege and/or a school parking permit at any time refuses to submit a urine or breath sample for testing in accordance with this policy, the refusal shall be treated as an offense. Any covered student, who attempts to obstruct the testing process, for example by adulterating a sample, shall be treated as having received a positive test result.

Since the presence of any prohibited substance does not necessarily mean that the student was in possession or under the influence of such substance on school premises, such detection shall not result in suspension or expulsion from school. School district and school-based policies relating to the use, possession, or distribution of illegal substances on school premises, on school buses and at school-sponsored events shall remain unaffected by this policy.

No student shall be penalized academically for testing positive for alcohol or illegal drugs. The results of alcohol and drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of alcohol and drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least seventy-two (72) hours before response is made by the district.

Prohibition of Over-The-Counter Sports Enhancing Supplements There exist several over-the-counter products known as sports enhancing supplements. The purpose of those supplements is to assist an athlete, enhance his/her overall physical development and some are designed to enhance a specific athletic event.

The Union School District wants to be clear in conveying the thought that the use of any supplement(s) or product(s) designed to enhance performance is not endorsed or condoned. It is our hope that parents will support our view that the use of such supplements should be prohibited.

As a means of conveying our opinions on the topic, our coaches, trainers and health teachers shall, through our curriculum and annual team orientations, address the issue with our students. The message we want to convey to our students is that preparation for athletic performance is best served through a proper and well-balanced nutritional diet and appropriate physical activity designed by our coaches, trainers and weight room supervisors.

Exceptions

Anything not covered by this handbook will be handled at the discretion of the Superintendent, Principal, Athletic Director, and/or coach/sponsor.

Enforcement

The enforcement of the policies in this handbook is, first, the responsibility the head coach/sponsor, who will report directly to the Athletic Director. In turn, the Athletic Director will report to/confer with the Principal and the Superintendent.

Student Driver Information

Name: _____ Phone Number _____
Car Model: _____ License Plate Number: _____
Car Year: _____ Car Color: _____

(Fill out next section for multiple cars)

Car Model: _____ License Plate Number: _____
Car Year: _____ Car Color: _____

Consent for Vehicle Search

I, the undersigned student, hereby consent as a condition for the district extending to me the privilege of parking my vehicle on District property that the District can search my vehicle when there is reasonable suspicion I am violating School rules, Board policy or Pennsylvania law. It is further understood and agreed that the refusal to permit a search will result in the revocation of driving permit and privileges.

Date: _____ Student Signature: _____

I, the Parent/Guardian have the knowledge that the following students are being transported by a member of my family. I give my approval for the following students to be regularly transported by a member of my family. *This includes transportation for Extracurricular Activities.*

_____ Transporting only a family member

_____ Permission to transport any of the following

1. _____
2. _____
3. _____
4. _____

I hereby grant to the District Authorities the right to search the vehicle driven by my child and located on District property when there is reasonable suspicion I am violating School rules, Board policy or Pennsylvania law. It is further understood and agreed that the refusal to permit a search will result in the revocation of driving permit and privileges.

Date: _____ Father/Guardian Signature: _____

Date: _____ Mother/Guardian Signature: _____

Student Passenger Permission Form

Note: If a student is a passenger in a car driven by an older brother, sister, or family member this form is not necessary.

Name of Student: _____

Phone Number: _____

I, the Parent/Guardian have the knowledge that the following students will be transporting a member of my family. I give my permission for the following students to regularly transport a member of my family. *This includes transportation for Extracurricular Activities.*

____ Riding only with a family member

____ Permission to ride with any of the following

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date: _____ Father/Guardian Signature _____

Date: _____ Mother/Guardian Signature _____

Note: The Student who is driving must complete a student driver form with your name on it.

**Union School District
2016-2017 Locker Access Waiver**

In consideration of my acceptance of a hallway student locker, I hereby acknowledge and agree to the following:

- Said locker is the property of the Union School District and is loaned to me for the purpose of my storage of books, coats, and other school related items
- I am responsible for the cleanliness of said locker and for ensuring that no contraband items are in the said locker.
- I will post no items on said locker unless I do so with magnet-type fasteners approved by school officials.
- I will keep no food items in said locker for any time period longer than the morning hours of the day I plan to consume those food items.
- I will visit said locker only during times established by the school administration.
- I acknowledge that the Union School District has the right to inspect at any time for cleanliness and security reasons said locker.
- I will abide by all Union School District rules and regulations as posted in my handbook and pertaining to said locker.
- I acknowledge that any violations of any of the above conditions may result in the imposition of discipline sanctions and the loss of my access to any locker.

Printed Student Name: _____

Student Signature: _____ Date: _____

Locker Number: _____

**Union School District
Handbook Acknowledgement**

I have received, or have accessed the 2016 – 2017 Student Handbook at www.unionsd.net, and have read and understood all the policies and procedures that are included.

As a participant—if applicable—in a co- or extracurricular activity or student driver, I likewise agree to accept and abide by the standards, rules, and regulations of USD Policy #227.1 – Drug/Alcohol Testing for Co-Curricular Activity, Driving and Parking Permit Privileges. I also authorize USD to conduct a test on a urine or breath sample which I provide to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the USD and to the parents and/or guardians of the student. This shall be deemed a consent pursuant to the FERPA for the release of above information to the parties named. *I can deny consent to USD Policy #227.1, forfeiting the privileges of co-curricular activities and driving, by signing here:* _____ .

I also understand that this handbook is not a contract and should not be construed as such.

Printed Student Name: _____

Student Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parental Internet Access Service

This letter is to inform you that Union School District has added a Parental Internet Access Service that allows parents/guardians access to information regarding their child. If you decide to use this service, you may access various types of information regarding your child such as their Attendance and Grades. The link for this service will be on the school home page: www.unionsd.net on the left side of the screen under the High School or Elementary School link and then the Parent Grade Book link.

If you are interested in using this on-line internet-based option, please fill out the form below and return it to the school. We will need to have your valid e-mail address and your contact information as well.

Notification will be sent via email stating the district has received this form. Your response to this email is required to confirm your valid email address.

Please fill in the information below (PRINT)

YES, I would like to access my child's school data on the Internet.

I am the legal guardian of the child/children listed below

- 1.) _____ (HS Only) Grade ____ (Elem Only) HR Teacher _____
- 2.) _____ (HS Only) Grade ____ (Elem Only) HR Teacher _____
- 3.) _____ (HS Only) Grade ____ (Elem Only) HR Teacher _____
- 4.) _____ (HS Only) Grade ____ (Elem Only) HR Teacher _____

Parent/Guardian (PRINT)

Address: _____

E-Mail Address: _____ @ _____

City: _____

State: _____ Zip: _____ Phone Number: (____) _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

{NOTICE OF NON-DISCRIMINATION} The Union School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Office of the Superintendent of Schools, 54 Baker Street, Suite #2, Rimersburg, PA 16248 Telephone: (814) 473-6311

Union School District
Application for Non School Sponsored Trip

It is the policy of the Union School District to encourage full compliance with the compulsory attendance provisions set forth in the Regulations of the State Board of Education of Pennsylvania and the Public School Code of 1949 as amended. These provisions make it clear that excuse from compulsory attendance for a student trip is a privilege and not a right, the granting of which is within the sound discretion of the school district.

Procedure:

1. Submit request to the office on the form below at least five (5) calendar days prior to date leaving.
2. A statement of the itinerary and duration of proposed educational tour or trip.
3. Pupil to be readmitted to school by the Principal's Office only.
4. Make-up work:
 - a. All assignments and/or responsibilities which were to be completed during the trip shall be submitted to the teacher or evaluation within three days after the student returns to school, or prior to the end of the grade period, whichever occurs first.
 - b. A student failing to complete the assignments and/or responsibilities due shall earn a failing grade for these assignments and/or responsibilities.
5. The student will contact each of his/her teachers before departing to secure any school work. (See back of this application.)

Required Information

Student Name _____

Address _____

Telephone _____ School _____ Grade _____

Proposed Temporary Address of Travel Destination _____

Dates student will be absent from school _____

Itinerary and purpose for tour or trip _____

I hereby signify that the above student will be with me during this period of absence from school and will encourage the student to complete all assigned work before returning to school.

Parent/Guardian Signature: _____

Date Received by Office: _____

A student making application to be away from school must give notice to the homeroom teacher and all other teachers listed on his/her schedule at least five days before departure.

If there is an emergency situation that less than five days' notice is available, the school should be notified by the parents to indicate the reason for the emergency (SES 814-745-2152; RES 814-473-3989; UHS 814-473-3121).

The responsibility for all make-up work is the student's following established guidelines, as set forth by Board Policy.

Period	Subject	Teacher's Initials	Comments
HR			
1			
2			
3			
4			
5			
6			
7			
8			
9			

_____ Trip Approved. Days of absence are excused/legal absences.

_____ Trip Request Denied.

Reason: _____

Principal's Signature _____

Date _____