

# UNION SCHOOL DISTRICT



Central Office  
354 Baker Street, Suite 2  
Rimersburg, PA 16248  
[www.unionsd.net](http://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  
2025-2026

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 are proud to be Union!

**BOARD OF EDUCATION**  
John Creese, President

Lisa Norbert, Vice President  
Shelly Atzeni  
Terry Sweeney  
Jeffrey Kriebel

Tricia Hepler  
Ken Walter  
Tressa Smith  
Lianna Empfield

Knox, McLaughlin, Gornall, & Sennett, P.C. - Solicitor

**LEADERSHIP TEAM**

Superintendent  
Superintendent’s Secretary  
Elementary Principal  
Secondary Principal  
Director of Special Education  
Business Manager/Transportation Director  
Director of Food Services/Data Administrator  
Supervisor of Buildings and Grounds  
Technology Director  
Educational Technology Specialist

John Kimmel  
Kristen Smith  
Thomas J. Minick  
Andrew Carlson  
Lindsey Cookson  
Megan Hepler  
Brenda Greenawalt  
Mark Brown  
Bryan Eaton  
Jamey Cyphert

## PERSONNEL

### Staff: Union High School

#### District Staff

Kris Glosser	School Psychologist
Megan Renfrew	Speech Pathologist
Angie Hawk	Soc./Human Srv. Asst.
Mike Boltz	School Police Officer
Alan Carmichael	School Police Officer
Reed Grenci	School Police Officer
Jim Shaftic	School Police Officer
Mary Sweeney	School Nurse

#### Staff: Sligo Elementary School

##### Professional Staff

Heather Smith	Kindergarten
Cathy Walzak	Kindergarten
Nicole Coradi	Grade 1
Andrea Shuster	Grade 1
Erin McGuinnis	Grade 2
Haley Sherman	Grade 2
Rebecca Dill	Grade 3
Julie Jordan	Grade 3
Mindi Verdill	Grade 4
Staci Jordan	Grade 4
Rachel Kindel	Grade 5
Ange Salvo	Grade 5
Kelli Kifer	Learning Support
Amy Wilson	Learning Support
Jennifer Monnoyer	ELA Interventionist
David Hepler	Music
Tisha Frederick	Physical Education
Melissa Anderson	School Counselor
David Louder	Elementary Science
Jake Weckerly	STEAM/Math Specialist

##### Support Staff

Megan Corle	Health Technician
Kaci Rankin	Office Secretary
Tammy Craig	Educational Aide
Alicia Hetrick	Educational Aide
Heather Herold	Educational Aide
Jessica Lukes	Educational Aide
Brittany McGuirk	Educational Aide
Amanda Myers	Educational Aide
Carrie Whyte	Educational Aide

##### Professional Staff

Melissa Anderson	Grade 6 School Counselor
Michelle Ballas	Art
Nicole Bish	Chemistry
Harley Bloom	Math
Paul Brown	Music
TBD	Athletic Trainer
Anthony Beveridge	Math
Robert Corrado	English
Emily Ellenberger	Spanish/English/French
TBD	Life Skills
David Gibson	English
Courtney Gross	Learning Support
Tara Hackwelder	English
Kathryn Hibbard	Learning Support
Allyson Kepple	Grade 6 ELA/Science
Scott Kindel	Social Studies/Athletic Director
Brad Kirkwood	Physics/Science
Brianna Lauer	Biology/Science
Lacey Magagnotti	Health, PE
Terry McCullough	Health, PE
Josh Meeker	Math
Scott Miller	Gen. Science
Alan Ochs	Grade 6 Math/S.S.
Stephen Petrocy	Learning Support
Logan Pistorius	Social Studies
Alex Recupero	English
Nicolas Rimer	Business/Social Studies
Judy Rupp	School Counselor
Tonya Stewart	Math

##### Support Staff

Shelley Conner	Special Ed. Secretary
Tonya Priester	Office Secretary
Laura Gallo	Guidance Secretary
Lesa Byers	Educational Aide
Stephanie Corle	Educational Aide
Cody Kriebel	Educational Aide
Dee McGarrity	Educational Aide
Dawn Solida	Educational Aide
Amy Stockdill	Educational Aide
Amanda Trunzo	Educational Aide

## 2025-2026 SCHOOL DISTRICT CALENDAR

August 14, 2025	Teacher In-service
August 15, 2025	Teacher In-service
August 19, 2025	Teacher In-service
August 19, 2025	HS Open House – Grades 6-12 (PM)
August 19, 2025	6th-Grade Orientation (PM)
August 20, 2025	First Student Attendance Day of School
August 29, 2025	Act 80 Day
September 1, 2025	Labor Day Holiday (No School)
September 23, 2025	Grades K-5 – Open House
October 22, 2025	End of Quarter 1
October 24, 2025	School Closed (ALF)
October 31, 2025	Early Release to PM Remote Instruction
November 11, 2025	Act 80 Day (PM)*
November 26, 2025	Early Dismissal
November 27-December 1, 2024	Thanksgiving Break (No School)
December 1, 2025	Buck Day (No School)
December 23, 2025	Early Dismissal
December 24, 2025-January 4, 2026	Winter Break (No School)
January 9, 2026	End of Quarter 2
January 16, 2026	Early Release to PM Remote Instruction
January 19, 2026	Act 80 Day
February 13, 2026	School Closed
February 16, 2026	Act 80 Day
March 13, 2026	Snow Make-Up Day
March 16, 2026	End of Quarter 3
March 16, 2026	Early Release to PM Remote Instruction
March 27, 2026	Early Release to PM Remote Instruction
April 3-6, 2026	School Closed
April 17, 2026	Snow-Make Up Day
April 24, 2026	Act 80 Day (PM)*
May 18, 2026	High School Awards Day
May 21, 2026	Graduation Commencement Ceremony
May 22, 2026	End of Quarter 4/Last Day of School
May 25, 2026	Closed Memorial Day
May 26, 2026	Teacher In-service day

**\*Students will be dismissed 2.5 hours early due to Act 80 Teacher In-Service training scheduled for the afternoon and release for PM remote instruction.**

Make-up days in excess of designated snow days will either be completed as remote instructional days or added to the end of the school calendar.

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

## Sligo Elementary

<b>Regular Daily Schedule</b>		
Teachers Report		7:40 AM
Tardy Bell		7:50 AM
Attendance/Lunch		7:50-8:00 AM
Announcements		8:00 - 8:05 AM
Morning Meeting		8:05-8:20 AM
Period 1		8:21-8:45 AM
Period 2		8:46-9:16 AM
Period 3		9:17-9:47 AM
Period 4		9:48-10:18 AM
Period 5		10:19-10:49 AM
Period 6 Lunch		10:50-11:25 AM
Period 7 Lunch		11:26-11:56 AM
Period 8 Lunch		11:57-12:27 PM
Period 9		12:28-12:58 PM
Period 10		12:59-1:29 PM
Period 11		1:30-2:00 PM
Period 12		2:01-2:35PM
Homeroom		2:36-2:40 PM

<b>Dismissal Schedule</b>		
Walkers K-2		2:36 PM
Walkers 3-5		2:37 PM
Bus 2		2:38 PM
Bus 5		2:39 PM
Bus 3		2:39 PM
Late Bus/Tutoring		2:40 PM
Bus 9, 10, 11		3:10 PM
Teacher Dismissal		3:10 PM

<b>Lunch Schedule</b>		
Kindergarten		10:50-11:20 AM
Grade 1		10:50-11:20 AM
Grade 2		11:21-11:51 AM
Grade 3		11:21-11:51 AM
Grade 4		11:52-12:22 PM
Grade 5		11:52-12:22 PM

<b>2 - HOUR DELAY SCHEDULE</b>		
<b>Period 1 - Morning Meeting/WIN</b>		<b>10:12-10:50 AM</b>
<b>Period 2 Lunch (No PE)</b>		<b>10:50-11:20 AM</b>
<b>Period 3 Lunch (No PE/Music)</b>		<b>11:21-11:51 AM</b>
<b>Period 4 Lunch (No PE)</b>		<b>11:52-12:22 PM</b>
<b>Period 9</b>		<b>12:23-12:53 PM</b>
<b>Period 10</b>		<b>12:54-1:24 PM</b>
<b>Period 11</b>		<b>1:25-1:55 PM</b>
<b>Period 12</b>		<b>1:56-2:35PM</b>
Regular Dismissal Schedule		

<b>ACT 80 Early Dismissal SCHEDULE</b>		
<b>Period 1</b>		<b>8:10-8:50 AM</b>
<b>Period 2</b>		<b>8:51-9:21 AM</b>
<b>Period 3</b>		<b>9:22-9:52 AM</b>
<b>Period 4</b>		<b>9:53-10:23 AM</b>
<b><i>*Lunches will be Eaten in Classrooms*</i></b>		
<b>Pd 5 Kinder/Grade 1</b>		<b>10:24-10:54 AM</b>
<b>Pd 6 Grade 2/Grade 3</b>		<b>10:55-11:25 AM</b>
<b>Pd 7 Grade 4/Grade 5</b>		<b>11:26-11:56 AM</b>
<b>Walkers K-2</b>		<b>12:00 PM</b>
<b>Walkers 3-5</b>		<b>12:05 PM</b>
<b>Bus 2, 3, 5</b>		<b>12:10 PM</b>
<b>Late Bus</b>		<b>12:15 PM</b>
<b>Bus 9, 10, 11</b>		<b>12:35 PM</b>
<b>Faculty Lunch</b>		<b>12:30-1:00 PM</b>

## High School Bell Schedules

### Regular Bell Schedule Career Center Departure: 8:28 Career Center Return: 12:03

Regular High School Schedule		Regular Middle School Schedule	
Period 1	7:40-8:28	Period 1	7:40-8:28
Period 2	8:31-9:14	Period 2	8:31-9:14
Period 3	9:17-10:00	Period 3	9:17-10:00
Period 4	10:03-10:46	Period 4	10:03-10:46
Period 5	10:49-11:14	Period 5	10:49-11:14
Period 6	11:17-12:00	Period 6 (Lunch)	11:17-11:47
Period 7 (Lunch)	12:03-12:33	Period 7	11:50-12:33
Period 8	12:36-1:19	Period 8	12:36-1:19
Period 9	1:22-2:05	Period 9	1:22-2:05
Period 10	2:08-2:55	Period 10	2:08-2:55

### 2-Hour Delay Schedule No Career Center

2-Hour Delay High School Schedule		2-Hour Delay Middle School Schedule	
Period 1	9:40-10:17	Period 1	9:40-10:17
Period 10	10:20-10:52	Period 10	10:20-10:52
Period 9	10:55-11:27	Period 9	10:55-11:27
Period 6	11:30-12:01	Period 6 Lunch)	11:30-12:01
Period 7 (Lunch)	12:04-12:35	Period 7	12:04-12:35
Period 8	12:38-1:10	Period 8	12:38-1:10
Period 2	1:13-1:45	Period 2	1:13-1:45
Period 3	1:48-2:20	Period 3	1:48-2:20
Period 4	2:23-2:55	Period 4	2:23-2:55



**Early Dismissal Schedule**  
 Career Center Departure: 8:28  
 Career Center Return: 11:45

Early Dismissal High School Schedule		Early Dismissal Middle School Schedule	
Period 1	7:40-8:12	Period 1	7:40-8:12
Period 10	8:15-8:42	Period 10	8:15-8:42
Period 2	8:45-9:12	Period 2	8:45-9:12
Period 3	9:15-9:42	Period 3	9:15-9:42
Period 4	9:45-10:12	Period 4	9:45-10:12
Period 8	10:15-10:42	Period 8	10:15-10:42
Period 9	10:45-11:12	Period 9	10:45-11:12
Period 6	11:15-11:42	Period 6 (Lunch)	11:12-11:42
Period 7 (Lunch)	11:45-12:15	Period 7	11:45-12:15

**Afternoon Assembly Schedule**  
 Career Center Departure: 8:28  
 Career Center Return: 11:24

PM Assembly High School Schedule		PM Assembly Middle School Schedule	
Period 1	7:40-8:25	Period 1	7:40-8:25
Period 2	8:28-9:09	Period 2	8:28-9:09
Period 3	9:12-9:53	Period 3	9:12-9:53
Period 4	9:56-10:37	Period 4	9:56-10:37
Period 6	10:40-11:21	Period 6 (Lunch)	10:40-11:10
Period 7 (Lunch)	11:24-11:54	Period 7	11:13-11:54
Period 8	11:57-12:38	Period 8	11:57-12:38
Period 9	12:41-1:22	Period 9	12:41-1:22
Period 10	1:25-2:06	Period 10	1:25-2:06
Assembly	2:09-2:55	Assembly	2:09-2:55

## **Morning Assembly Schedule**

Career Center Departure: 8:28

Career Center Return: 12:07

AM Assembly High School Schedule		AM Assembly Middle School Schedule	
Period 1	7:40-8:25	Period 1	7:40-8:25
Period 2	8:28-9:09	Period 2	8:28-9:09
Period 3	9:12-9:53	Period 3	9:12-9:53
Assembly	9:56-10:37	Assembly	9:56-10:37
Period 4	10:40-11:21	Period 4	10:40-11:21
Period 6	11:23-12:04	Period 6 (Lunch)	11:24-11:54
Period 7 (Lunch)	12:07-12:37	Period 8	11:57-12:37
Period 8	12:40-1:21	Period 8	12:40-1:21
Period 9	1:24-2:05	Period 9	1:24-2:05
Period 10	2:08-2:55	Period 10	2:08-2:55



## Student Handbook 2024-2025

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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 School District.**

## **ACCIDENTS**

All accidents or injuries must be reported immediately to the Office. Accident claim forms may be secured from the Nurse's Office. All claim forms must be filed with the office within two (2) weeks of any accident. On your first day back to school, you should report to the school nurse. Your failure to do so could result in non-payment by insurance carriers.

## **ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH - Grades 6-12 (AEDY)**

The following is a process designed to address complaints and concerns regarding any aspect of Alternative Education for Disruptive Youth (AEDY) programs, including placement and exiting decisions, the quality of academic instruction, the provision or omission of language assistance services, and services to students with disabilities to include reasonable modifications. Individuals having complaints and concerns regarding AEDY are required to seek resolution via Union School District (LEA) and the AEDY Program, rather than elevating concerns to the Pennsylvania Department of Education (PDE) in the first instance. The filing of a complaint does not limit any other rights or remedies under federal and state law.

### **Filing an AEDY Complaint with the LEA and AEDY Program:**

Any individual or organization may submit a written complaint using the AEDY Complaint Form located in the back of the Student Handbook, which can be found online or in the High School Office. The form must be completed and sent to the LEA and to the AEDY Program. The complaint must include:

1. The facts on which the statement is based;
2. All relevant documents and supporting information; and
3. A proposed resolution to the problem to the extent known and available to the complainant at the time the complaint is filed.
4. The contact information for the complainant. The complainant may provide additional information either orally or in writing at any time during the complaint process. The complainant must provide the preferred method of contact on the AEDY Complaint Form.

Failure to provide all of the information in the Complaint Form will not result in the complaint being dismissed. The LEA and the AEDY Programs will work with complainants to ensure that the requested information is as complete as possible.

The LEA and the AEDY Designees in charge of this process shall be impartial and the LEA and AEDY Designees will ensure that the handling of the investigation is not the subject of the complaint. The Designees may interview any individual who is said to have knowledge of the allegations. As part of the investigation, the Designees may require the AEDY Program or Union School District (LEA) to respond to the allegations and may contact the complainant. The Designees may consider any relevant evidence as part of the investigation and outcome.

If the Designees conclude an investigation and make a finding of compliance, the Designees will notify the complainant and the relevant AEDY Program and the LEA and take no further action. If the complainant is not satisfied with the decision, the LEA and AEDY Designees may provide the PDE Complaint Process information to the complainant. If the Designees conclude an investigation and make a finding of non-compliance, the Designees will notify the complainant, the LEA as applicable and direct corrective action to address the noncompliance. The Designees will make a good faith effort to perform the actions outlined above in accordance with the following timeline: (1) investigate within forty-five (45) days of a determination that an investigation is appropriate, and (2) determine compliance or noncompliance within thirty (30) days of the conclusion of an investigation. Depending upon the nature of the allegations and the investigation, the Designees may take additional time for these steps and will notify the complainant if additional time is needed. Regardless of the aforementioned timelines, the Designees will expedite its investigation and corrective action for more serious allegations.

The Designees will review the actions taken to address any noncompliance. If the Designees determine that the LEA and AEDY Program addressed the noncompliance, the matter will be closed. If the Designees determine that the

LEA and AEDY Program failed to address the noncompliance, the Designees will report to the LEA and AEDY Program Administrator for appropriate enforcement action.

The LEA and AEDY Designees will acknowledge receipt of complaints. To determine the status of a complaint, please feel free to contact Mr. Andrew Carlson, HS Principal (814) 473-3121. If the parent(s)/guardian(s) disagree with the LEA or AEDY programs conclusions, they may file a complaint with the Pennsylvania Department of Education, Office of Safe Schools.

### ARRIVAL TO SCHOOL

- High School students arriving prior to the pre-bell should report to the cafeteria if eating breakfast and remain there until finished eating. All other students should report to the gymnasium until the pre-bell rings. Students are supervised from **7:15 AM–3:00 PM**. Parents should arrange for drop-offs and pickups between those times. Students will not be admitted access to the building prior to the posted time and are expected to leave the property at the dismissal time unless engaged in an organized, school district approved activity. The district is not responsible for students after 3:00 PM.
- Elementary students will report to the cafeteria, and are not permitted to roam the building.

### ATHLETIC TICKET PRICES

Athletic ticket prices for the 2025-2026 school year are as follows: Varsity Sports: Adult \$5, Student \$3, Senior Citizens (63 and older) \$3; JV & Jr High Football: \$3; All Season Family Pass: \$50; All Season Adult Pass: \$25. Gold passes are available to USD residents age 62 or older at no cost. 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 and A-C Valley 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 accordance with school code. The following guidelines describe the implementation of those policies.

A habitually truant student means six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Parents will be notified in writing within ten (10) school days of their child's 3rd unexcused absence. School Attendance Improvement Plan (SAIP) conferences will be offered if the child continues to incur unexcused absences. At that meeting a Truancy Elimination Plan will be developed.

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, when 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 emergencies. *"Personal Reasons" does not constitute an excused absence.* The district determines the validity of excuses in accord with these broad guidelines. Parents/guardians are afforded ten (10) parent/guardian excuses per child per school year. All others shall be either by medical excuse, college visitation, or other activity approved by the building principal. **All absences are considered unlawful until the school district receives a written excuse explaining the reason(s) for the absence, which must be submitted within three (3) school days of the date of absence.** Parents/guardians and students should submit the written explanation for absence via the Union School District Parent Portal, via email to [hsexcuses@unionsd.net](mailto:hsexcuses@unionsd.net) (high School) or [sesexcuses@unionsd.net](mailto:sesexcuses@unionsd.net) (elementary), the School Police Officer (high school), or homeroom teacher (elementary school) **within three (3) school 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. A Doctor's excuse must be signed by the doctor or their designee. **Students arriving after the start of homeroom up until 9:00 A.M. will be marked as tardy; arriving after 9:00 A.M. will be marked as ½ day absence. Students who are dismissed prior to the end of the school day will be assigned a ½ day absence and shall be excused by a parent excuse (this counts towards the 10 allotted parent excuses per year) or doctor's note. Students shall be charged with an absence for (5) five tardies, (7) tardies, (9) tardies, and every tardy thereafter.**

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 (<18 years):	...the district can exercise any or all of the following options for students beyond compulsory attendance age (>17 years):
6 Absences	<ul style="list-style-type: none"> <li>• Mail notification</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Student Attendance Improvement Plan (SAIP) meeting offered</li> </ul>
10 Parent/Guardian Excuses	<ul style="list-style-type: none"> <li>• Mail notification that further absences will be excused with doctor's note only</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification that further absences will be excused with doctor's note only</li> </ul>
Absentee rate of 15% or greater in Senior year	---	<ul style="list-style-type: none"> <li>• Schedule Student Attendance Improvement Plan (SAIP) meeting (to include discipline, behavioral rules, academic standards, and attendance) with consequences</li> </ul>
1 <sup>st</sup> Unlawful Absence	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>
2 <sup>nd</sup> Unlawful Absence	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>
3 <sup>rd</sup> Unlawful Absence	<ul style="list-style-type: none"> <li>• Mail notification describing legal penalties and liability,</li> <li>• Student Attendance Improvement Plan (SAIP) meeting offered</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification describing school penalties and consequences of chronic absence</li> <li>• Student Attendance Improvement Plan (SAIP) meeting offered</li> </ul>
4 <sup>th</sup> Unlawful Absence	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>
5 <sup>th</sup> Unlawful Absence	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification</li> <li>• Make up work</li> </ul>
6 <sup>th</sup> Unlawful Absence (if more than 3 days have passed since 3 <sup>rd</sup> unlawful absence)	<ul style="list-style-type: none"> <li>• Schedule Student Attendance Improvement Plan (SAIP) meeting</li> <li>• Referral to Children and Youth Services</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule Student Attendance Improvement Plan (SAIP) meeting</li> <li>• Make up work</li> </ul>
7 <sup>th</sup> or more Unlawful Absence	<ul style="list-style-type: none"> <li>• Mail certified notification of violation of SAIP</li> <li>• Cite – with Children and Youth Services and magisterial district judge – the parent/student for violation of state compulsory education law</li> <li>• Make up work</li> </ul>	<ul style="list-style-type: none"> <li>• Mail certified notification of violation of SAIP</li> </ul>
20 <sup>th</sup> Unlawful Absence	<ul style="list-style-type: none"> <li>• May deny credit for course</li> </ul>	<ul style="list-style-type: none"> <li>• May deny credit for course</li> </ul>
10 <sup>th</sup> <i>Consecutive</i> Absence	<ul style="list-style-type: none"> <li>• Drop student from active membership if not referred to the district magisterial judge</li> </ul>	<ul style="list-style-type: none"> <li>• Drop student from active membership if not referred to the district magisterial judge</li> </ul>

### How Absence Affects 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 fifteen (15) days of absence per school year and/or four (4) unexcused days of absence, the principal may remove the privilege of attending field trips from the student. If a student is failing two (2) or more classes, the Principal may not permit the student to attend their field trip. Additionally, if a student has five (5) or more disciplinary action points, or a Level 4 or Level 5 offense for the year, then the Principal may not permit the student to attend the field trip.

### Student Attendance and Extracurricular Activities

Students not attending school during the day of an extracurricular activity may not attend or participate in the activity unless the absence has been pre-approved by the principal. If not attending eight (8) of the nine (9) periods (only missing one (1) period) on the days of extracurricular activities, students 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 (1) period is missed. In addition, the Principal has the obligation to suspend from extracurricular activities any students whose attendance would, in the judgment of teachers or the guidance counselor, be detrimental to either the student or the school. Students absent from school on the last day of the school week must be in attendance for a full day prior to attending an extracurricular event, to include weekend activities.

### 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 a minimum of five (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 (1) each semester per school year per pupil.
- The number of school days of excused absences for non-school sponsored educational trips or tours shall be a maximum of five (5) per year. In the event a request is for less than five (5) 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 five (5) 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.
- Non-school district sponsored education tours/trips count toward a maximum of ten (10) parent/guardian excused days.

**Please refer to the Application for Educational Field Trip in the back of this handbook (see pages 68 & 69).**

*To be eligible for the Elementary Darrell Shick Scholarship* students must demonstrate outstanding scholastic achievement, one (1) or less absences, zero (0) tardies, and fewer than three (3) early dismissals.

**To be eligible for the High School Darrell Shick Memorial Award students must demonstrate outstanding scholastic achievement, zero (0) absences, and fewer than three (3) Doctor excused tardies or early dismissals. Up to three (3) college visitations will not count towards accumulated absences towards this award.**

#### **AUTO TRAFFIC PATTERNS**

**High School** – All vehicles dropping off passengers are to "loop" behind the cars in the student parking lot and proceed back out of the student parking lot towards the front doors. Cars should stop at the Yield sign, where passengers are to disembark. Similarly, if parents/guardians are picking students up after school, they must do so between 3:00 P.M. and 3:10 P.M. at the yield sign.

#### **BACKPACKS**

The District recognizes that backpacks are a convenient method for carrying school-related materials to and from home. Responsible usage of backpacks during the school day is required. Using a backpack to store or transport restricted items is forbidden and may be cause for removal of this privilege. Backpacks are subject to search.

#### **BICYCLES, SKATES, SKATEBOARDS, ETC.**

No bicycles, skates, shoes with wheels, skateboards or other recreational wheeled conveyances are permitted inside the school, football complex, sidewalks, stairs, or on the automobile parking areas within the parameters of the school district. Violators will have these items confiscated by police or school personnel and may be barred from this and future events. Additionally, the football complex, including the area behind the bleachers, is not a playground – the school district will not be responsible for injuries sustained by unsupervised children or students.

#### **CAFÉ**

Times and procedures for visiting the school cafe will be developed and shared throughout the school year.

#### **CAFETERIA AND FOOD**

**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. Both schools will not permit food "to be delivered" to the school for a child's lunch unless such deliveries have been approved by the Principal.

Food may not be consumed in the hallways. Only cafeteria food may be consumed in classrooms through the second (2nd) Period at the High School. Students will only be able to get breakfast from the cafeteria until **7:40 AM**. A cart will be provided between first (1st) and second (2nd) period in the second floor hallway for students to receive breakfast. Students will not be able to be dismissed from classes to get breakfast. All other food consumption in classrooms is permitted only upon teacher approval. Students must clean up after themselves. Students may carry their lunch, but lunches may not be kept in the cafeteria's refrigeration system nor will the school supply the use of appliances to heat a student's packed lunch. Employees supervising the cafeteria shall provide rules and procedures to students. Failure to comply will be addressed with an appropriate disciplinary action.

#### **Free Cafeteria Lunches**

The Union School District serves a well-balanced lunch each full school day at no cost to students. **Students who wish to purchase double lunches may do so, for the cost approved by the school board for the current school year.**

**Notice:** Additional food is available for purchase. Money can be added to a student's account either by making checks payable to "Union Cafeteria Account" or online at [myschoolbucks.com](http://myschoolbucks.com). Students must have the money in their account to purchase additional food. **Charging will not be permitted.**



## **CELL PHONES/ELECTRONIC COMMUNICATION DEVICE**

Cell phones are not permitted to be out in classrooms, study halls, hallways, bathrooms, or offices without explicit teacher permission and for educational use for students in Grades 9-12. Students in grades 6-8 may not use a personal phone and/or personal electronic device at any point during the student day. Refer to the Disciplinary Matrix for associated disciplinary action for violations of this directive.

## **CHEATING**

Cheating in any form will not be tolerated. Copying the work of another or utilizing artificial intelligence programs to produce student work and submitting it as your own ("plagiarism," or "theft of intellectual property") or assisting another student to commit plagiarism will be considered cheating. This includes copying and pasting from the internet. If students are caught cheating on an assignment, the following procedures will be in effect:

- 1<sup>st</sup> Offense: The student will receive zero (0) credit for the assignment. The teacher will contact the parents. Assignments will be completed, tests will not be retaken; both will remain zero (0)%. A disciplinary referral will be completed for cheating/plagiarism.
- 2<sup>nd</sup> Offense in the same class as 1<sup>st</sup> offense: The highest grade the student can receive for the grading period is 59%. The parents will be contacted by the teacher. The 2<sup>nd</sup> offense in any course will result in the forfeiture of any academic awards. A disciplinary referral will be completed for cheating/plagiarism.
- 3<sup>rd</sup> Offense in the same class as 1<sup>st</sup> and 2<sup>nd</sup> offenses: The student will be required to repeat the course. Parents will be contacted by the teacher. A disciplinary referral will be completed for cheating/plagiarism.

## **CHORAL CONCERTS – SLIGO ELEMENTARY**

Choral concerts may 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 excused for the absence by the Elementary Principal prior to the date of the concert. A make-up project may be assigned.

## **CLARION COUNTY CAREER CENTER STUDENTS**

To be eligible for enrollment at the Clarion County Career Center (CCCC), students must be passing all classes as a freshman and have earned "sophomore" designation. Once enrolled at CCCC, students may not at any time be failing more than one subject. Students may be restricted from attending the Career Center to receive tutoring to allow for academic success. If in danger of failing for the year or not graduating, students may be "pulled" from the Career Center.

*NOTE:* Admission to any CTE program sponsored by the USD is based on completion of 9<sup>th</sup>-grade or at the discretion of Clarion County Career Center and Union School District. 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 354 Baker St., Suite 1, Rimersburg, PA 16248 (814-473-3121).

## **CLASS RANK**

Class rank shall be computed by the final grade in all percentage-based subjects. Pass/fail courses shall not be utilized in computing class rank. Dual-enrollment courses receiving a letter grade only shall follow Policy 214 – Class Rank for assignment of numerical grade values. The Valedictorian and Salutatorian of the class will be determined following the submission of grades for the 4<sup>th</sup>-nine weeks of the senior year. **To be eligible for valedictorian, salutatorian, honors, and/or high honors, a student must complete a minimum of twelve (12) credits through academic courses provided by the Union School District.**

**Weighted classes consist of: English Honors courses, Trigonometry/Pre-Calculus, Calculus, Chemistry II, Honors Chemistry, Biology II, Probability and Statistics, Physics I, Physics II and dual-enrollment courses. Weighted courses will have 4% added to the final average of the course.**

**Seven (7) 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.

Credits towards class rank must be earned in either Honors or Regular Track Courses.

Students must earn 6 credits towards class rank by the end of their 9th grade year to be calculated in class rank.

Students must earn 12 credits towards class rank by the end of their 10th grade year to be calculated in class rank.

Students must earn 18 credits towards class rank by the end of their 11th grade year to be calculated in class rank

Students must earn 24 credits towards class rank by the end of their 12th grade year to be calculated in class rank

### **CLOSINGS OF SCHOOL – WEATHER**

Families will be notified of cancellations, delays, and early dismissals via phone message, the district Facebook Page, and the district website. 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. If the district elects to utilize remote instruction days, parents/students will be notified via the district phone calling system. Students are expected to log into classes at their regularly scheduled times, fully participate in class, and remain in class for the entire duration of the period to be counted as present for the day unless otherwise noted by the Superintendent or his/her designee.

### **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. Students may use up to three (3) approved college visits and still be eligible for the Darrell Shick Award.

### **CONTRABAND ITEMS**

The following items are prohibited on school grounds, but are not limited to: 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; and both 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. Disciplinary action commensurate with the item(s) in question;
3. Parental contact; and
4. Possible referral to the appropriate law enforcement agency (depending on the item(s)).

\*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 and submitted to the nurse's office.

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

## **COURSE CHANGES**

High School – Course changes are not allowed once the school year 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 School Counselor and Principal's Offices.

## **COURSE MAKE-UPS/CREDIT RECOVERY**

High School – Students are eligible to make-up courses in summer school, provided the student has achieved a minimum final course average of 50% for the failed course. In the event a student fails a course, he/she may not enroll in make-up courses either at another school or through privately employed tutors without permission of the School Counselor and Principal. The record of students who successfully complete summer school course work will reflect a grade of 60% on their transcripts.

Credit Recovery is available for a fee to students who do not pass a course. Arrangements are made through the Guidance Office. A student who has earned a 55% or higher grade in the course is eligible to take an abbreviated course. If a student earned a grade of 50-54%, credit recovery is still available but the student must take the full course. Credit Recovery courses are through Board-approved providers, and are not taught by Union High School teaching staff.

## **CROSSING GUARDS**

7:15 – 8:00 A.M. & 2:15 – 3:00 P.M.

Sligo – Intersection of Front Street and Madison Street

## **CYBER EDUCATION**

Students attending district-provided cyber education programs are expected to actively engage in their education on a daily basis. Students failing to successfully complete online courses each quarter and/or are in poor attendance will be required to schedule a meeting with the building Principal and Guidance Counselor to examine available educational supports, as well as projected educational outcomes. A change in educational programming may be required to support future educational success.

## **DEBTS**

Students are solely responsible for prompt payment of all debts owed to the school, technology department, etc. Checks should be payable to “**Union School District**” and given to the staff member under whose supervision you incurred said debts. Checks are to be given to the Office for processing.

## **DISCIPLINE**

A comprehensive disciplinary system is designed to ensure the following:

1. Safety and security for students, staff, and visitors;
2. Maintain an environment which supports teaching and learning;
3. Supports and complies with all laws, regulations, and mandates; and
4. Supports the community standard for acceptable public behavior.

A quality disciplinary system, which serves to manage student behavior, is designed to provide positive reinforcement for positive and productive behaviors, while disincentivizing unwanted or impeding behaviors. Disciplinary actions are implemented in a progressive manner; however, severe behaviors may warrant temporary removal from the educational setting or placement in an alternative educational placement. Legally, a student's behavior and/or actions may not interfere with another student's right to access their free and appropriate public education. Therefore, the following system of progressive discipline has been established:

# Elementary Disciplinary System (Grades K-5)

## Elementary Disciplinary Matrix

The following information will provide a framework for disciplinary action that will occur when administration is involved in the discipline of a student. The goal when enforcing discipline is to correct the undesired behavior with the least intrusive consequence, while maintaining order and safety for everyone involved. It is understood that the classroom teacher, in most situations, will make an attempt to correct behaviors before seeking administrative intervention.

## LEVEL 0

Classroom teachers address Level 0 violations. Discipline will result in the use of one or more of the following: parental contact; warning; time out; loss of classroom privilege(s); preferential seating; parent conference; recess detention; and/or lunch detention. Examples: blurting out, talking back, disruption in class/hallway, arguing, incomplete work, not listening to an adult, aggressive play, unwanted touch without malicious intent, irresponsible use of facilities, running in halls, and teasing.

## LEVEL 1

Focus Code	Violation	Definition/ Handbook Example	1 <sup>st</sup> Offense	2nd Offense	3rd Offense	4th Offense
1001	Unauthor- ized use of an item that distracts learning (cell phone, fidget spinner, Pokémon cards, etc.)		Parent Contact Recess Detention – 1 day Confiscation of item until the end of the day	Parent Contact Recess Detention – 3 days Confiscation of item until parent chooses to pick up	Parent Contact Recess Detention – 5 days Confiscation of item until parent chooses to pick up	Level 2 Offense
1003	Disruptiv e Behavior	Continued blurting out; talking back and not listening to adults; arguing; defiance	Parent Contact Recess Detention – 1 day	Parent Contact Recess Detention & Lunch Detention – 3 days	Parent Contact/ Conference 1/2 day Suspension  K and 1 Parent Contact -1 day suspension *Administrator may assign 1+ -MTSS Referral -School Counselor Referral -loss of privileges (STAR, Special Day)	Level 2 Offense

1022	Inappropriate remarks, acts, teasing, name calling, cheating etc.		Parent Contact Recess Detention – 1 day	Parent Contact Recess Detention & Lunch Detention – 3 days	Parent Contact ½ day Suspension Referral to School Counselor	Level 2 Offense
1002	Unauthorized use of technology		Parent contact	Parent contact Detention	Parent Contact Suspension	Level 2 Offense
1016	Profanity (including gestures)		Parent Contact Recess Detention – 1 day  Written apology	Parent Contact Recess Detention – 2 days Written apology	Parent Contact Lunch Detention – 3 days Written apology	Level 2 Offense
1004	Consistent lack of effort, incomplete work, missing assignments, etc.		Parent Contact Recess Detention – 1 day to complete missing work	Parent Contact Recess Detentions as necessary to complete all missing work	Parent Conference Recess Detentions & Lunch Detentions as necessary to complete all missing work	Level 2 Offense
1017	Physical Contact (unwanted touch, pushing, slapping, punching, kicking, biting etc.)		Parent Contact Recess and Lunch Detention	Parent Contact 2 Recess and Lunch Detentions Referral to School Counselor	Parent/ Student/ Principal Conference Suspension Referral to School Counselor  K and 1 Parent Contact -1 day suspension *Administrator may assign 1+ -MTSS Referral -School Counselor Referral -loss of privileges	Level 2 Offense

					(STAR, Special Day)	
1018	Defacing or damaging School Property		Parent contact Recess Detention Restitution	Parent contact Detention Restitution	Parent contact Suspension Restitution	Level 2 Offense
1025	Theft (school supplies, personal items)		Parent contact Conference with student Recess Detention Restitution	Parent contact Recess Detentions Restitution	Parent contact $\frac{1}{2}$ day Suspension Restitution	Level 2 Offense
1054	Possession of dangerous items (fireworks, matches, etc.) or look alike weapons		Parent Conference Suspension – 1 day	Parent Conference Suspension – 3 days	Parent Conference Suspension – 5 days	Level 2 Offense
1008	Tardy		5 tardies – 1 illegal absence	7 tardies – 2nd illegal absence	9 tardies – 3rd illegal absences	Level 2 Offense
1012	Dress Code Violation		Call parents for a change of clothes.	Call parents for a change of clothes. 1 detention.	Call parents for a change of clothes. 1 detention.	Level 2 Offense
1099	Administrative Use Only					

## LEVEL 2

### (Parental contact for all violations)

2001	Repeated (3 or more cumulative level 1	(cell phone, fidget spinner, Pokémon cards, etc.)	Suspension 1 Day	Suspension 2 Days	Suspension 3 Days	Level 3 Offense
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	violations)					
2108	Defiance and Disrespect (Continued Disruptive Behavior)	Disruptive behavior: temper tantrums, physical aggression (attacking other children), excessive argumentativeness, defiance, resistance to authority. Continued blurting out, talking back and not listening to adults. More than 3+ Level 1 offenses	Suspension 1 Day	Suspension 2 Days	Suspension 3 Days	Level 3 Offense
2106	Profanity/Gestures		Suspension 1 Day	Suspension 2 days	Suspension 3 days	Level 3 Offense
2022	Extreme disrespect and Defiance	Name calling, teasing, inappropriate remarks	Suspension 1 Day	Suspension 2 Days	Suspension 3 Days	Level 3 Offense
2004	Habitual lack of effort, incomplete work, missing assignments, etc.		1 Lunch and Recess Detention Removal from STAR Assembly	1 Lunch and Recess Detention Removal from STAR Assembly and FUN days	1 Lunch and Recess Detention Removal from STAR Assembly, FUN DAYS	Level 3 Offense
2101	Physical Aggression without injury		Suspension 1 Day	Suspension 2 Days	Suspension 3 Days	Level 3 Offense
2025	Theft (repeated Level 1 and greater than \$25)		Suspension 1 Day Restitution	Suspension 2 Days Restitution	Suspension 3 Days Restitution	Level 3 Offense
54	Possession of dangerous items (fireworks, matches, etc.) look alike weapons		Suspension 3 Days Loss of Special Days	Suspension 3 Days Loss of Special Days and Field Trip	Suspension 5 Days Loss of Special Days and Field Trip	
2111	Minor Verbal Threat (Transient)	Statement indicating that they wish to cause physical harm. Threat is vague and unclear.	Parent Conference Suspension 1 Day Referral to School Counselor	Parent Conference Suspension 3 Days Referral to School Counselor	Parent Conference Suspension 5 days Referral to School Counselor	Level 3 Offense

2110	Academic Dishonesty		Parent Contact Lunch Detention – 1 Day 0 on assignment	Parent Contact 1 day Suspension 1 Day 63% in subject	Parent Conference Suspension 1 day Fail Course for Year – 59%	
32	Vandalism		Suspension 1 Day Restitution	Suspension 2 Days Restitution	Suspension 3 Days Restitution	Level 3 Offense (3006)
2008	Tardy		Illegal day 10 tardies 4 illegal days SAIP meeting	Illegal day 11 tardies 5 illegal days SAIP meeting	Illegal day 12 tardies 6 illegal days Magistrate Hearing	Level 3 offense
1012	Dress Code Violation		Parent Conference Change of Clothes Suspension	Parent Conference Change of Clothes Suspension Loss Of Special Days	Parent Conference Change of Clothes Suspension Loss of Field Trip	Level 3 offense
3109	Possession of Prescription Narcotics Prescribed to SELF	Students must have all prescribed medicines with the nurse. Students who have prescribed medicine on their person are subject to disciplinary consequences	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days	Level 3 offense
2199	Other (Administrative Use Only)					

### LEVEL 3 (Parental contact for all violations)

3004	Continued Habitual lack of effort, incomplete work, missing assignments, etc.		2 Lunch and Recess Detentions Removal from STAR Assembly	3 Lunch and Recess Detentions Removal from Special Day privileges	4 Lunch and Recess Detentions Removal from Field Trip
3008	Tardy Level 3		An additional illegal absence assigned for each tardy Magistrate Hearing	An additional illegal absence assigned for each tardy Magistrate Hearing	An additional illegal absence assigned for each tardy Magistrate Hearing



3101	Defacing School Property		3-Day Suspension Removal from STAR Assembly Restitution	5-Day Suspension Removal from Special Day privileges Restitution	7-Day Suspension Removal from Field Trip Restitution
015	Racial and/or Ethnic Intimidation		(3) Suspension Removal STAR Assembly 1 month	(5) Suspension Removal from Special Day Privileges	(7) Suspension Referral to Superintendent Removal from Field Trip
016	All other forms of Harassment or Intimidation		(3) Suspension Removal STAR Assembly 1 month	(5) Suspension Removal from Special Day Privileges	(7) Suspension Referral to Superintendent Removal from Field Trip
017	Fighting		(3) Suspension Removal from STAR Assembly 1 Month	(5) Suspension Removal from Special Day Privileges	(7) Suspension Referral to Superintendent Removal from Field Trip
027	Bullying (Harassment)		Suspension 3 Days Removal from STAR Assembly	Suspension 5 Days Removal from Special Day privileges	Suspension 7 Days + Referral to Superintendent for additional days Removal from Field Trip
1	Physical Aggression with injury		Suspension 3 Removal from STAR Assembly	Suspension 5 Loss of Special Day privileges	Suspension 5 Loss of Field Trip
22	Major Verbal Threat (Substantive)	Major verbal threat: threat indicates that another person will suffer imminent physical harm. The threat is very specific, believable, and reason to believe that the deliverer can and will follow through.	Parent Conference In-school suspension 3 days Referral to School Counselor Possible Expulsion Possible referral to law enforcement and Childline Removal from STAR Assembly	Parent Conference Out of school suspension 5 days Referral to School Counselor Possible Expulsion Possible referral to law Enforcement and Childline Removal from Special Day privileges	Parent Conference Out of school suspension 10 days Referral to School Counselor Possible Expulsion Possible referral to law Enforcement and Childline Removal from Field Trip
3102	Insubordination/ Defiance/Extreme Disrespect		Suspension 3 Removal from STAR Assembly	Suspension 5 Loss of Special Day privileges	10 OSS Loss of Field Trip

5001	Unauthorized use of school fire alarm		5 Days OSS	Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property.)	Level 4 Offense
012	Lewdness/Obscene Act	Any sexualized or offensive act or possession which is contrary to community moral standard	Suspension 3 Removal from STAR Assembly	Suspension 5 Loss of Special Day privileges	Suspension 5 Loss of Field Trip privileges

**LEVEL 4**  
**(Parental contact for all violations)**

4004	Habitual lack of effort, incomplete work, missing assignments, etc.		2 Lunch and Recess Detention Removal from STAR Assembly Loss of Field Trip
54	Possession of a Weapon Board Policy 218.1	The following items are prohibited on school grounds, but are not limited to: loaded or unloaded firearms, zip guns, BB guns, lookalike/replicas of firearms/weapons	Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
4009	Imminent/Direct Threat		Parent Conference Out of school suspension 5-10 days Referral to School Counselor Possible Expulsion Referral to Law Enforcement and Childline

54	Possession of a cutting instrument (Board Policy 218.1	The following items are prohibited on school grounds, but are not limited to: knives, razors, cutting tools, lookalike replicas of knives.	Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property.)
35	Threats or Bombs		Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property.)
47	Possession/under the influence of illegal substances	The following items are prohibited on school grounds, but are not limited to: any controlled substance which is deemed illegal for use or possession by persons under the age of the student in question.	Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property.)
2	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.	Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property.)

### Bus Suspension Procedures

*\*Elementary students may receive a grace period of the first two weeks of the school year for minor offenses\**

1 <sup>st</sup> reported offense	Conference with student & warning
2 <sup>nd</sup> reported offense	1-day bus suspension
3 <sup>rd</sup> reported offense	3-day bus suspension
4 <sup>th</sup> reported offense	5-day bus suspension
5 <sup>th</sup> reported offense	10-day bus suspension
6 <sup>th</sup> reported offense	Suspension for the remainder of the school year

### Explanation of consequences:

- Recess Detention: Student will complete work or read in the classroom while monitored by staff.
- Lunch Detention: Student will be escorted to the front of the lunch line and will eat privately at the quiet table.
- 1/2 Day In-School Suspension: Students will spend 8:20-11:30 AM in an alternative assigned area to complete work, read, etc.
- In-School Suspension: Student will visit the homeroom teacher prior to 8:15 AM to gather materials for the day. Student will spend 8:15 AM-2:40 PM in an alternative assigned area to complete work, read, etc.
- Out of school suspension: OSS is a removal from school for 1-10 school days.
- Removal for greater than 10 days is considered an expulsion. Students who are suspended, whether in or out of school, will be afforded due process and will be permitted to make up all classwork including tests and quizzes. Students and parents will be given the opportunity for an informal hearing when a suspension exceeds three (3) days. Students serving OSS may not attend school or school functions.

**Weapons Violation** – Board Policy #218.1 governs weapons violations and defines the terms weapons and possession. Students are prohibited from possessing or bringing weapons or replicas of weapons into school, onto school property, to any school-sponsored event, or onto any public conveyance transporting students to or from school. Students violating this policy shall receive a one (1) year expulsion in conformance with formal due process proceedings as required by law. The Superintendent may recommend modifications of such expulsion requirements on a case-by-case basis. The building principal may approve a weapon or weapon facsimile to be used as part of a school program or presentation.

## High School Disciplinary System (Grades 6-12)

**Level 1** School Improvement/Detention or Lunch Detention (For Detention, students are held after dismissal for one hour; Lunch Detention: 1 school improvement equals 3 lunch detentions)

<b>Violation</b>	<b>Definition/Handbook example</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Unauthorized possession/use of restricted items (Items which are disruptive in nature) <b>U1001</b>	The following Level I items are prohibited on school grounds, but are not limited to: shoes with wheels, laser pens, matches, lighters, non-water based marker pens, white-out, spray breath-fresheners, sling shots, chemical agents, pins, marbles, animals/pets, electronic games, gambling devices, mace, or pepper spray, unauthorized electronic devices, any device which may be used to cause a disruption to the educational process. This includes spraying of items such as aerosols on district transportation.	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2001</b>
Disruptive Behavior <b>U1003</b>	Behaviors which prevent the teacher from effectively teaching or classmates from learning	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2003</b>
Misconduct in the Hallways <b>U1005</b>	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.	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2005</b>
Failure to follow safety regulations <b>U1006</b>	Any unsafe behavior which may not reasonably be expected to cause bodily injury.	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2006</b>
Unauthorized use of school property <b>U1009</b>	Use of school property without permission to do so or in a manner which is not consistent with its intended purpose	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2009</b>
Unauthorized presence in halls or rooms with no teacher present <b>U1019</b>	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	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2019</b>

	class members only.			
Public display of affection <b>U1010</b>	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	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2010</b>
Parking violations <b>U1011</b>	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 dismissal, 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.	1 School Improvement	2 School Improvements – review for suspension of parking privileges	Becomes a Level 2 offense – removal of parking privileges for the remainder of the school year <b>U2011</b>
Dress code violation <b>U1012</b>	Refer to “Dress Code”	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2012</b>
Failure to follow directions <b>U1013</b>		1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2013</b>
Theft/Stealing (up to \$10) <b>U1020</b>		1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2020</b>
Other (Administrative Use Only) <b>U1099</b>		1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2099</b>
Tardy to school <b>U1008</b>	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). A high school teacher may allow for an additional minute of travel time depending on the location of the student's last class. DO NOT ATTEMPT TO OBTAIN LATE	5 tardies = 1 illegal absence  1 school improvement	7 tardies = 2nd illegal absence  1 school improvement	9 tardies = 3rd illegal absence <b>U2008</b>  <b>1 school improvement</b>

	PASSES FROM THE OFFICE.			
Tardy to Class <b>U1007</b>	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). A high school teacher may allow for an additional minute of travel time depending on the location of the student's last class. <b>DO NOT ATTEMPT TO OBTAIN LATE PASSES FROM THE OFFICE.</b>	3 Lates per MP  1 School Improvement	4 Lates per MP  2 School Improvements	5 Lates per MP  Becomes a Level 2 offense <b>U2007</b>
Unauthorized use of technology (Use of Cell Phones) <b>U1002</b>	Unauthorized use of cell phones, Chromebooks, computers, I-Pads, I-Pods, Internet services, etc. or for personal purposes which are not of an educational nature	1 School Improvement + confiscation of item for day - student can pick up item	2 School Improvements + confiscation of item for day - parent/guardian must pick up item	Becomes a Level 2 offense + forfeiture of the device for one month <b>U2002</b>
Failure to secure locker <b>U1014</b>	Failure to utilize either a USD provided lock or one approved by the high school principal to secure your locker	1 School Improvement	2 School Improvements	Becomes a Level 2 offense <b>U2014</b>
Minor Disrespect/ Inappropriate Remarks <b>U1022</b>	Student engages in behavior deemed to be disrespectful towards staff or student but does not substantially disrupt the educational environment	1 School Improvement	2 School Improvement	Becomes a Level 2 offense <b>U2022</b>

## Level 2

Violation	Board Policy	Definition/Handbook example	1st Offense	2nd Offense	3rd Offense
Minor Safety violations <b>U2112</b>		Unsafe actions which may reasonably be expected to cause minor bodily injury	1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3112</b>
Tardy to School Level 2 <b>U2008</b>			Illegal day = 10 tardies 4 illegal days SAIP Meeting  1 school improvement	Illegal day = 11 tardies 5 illegal days SAIP Meeting  1 school improvement	Each additional tardy count as an additional illegal day  1 school improvement
Tardy to Class Level 2 <b>U2007</b>			5 or more lates to class per MP  1 day suspension	6 or more lates to class per MP  1 day suspension	7 or more lates to class per MP  1 day suspension
Dishonesty <b>U2102</b>		Misrepresenting facts, telling of untruthful information.	1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3102</b>

Academic Dishonesty/ Plagiarism <b>U2110</b>		If plagiarism or cheating, refer to “Cheating” on pg 16	1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3110</b>
Skipping Class <b>U2103</b>		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	1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3103</b>
Misconduct on field trips, etc. <b>U2104</b>			1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3104</b>
Failure to serve detention <b>U2105</b>			1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3105</b>
Use of profanity/ obscenities <b>U2106</b>		Swearing, use of obscene language, use of racial slurs not directed at an individual, making of inappropriate gestures, middle finger, etc.	1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense
Throwing of non-injurious objects/food fights <b>U2107</b>			1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3107</b>
Defiance/ Disrespect <b>U2108</b>			1 Day Suspension	2 Days Suspension	Becomes a Level 3 offense <b>U3108</b>
Theft/Stealing (\$10.01 - \$50) <b>U2020</b>			1 Day Suspension (possible referral for criminal activity)	2 Days Suspension (possible referral for criminal activity)	Becomes a Level 3 offense (possible referral for criminal activity) <b>U3020</b>
Possession of Over the Counter medications <b>U2109</b>	210	The following items are prohibited on school grounds, but are not limited to: non-prescription drugs*. (see pg. 17)	1 Day Suspension	2 Days Suspensions	Becomes a Level 3 offense <b>U3109</b>
Unauthorized photographing, video recording, or audio recording of others <b>U2115</b>		Using any photographic device to take a picture, audio recording, or video recording of another person or people without their permission.	1 Day Suspension	2 Days Suspension + forfeiture of device for one week	Becomes a Level 3 offense + forfeiture of device for one month <b>U3115</b>
Major Disruptive Behavior <b>U2022</b>		Behavior that substantial disrupts the educational environment	1 Day Suspension	2 Days Suspension	3-5 days Suspension <b>U3022</b>
Physical aggression without injury/			1 Day Suspension	2 Days Suspensions	Becomes a Level 3 offense



horseplay <b>U2101</b>					<b>U3101</b>
Other (Administrative Use Only) <b>U2199</b>			1 Day Suspension	2 Days Suspensions	Becomes a Level 3 offense <b>U3099</b>

## Level 3

Violation	Board Policy	Definition/Handbook example	1st Offense	2nd Offense	3rd Offense
Tardy to School Level 3 <b>U3008</b>			1 school improvement  An additional illegal absence assigned for each tardy Magistrate Hearing	1 school improvement  An additional illegal absence assigned for each tardy Magistrate Hearing	1 school improvement  An additional illegal absence assigned for each tardy Magistrate Hearing
Defacing school property <b>U3201 or 032</b>			3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Insubordination/ Defiance/ Extreme Disrespect <b>U3202</b>			3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Major Safety violations <b>U3112</b>		Unsafe actions which may reasonably be expected to cause serious bodily injury	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Threatening/ intimidation of others <b>U3103 or 022</b>			3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days

Bullying (Harassment) <b>027</b>	249	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.	3 Days Suspensions	3 Days Suspensions	3 Days Suspension + Referral to Superintendent for additional days
Possession, use, or sale of Tobacco/ Nicotine/Nicotine Delivery System <b>050 (Tobacco) or 053 (Vaping Materials)</b>	222	The following items are prohibited on school grounds and school provided transportation, but are not limited to: tobacco products, e-cigarettes, electronic nicotine delivery systems, personal vaporizers	3 Days Suspension – mandatory referral to the SAP	3 Days Suspension – mandatory referral to SAP	3 Days Suspension + Referral to Superintendent for additional days – mandatory referral to SAP
Possession of Prescription Narcotics Prescribed to Self <b>USD 3109</b>		Students must have all prescribed medicines with the nurse. Students who have prescribed medicine on their person are subject to disciplinary consequences	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Lewd/Obscene Acts <b>012</b>		Any sexualized or offensive act or possession which is contrary to community moral standards	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Leaving School Without Permission <b>U3204</b>			3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Hazing/All Other Forms of Harassment <b>016</b>	247		3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Theft/Stealing (\$50.01-\$300) <b>025</b>			3 Days Suspension (possible referral for criminal activity)	3 Days Suspension (possible referral for criminal activity)	3 Days Suspension + Referral to Superintendent for additional days (possible referral for criminal activity)

Sexual Harassment <b>014</b>			3 Days Suspensions	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Racial/Ethnic Intimidation <b>015</b>			3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Criminal Trespassing <b>033</b>		You commit criminal trespass if, knowing you are not licensed or privileged to do so, you enter a building or occupied structure by breaking in or gaining entry through subterfuge or surreptitious ways.	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Disorderly Conduct <b>038</b>		<p>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:</p> <ul style="list-style-type: none"> <li>• Engages in fighting or threatening, or in violent or tumultuous behavior;</li> <li>• Makes unreasonable noise;</li> <li>• 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.</li> </ul>	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Photographing audio recording, or video recording others without their permission and sharing with others <b>U3115</b>		Photographing/videoing/audio recording of others without their permission and posting electronically, printing and sharing, etc.	3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days
Other (Administrative Use Only) <b>U3099</b>			3 Days Suspension	3 Days Suspension	3 Days Suspension + Referral to Superintendent for additional days

## Level 4

Violation	Board Policy	Definition/ Handbook example	1st Offense	2nd Offense	3rd Offense
Simple Assault and Battery <b>001 – on a student; 003 – on a staff member</b>		Intentionally, knowingly or recklessly causing bodily injury to another or attempting by physical menace to put another in fear of assault	5 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	10 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	Becomes a Level 5 Offense
Fighting (Physical altercation without the use of excessive force and/or a weapon) <b>017</b>			5 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	10 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	Becomes a Level 5 Offense
Sale, possession, consumption, or under the influence of alcohol <b>049</b>	227		5 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	10 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	Becomes a Level 5 Offense
Terroristic Threats (Transient) <b>036</b>			5 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	10 Days Suspension Informal hearing with Parents and compliance with SAP recommendations Referral to the State Police for criminal charges	Becomes a Level 5 Offense

Theft/Stealing (more than \$300) <b>025</b>			5 Days Suspension (possible referral for criminal activity)	10 Days Suspension (possible referral to State Police for criminal activity)	Becomes a Level 5 Offense
Photographing, audio recording, or video recording others without permission and posting/sharing with the intent to embarrass, harm or annoy <b>U4115</b>		Photographing/videoing of others without their permission and posting/sharing with the intent to cause harm, distress, or annoy others which may include making inappropriate comments verbally, in writing, or using some other method	5 Days Suspension	10 Days Suspension	Becomes a Level 5 Offense
Unauthorized use of school fire alarm <b>U5401</b>			5 days OSS  Upon review of the details of the incident the high school principal may recommend to the superintendent for expulsion	Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property, and/or costs incurred by the school district which are the result of the student's actions/behavior)	

## Level 5

<b>Violation</b>	<b>Board Policy</b>	<b>Handbook Example</b>	<b>Each Offense</b>
Possession of a Firearm <b>054</b>	218.1	The following items are prohibited on school grounds, but are not limited to: loaded or unloaded firearms, zip guns, BB guns, lookalike/replicas of firearms/weapons	10 days OSS and Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
Possession of a cutting instrument <b>054</b>	218.1	The following items are prohibited on school grounds, but are not limited to: knives, razors, cutting tools, lookalike/replicas of knives	10 days OSS and Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property)
Bomb Threats or Scares/Substantive Terroristic Threat <b>035</b>			10 days OSS and Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. (Students will pay the replacement cost for all damaged property, and/or costs incurred by the school district which are the result of the student's actions/behavior)
Possession, use, or under the influence of controlled substances <b>047</b>	227	The following items are prohibited on school grounds, but are not limited to: any controlled substance which is deemed illegal for use or possession by persons under the age of the student in question	10 days OSS and Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing.
Aggravated Assault <b>002 – on a student</b> <b>004 – on a staff member</b>		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	10 days OSS and Student will be recommended to the Superintendent for expulsion. If approved, the Superintendent will refer the student to the School Board for disciplinary action which may include an expulsion hearing. An alternative educational placement may be deemed necessary.

		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.	
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\*Any student conduct which constitutes a criminal act shall be referred to the proper authorities and may also be addressed by imposition of fines by the school district for summary offenses.

\*Students committing a Level 4 or Level 5 offense and/or accumulating an excess of five (5) disciplinary points in a school year shall lose privileges to attend social events and celebration activities. Students shall have one (1) disciplinary point removed for each calendar month without receiving disciplinary action. All suspensions in excess of fifteen (15) ISS days shall be served out of school unless approved by the superintendent. All suspensions assigned within the last ten (10) calendar days of the school year shall be served out of school.

Chronic and/or severe behavioral issues may result in a student being expelled from Union School District and/or issuing of criminal charges. A student's disciplinary record may be considered in its entirety when making decisions regarding expulsion.

NOTE: Any student serving a suspension (in school or out of school) on a day may not attend or participate in any school function until the beginning of the next student day unless approved by the school principal.

Failure to submit to or comply with a search of property or person shall constitute an admission of guilt which will result in the assignment of the associated disciplinary action and/or consequences as outlined in school policy and/or the student handbook.

Disciplinary systems are implemented for the purpose of changing student behavior, not for the sake of punishment or revenge. As such, it is important for students to receive the same message at school and also at home. If conflicting messages are sent to students between school and at home, the likelihood of positive changes in the child's behavior greatly decreases. It is the desire of the school district to work together with parents to provide positive influences for our students so that they learn to make good and productive choices in the future.

### **Bus Suspension Procedures**

1 <sup>st</sup> reported offense	Conference with student & warning
2 <sup>nd</sup> reported offense	1-day bus suspension
3 <sup>rd</sup> reported offense	3-day bus suspension
4 <sup>th</sup> reported offense	5-day bus suspension
5 <sup>th</sup> reported offense	10-day bus suspension
6 <sup>th</sup> reported offense	Suspension for the remainder of the school year

\*\*Incidents occurring on the bus are also subject to disciplinary action according the discipline matrix\*\*

\*\*The principal may apply any of the listed consequences above depending on the severity of the incident\*\*

## DEFINITIONS:

**Bullying** – Intentional electronic, written, verbal or physical act, or a series of acts:

- directed at another student or students;
- which occurs in a school setting;
- that is severe, persistent, or pervasive; and
- that has the effect of doing any of the following:
  - substantially interfering with a student's education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised, or sanctioned by the school.

*Both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature. Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber bullying is being used to describe bullying behavior which occurs on the internet.*

The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when:

- there is an **intent to harm** – the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior; and
- there is **intensity and duration** – the taunting continues over a period of time and is not welcomed by the target.

\*\*\*Please note: The intent of this reporting system is to document all incidents of bullying behavior. Incidents which involve law enforcement, although they may fall under the definitions provided, should not be considered the only reportable incident of bullying behavior.

**Cyberbullying:** Bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

**Video Recording Others in School:** Pennsylvania has laws prohibiting recording someone without their consent. Pennsylvania requires that every party to a conversation must consent to being recorded. It is a felony (a more serious crime often punishable by imprisonment for more than one year) to make illegal recordings. Therefore, you must not video record your teachers or peers using any kind of recording device without their knowledge and consent.

**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**

Detention (school improvement), suspension, alternative educational placement, contacting police or appropriate law enforcement, community service, counseling, referral to the student assistance program, MTSS referral, development of a behavioral plan, expulsion, or other disciplinary action as deemed appropriate but legal may be utilized for discipline assignments. Any days of detention, removal from the educational setting, assignment to an alternate educational placement, or eligibility will refer to actual school days.

Students with special needs will be disciplined in accordance with federal IDEIA 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 has jurisdiction over student activities which occur between the time they leave home before school until they return to their home following.

### **Detention (School Improvement)**

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 - Detention will be assigned at the discretion of the Principal. Detention will be for one hour following final dismissal for the school day.

High School - Detention will be assigned at the discretion of the High School Office. Detention will be for one hour following final dismissal for the school day. At the discretion of the High School Principal one detention could be served through 3 days of lunch detention.

NOTE: The Administration reserves the right to assign appropriate disciplinary action as deemed necessary. The Administration reserves the right to use its discretion in all disciplinary matters.

No student assigned to 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.

### **DISMISSAL PROCEDURES FOR HIGH SCHOOL STUDENTS**

Drivers, Walkers, and Riders are all dismissed at a time designated by the high school office. All students may leave the building at this time. Drivers may exit through the back of the parking lot to Long Lane East or must wait until all buses depart. Walkers may leave at a time designated by the high school office. Students that ride buses must wait inside the 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 after the buses have exited the front circle. The District is not responsible for supervising students after 3:00 P.M. Students should not be in the school unsupervised.

## DISMISSAL PROCEDURES – ELEMENTARY STUDENTS

Students will be dismissed by elementary personnel.

**Drop-off and Pick-up for Parent Provided Transportation.** Elementary students should arrive before 7:50 A.M. at SES. Parents who are dropping off or picking up their child should not interfere with buses 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. Walkers in grades K-2 will be dismissed at 2:36 P.M. and students in Grades 3-5 will be dismissed at 2:37 P.M.. Parents are encouraged to wait in their vehicles for their child to be dismissed and picked up at the designated spot near the end of the building. Please be patient and stay in a single file line and wait for your child to approach your vehicle. Parents picking students up in grades K-2 please park along the right side of the bus circle. Parents picking up students in grades 3-5 please park along the left side of the bus circle. Parents who are picking up their child who normally rides 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.

Please do not call the school on a daily basis to change your child's dismissal procedures. Parents are asked to make arrangements the night before and to send a note with their child(ren) in the morning if there is to be a change in a student's dismissal for that day. As a reminder, your child(ren) are not permitted to ride home on a bus with another student. If you call in and want your child(ren) to be *“walkers”* and did not send a note that day, you must park at dismissal time and come into the building and sign your child(ren) out. If an emergency arises, please call into the school office.

## DRESS GUIDELINES

First opinions are often formed based upon your physical appearance. How you dress often projects an image which is related to your behavior and attitude. Therefore, it is imperative that you dress in a manner that projects a positive image. Secondly, your dress must be chosen with safety in mind. Any clothing which may pose a safety hazard is not permitted. Lastly, your form of dress/appearance should promote a positive learning environment and cannot cause a disruption to your education or the education of others.

### Clothing:

- All clothing should cover the body to prevent excessive skin exposure, be free of inappropriate content, fit properly, and be safe in nature.
- All **tops** must cover the torso such that they limit the exposure of cleavage, the mid-section, and/or the side below the armpit. Tops must also be made of a material which is opaque, free of holes, and is not excessively tight.
- All **pants, shorts, skirts or other bottoms** must start at the waist and extend to mid-thigh (measurement in inches from the bottom of the foot to the bottom of the kneecap divided by (3) above the center of the kneecap). They must be made of opaque material which is free of holes above the mid-thigh (measurement in inches from the bottom of the foot to the bottom of the kneecap divided by (3) above the center of the kneecap).
- **Shoes** to be worn must be safe in nature and manufactured for outdoor wear.
- Physical Education classes shall require athletic wear.

### Hair:

- All hair must be kept in a manner which does not interfere with vision, safety, or work performance. It must be kept clean and free of parasites. Hair must not pose a distraction or disrupt the education of others. No head coverings are to be worn in the school building unless prior approval is granted by the building principal.

### Jewelry/Body Art/Accessories:

- All jewelry must be commercially manufactured in nature, may not pose a safety hazard such as cutting or puncture, and must be appropriate for the educational setting.
- All tattoos or body art must be appropriate for the educational setting and be free of inappropriate messages, visual representations, or vulgarity.
- No Sunglasses are permitted to be worn in the building during the school day.

Students who appear to violate the student Dress Code will be referred to the High School office, where the Principal has the final authority concerning dress code. Students who violate the Dress Code policy are subject to the disciplinary consequences detailed in this Student Handbook. Students will be required to change their attire or be sent home if found to be in violation of the Dress Code.

## **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. The cost of a Parking Permit is 10 dollars. You will be reimbursed this 10 dollars upon returning your parking permit at the end of the school year. You must park your vehicle in spaces designated for student parking. Immediately upon driving your vehicle onto school property in the morning, you and your passengers must move into the building, rather than sitting in cars and waiting 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 the final dismissal bell, 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. Failure to abide by safe driving practices and rules related to vehicle use on school property may result in revocation of parking privileges. Unauthorized use of a motor vehicle on school property may result in fines for unauthorized parking, trespassing, or possible towing of the vehicle at the owner’s expense. The administration reserves the right to revoke driving privileges at their sole discretion for any purpose.

## **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; are suffering a long-term disability; are a staff member moving heavy or unwieldy packages or equipment, or for other extenuating circumstances approved by the administration.

## **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 the combined average of partial credit) courses – two (2) or more failures equals one (1) 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 the combined average of partial credit) courses – two (2) or more failures equals fifteen (15) days of ineligibility for the next marking period.
3. A student athlete who has been absent from school during a semester for a total of twenty (20) days shall not be eligible to participate in any athletic contest until he or she has been in attendance for a total of forty five (45) days following his/her twentieth (20) day of absence. Attendance at summer school does not count toward the forty-five (45) days. Days absent from school do not count towards the forty-five (45) days.

**Conditional Eligibility:** Students failing to meet the Full Eligibility standard may opt to participate in practices only if in attendance at after-school study session/tutoring on the day of the 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.

**Extra-Curricular Expectations:** To retain eligibility for participation in Union School District’s extra-curricular 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 extra-curricular 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 extra-curricular activities must conduct themselves in accordance with board policy (School Handbook/Co- and Extra-curricular 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 School District Board of Education, administration, and individual coaches and activity sponsors. Students participating in co- and/or extra-curricular activities are also responsible for the regulations listed in the Co- and Extra-curricular Handbook.

For certain events, you may sign-up recent graduates or students from other high schools. The superintendent or his designee reserves the right to limit the age and grade level eligibility of any district sponsored dance for the safety of students attending. However, no guests under ninth 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 (20) 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, and the cyber school does not provide the same/similar activity. Students must acquire prior permission from both the cyber school and Union School District prior to participation. Cyber school students that do not reside in the 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 – HIGH SCHOOL STUDENTS**

If you arrive at school after the start of homeroom period, you must report immediately to the SPO for a pass. To avoid office-assigned penalties for tardiness, upon arriving you must provide written excuses from your parents justifying your tardiness. "Slept in," "Car wouldn't start," etc., are not justifiable reasons for tardiness.

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

- The parent/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 parent/guardian must write an excuse for non-medical dismissals (see information that must be included for excuses.).
- Failure to provide the excuse from the doctor, dentist, other appointment, or one of ten yearly parental excuses will result in this absence being classified as unexcused/illegal.
- As you leave the building, sign-out on the sheet located with the SPO. Similarly, when you return to school after having been excused for a portion of the day, report directly to the SPO for a re-enter pass.
- Students must enter and exit the secondary building only through the front doors by the SPO desk during school hours.

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

## FIELD TRIPS

The agenda/information sheet will provide all the basic information for the field 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 or vaping at all, at any time, on the trip; no weapons including pepper sprays; and 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 positions 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 conditions.

### 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 or at the discretion of the administration for trips where permission is assumed parents may request exclusion of their child from the activity in writing.
- The Principal may make exceptions in very unusual circumstances.
- Students who are participating in a field trip must travel on school-sponsored buses.
- Students who have four (4) or more days of unexcused absence, a total of fifteen (15) or more absences unexcused or excused, ten (10) or more discipline referrals (elementary), five (5) or more disciplinary action points (High School) or two (2) or more failing subject areas may, at the discretion of the Principal, have their field trip privileges taken away. Additional requirements may be set at the discretion of the administration for non-academic related trips.

## EARLY DISMISSALS

- High School
  - o If you require an early dismissal from school, you must bring a written excuse from your parents specifying the date, time, and reason. **YOU MUST PROVIDE YOUR EXCUSE TO THE SPO 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 early dismissals, or for a change in regular bus rides. Parents must provide a written notice or complete an "Alternative Bus" form if a student is to ride a different bus home instead of his/her regular bus.

### **For Elementary Students:**

- If your child is to be excused, you should:
  - o Send a note to his/her teacher.
  - o The school secretary or school police officer will call the student to the office. For attendance purposes, a "Sign-In/Sign-Out" sheet is located in the vestibule/lobby/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.

## **DRILLS**

To comply with School Code requirements and to ensure your safety, we will conduct drills on an average of once per month. Drills include Fire Drills, Code Red Drills, Severe Weather Drills, and other drills as needed. These drills are conducted as practice and any issues, if found, are resolved so that we are prepared should an actual emergency situation occur.

## **FORMS/REPORTS SENT HOME**

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 at the end of twenty-two (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 (4) times a year.) Report cards will be available via the parent portal. Any parent who wishes a printed copy of the report card may do so by contacting the respective building office.

## **FOSTER CARE**

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local Children and Youth Services agency and other school districts. The Board designates the Superintendent to serve as the district's point of contact for children in foster care. See Board Policy #255 "Educational Stability for Children in Foster Care" of this handbook for the written board policy. Direct your questions to the Superintendent.

## **FUNDRAISING EVENTS – HIGH SCHOOL & ELEMENTARY SCHOOL**

Any school-related fundraising 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 activity account. All funds must be deposited and withdrawn through the Office, which will maintain said funds through an area bank. The State Auditors review all organizations' funds annually.

## **GRADING**

Students must earn 80% 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 90% or better in each major subject and at least an "S" in all ungraded subjects. Students eligible for Outstanding Scholastic Achievement need to achieve a final average of 90% or better.

### **ELEMENTARY: SUBJECTS AND GRADING:**

<b>Subject</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4-5</b>
English Language Arts/Spelling	%	%	%	%
Math	%	%	%	%
Social Studies	N/A	N/A	O-S-U	O-S-U
Science	O-S-U	O-S-U	%	%
General Music/Choir	O-S-U	O-S-U	%	%

Instrumental Lessons/Band	N/A	N/A	N/A	O-S-U
STEAM	O-S-U	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-12

90% – 100% A = All percentages 90% and higher or an O or S in subjects will reflect the Principal's List.

80% – 89% B = All Percentages 80% and higher or an O or S in subjects will reflect Honor Roll.

70% – 79% C

60% – 69% D

0% – 59% F

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 student's teacher(s) to arrange a conference. **Please be reminded that the grade is not the goal, but rather students learning and mastery of content which is measured by the grade.**

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

In order to gain the most benefit from any course, a 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 grade 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 regular grade within the specified time will receive a failing grade for missing work, 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/her decision will be final.

Exception: Some of the work is of the nature that it can only be completed during 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.

#### GRADE FLOOR (High School only)

In order to maximize student participation over the course of the school year, a grade floor will be implemented. The lowest percentage grade a student can receive per grading period is 55% (For the high school, **the grade floor is limited to any one of the first three (3) nine-week periods**). This will allow for the instructor, family and student the ability to collaborate, plan and refocus for the betterment of the student. Please note that the "Grade Floor" will not be used for any College-in-the-High School, dual enrollment, or Advanced Placement course, but will be extended to students participating in a Union School District provided cyber program, such as the Rockets Online Program.

#### **GRADUATION REQUIREMENTS**

Students must successfully complete at least the 24-25 credits (depending on years enrolled in Union High School) 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

Pennsylvania Department of Education (PDE) mandates. These credits must include at least the following: English – four (4); Social Studies – three (3); Math – three (3); Science – three (3); Health – one-half (0.5); Physical Education – one (1); Careers (0.25-1.0, depending on the years enrolled in UHS); Arts & Humanities Electives – two (2); and Electives – seven (7). Beginning with the graduating class of 2027 students will be required to earn ½ (.5) credits in Personal Finance.

Students are recommended to follow the track below:

- **Grade 9:** English (1); Social Studies (1); Math (1); Science (1); Physical Education (0.25); Careers 9 (0.25)
- **Grade 10:** English (1); Social Studies (1); Math (1); Science (1); Physical Education (0.25); Careers 10 (0.25)
- **Grade 11:** English (1); Government/Economics (1); Math (1); Science (1); Health (0.5); Physical Education (.25); Careers 11 (0.25)
- **Grade 12:** English (1); Social Studies (1); Math (1); Science (1); Physical Education (0.25); Careers 12 (0.25); Beginning in 2025-26 Personal Finance (students may take this course in 11th grade) (.5)

All students are required to take no fewer than 6.5 credits each year, unless the Principal authorizes fewer.

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 to successfully complete a minimum of a one-credit course in each of the following disciplines each year: English, Social Studies, Mathematics and Science, plus a fractional-credit course in Physical Education. Students attending the Career Center may substitute career program credit for up to one core credit. Substitutions for these discipline areas may be made only by the School Counselor and must be approved in writing by the Principal. While ultimate responsibility for scheduling and successfully completing all courses rests with you, the School Counselor will attempt to assist you in scheduling core 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 Algebra I, Biology, and Literature Keystone Exams, or meet the requirements of one of the Union School District approved graduation pathways.

## **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 side of hallways and stairwells;
- Slamming of locker doors is not permitted
- Video recording, audio recording, or photographing others is not permitted.

## **HOMELESS CHILDREN AND YOUTH**

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to ensure that homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue uninterrupted while children may experience housing instability.

### **Definition:**

Section 725(2) of the McKinney-Vento Act defines "homeless children and youth" as any individual who lacks a fixed, regular, and adequate nighttime residence. This includes but is not limited to children and youth who:

- Share housing of other persons due to loss of housing, economic hardship, or a similar reason (doubled-up)
- Live in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Live in emergency transitional housing (shelters)
- Abandoned in hospitals



- Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for humans
- Live in parked cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Are migratory children who qualify as homeless because they are living in circumstances listed above
- Are unaccompanied 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

Parents/Guardians/Children experiencing housing instability have a right to timely and accurate identification of homeless status.

## **Enrollment of Students**

Schools are to immediately enroll students experiencing homelessness and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.

## **Family Engagement Activities**

Union School District offers several opportunities for students and parents to engage in family engagement activities. When offered, all students and families are encouraged to participate. Housing instability/homelessness shall not present a barrier to participation in such activities. If a student qualifies for homeless status, they or their family may contact the school district's Homeless Liaison to arrange assistance to help with providing access to these activities.

## **Food Services**

Immediately upon enrollment, students who are experiencing homelessness and unaccompanied youth are entitled to receive a daily, free school lunch. Since Union School District is a Community Eligible School, all students receive free breakfast and lunches.

## **School Placement Process**

Students who are experiencing homelessness and unaccompanied youth have the right to attend either their school of origin or the school in the area in which they are currently residing for the duration of their homelessness, or until the end of the school year if the family finds permanent housing. A school District must provide you with a written explanation of its position and inform you of your right to appeal the decision if they believe attending the school of origin is not in the best interest of the child.

## **Title I**

Students who are experiencing homelessness and unaccompanied youth are entitled to Title I educational services. Title I services include academic assistance for students within the classroom. All students in grades kindergarten through fifth grade are screened several times per year to determine academic programming needs which include needs for MTSS services.

## **Transportation**

In the case where the educating district is different from the district where the student is temporarily residing, students shall receive transportation to and from the school of origin if necessary.

## **Unaccompanied Youth**

An unaccompanied youth who is experiencing homelessness must be enrolled immediately, even if the youth does not have a fixed place of residence, proper documentation, or solely because the youth is not under the supervision of

a parent, guardian, or person in a parental relationship. The LEA homeless liaison will assist in enrollment. The school principal/designee, in conjunction with the school counselor/homeless liaison, should make every effort to locate the parent or guardian to complete the registration process. In unusual situations, Child and Youth Services or Department of Social Services may be contacted, with referrals consistent with school policy in reporting cases of parental neglect. Liaisons shall ensure that unaccompanied youth are enrolled in school, and have opportunities to meet the same challenging state academic standards as the state establishes for other children and youth, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C 1087vv), and their right to receive verification of this status from the local liaison.

## **Dispute Resolution Process**

If a dispute arises over school selection or enrollment for a student eligible under the McKinney-Vento Act:

The child or youth shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. Union School District will provide its share of the transportation expenses to the school selected for the duration of the dispute resolution process.

If Union School District disputes the identification of an individual, the student and parent/guardian will be contacted in writing to communicate their concerns. The Homeless Liaison will maintain communication until the dispute is resolved.

If dissatisfied with the school's decision, the parent/guardian, or youth may appeal the decision to the state level. Contact information will be provided by the Homeless Liaison to do so.

- See [Board Policy 251 “Homeless Students”](#) of this handbook for the written board policy. The Board designates the District Superintendent as the Homeless Liaison; direct specific questions to the Superintendent.
- See the [Basic Education Circular](#) provided by the Pennsylvania Department of Education for more guidance concerning McKinney-Vento Homeless rights and responsibilities.
- [Union School District Procedure and Resource Manual](#)

**Union School District Homeless Liaison – Dr. John Kimmel, Superintendent (814) 473-6311**  
**kimmeljt@unionsd.net**

**PA Regional Coordinator: Wendy Kinnear - (724) 458 - 6700**  
**wendykinnear@miu4.org**

## **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 students and parents' understanding of the concepts studied in school. Homework may be written practice or a study-review activity; it is strongly encouraged that these are done with minimal assistance.

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 a 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.
- 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 the 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 90% or better in each major subject and at least an "S" in all ungraded subjects.

#### **HONORS GRADUATES AND CLASS RANKINGS**

To be eligible for Honors or High Honors recognition, students must complete at least seven of the upper level academic courses described in the Course Selection Guide (indicated by the "H/HH" designation) or any college-level courses approved in advance by the Guidance Department and Administration. You or your parents may request that you be permitted to enroll in an Honors class if meeting all academic requirements. At graduation ceremonies, seniors who have compiled a weighted high "A" average (93% and higher without benefit of "rounding up") in Grades 9-12 as computed at the end of the fourth nine-weeks grading period will be recognized as "High Honors Graduates" and will wear the gold tassel and gold cord. Seniors who have compiled a low "A" average (90% to 92.99% without benefit of "rounding up") 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 G.P.A.; the Salutatorian will be the senior with the second-highest G.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.

Weighted Courses consist of: English Honors courses; Trigonometry/Pre-Calculus; Calculus; Chemistry II; Honors Chemistry; Biology II; Probability and Statistics; Physics I; and Physics II. Weighted courses will have 4% added to the course's final average.

College-in-the-High School Courses – Physics II; and Probability and Statistics

#### **GPA AND WEIGHTED GRADES**

All courses taken in Grades 9-12 that earn a percentage grade will be included in calculating a student's GPA.

#### **Weighted Grade Point Average for Honors Courses**

- 5.0 quality points on a 4.0 scale for an A
- 4.0 quality points on a 4.0 scale for a B
- 3.0 quality points on a 4.0 scale for a C
- 2.0 quality points on a 4.0 scale for a D

Weighted Percentage GPA - Adjust to the following percentage scale for weighted courses starting with the class of 2024. Add 4 percentage points to each final grade (e.g., 100 = 104, 90 = 94, 80 = 84). The weighted 4.0 scale was first implemented in the 2020-2021 school year.

## ILLNESS AT SCHOOL

If you become ill at school, you should notify your teacher, obtain a pass, and report immediately to the School Nurse or to the Office. **YOU MAY NOT ENTER THE NURSE'S OFFICE IF HE/SHE IS NOT PRESENT:** instead, you must report immediately to the School Office. **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 parent(s) or guardian(s). You will not be sent home unless your parent(s) or guardian(s) will be there, or unless your parent(s) or guardian(s) grant school authorities permission to send you home. If you drive to school and become ill, you may drive home only after your parent(s) or guardian(s) have been contacted by office personnel. In that situation, you must phone the office immediately upon arriving home. If being sent home by the school nurse or by parent permission, it is recommended that the student see a physician and submit a doctor's note to the school office so that the absence is recorded as medically excused. Otherwise, the absence shall be recorded as a parent excused absence.

Parents may want to contact their child's bus driver to inform him/her of any medical concerns or special accommodations the child would require in the 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 in bus transportation 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 2020/2021, children need the following:

- 4 Doses of Tetanus\* (1 Dose on or after the 4<sup>th</sup> birthday)
- 4 Doses of Diphtheria\* (1 Dose on or after the 4<sup>th</sup> 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 7<sup>th</sup>-grade need the following by the first day of school:

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

Students attending 12<sup>th</sup> grade need the following by the first day of school:

- Second dose of Meningococcal Conjugate vaccine (MCV)

Insurance or 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 regulation 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.

## **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 (EPA) 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 seventy-two (72) hours prior to application and for two (2) 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 the Building and Ground Supervisor who serves as the IPM Coordinator, at 814-473-3121.

## **INVITATIONS – ELEMENTARY SCHOOL**

Invitations may be handed out at school if all students in the class are invited. Due to student confidentiality and students’ privacy rights (Family Educational Rights and Privacy Act – FERPA), do not call the office or ask a teacher requesting class lists, student names, student 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**

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 may be 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’ desks. When an article has been lost, the student 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 (the Four Pillars of the National Honor Society). Students in 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>-grade who maintain a cumulative 93.0000 percent grade average from the beginning of the freshman (9<sup>th</sup>-grade) year through the end of the second nine-weeks of the sophomore (10<sup>th</sup>-grade) year are considered to be scholastically eligible, and will be given an application. These candidates will then be evaluated in the areas of scholarship, character, leadership, and service. Additionally, to be considered for membership,

candidates must complete the required application and submit it **on time**. Per national guidelines, candidates are selected by a faculty council.

### **OFF-LIMIT AREAS – HIGH SCHOOL & ELEMENTARY SCHOOL**

Both the boiler room and the faculty room are off-limits to students 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 Office area, etc., unless you possess a pass written and signed by the teacher accountable for you. Similarly, **YOU MAY NOT BE IN THE WEIGHT ROOM AT ANY TIME WITHOUT A PASS FROM THE TEACHER IN CHARGE (MUST BE SUPERVISED), 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 made up of representatives from the community, administrators, school health professionals, teachers, school board members, and students developed a policy using language from the Pennsylvania School Board Association's 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 (PDE) website.

These guidelines develop standards related to foods served at school, foods brought into school, and foods sold as fundraisers during the school day. Based on our Wellness Policy, "Classroom parties will offer minimal amount of foods (maximum of 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".

**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. Food items should be prepacked.

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](http://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. At times the district may utilize a "passive permission activity", however parents/guardians may opt their child out of the activity by contacting your child's building principal.

## 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**. Bypassing the school’s network will result in an assigned infraction.
4. Student use of Union School District networks indicates formal acceptance of all applicable conditions set forth in the School District’s Acceptable Use Policy (#815).
5. Students will only use appropriate technology only **with expressed teacher permission**.
6. Students will only use appropriate educational applications on their devices during class time. (USE OF SOCIAL MEDIA APPS CONSTITUTES A VIOLATION.)
7. Students are not permitted to call, text message, **take photos of others without their permission**, email or electronically communicate with others from their personal devices, including other students, parents, guardians, friends and family except during allowable times, **i.e. Lunch period, and as outlined by the teacher**.
8. Students not following expectations for use of personal devices will face disciplinary measures and may lose the privilege of utilizing personal devices in school for a period of time commensurate with the infraction. **Examples: searching inappropriate words/phrases, accessing social media, harassing others, etc.**
9. Use of personal devices in locker rooms, restrooms, hallways, and nurses’ offices is strictly 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. If you do not come to class dressed appropriately, you will be expected to change. 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. Students are encouraged to purchase a lock to protect their personal items. The district may provide students with locks for their gym locker. It is the students’ responsibility to return the lock to the physical education department. Failure to return the lock will result in a 10 dollar charge. The school is not responsible for items in lockers.

## PHYSICAL EDUCATION – ELEMENTARY SCHOOL

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 necessary to maintain essential fitness. Assessment will be based on cooperation, performance and participation. Students in K-2 will be required to wear athletic shoes for physical education. The students will be assessed with a satisfactory or unsatisfactory grade. **BE SURE TO DRESS APPROPRIATELY FOR PHYSICAL ACTIVITY.**

Students in grades 3-5 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.

## PHYSICIAN’S 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 to those physicians after school hours.

## **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 School 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 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 and nicotine delivery devices) will be tolerated. All attendees will enter through the metal detector. 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 (Grades 6-8)**

You may be ineligible for promotion if you fail: (I) two (2) major (daily) subjects or (II) one (1) major subject and two (2) minor subjects

If you exceed 20 or more unexcused 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. **This decision is made on a case-by-case basis by administration.**

### **SENIOR HIGH (Grades 9-12)**

To earn sophomore status, 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 to have accumulated eighteen (18) credits by the end of your junior year .

## **REPORT CARDS – HIGH SCHOOL**

Report cards will be issued to you within five school days following the end of each 9-week grading period and will be posted on the Parent Portal. Parents/guardians wishing to receive a printed copy may request one through the guidance office.

## **RELIGIOUS EDUCATION RELEASE TIME – Grades 2-6**

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 and by 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. During release time, due to it being a non-sponsored activity, the district is unable to address inappropriate behaviors that occur solely during this time.

## **RESIDENCE CHANGES**

You should immediately report to your child’s Main 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, state, and federal 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 it 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;
- To be respectful of all other persons and their property **(Keep your hands to yourself!!)**

## SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTION SUPPORTS (SWPBIS)

### Elementary

SWPBIS is a framework designed to enhance students' understanding of behavior expectations at school. SWPBIS is a tiered framework that uses evidence-based practices to improve academic and behavior outcomes for all students. Clear expectations are explicitly taught to students who are then recognized for their positive behaviors. Sligo Elementary has created the acronym "STAR" for our SWPBIS expectations. This includes four, positively stated, easy to remember, clearly defined expectations for our students. They tell students what to TO DO rather than what not to do. STAR stands for Strive to do your best, Take responsibility, Always work together, Respect yourself and others. Faculty and staff will recognize students for displaying appropriate behavior before, during, and after school. Students will be recognized anywhere! It is encouraged that all staff recognize students in the classroom, hallways, restroom, cafeteria, playground, on the bus and during arrival/dismissal and even during special events and activities.

Students will be given a STAR card when appropriate behaviors are displayed. Faculty and staff will carry the cards and present them to the students. The staff member will write both the student's name and staff member's name on the back of the card and specifically tell the students why they are receiving the STAR card. Staff will circle the environment in which the student displayed the behavior and circle the STAR expectation that was met. Students that earn a STAR card will place their card in a bucket in the classroom. At the end of each day, a student will take their classroom bucket to the office. Each day, one ticket per grade level will be chosen and that student's name will be announced at the end of the day. Of all tickets submitted for the week, one student per grade level will be chosen to be the STAR Student of the Week. Weekly STAR students' names and the STAR cards will be put on the bulletin board in the main hallway. The staff member who gave the cards of the weekly winners will also receive a reward. Once the students set a goal, a school wide event will take place.

### High School

SWPBIS is a framework designed to enhance students' understanding of behavior expectations at school. SWPBIS is a tiered framework that uses evidence-based practices to improve academic and behavior outcomes for all students. Clear expectations are explicitly taught to students who are then recognized for their positive behaviors.

SWPBIS is a framework that tells students what TO DO rather than what not to do. STAR stands for Strive to do your best, Take responsibility, Always work together, Respect yourself and others. Faculty and staff will recognize students for displaying appropriate behavior before, during, and after school. Students may be recognized anywhere! It is encouraged that all staff recognize students in the classroom, hallways, restroom, cafeteria, on the bus and during arrival/dismissal and even during special events and activities.

For each marking period students who meet the behavior expectations will win an award event, activity, or trip. Students who do not meet the expectations will be unable to participate in the quarterly awards. The expectations

of behavior will be shared with students at the beginning of each marking period. These expectations will change based on the data and area of need determined by the SWPBIS High School team.

## SEVERE WEATHER AWARENESS DRILL PROCEDURES

1. When a Severe Weather Awareness warning is received, 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.
3. Students are to file into the hallway as follows, staying clear of all doors and any part of the hallway with excessive glass.  
Sligo Elementary School:
  - Kindergarten students report to the sensory room, kindergarten storage closet and OT/PT room.
  - Students from room 111, 112, and 113 report to the cafetorium and sit facing the outside wall.
  - Students from the following rooms should file to their Right as they exit their classroom door: 102, 103, 104, 105, 106, 107, and 108.Union High School:
  - First floor students will follow their classroom teacher to the locker room hallway.
  - Second floor students will follow their classroom teacher to the auxiliary gym hallway.
  - All students should line up on an interior wall on the ground floor away from windows and doors.
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 headcount to make sure no students are in the nurse's office, restrooms, etc.
8. Elementary teachers who do not have a homeroom should report to the office for their assignments
  - Mrs. Corle will take blankets to the ends of hallways to cover students near glass doors.
  - Mr. Weckerly and Mr. Louder will open front doors and exit doorways near room 114. The end doors should not be open.
  - Ms. Frederick/Mr. Hepler will check the nurse's office, restrooms, etc.
  - Mr. Weckerly, Ms. Frederick, Mr. Louder and Mr. Hepler will also be in charge of checking empty classrooms to make sure lights are off and doors are closed.
  - Mrs. Kifer, Mrs. Monnoyer and Mrs. Wilson will check classrooms.
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 opening front doors and the doors near room 114.
11. When it is all clear, you will be told over the PA system to report back to your assigned rooms in a quiet, orderly manner.

## STATE ASSESSMENTS

The required state assessments (PSSA Tests 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 scores on the assessments may be required to take remediation classes and may be restricted in course selection. **Taking and passing the Keystone Exams is a state-imposed graduation requirement as one of several pathways to graduation.**

## **STUDENT ASSISTANCE PROGRAMS**

### **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, school 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 members, educational services, one on one with the school counselor.

### **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 members, educational services, one on one with the 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.

## **STUDENT INFORMATION**

It is important that your child's school records be up-to-date and accurate. Any emergency could necessitate an immediate call 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 or friend who the child can be taken to 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 – THIS IS VERY IMPORTANT.

## **STUDENT INSURANCE**

Proof of medical coverage is required for participation in extracurricular activities. Brochures concerning school insurance are available in each school office.

## **STUDENT LOCKERS**

Students will be assigned a locker and given a school issued lock. You may not share a locker. You are expected to keep your locker locked when not in use. Students shall not share locker combinations. With permission from the Principal, students may choose to utilize their own keyed lock, but are required to then provide the Principal with a copy of the key to the lock which is to be used. Failure to do so will result in the lock being cut from the locker at the student's expense. The District will not be liable for items lost, stolen, or damaged. 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. Therefore, the Principal or the Superintendent 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. When practical, a specific search of your locker will be conducted in your presence.

### **STUDENTS WITH DISABILITIES – SERVICES**

The Union School District will provide protection from discrimination to otherwise qualified students with disabilities 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 student. For further information regarding evaluation procedures and provision of services, contact the Director of Special Education, who is also the district's Section 504 Coordinator.

### **TARDINESS**

If you are tardy (late to your assigned location), you are required to provide a written excuse. Your failure to obtain and present a pass will subject you to disciplinary measures (see Discipline section). **A high school teacher may allow for an additional minute of travel time depending on the location of the student's previous class.** 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. Students will not be called to the telephone.

### **TEXTBOOKS**

Damaged, destroyed, and/or lost books must be paid for by the student responsible for the book. Your report card will be withheld if you have any outstanding debts. You are reminded that you alone are responsible for taking care of books and other school owned property 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). So you are not held liable for damages not caused by you, **NOTIFY YOUR TEACHER IMMEDIATELY IF HE OR SHE HAS INADVERTENTLY ISSUED A DAMAGED BOOK TO YOU.**

### **TITLE I/Multi-Tiered System of Support (MTSS)**

Title I school-wide support is being implemented through a Multi-Tiered System of Support (MTSS), for students in Grades K-8. MTSS is a proactive, three-tiered approach to student support. The purpose is to support all learners in growing and learning, assuring that students with intervention needs are identified, and that explicit and systematic instruction is provided across all tiers of learners. This system is part of the Child Find process assuring that students with needs beyond the general education classroom can be identified and addressed.

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/Intervention teacher(s), so as to keep parents informed about the progress of the student. Parent conferences are supported and encouraged.

**Title I/MTSS Complaint Procedure.** Any parent who is not satisfied with services their child is receiving through Title I/MTSS at Union School District is encouraged to first contact the Principal, Mr. Thomas J. Minick, at 814-745-2152 to resolve the issue. If the issue is not resolved then, you are encouraged to contact the District Superintendent, Dr. John Kimmel, at 814-473-6311, ext. 9. 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, Kimberly Connelly, at 717-787-7135.

## **TRANSPORTATION**

### **Bus Procedures & Rules**

Union School District provides transportation to students residing within the district who live more than one and a half miles, by the nearest public highway, from residence of the child to the building to which he/she is assigned with the understanding that acceptable behavior is expected. The following procedures and rules must be followed.

#### Procedures:

1. Be at your bus stop five (5) minutes before your scheduled pick-up time.
2. Stand at least ten (10) feet from the road while waiting for the bus.
3. All students will enter and exit the bus from the main door unless directed otherwise.
4. Always cross in front of the bus, never behind it.
5. Remain seated at all times. The bus driver may select seat assignments.
6. Keep the aisle free from obstruction at all times.
7. If windows are opened during the bus ride, please close them before exiting the bus.
8. Students will be assigned to a bus roster; an individual is limited to one alternate pick-up or drop-off address which must be utilized on a regularly repeating weekly schedule.
9. Students may converse with each other, but only in a quiet and respectful manner.
10. Students will respect others and their property.

#### Student Behavior:

Student misbehavior on buses shall be reported within (24) hours of the incident by the bus driver to the building Principal and/or the Coordinator of Transportation, who shall determine appropriate disciplinary action and notify the parents or guardians. The following behaviors shall be considered inappropriate and shall be reported:

1. Use of foul language or boisterous noise that may distract the attention of the driver.
2. Annoying or striking any passenger on board.
3. Marking or damaging any part of the bus or provided shelters.
4. Refusing to sit in assigned areas or seats designated by the driver.
5. Pushing or shoving when getting on or off the bus.
6. Standing or walking about the bus when it is in motion.
7. Illegal use of the emergency door.
8. Throwing or shooting objects into the air and/or out the window of the bus.
9. Placing arms, legs, or any part of the body out of the window.
10. Use of any type of tobacco or nicotine delivery device while traveling to or from school.
11. Spitting or discarding trash on the floor of the bus.
12. Transporting disagreeable objects or materials to or from the school, such as pornographic material, tobacco, nicotine delivery devices, weapons of any kind, and others as determined by the Coordinator of Transportation.
13. Card playing or use of any gambling device on the bus.
14. Misconduct at the bus stops or shelters.
15. Students not returning to their homes on assigned buses must present an excuse to their building principal.
16. Students will not be permitted to leave the buses prior to arriving at the school or their home stop. Drivers are not permitted to make extra stops.
17. Harassment of the driver in any manner whatsoever will not be tolerated.
18. No eating is permitted on the bus.
19. Spraying of aerosols is not permitted.

Please be advised that only District approved and employed personnel are allowed to board a bus. It is unlawful for a parent/guardian or unauthorized individual to do so. Failure to comply with this regulation will result in the individual's removal from the bus and will be reported immediately to the appropriate authorities.

The Union School District Board of School Directors may authorize the utilization of District-owned or contractors video and audio recording equipment on school vehicles. Please be advised under Pennsylvania Wiretap Laws "it is unlawful to intercept or record a telephone call or conversation unless all parties to the conversation consent." This applies to students on our school buses.

### **Walking Restrictions**

Union students are permitted to walk home from school under the following conditions:

- Parents, guardians, or designated adults may meet any student at the Elementary building to walk home together.
- Students in grades 4-12 may walk home unsupervised.
- Students in grades K-3 will not be permitted to walk home unsupervised.

Please feel free to discuss concerns with this policy with the building Principals.

### **Bus Drop Off Restrictions**

In order to provide consistency in our policies, there will also be restrictions when students are dropped off from the district-provided transportation under the following conditions:

- Students in grades 4-12 will be dropped off at both community stops and individual homes.
- Students in grades K-3 will be dropped off at both community stops and individual homes only after drivers acknowledge that a parent, guardian, or designated adult is present.
- When a student is not permitted to exit the bus the driver will immediately contact the transportation office. Staff will immediately begin to resolve the issue. The student may (a) remain on the bus, or (b) return to the Central Office. The parent/guardian will be responsible for transportation from this location.

### **Adhering To The Transportation Policy/Revoking Privileges**

Transporting students to safe and secure homes requires cooperation between the District and our families. Families will be expected to make the necessary arrangements for all students, but especially for our Kindergarten, 1<sup>st</sup>-grade, 2<sup>nd</sup>-grade, and 3<sup>rd</sup>-grade students. **If a student must remain on the bus three (3) times during one of our nine-week grading periods, riding privileges will be revoked. Restrictions will be removed for the remainder of the current nine-week grading period.** These restrictions will be in place to ensure the safety of our students. Parents/guardians assume the responsibility to transport students if their riding privileges are revoked and must continue to adhere to all Pennsylvania school attendance laws.

### **Altering Your Transportation**

Transportation arrangements may be altered under the following conditions:

- A parent/guardian may choose to pick up a student at any time.
- A change in residence.
- Emergency situations as approved by the Transportation Director

**BEGINNING OF YEAR BUS CHANGES:** If a bus change is requested, the parent/guardian must fill out a Transportation Change Request Form and arrangements will be made to honor the request as soon as possible. Until the change goes into effect, the parent/guardian must provide transportation.

**BUS REQUESTS:** Students will be assigned to one morning bus and one afternoon bus to provide transportation to and from school. The district does not accept requests to allow students to switch buses on different days of the week, unless an emergency arises. Requests such as the following will NOT be honored: one bus on Monday, Wednesday and Friday pick-up/drop-off and another bus for Tuesday and Thursday pick-up/drop off. An exception will be permitted for court defined guardianship requiring student alternate residence during the school week. It is your responsibility to make arrangements for pick-up or drop-off of your child when you do not want him/her to ride their assigned bus.

**BUS PASSES:** Due to bus safety regulations, minimal changes will occur in daily bus transportation. In extenuating circumstances, a Bus Pass Request will be considered for Principal approval. Extenuating circumstances DO NOT include travel to the home of a friend. For a permanent bus change, please contact the Transportation Office at 814-473-6311 ext. 9.

### **Notice of Video Surveillance**

It should be noted that all Union School District buses are equipped with audio and video recording devices.

### **Student Discipline & Consequences**

Riding a school bus provided by the Union School District is a privilege, not a right. Bus privileges may be suspended at any time based on a student's conduct. Consequences for the violation of procedures and rules may

include but are not limited to the following: after-school detention, lunch detention, in-school suspension, out of school suspension, and bus suspension. All school rules and consequences apply to students while receiving school-provided transportation services.

When a student receives a bus suspension, the parents or guardians must provide transportation to and from the school for the student. If an absence occurs during the bus suspension the day will not count towards fulfilling the assigned suspension. Bus suspensions will be progressive, and will follow the procedures described below. However, if the nature of the offense warrants this procedure may be accelerated.

#### **Bus Suspension Procedures**

1 <sup>st</sup> reported offense	Conference with student & warning
2 <sup>nd</sup> reported offense	1-day bus suspension
3 <sup>rd</sup> reported offense	3-day bus suspension
4 <sup>th</sup> reported offense	5-day bus suspension
5 <sup>th</sup> reported offense	10-day bus suspension
6 <sup>th</sup> reported offense	Suspension for the remainder of the school year

#### **TRANSPORTATION – EXTRA-CURRICULAR ACTIVITIES**

If you participate in school-sponsored activities held at “away” sites, you must follow all rules and procedures outlined within the District’s athletic/extracurricular handbook.

#### **TUTORING**

Professional staff members are available to you daily by prior arrangement before morning homerooms and when offered, one hour following school dismissal. In addition, many staff members are also available during other time periods to work with you.

#### **VIDEO/AUDIO SURVEILLANCE**

##### **Notice To Students, Parents & Staff Regarding The Use Of Camera Surveillance On School Property –**

For the safety of our students, staff and visitors, the Union School District may employ camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. If installed, surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; supply rooms, and some instructional spaces. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

#### **VIRTUAL LEARNING**

Students should follow these guidelines when engaged in virtual learning:

- Appropriate clothing is required.
- Seated in front of the device, not laying down with the device.
- Microphones should be muted until instructed to unmute.
- Abide by the teacher's classroom expectations as if you were in a traditional classroom.

#### **VISITORS**

ALL visitors to the school are required to enter the buildings through the main entrance and report immediately to the SPO. Before leaving the building, you must also report to the SPO. 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 have an appointment in the building.

## **WITHDRAWALS – HIGH SCHOOL AND ELEMENTARY SCHOOL STUDENTS**

In the event that you plan to move from the Union School District, you should contact the office-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 a request from the new district. Before withdrawing from Union, students are required to return all school issued property, as well as settle any monetary debts.

### **Specific School Board Policies**

A complete list of all board policies can be found on the “School Board” page of the district website:

**<http://www.unionsd.net/policy>**



### Student Driver Information Form

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Car Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Car Year: \_\_\_\_\_ Car Color: \_\_\_\_\_

*(Fill out next section for an additional vehicle)*

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/Male Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Mother/Female 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. \_\_\_\_\_

Date : \_\_\_\_\_ Father/Male Guardian Signature: \_\_\_\_\_

Date : \_\_\_\_\_ Mother/Female Guardian Signature: \_\_\_\_\_

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

**Union School District**

**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 2024-2025 Student Handbook at [www.unionsd.net](http://www.unionsd.net), and have read and understand all the policies and procedures that are included in it.

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](http://www.unionsd.net) on the left side of the screen under the High School or Elementary School link and then the Parent GradeBook 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 email 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

### ***Request to Participate in District Extracurricular/Intramural Activities by Charter/Cyber Students***

Name of Cyber/Charter School in which the student is enrolled: \_\_\_\_\_

Address of the enrolled cyber/charter school: \_\_\_\_\_

Cyber/Charter contact/phone number: \_\_\_\_\_

Name of student requesting participation in USD extracurricular/intramural activities:

\_\_\_\_\_

Student's address in Union School District:

\_\_\_\_\_

\_\_\_\_\_

Student's phone number: \_\_\_\_\_

Grade level of student: \_\_\_\_\_

Extracurricular/Intramural activity for which participation is requested: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

### **Cyber/Charter School Approval**

\_\_\_\_\_ - I \_\_\_\_\_ approve this student's participation in  
(Name of cyber/charter representative)

Union School District's aforementioned/identified extracurricular/intramural activity and I verify that \_\_\_\_\_ Cyber/Charter School does not provide a comparable activity/program for this student's participation. I also agree that \_\_\_\_\_ Cyber/Charter School shall bear financial responsibility for this student's participation in the activity which shall be determined by dividing the 3200 funding code of Union School District in the previous school year by the ADM of the same school year.

\_\_\_\_\_ - I \_\_\_\_\_ do not approve of this student's participation in  
(Name of cyber/charter representative)  
Union School District's aforementioned/identified extracurricular/intramural activity.

Signature of Cyber/Charter Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*The participation fee shall be deducted from the monthly bill at the conclusion of the athletic season in which the student participates. Students shall not be permitted to participate until this form is completed in full and received by Union School District.

**Union School District**  
**Application for Non-School Sponsored Educational 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. **Absences will count towards your ten (10) parental excuses allotted for the school year.**

**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 the 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 the back of this application.)

**Required Information:**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address of Proposed 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 that I will encourage the student to complete all assigned work before returning to school.*

Parent/Guardian Signature: \_\_\_\_\_

Date Received by Office: \_\_\_\_\_

A student making an 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 such that less than five days' notice is available, the school should be notified by the parents indicating the reason for the emergency (Sligo Elementary School: 814-745-2152; and Union High School: 814-473-3121).

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

HR			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

\_\_\_\_\_ Trip Approved. Days of absence are excused/legal absences.

\_\_\_\_\_ Trip Request Denied.

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH COMPLAINT FORM**

**Page 1 of 2**

You may make copies of this form, use additional paper, or call/email the Union School District (LEA) or AEDY Program for additional copies. (See bottom of page 2.)

My preferred method of contact is:

\_\_\_\_\_ By phone (please provide number): \_\_\_\_\_

Best time during normal business hours to call: \_\_\_\_\_

\_\_\_\_\_ By email (please provide email address): \_\_\_\_\_

Are you filing this complaint on behalf of a specific child? Please circle one. Yes No

Please provide your contact information, relationship to the child, and signature.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to the child or children (Please circle one):

Parent Attorney Advocate Other \_\_\_\_\_

Name and address of the residence of the child: \_\_\_\_\_

Child's school and school district: \_\_\_\_\_

Is the child currently in school? Yes No

If so, where is the child's current program: \_\_\_\_\_

School Building: \_\_\_\_\_

School District: \_\_\_\_\_

Charter School: \_\_\_\_\_

Private Provider: \_\_\_\_\_

Complete *only* if the complaint is filed on behalf of a homeless child or youth.

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

On or about what date did the violation occur? \_\_\_\_\_

**ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH COMPLAINT FORM**

**Page 2 of 2**

To clarify my allegations, I would like the LEA or AEDY Program to interview the following person(s). **(Optional)**

<b>Name</b>	<b>Occupation/Title</b>	<b>Phone Number/E-Mail</b>

Provide a statement about the violation or issue, which you believe has occurred.

Please include a description of the problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the facts that support your statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your proposed solution to this problem?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This complaint must be signed in order for the LEA or AEDY Program to investigate it.**

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Please return this form to the High School Principal at:**

UNION SCHOOL DISTRICT  
354 Bakers Street, Rimersburg PA 16248

Phone: 814-473-3121

FAX: 814-473-8201

## **Rockets Online Campus Learning Agreement**

It is critical that parent(s)/guardian(s) and student(s) understand and abide by the expectations of the Rockets Online Campus. Failure to abide by the expectations of the Rockets Online Campus may result in consequences up to and including termination of the student's enrollment and return to traditional school. Rocket Online Campus students and their parent(s)/guardian(s) will be required to sign this learning agreement each school year.

Parent(s)/guardian(s) giving their student(s) permission to enroll in the Rockets Online Campus agree to the following:

### **Academic Expectations:**

- Parent(s)/Guardian(s) accept the responsibility to supervise their student in using the academic digital tools provided by their home school.
- Parent(s)/Guardian(s) are expected to regularly check on each students' grades, progress (pace), and missing work a minimum of once each week.
- Parent(s)/Guardian(s) and student(s) understand that student work completion, as well as academic progress, is an expected part of the Rockets Online Campus and coincides with meeting the attendance requirements of the Rockets Online Campus.
- Parent(s)/Guardian(s) and student(s) understand that tutoring is available at the Rockets Online Campus.
- Parent(s)/Guardian(s) and student(s) understand that no one other than the enrolled student can complete or revise any portion of an assignment, activity, exam or project.
- Parent(s) / Guardian(s) and student(s) accept the responsibility to see that all coursework is completed each week by 5:00 PM on the last day of the Module.
- Parent(s)/guardian(s) and student(s) understand that extensions may be granted on a case-by-case basis by the Rockets Online Campus team.
- Parent(s)/Guardian(s) and student(s) understand that if a student does not complete the required assignments or is failing, he/she may be removed from the Rockets Online Campus.

### **Expectations for Enrollment:**

- Parent(s) / Guardian(s) and student(s) understand that a student enrolled in the Rockets Online Campus is considered a student in their home school and is subject to all of the responsibilities of any other District student.
- Parent(s) / Guardian(s) and student(s) understand that students must read and respond to emails and phone calls from the Rockets Online Campus team in a timely manner.
- Parent(s) / Guardian(s) and student(s) understand that the parent(s) / guardian(s) will inform the Rockets Online Campus in a timely manner if the student's phone number, address, or emergency contacts change.

### **Attendance Expectations:**

- Parent(s)/Guardian(s) understand that they are enrolling their student in a public school with attendance requirements that the student is expected to meet.
- All students will complete the Attendance App on each school day.
- Parent(s)/Guardian(s) and student(s) understand that attendance is measured by the percentage of assignments completed each work week.
- Parent(s)/Guardian(s) and student(s) accept the responsibility to see that excuse notes/cards for absences are submitted to the Rockets Online Campus within three (3) days of the absence.

### **Expectations for Participation in Standardized Testing:**

- Parent(s)/Guardian(s) and student(s) understand that full participation in all mandated state testing is expected on the required dates and at the required location. If district transportation is needed to transport the student to the building on one or more of the required testing dates, parent(s)/guardian(s) are responsible for contacting the Rockets Online Campus to make arrangements for this. Arrangements for what the student does at the conclusion of testing will also be discussed at this time.
- Parent(s)/Guardian(s) and student(s) understand that some state testing sessions, as mandated by the state of Pennsylvania, may require that the student be present for up to one week at a time.

**Expectations for Students with Special Services:**

- If the student is eligible for special services, the parent(s)/guardian(s) understand(s) that regular communication with his/her child's case manager, as well as attendance at scheduled IEP/eligibility or other meetings, are essential components of his/her child's education and success in this learning environment.
- If the student is eligible for special services, the parent(s)/guardian(s) understand(s) that regular communication with the child's related service provider(s) (i.e. occupational therapist, speech-language pathologist, behavior therapist, gifted support teacher, English Language teacher, etc.) is an essential component of the child's education and success in this learning environment.
- Each student enrolled in the Rockets Online Campus and receiving special services will have a case manager assigned to him or her. This special services case manager should be the primary point of contact for students who encounter difficulties with coursework in the Rockets Online Campus.

**I have read and agree with the conditions set forth in the Rockets Online Campus Learning Agreement:**

Student's Signature:	Date:
Parent/ Guardian's Signature:	Date: