



# UNION SCHOOL DISTRICT

"Home of the Golden Knights and Damsels"

354 Baker Street  
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Mr. Andrew Carlson  
High School Principal

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Dear Parents/Guardians,

I would like to welcome you and your child(ren) to the 2025-26 school year at Union High School. I have no doubt that this upcoming school year will be an enjoyable experience that is full of learning and memorable moments. We want to welcome you all to another great school year at Union.

School will start for all students in the Union School District on **Wednesday, August 20, 2025**. Student schedules are available via FOCUS. Remember, all schedule changes must be completed prior to the start of the school year. Contact Mrs. Rupp in the guidance office if you have any questions or concerns.

Sixth Grade Orientation and Open House will be held on Tuesday, August 19th. All sixth-grade students and their parents/guardians are invited to attend a presentation in the cafeteria beginning at 2:00. Doors open at 1:30. Students in grades 7-12 and their parents/guardians are invited to attend an open house beginning at 2:30 to meet their teachers and tour the building. The open house ends at 3:00.

Students should be in their classroom by 7:43 each day or they will be marked "tardy." See the student handbook for information on the impact of unexcused tardies on truancy. Students who are absent must provide a legal excuse within 3 days upon their return to school or it will be counted as an illegal absence. Excuses can be submitted through FOCUS, given to the School Police Officer, turned in to the attendance secretary, or emailed to [hsexcuses@unionsd.net](mailto:hsexcuses@unionsd.net). After ten (10) parent/guardian absence excuses all other excuses must be provided by medical personnel to be considered legal.

Upon arrival at school, all students will enter the school via the main entrance. *The loop in front of the building is for buses only.* Parents/Guardians who are dropping off their students should proceed to the back parking lot, turn around, and drop their students off on the sidewalk prior to the loop. Students will take out their bookbag's belongings that may set off the detectors and proceed through the metal detectors. Once cleared by the SPOs, students who wish to eat breakfast will proceed to the cafeteria. Those students who are not eating breakfast will proceed to the main gym. Students are not to loiter in the main lobby during the morning.

**We want to point out some attendance changes for this school year. Students must be in the building by 9:00 AM to be considered a full day of attendance. Previously this time was set at 9:30. Additionally, students who are dismissed from school prior to the end of the school day will need to have either a legal excuse or will use one of their 10 parental excuses. No longer can students leave school after 1:30 without using one of their parental excuses or providing a doctor or court note. All students are dismissed at 2:55 each day.**

The District also sees the importance of continuing to reward students for correct behavior through a Positive Behavior Intervention and Supports Program. The High School plans on quarterly rewards and activities that students will earn based on meeting expectations. These expectations may change for each marking period based on the latest data. The PBIS team will make your students aware of the expectations prior to the start of each marking period.

The Student Handbook is on the district website at [unionsd.net](https://unionsd.net) for your review. Please take the time to review the handbook with your child and then sign the form that acknowledges you have reviewed the handbook. The handbook is a vital resource that every student and parent/guardian should familiarize themselves with. **Acknowledgment of the Student Handbook must be completed on the Parent Portal by Friday, September 5, 2025.**

Logging on to the student portal is very important to share any updates on contact information, to access students' schedules, and review students' grades. **For the 2025-26 school year, Union High School will not be sending hard copy report cards home with students. All report cards will be posted to the parent portal.** Parents and guardians may access report cards on Focus using the parent portal. Parents and guardians may request hard copy report cards from the Guidance Office by contacting Mrs. Laura Gallo at the end of each marking period. Mrs. Gallo can be reached by calling the high school or via email at [galloll@unionsd.net](mailto:galloll@unionsd.net)

I ask you to please familiarize yourself with the High School Disciplinary Matrix in the Student Handbook. Students are expected to follow the rules and norms of the building. If students do not follow these guidelines they are subject to disciplinary action.

During the course of the 2025-26 school year we will still have a ban on all cell phones for students in grades 6-8. We will also continue with our robust Multi-Tiered Intervention and Supports program by providing explicit direct instruction for students who are showing deficiencies in Mathematics and English Language Arts at the Middle School grade levels.

As a 1-1 school, students in all grades should invest in a backpack or case that will protect their chromebooks from damage. Students are responsible for any damage to their Chromebooks. Students and families may purchase insurance for 35 dollars. We highly encourage the purchase of insurance to protect against damage.

I have no doubt that the 2025-26 school year will be memorable for all students and their families. We are looking forward to seeing you all very soon. I hope that you all have had a restful and relaxing summer and that you are ready for the upcoming school year.

Yours in education,

Mr. Carlson  
High School Principal