

# 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  
2021-2022

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**  
Brenda Brinker, President

Jeff Kriebel, Vice President  
Shelly Atzeni  
John Creese  
Brade Guntrum

Jeff Shirey  
TBD  
Tressa Smith  
Adam Vogle

Maiello Brungo & Maiello, LLP, Solicitor

**ADMINISTRATION**

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

John Kimmel  
Kristen Smith  
Thomas J. Minick  
Kris W. Glosser  
Elena Steidinger  
Megan Hepler  
Jessica McCleary  
Mark Brown  
Bryan Eaton  
Jamey Cyphert  
Brenda Greenawalt

**Staff: Sligo Elementary School  
Professional Staff**

TBD	<i>Kindergarten</i>
Karen Paulden	<i>Kindergarten</i>
CathyWalzak	<i>Kindergarten</i>
Nicole Coradi	<i>Grade 1</i>
Andrea Shuster	<i>Grade 1</i>
Erin Grejda	<i>Grade 2</i>
Tessa Shick	<i>Grade 2</i>
Brittany Smith	<i>Grade 3</i>
Julie Jordan	<i>Grade 3</i>
Mindi Verdill	<i>Grade 3</i>
Staci Jordan	<i>Grade 4</i>
Heather Smith	<i>Grade 4</i>
Rachel Kindel	<i>Grade 5</i>
Ange Salvo	<i>Grade 5</i>
Janet Hancock	<i>Grade 5</i>
Kelli Kifer	<i>Learning Support</i>
Amy Wilson	<i>Learning Support</i>
Jennifer Monnoyer	<i>ELA Interventionist</i>
David Louder	<i>MTSS Coord/Gifted K-12</i>
David Hepler	<i>Music</i>
Tisha Frederick	<i>Physical Education</i>
Megan Renfrew	<i>Speech Pathologist</i>
Yvonne Ransbottom	<i>School Psychologist</i>
Melissa Anderson	<i>Counselor</i>
Jake Weckerly	<i>STEAM/Math Specialist</i>
Mary Sweeney	<i>Nurse</i>

**Support Staff**

Tom Anthony	<i>Custodian</i>
Karen Carmichael	<i>Cafeteria</i>
Robin Anthony	<i>Office Secretary</i>
Daphne Vogle	<i>Educational Aide</i>
Alicia Hetrick	<i>Educational Aide</i>
Penny Vereb	<i>Educational Aide</i>
Sheila Vasbinder	<i>Educational Aide</i>
Angie Hawk	<i>Educational Aide</i>
Darla Lipps	<i>Educational Aide</i>
Heather Marsh	<i>Educational Aide</i>
Mare Morgan	<i>Educational Aide</i>
TBD	<i>Educational Aide</i>
TBD	<i>Educational Aide</i>
Megan Corle	<i>Health Technician</i>

**District School Police Officers**

Michael Boltz  
Alan Carmichael  
James Shaftic

**Staff: Union High School  
Professional Staff**

Melissa Anderson	<i>Grade 6 Counselor</i>
Michelle Ballas	<i>Art</i>
Nicole Claypoole	<i>Chemistry</i>
Heather Clover-Bair	<i>Athletic Trainer</i>
Amanda Coradi	<i>Math</i>
Cindy Culp	<i>Reading</i>
Sue Dougherty	<i>Grade 6 Math</i>
Michele Elder	<i>Life Skills</i>
Emily Ellenberger	<i>Spanish/English</i>
Autumn Gallaher	<i>English</i>
Ken Gibbs	<i>Social Studies</i>
David Gibson	<i>Choral Music/English</i>
Jeff Hepler	<i>History</i>
Kathryn Hibbard	<i>Learning Support</i>
Lisa Hummel	<i>Instrumental Music</i>
Allyson Kepple	<i>Grade 6 ELA</i>
Scott Kindel	<i>History/Athletic Director</i>
Brad Kirkwood	<i>Physics</i>
Lacey Magagnotti	<i>Health, PE, Cyber</i>
Terry McCullough	<i>Health, PE</i>
Charles McNaughton	<i>English</i>
Josh Meeker	<i>Math</i>
Scott Miller	<i>Biology, Gen. Science</i>
Yvonne Ransbottom	<i>School Psychologist</i>
Karen Raybuck	<i>Biology</i>
Nicolas Rimer	<i>Business</i>
Judy Rupp	<i>School Counselor</i>
Megan Renfrew	<i>Speech Pathologist</i>
Moira Shingledecker	<i>Learning Support</i>
Tonya Stewart	<i>Math</i>
Mary Sweeney	<i>School Nurse</i>

**Support Staff**

Cindy Carr	<i>Educational Aide</i>
Shelley Conner	<i>Special Ed. Secretary</i>
Linda Lewis	<i>Educational Aide</i>
Dee McGarrity	<i>Educational Aide</i>
Tonya Priester	<i>Office Secretary</i>
Erika Tennant	<i>Educational Aide</i>
Laura Gallo	<i>Guidance Secretary</i>

## 2021-2022 SCHOOL DISTRICT CALENDAR

August 19, 2021	Teacher In-service
August 23, 2021	Teacher In-service
August 23, 2021	Open House grades 6-12
August 24, 2021	Act 80 Day/Beginning Quarter 1
August 25, 2021	First Attendance Day of School
September 6, 2021	Labor Day Holiday (No School)
September 27, 2021	Open House grades 3-5
September 28, 2021	Open House grades K-2
October 8, 2021	School Closed
October 27, 2021	End of Quarter 1
November 11, 2021	Act 80 Day (PM)*
November 25-26, 2021	Thanksgiving Break (No School)
November 29, 2021	Buck Day (No School)
December 24-31, 2021	Winter Break (No School)
January 11, 2022	End of Quarter 2
January 17, 2022	Act 80 Day
February 18, 2022	School Closed
February 21, 2022	Act 80 Day
March 11, 2022	Closed—Winter Break
March 14, 2022	Closed—Winter Break
March 15, 2022	Snow Make Up Day
March 21, 2022	End of Quarter 3
April 14, 2022	Snow Make Up Day
April 15, 2022	Closed – Spring Break
April 18, 2022	Closed – Spring Break
April 29, 2022	Act 80 Day (PM)*
May 13, 2022	High School Awards Day
May 26, 2022	End of Quarter 4
May 26, 2022	Last Day of School
May 26, 2022	Mandatory Graduation Practice**
May 26, 2022	Senior Graduation in Main Gym

**\*Students will be dismissed 2.5 hours early due to Act 80 Teacher In-service scheduled for the afternoon.**

**\*\*Graduation practice is required in order to participate in the graduation ceremony**

Make-up days in excess of the two designated 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 to unforeseen events.**

**SCHOOL SCHEDULES**  
**Sligo Elementary**

<b>Regular Schedule</b>	7:40	Teachers report
	7:55	Tardy Bell
	Period 1	8:10 – 8:50
	Period 2	8:51 – 9:21
	Period 3	9:22 – 9:52
	Period 4	9:53 – 10:23
	Period 5	10:24 – 10:54
	Period 6	10:55 – 11:25
	Period 7	11:26 – 11:56
	Period 8	11:57 – 12:27
	Period 9	12:28 – 12:58
	Period 10	12:59 – 1:29
	Period 11	1:30 – 2:00
	Period 12	2:01 – 2:31
Homeroom	2:32 – 2:40	

<b>Lunch Schedule</b>	Kindergarten	10:55 - 11:25
	Grade 1	10:55 - 11:25
	Grade 2	11:35 - 12:05
	Grade 3	11:35 - 12:05
	Grade 4	11:57- 12:27
	Grade 5	12:28 - 12:58

<b>Dismissals</b>	Walkers K-2	2:33
	Walkers 3-5	2:36
	Late Bus/Tutoring	2:38
	Bus 2,3,5	2:40
	Bus 9,10,11	3:10
	Teacher Dismissal	3:10

<b>Two Hour Delay</b>	Period 1	10:12 - 10:55
	Period 6	10:55 - 11:25
	Period 7	11:26 - 11:56
	Period 8	11:57 - 12:27
	Period 2	12:28 - 12:58
	Period 3	12:59 - 1:29
	Period 4	1:30 - 2:00
	Period 5	2:01 - 2:31

<b>Act 80 Early Dismissal</b>	Period 1	8:10 - 8:51
	Period 2	8:51 - 9:21
	Period 3	9:22 - 9:52
	Period 4	9:53 - 10:23
	*K and grade 1 lunch in classroom	
	Period 5	10:24 - 10:54
	*Grade 2 and 3 lunch in room	
	Period 6	10:55 - 11:25
	*Grade 4 and 5 lunch in room	
	Period 7	11:26 - 11:56
	Walkers K-2	12:00
	Walkers 3-5	2:05
	Bus 2,3,5	12:10
Late Bus Bell	12:15	
Bus 9,10,11	12:25	
Faculty Lunch	12:30 - 1:00	

## High School Bell Schedules

<b>Regular Schedule</b>	Arrival Bell	7:40
	1 <sup>st</sup> Bell	7:43
	HR/Period 1	7:43 – 8:30
	CC Dismiss	8:30
	Period 2	8:33 – 9:14
	Period 3	9:17 – 9:58
	Period 4	10:01 – 10:42
	Period 5	10:45 – 11:26
	6 <sup>th</sup> Pd. Lunch	11:29 – 11:59
	Period 6 Class	11:29 – 12:10
	Period 6 CCCC	11:50 – 12:10
	7 <sup>th</sup> Pd. Lunch	12:13 – 12:43
	Period 7 Class	12:02 – 12:43
	Period 8	12:46 – 1:27
	Period 9	1:30 – 2:11
Period 10	2:14 – 2:55	
Late Bus (2, 3, 5) in cafe		

<b>Morning Assembly</b>	Arrival Bell	7:40
	1 <sup>st</sup> Bell	7:43
	HR/Period 1	7:43 – 8:30
	CC Dismiss	8:30
	Period 2	8:33 – 9:14
	Period 3	9:17 – 9:58
	Period 4	10:01 – 10:42
	<b>Assembly</b>	<b>10:45 – 11:26</b>
	6 <sup>th</sup> Pd. Lunch	11:29 – 11:59
	Period 6 Class	11:29 – 12:10
	Period 6 CCCC	11:50 – 12:10
	7 <sup>th</sup> Pd. Lunch	12:13 – 12:43
	Period 7 Class	12:02 – 12:43
	Period 8	12:46 – 1:27
	Period 9	1:30 – 2:11
Period 10	2:14 – 2:55	
Late Bus (2, 3, 5) in cafe		

<b>Two Hour Delay</b>	Arrival Bell	9:40
	1 <sup>st</sup> Bell	9:43
	HR/Period 1	9:43 – 10:03
	Period 2	10:06 – 10:24
	Period 3	10:27 – 10:45
	Period 4	10:48 – 11:06
	Period 5	11:09 – 11:27
	6 <sup>th</sup> Pd. Lunch	11:29 – 11:59
	Period 6 Class	11:29 – 12:10
	Period 6 CCCC	11:50 – 12:10
	7 <sup>th</sup> Pd. Lunch	12:13 – 12:43
	Period 7 Class	12:02 – 12:43
	Period 8	12:46 – 1:27
	Period 9	1:30 – 2:11
	Period 10	2:14 – 2:55
Late Bus (2, 3, 5) in cafe		

<b>Afternoon Assembly</b>	Arrival Bell	7:40
	1 <sup>st</sup> Bell	7:43
	HR/Period 1	7:43 – 8:30
	CC Dismiss	8:30
	Period 2	8:33 – 9:09
	Period 3	9:12 – 9:48
	Period 4	9:51 – 10:27
	Period 5	10:30 – 11:06
	6 <sup>th</sup> Pd. Lunch	11:09 – 11:39
	Period 6 Class	11:09 – 11:45
	Period 6 CCCC	11:50 – 12:00
	7 <sup>th</sup> Pd. Lunch	11:48 – 12:18
	Period 7 Class	11:42 – 12:18
	CC Lunch	12:03 – 12:33
	Period 8	12:21 – 12:57
CC P8 Class	12:36 – 12:57	
Period 9	1:00 – 1:36	
Period 10	1:39 – 2:15	
<b>Assembly</b>	<b>2:16 – 2:55</b>	
Late Bus (2, 3, 5) in cafe		

<b>Early Dismissal</b>	Arrival Bell	7:40
	1 <sup>st</sup> Bell	7:43
	HR/Period 1	7:43 – 8:30
	CC Dismiss	8:30
	Period 2	8:33 – 9:14
	Period 3	9:17 – 9:58
	Period 4	10:01 – 10:42
	6 <sup>th</sup> Pd. Lunch	10:45 – 11:25
	6 <sup>th</sup> Pd. Class	10:45 – 11:25
	Period 6 CCCC	11:50 – 12:00
	7 <sup>th</sup> Pd. Lunch	11:28 – 12:19
	7 <sup>th</sup> Pd. Class	11:28 – 12:19

**KNIGHTS**



**DAMSELS**

## Student Handbook 2021-2022

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

### **ACCIDENTS**

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

### **ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH (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 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 45 days of a determination that an investigation is appropriate, and (2) determine compliance or noncompliance within 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 Mrs. Carla Antoniades, Cornell SD (412)264-5010 or Jay Moser (AEDY) at (412)464-4067. If the parent disagrees 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 before the start of homeroom should wait in the cafeteria. Students are supervised from **7:15AM – 3:06 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 3:06 PM.
- Elementary students will report to the cafeteria, and are not permitted to roam the building.

### **ATHLETIC TICKET PRICES**

Athletic ticket prices for the 2021-2022 are as follows: Varsity Sports: Adult \$4, Student \$2; JV & Jr High Football: \$2; All Season Family Pass: \$50; All Season Adult Pass: \$25. Passes are non-transferable and are for immediate family members (parents and school aged children only) and are not valid for any playoff contests. All Union School District students will be admitted free with a school issued ID card.

### **ATTENDANCE**

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

A habitually truant student means 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 10 school days of their child's 3rd unexcused absence. School attendance improvement conferences will be offered if the child continues to incur unexcused absences. 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 wherein buses are unable to pick-up students; observance of bona-fide religious holidays or activities up to prescribed hours; medical or dental appointments; or family emergency. *"Personal Reasons" does not constitute an*

*excused absence.* The district determines the validity of excuses in accord with these broad guidelines.

**All absences are considered unlawful until the school district receives a written excuse explaining the reason(s) for the absence, which must be submitted within 3 calendar days.** Parents/guardians and students should submit the written explanation for absence to the attendance clerk (high school) or homeroom teacher (elementary schools) within three calendar days of the absence or the absence will be permanently counted as unlawful. The excuse must include the student’s name, date(s) of absence, reasons for the absence, and parent/guardian signature. A Doctor’s excuses must be signed by the doctor. **Student arriving after the start of homeroom until 9:30 a.m. will be marked as tardy; arriving after 9:30 a.m. will be marked as ½ day absence; dismissed prior to 1:30 p.m. will be marked as ½ day absence; and students missing more than two hours in a school day will be charged with ½ day absence.**

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

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 Absences	<ul style="list-style-type: none"> <li>• Mail notification that further absences will be excused with doctor’s note</li> </ul>	<ul style="list-style-type: none"> <li>• Mail notification that further absences will be excused with doctor’s note</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> <li>• Deny student from participating in graduation ceremony</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> <li>• Student Attendance Improvement Plan (SAIP) meeting offered</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> </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>

5th 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>• Deny credit for course</li> </ul>	<ul style="list-style-type: none"> <li>• 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 15 days of absence per school year, the principal may remove the field trip from the student. If a student has 4 unexcused days of absence the principal may remove the student from the field trip. If a student is failing two or more classes, the principal may not permit the student to attend their field trip. Additionally, if a student has three or more units of disciplinary action assigned to them, the principal may not permit the student to attend the field trip.

#### Student Attendance and Extracurricular Activities:

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

### Non-School District Sponsored Educational Tours/Trips

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

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

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

***To be eligible for the Darrell Shick Scholarship*** students must demonstrate outstanding scholastic achievement, perfect attendance. Students must have zero tardies and fewer than three early dismissals.

### **AUTO TRAFFIC PATTERNS**

**High School-** All vehicles dropping off passengers are to "loop" behind the cars in the student parking lot and proceed back out of the student parking lot towards the front doors. Cars may stop at the Yield sign, where passengers are to disembark. Similarly, if your parents are picking you up after school, they must do so between 3:00 and 3:10 at these same doors.

### **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 football complex, sidewalks, stairs, or on the automobile parking areas within the parameters of the school district. Violators will have their items confiscated by police or school personnel and may be barred from this and future 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.

## **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 have a cafeteria and well-balanced meals. Since the Union School District does provide well-balanced meals, the district will not permit food “to be delivered” to the school for a child’s lunch unless such deliveries have been approved by the principal.

You may not consume food in the hallways. Cafeteria food may be consumed in classrooms through the second period. All other food consumption in classrooms is permitted upon teacher approval. Students must clean up after themselves. If you desire to bring your own lunch to the cafeteria, bring it to school at the onset of the day. Students may carry their lunch. Because of state/federal guidelines, lunches may not be kept in the cafeteria’s refrigeration system nor will the school supply the use of appliances to heat your lunch.

Teachers or aides supervising the cafeteria have total jurisdiction over both the lunchroom and serving-line areas. If you fail to heed teachers'/aides' regulations, you will find yourself facing a referral for failure to follow directions, defiance, or insubordination.

### Free Cafeteria Lunches

The Union School District has recognized the need for helping meet the nutritional needs of children and serves a well-balanced lunch each full school day. Some families may find it difficult to pay the full price for their child(ren). For this reason, Union School District participates in the federal free lunch program. **Students who wish to purchase double lunches may do so for the cost approved by the school board for the current school year.**

Notice: Make checks payable to “Union Cafeteria Account”. Students will be permitted to charge up to \$7.00 if they do not have the appropriate amount of money. At the end of each week a written notice sent to parents/guardians by regular mail indicating charges are accruing and reminding them of the district policy. The Food Service Director has the right to refuse charging to anyone who abuses this privilege.

Unpaid charges will be carried on the student’s account from year to year. When a student’s delinquent account reaches seven dollars (\$7.00) a notice will be sent to the parents/guardians by regular and certified mail. The notice will inform the parents/guardians of the amount due. Full payment on the delinquent account must be completed within ten (10) school days. If payment is not completed within ten school days, the account will be sent to the magistrate for collection. The parents/guardians will be responsible to make full payment to the district, as well as all fees assigned by the magistrate. There will be a \$20.00 fee added to any returned checks.

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

### Cafeteria Behavior

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

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

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

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

Students should:

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

Students should not:

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

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

**CELL PHONES**

Cell phones are not permitted to be out in classrooms, study halls, hallways, bathrooms, or offices without direct, teacher permission for educational use.

**CHEATING**

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

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

- 1<sup>st</sup> Offense: The student will receive zero credit for the assignment. The teacher will contact the parents. Assignments will be completed, tests will not be retaken; both will remain zero %. A disciplinary referral will be completed for cheating/plagiarism.
- 2<sup>nd</sup> Offense in the same class as 1st offense: The highest grade the student can receive for the grading period is a 64%. The parents will be contacted by the teacher. (The 2nd offense in

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

### **CLARION COUNTY CAREER CENTER STUDENTS**

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

*NOTE:* Admission to any CTE program sponsored by the USD is based on completion of ninth grade or at the discretion of the Administration. The USD does not discriminate on the basis of race, color, national origin, sex or handicap in its admission procedures, programs, activities or employment practices as required by TITLE VI, TITLE IX and SECTION 504. For information regarding civil rights or grievance procedures, contact the TITLE IX coordinator or the SECTION 504 coordinator at 354 Baker St., Suite 1, Rimersburg, PA 16248 (814-473-6311).

### **CLOSINGS OF SCHOOL – WEATHER**

If for any reason school is canceled in the District, you and your parents will be informed through our One Call system and the district's 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. Perhaps your child can go to the neighbor's or a relative's residence. Make sure your child understands what he/she is to do if no one is home in the event of an early dismissal. Calls to parents concerning an emergency early dismissal are discouraged since the phone line is needed for emergency information. If the district elects to utilize flexible 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.

### **COLLEGE/JOB-SITE VISITS**

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

### **CONTRABAND ITEMS**

The following items are prohibited 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, 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 in question
3. Parental contact; and possible
4. Referral to the appropriate law enforcement agency (depending on the item).

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

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

### **COURSE CHANGES**

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

### **COURSE MAKE-UPS**

High School - Students are eligible to make-up courses in summer school provided the student has achieved a minimum final course average of 55% for the failed course. In the event you fail a course, you 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 65% on their transcripts.

### **CROSSING GUARDS**

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

Sligo - Intersection of Front Street and Madison Street

### **DEBTS**

You are solely responsible for prompt payment of all debts owed to the school, cafeteria, technology department, etc. Checks should be payable to Union School District and given to the staff member under whose jurisdiction you incurred 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 all laws, regulations, and mandates
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**

### **Level 1**

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

*The classroom teacher addresses Level 1 violations. Occasionally, the principal will address these situations. Discipline will result in the use of one or more of the following: Parental contact; conference with student; time out; loss of privilege; teacher conference; detention; recess detention and/or lunch detention.*

### **Level 2**

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

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

### **Level 3**

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

*The Principal will address these types of misbehavior. They include, but are not limited to, the examples listed in the matrix.*

**Elementary Disciplinary Matrix**

Consequences may include but are not limited to...

Minor Behaviors	1 <sup>st</sup> Offense	2nd Offense	3rd Offense
Running, skipping in hall	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Pushing/Hitting/Holding	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	1 Detention Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Dress code violation	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Minor class disruption (talking back, blurting out, arguing)	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Inappropriate language/gestures	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Incomplete work or no work completed	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Disruptions in hallway/class, in an unauthorized area of building. Irresponsible use of facilities.	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Teasing, ridiculing another person	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Misuse of technology	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Possession/use of cellular phone	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Cheating, lying, or dishonesty	Warning, conference with student, time out, loss of privilege, silent lunch, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention	Warning, conference with student, time out, loss of privilege, lunch detention, recess detention, after school detention
Major Behaviors	1st Offense	2nd Offense	3rd Offense
Bullying: seeking to harm, intimidate or coerce someone perceived as vulnerable	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension.
Significant classroom disturbances	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Truancy	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Tardiness	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Racial/sexual behaviors/comments	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Forging of notes or excuses	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Fighting/physical altercation/spitting, assault	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension

Minor vandalism	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Use of Vulgar or obscene language	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Possession of a weapon or contraband	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Stealing	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
Threats towards others/Harassment	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension	Conference with student, recess detention, lunch detention, after school detention, oi school suspension, out of school suspension
<b>Extreme Major Behaviors</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Overt insubordination	1-33 Days ISS	3 Days ISS	3 Days ISS
Racial/sexual behaviors/comments	1-33 Days ISS	3 Days OSS	3 Days OSS
Possession/use/sale of drugs or intoxicants	1-10 Days OSS	5-10 Days OSS	10 Days OSS
Assault	1-5 5 Days ISS	10 Days OSS	XXX
Major vandalism	5-10 Days OSS/ISS	XXX	XXX
Major theft	5-10 Days OSS/ISS	XXX	XXX
Uncontrolled use of vulgar or obscene language	5-10 Days OSS	XXX	XXX
Smoking/Possession of Tobacco/Nicotine Delivery Systems	1-3 Days OSS, Legal Referral	5 days OSS, Legal Referral	5 days, Legal Referral
Possession/use/transfer of dangerous weapons or any explosive devices	10 Days OSS	XXX	XXX
Setting of false fire alarms	10 Days OSS	XXX	XXX
Arson	10 Days OSS	XXX	XXX
Possession/use/transfer of contraband	10 Day OSS – Board hearing for expulsion from school for 180 days per state statutes.	XXX	XXX

## High School Disciplinary System

Level 1 School Improvement (Similar to Detention) held after school from 3pm to 4pm.

MMS Code	Violation	Definition/Handbook example	1st Offense	2nd Offense	3rd Offense
1001	Unauthorized possession /use of restricted items (Items which are disruptive in nature)	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	1 School Improvement	2 School Improvement	Becomes a level 2 offense
1006	Disruptive Behavior	Behaviors which prevent the teacher from effectively teaching or classmates from learning	1 School Improvement	2 School Improvement	Becomes a level 2 offense
1011	Misconduct in the Hallways	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;(30)	1 School Improvement	2 School Improvement	Becomes a level 2 offense
1016	Failure to follow safety regulations	Any unsafe behavior which may not reasonably be expected to cause bodily injury.	1 School Improvement	2 School Improvement	Becomes a level 2 offense
1026 (Computer)	Unauthorized use of school property		1 School Improvement	2 School Improvement	Becomes a level 2 offense
1031	Unauthorized presence in halls	High School and Elementary: Both the boiler room and the faculty room are off-limits to you at all times, as are unsupervised classrooms, including the gymnasium, locker rooms, stage, weight room and music room. Except between classes, you may not be in restrooms, offices, the Guidance area, etc., unless you possess a pass written and signed by the teacher accountable for you. Similarly, YOU MAY NOT AT ANY TIME BE IN THE WEIGHT ROOM WITHOUT A PASS FROM THE TEACHER IN CHARGE, AND YOU ARE NOT PERMITTED IN THE LOCKER ROOM UNLESS YOU ARE ASSIGNED THERE AS PART OF YOUR GYM CLASS! Locker room restrooms are for use by gym class members only. (35)	1 School Improvement	2 School Improvement	Becomes a level 2 offense
1036	Public display of affection	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 (22)	1 School Improvement	2 School Improvement	Becomes a level 2 offense

1041 (Reckless Driving)	Parking violations	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.(24)	1 School Improvement	2 School Improvement - review for suspension of parking privileges	Becomes a level 2 offense - removal of parking privileges for the remainder of the school year
1046	Dress code violation		1 School Improvement	2 School Improvement	Becomes a level 2 offense
1051	Failure to follow directions		1 School Improvement	2 School Improvement	Becomes a level 2 offense
025	Theft/Stealing (up to \$25)		1 School Improvement	2 School Improvement	Becomes a level 2 offense
1061	Other (Administrative Use Only)		1 School Improvement	2 School Improvement	Becomes a level 2 offense
1066	Tardy to school/class	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 PASSES FROM THE OFFICE.(41)	1 School Improvement	2 School Improvement	Becomes a level 2 offense
Student Code of Conduct	Unauthorized photographing or videoing of others	Using any photographic device to take a picture or video another person or people without their permission.	1 School Improvement	2 School Improvement	Becomes a level 2 offense

	Unauthori zed use of technology	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	2 School Improvements + forfeiture of device for one week	Becomes a level 2 offense + forfeiture of the device for one month
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Level 2

MMS Code	Violation	Board Policy	Definition/Handbook example	1st Offense	2nd Offense	3rd Offense
2001	Repeated (3 or more cumulative) level 1 violations			1 ISS	2 ISS	Becomes a level 3 offense
2006 (Bus safety)	Safety violations		Unsafe actions which may reasonably be expected to cause bodily injury	1 ISS	2 ISS	Becomes a level 3 offense
2011	Dishonesty			1 ISS	2 ISS	Becomes a level 3 offense
2016	Skipping Class		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:(22)	1 ISS	2 ISS	Becomes a level 3 offense
2021 (Disruptive/Rude Behavior)	Misconduct on field trips, etc.			1 ISS	2 ISS	Becomes a level 3 offense
2026	Failure to serve detention			1 ISS	2 ISS	Becomes a level 3 offense
2031	Use of profanity/obscenities			1 ISS	2 ISS	Becomes a level 3 offense
2036 (Disruptive/Rude Behavior)	Throwing of non-injurious objects			1 ISS	2 ISS	Becomes a level 3 offense
2041	Defiance/Disrespect			1 ISS	2 ISS	Becomes a level 3 offense
025	Theft/Stealing (\$25,01 - \$300)			1 ISS	2 ISS	Becomes a level 3 offense
2051(Contraband)	Possession of Prescribed or Over the Counter medications	210	The following items are prohibited on school grounds, but are not limited to: prescription and non-prescription drugs*. (pg 15)	1 ISS	2 ISS	Becomes a level 3 offense
Student Code of Conduct	Photographing/videoing others without their permission and sharing with		Photographing/videoing of others without their permission and posting electronically, printing and sharing, etc.	1 ISS	2 ISS	Becomes a level 3 offense



	others					
2056	Other (Administrative Use Only)			1 ISS	2 ISS	Becomes a level 3 offense

Level 3

MMS Code	Violation	Board Policy	Definition/Handbook example	1st Offense	2nd Offense	3rd Offense
3001	Repeated (3 or more cumulative) level 2 violations			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
3006	Defacing school property			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
3011	Insubordination /Defiance/Extreme Disrespect			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
3016 (intimidation or threatening behavior)	Threatening/intimidation of others			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
027	Bullying (Harassment)	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 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
053	Tobacco/Nicotine/Nicotine Delivery System Violation	222	The following items are prohibited on school grounds, but are not limited to: tobacco products, e-cigarettes, electronic nicotine delivery systems, personal vaporizers	3 ISS - mandatory referral to the SAP	3 Suspension - mandatory referral to SAP	3 Suspensions + Referral to Superintendent for additional days - mandatory referral to SAP
012	Lewd/Obscene Acts		Any sexualized or offensive act or possession which is contrary to community moral standards	3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days

3021	Leaving School Without Permission			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
3026 (intimidation or threatening behavior)	Hazing	247		3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
025	Theft/Stealing (Above \$300)			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
014 (intimidation or threatening behavior)	Sexual Harassment			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
015 (intimidation or threatening behavior)	Racial/Ethnic Intimidation			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
033	Trespassing		High School and Elementary: Both the boiler room and the faculty room are off-limits to you at all times, as are unsupervised spaces, including the gymnasium, locker rooms, stage, weight room and music room. Except between classes, you may not be in restrooms, offices, the Guidance area, etc., unless you possess a pass written and signed by the teacher accountable for you. Similarly, YOU MAY NOT AT ANY TIME BE IN THE WEIGHT ROOM WITHOUT A PASS FROM THE TEACHER IN CHARGE, AND YOU ARE NOT PERMITTED IN THE LOCKER ROOM UNLESS YOU ARE ASSIGNED THERE AS PART OF YOUR GYM CLASS! Locker room restrooms are for use by gym class members only. (35)	3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days

038	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: <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</li> <li>• Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.</li> </ul>	3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days
Student Code of conduct	Photographing / Videoing others without permission and posting/sharing with the intent to harm or annoy		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	3 ISS	3 Suspension	3 Suspension +Referral to Superintendent for additional days
3036	Other (Administrative Use Only)			3 ISS	3 Suspension	3 Suspensions + Referral to Superintendent for additional days

Level 4

MMS Code	Violation	Board Policy	Definition/Handbook example	1st Offense	2nd Offense	3rd Offense
001	Simple Assault and Battery		Intentionally, knowingly or recklessly causing bodily injury to another or attempting by physical menace to put another in fear of assault	5 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	10 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	Becomes a Level 5 Offense
017	Fighting (Physical altercation without the use of excessive force, and/or weapon)			5 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	10 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	Becomes a Level 5 Offense
049	Possession or consumption of alcohol	227		5 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	10 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	Becomes a Level 5 Offense
036	Terroristic Threats			5 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	10 Days OSS Informal hearing with Parents and compliance with SAP Referral to the State Police for criminal charges	Becomes a Level 5 Offense

Level 5

Violation	Board Policy	Handbook Example	Each Offense
Possession of a Firearm  Code 054	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)
Possession of a cutting instrument  Code 054	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)
Threats or Bomb Scares  Code 035			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)
Unauthorized use of school fire alarm  Code 5001			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/under the influence of illegal substances  Code 047	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	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  Code 002		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. An alternative educational placement may be deemed necessary.

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

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 with 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.

## DEFINITIONS:

**Bully** - 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 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.

Special needs students 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.

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

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

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

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

No student assigned to detention or suspension may attend or participate in any school activity unless that activity is a class requirement where a student receives a grade for participation. (An example would be required participation in a concert.) It is the responsibility of students to obtain from their teachers any work missed due to suspension.

### **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 busses 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 3:00 and by 3:10 P.M. The District is not responsible for supervising students after 3:06. Students should not be in the school unsupervised.

### **DISMISSAL PROCEDURES FOR ELEMENTARY STUDENTS**

Students will be dismissed by elementary personnel.

**Drop-off and Pick-up for Parent Provided Transportation.** Elementary students should arrive before 7:55 at SES. Parents who are dropping off or picking up their child should not interfere with busses as they are entering the bus drop-off area. Elementary students will enter or leave the building at the elementary entrance. If you are picking up or dropping off your child at any other time during the day (when school buses are not in attendance), please use the main entrance, contact the building secretary and sign in/out the child. Walkers in grades K-2 will be dismissed at 2:33 and students in grades 3-5 will be dismissed at 2:36. 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.

## 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.**

The Principal has the final authority concerning dress code.

Students who violate the dress code policy are subject to an infraction for dress code violations.

Students may be required to change their attire or be sent home.

## DRIVERS

If you wish to drive to school and park on school property, you must register your vehicle on the form provided by the Office. You must park your vehicle in the student parking lot. Immediately upon driving your vehicle onto school property in the morning, you and your passengers must move into the building, rather than sit in cars and wait until the start of school. At the end of the school day, you may not for any reason move to or be in the student parking lot before 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.

### **ELEVATOR PROCEDURES**

The elevator will be made available to you if you are confined to a wheelchair, are certificated by a licensed physician to be totally unable to maneuver up or down steps even with assistance from another student, or are suffering a long-term disability, and to staff members moving heavy or unwieldy packages or equipment.

### **ELIGIBILITY AND EXTRACURRICULAR ACTIVITIES**

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

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

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

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

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

### **EMPLOYMENT CERTIFICATES**

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

### **ENTERING/LEAVING SCHOOL DURING THE DAY**

#### **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, you must provide upon arriving written excuses from your parents justifying your tardiness. "Slept in," "Car wouldn't start," "Delayed at train crossing," etc., are not justifiable reasons for tardiness.

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

- The parents/guardian must write an excuse (see information that must be included for excuses).
- The student must provide an excuse from the doctor, dentist, or other appointment stating the time and date of the appointment, and whether the student kept the appointment.
- The parents/guardian must write an excuse 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 Office 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. Students need to report to the office or nurse's office if they are not feeling well. If a student spends time in the restroom without reporting to the nurse or the office, this will be considered as skipping class.

#### **Elementary Students:**

If your child is to be excused, you should:

1. Send a note to his/her teacher. This note should include the first and last name of student, first and last name of parent, name of teacher, date, time, and reason for the early dismissal, as well as the name of the person who will pick the student up (if other than the parent or legal guardian.)
2. The school requires that any parent or guardian picking up their child reports to the office. Please, do not go to the classroom for your child. 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.

### **EARLY DISMISSAL**

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

### **FIELD TRIPS**

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

#### Chaperones:

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

#### Students:

- Students are under the direction of the teacher(s) at all times.
- No student may leave the trip for any reason. All students shall return to the school at the end of the trip using district transportation.
- No student shall attend a trip unless a signed permission slip is on file in the building office.
- The principal may make exceptions in very unusual circumstances.
- Students who are participating in a field trip must travel on school-sponsored buses.
- Students who have 4 or more days of unexcused absence, a total of 15 or more absences unexcused or excused, 10 or more discipline referrals (elementary), 5 or more disciplinary action points (high school) or 2 or more failing subject areas may under the discretion of the principal have their field trip privileges taken away.

### **DRILLS**

To comply with School Code requirements and to ensure your safety, we will conduct drills 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 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 22 days during each grading period. This report indicates the student’s academic progress at that time. Please contact your child’s teacher if you have any questions or concerns about this report.
- Report Cards: Report cards are issued every 9-week grading period (four times a year.) Parents are encouraged to study their child’s progress at each grading period and contact the teacher when questions arise. Elementary - Please return the REPORT CARD ENVELOPE to the school within two days after receiving the report.

**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 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 questions to the Superintendent.

**FUND-RAISING EVENTS (High School and Elementary)**

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 through and withdrawn from the Office, which will maintain said funds through an area bank. The State auditors review all organizations’ funds annually.

**GRADING**

Students must earn 83% - 93% in all major subjects and at least an “S” in all ungraded subjects to qualify for the honor roll. Students eligible for the Principal’s List will need to achieve 93% or better in each major subject and at least an “S” in all ungraded subjects.

**ELEMENTARY SUBJECTS AND GRADING:**

Subject	Grade 1	Grade 2	Grade 3	Grade 4-5
English Language Arts/Spelling	%	%	%	%
Math	%	%	%	%
Social Studies	N/A	N/A	O-S-U	O-S-U
Science/Health	O-S-U	O-S-U	%	%
Library	O-S-U	O-S-U	O-S-U	O-S-U
General Music/Choir	O-S-U	O-S-U	O-S-U	%
Physical Education	O-S-U	O-S-U	O-S-U	%

O-S-U Outstanding, Satisfactory or Unsatisfactory

NA Not applicable for this grading period  
% Percentage grade

Grading Scale: Grades K - 5

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

GRADING SCALE: Grades 6-12

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

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

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

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

Any student not converting the "Incomplete" to a grade within the specified time will receive a failing grade for 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 can only be completed within a certain class activity. If it is impossible for the students to complete the work at a later date, the teacher has the option to offer acceptable substitute work.

GRADE FLOOR

In order to maximize student participation over the course of a school year a grade floor will be implemented. The lowest percentage grade a student can receive per grading period is 60% (For the high school, the grade floor is limited to any one of the first three 9-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 student enrolled in any College-in-the-High School, dual enrollment, or Advanced Placement course.

**GRADUATION REQUIREMENTS**

Students must successfully complete at least the 24-25 credits (depending on years enrolled in UHS) noted below to qualify for graduation and to participate in Commencement. Remember, however, that you have no vested right to participate in the Commencement ceremony and could well forfeit that privilege through discipline or attendance violations. Credits are earned in courses completed in grades 9, 10, 11, and 12 and must meet PDE mandates. These credits must include at least the following: English (4); Social Studies (3); Math (3); Science (3); Health (0.5); Physical Education

(1.5); Careers (0.25-1.0, depending on years enrolled in UHS); Arts & Humanities Electives (2); and Electives (7).

Students are recommended to follow the track below:

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

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. 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 completing successfully 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 local assessments aligned with the Academic Standards.

### **HALLWAY PROCEDURES**

Observe the following rules:

- Running, shouting, shoving, jumping down steps, loitering, hand holding, kissing etc., are not permitted;
- All traffic should move on the right sides of hallways and stairwells;
- Slamming of locker doors is not permitted;

### **HANDICAPPED STUDENTS: SERVICES**

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



## HOMELESS CHILDREN AND YOUTH

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

The categories of “homeless” include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. “Migratory children” who qualify as homeless under federal law because the children are living in circumstances described in clauses (1) through (iii) above. The term “migratory children” means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work.
5. Children and youths “awaiting foster care placements,” which means children who are placed in shelters, emergency foster care, transitional foster care or respite care. These placement settings are intended to be short term, and do not typically last longer than 30 days. However, individual circumstances may, at times, require a longer length of stay. If the placement exceeds 30 days, contact should be made with the child welfare worker and the local McKinney-Vento Coordinator to determine if there is any valid reason to conclude that the child is still “awaiting foster care placement.” Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child’s case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students. Local school officials should consult with their Pennsylvania Homeless Children’s Initiative Regional, Site, and State Coordinators, whenever necessary to determine, on a case-by-case basis, whether a child is “awaiting foster care placement.”
6. “Unaccompanied homeless youth” including any child who is “not in the physical custody of a parent or guardian.” This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

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

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

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

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

See Board Policy 251-1 "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.

Homeless Liaison - Dr. John Kimmel, Superintendent

## **HOMEWORK**

Homework is an extension of the learning process giving the child practice and reinforcement in academic skills. It should foster responsibility for completing assignments and enhance parents' understanding of concepts studied in school. Homework may be written practice or a study-review activity encouraged to be done with minimal assistance. Student Responsibilities and Homework:

- Record assignments clearly and accurately;
- Take home the necessary materials to complete the tasks;
- Complete homework carefully and return it and the textbook to school on time. It helps to have a folder for loose papers and tote bag of sorts for carrying all school materials;
- Have a "homework person" at school in the event of an absence. Make arrangements to get the assignments at the school office or have a friend bring them home. Homework assignments may be picked up in the school office at the conclusion of the school day.
- Share with your parent(s) what you are studying in school and ask for help in reviewing or preparing for tests.

Helpful Homework Advice for Parents:

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

## **HONOR ROLL AND PRINCIPAL'S LIST**

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

## **HONORS' GRADUATES & CLASS RANKINGS**

To be eligible for Honors' or High Honors' recognition, students must complete at least seven (five for the class of 2022) of the upper level academic courses described in the Course Selection Guide (indicated by "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. At graduation ceremonies, seniors who have compiled a weighted "A" average (93% without benefit of "rounding up" from 92.5% through 92.99%) in grades 9-12 as computed at the end of the fourth nine week grading period will be recognized as "High Honors' Graduates" and will wear the gold tassel and gold cord. Seniors who have compiled a weighted high "B" average (90% to 92.99% without benefit of "rounding up" from 89.5% through 89.99 %) in those same areas will be recognized as "Honors' Graduates" and will wear the gold tassel. Students will be ineligible for "High Honors" or "Honors" recognition if they earn an "F" on their report card regardless of their cumulative grade average.

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

Weighted Courses – Honors 9, 10, 11 & 12 English, Chemistry II, Honors Chemistry, Bio II, Physics II, Trig/Pre-Calculus, Calculus, Probability/Statistics, and Dual Enrollment classes.

College-in-the-High School Courses – Physics II, Probability/Statistics, Honors 12 English (Pending).

## **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 an B
- 3.0 quality points on a 4.0 scale for an C
- 2.0 quality points on a 4.0 scale for an 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. The percentage change for weighted courses will be phased in starting with the Class of 2024.

### **ILLNESS AT SCHOOL: HIGH SCHOOL**

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

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

### **IMMUNIZATIONS**

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

For attendance in all GRADES in 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:

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

Insurance 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 and special education.

## **INTEGRATED PEST MANAGEMENT**

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

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

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

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

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

## **INVITATIONS-ELEMENTARY**

Invitations may be handed out at school if all students in the class are invited. Due to student confidentiality and student’s privacy rights, (FERPA) do not call the office or ask a teacher requesting class lists, student names, student’s addresses or other student information. Parents and/or family members are not permitted to visit the school during lunch times and request individual student names and addresses.

## **INSTRUMENTAL MUSIC- GRADES 4,5**

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’ offices. When an article has been lost, the child should check with the school secretary. If an article is found, it should be turned into the office.

## **NATIONAL HONOR SOCIETY**

Recognition for the National Honor Society is based upon students' demonstration of outstanding qualities in the areas of scholarship, character, leadership, and service. Students in 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade who maintain a cumulative 93.00 percent grade average from the beginning of the 9<sup>th</sup> grade year through the end of the second nine weeks of the sophomore year are considered 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-LIMITS AREAS-High School and Elementary:** 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 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 (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 of representatives from the community, administrators, school health professionals, teachers, school board, and students developed a policy using language from the Pennsylvania School Board Association drafted document.

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

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

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

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

Although we adopted a three year plan, we are now requesting that you **DO NOT SEND** home-baked goods or store-baked goods such as cookies, cupcakes or cake, drinks other than 100% fruit juice, 1% milk, or water, or candy to school for your child to share. This applies to birthday parties, holidays and other classroom celebrations. These items will not be acceptable in the office or in the classrooms. If you wish to send treats to school with your child, the treats must be fruits or vegetables, nuts, granola, or other healthy snacks, sugar free gum or non-food treats.

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

### **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 indicate formal acceptance of all applicable 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. **Example, 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 school is not responsible for items in lockers.

### **PHYSICAL EDUCATION- Elementary**

Physical Education Classes - The students in the elementary schools of the Union School District will meet two periods in the six-day cycle for physical education. Our physical education program will stress physical fitness, sportsmanship, and leadership qualities. The physical education program will require students to participate in various fitness activities, games and team sports. Students will be performing gross and fine motor skills, flexibilities, and various skills which are essential to maintain essential fitness. The students will be assessed with a satisfactory or unsatisfactory grade. Assessment will be based on cooperation, performance and participation. Students in K-2 will be required to wear athletic shoes for physical education. **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.

### **PHYSICIANS' VISITS**

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

### **POSTERS**

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

### **PROM**

Those students in grades 9 and 10 may attend the Prom only if their date is a Union High junior or senior. As with all school dances, all out-of-school guests must be approved in advance by the Principal. Remember, individuals over twenty years of age, or individuals who have dropped out of this school or any other school may not attend the Union High School Prom or Prom-to-Dawn, or 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 (6-8)**

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

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

If you fall into any of the above categories, you may have to repeat the entire grade during the next school year. **This decision is made on a case-by-case basis by administration.**



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

To earn placement into a sophomore homeroom, you must successfully complete in 9th grade six (6) credits; to be classified as a junior, you must complete successfully at least twelve (12) credits by the end of your sophomore year; to establish yourself as a senior, you will need by the end of your junior year to have accumulated eighteen (18) credits.

## **REPORT CARDS-High School**

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

## **RELIGIOUS EDUCATION RELEASE TIME-ELEMENTARY**

Students in grades 1-5 in the Union School District have been afforded the opportunity to voluntarily participate in a program for religious education offered at various churches during the regular school day. Students are released from school to attend the classes at their respective grade level. The curriculum for the Released Time classes is interdenominational in nature and does not stress any particular church doctrine.

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

## **RESIDENCE CHANGES**

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

## **RESPONSIBILITIES**

You, as a student at Union School District, have the right to pursue an education, a right that must be taken seriously. Along with this right, however, you are also charged with a number of responsibilities:

- To respect the rights of other students and of teachers, administrators, and all other persons involved in the educational process;
- To make the school a wholesome place where all students can pursue an education uninterrupted by distractions, and to avoid any disruption of the educational process;
- To be aware of and comply with all school, local, and state laws;
- To attend school and classes regularly and punctually;
- To make an honest effort to complete satisfactorily all prescribed courses of study;
- To assist school personnel in ensuring a safe environment for all students;
- To volunteer information in matters relating to the health, safety, and well-being of the school community and as pertains to the maintenance and protection of school property;
- To express ideas and opinions in a respectful manner;
- To practice personal hygiene;
- To demonstrate respect for our country and its flag;
- To be respectful of all other persons and their property (hands to yourself)

## **SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTION SUPPORTS (SWPBIS)**

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. Students chosen as the weekly STAR students will be given a STAR lanyard to wear the following week. Weekly STAR students' names and the STAR cards will be put on the bulletin board in the main hallway. In addition, students will sign their name in the school STAR student scrapbook. A positive card will be sent home to the students parents to share the good news for Weekly STAR students. The staff member who gave the cards of the weekly winners will also receive a reward. In addition to weekly drawings, the tickets earned will be tracked and reported quarterly. Once the students set a goal, a school wide event will take place.

## **SEVERE WEATHER AWARENESS DRILL PROCEDURES**

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

Wait a minute then announce:

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

2. When the announcement is made to proceed with the drill, students are to get their coats (season and time permitting) and line up at the door.
3. Students are to file into the hallway as follows, staying clear of all doors and any part of the hallway with excessive glass. Leave the classroom and outside doors open.

### Sligo Elementary School:

- Students from the following rooms should file to their **Right** as they exit their classroom door: Kindergarten; 104, 107, 113, 102, 105-(sit across from Rm. 103), 111.
- Students from the following rooms should file to their **Left** as they exit their classroom door: 103, 108, 110, 106, 112
- Students from the following room will leave the classroom and sit in the main hallway across from room 103: 115

### Union High School:

- First floor students will follow their classroom teacher to the lowest level

- Second floor students will follow their classroom teacher to the first floor
  - Band and Choir 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. Those teachers who do not have a homeroom should report to the office for their assignments (take blankets to the ends of hallways to cover students near glass doors, make sure hall doorways to the outside are open, check nurse's office, restrooms, etc. They will also be in charge of checking empty classrooms to make sure the blinds are down with all windows closed, etc.
  9. During a drill, cafeteria workers will continue with their regular procedures as much as possible. In the event of an actual severe weather emergency, cafeteria workers would close their door and all windows, close their blinds and come to the center hallway with faculty and students.
  10. Custodians will be limited to emergency duties and such duties as are necessary to maintain minimum operation of the school plant. Responsibilities would also include making sure all doors to the outside are open.
  11. When it is all clear, you will be told over the PA system to report back to your assigned rooms in a quiet, orderly manner.

## **SNOWBALLS**

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

## **STATE ASSESSMENTS**

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

Please avoid trips and appointments during the specific testing dates (see district calendar). Students failing to achieve proficiency or advanced 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.

## **STUDENT ASSISTANCE PROGRAM**

### **Elementary Student Assistance Program (ESAP)**

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

Student Referral: Received from teacher, guidance counselor, nurse, parent, student, self, etc. If a referral indicates a possible need for SAP involvement then behavioral checklists are distributed to the teachers. At the SAP meeting, returned checklists are reviewed to see if behaviors are consistent and warrant SAP involvement. Information to be considered include: drop in grades, attendance, tardiness, after lunch lateness, disruptive behavior, involvement in discipline system, legal problems, problems with extra-curricular activities, withdrawal, change in motivation, problems at home, alcohol or drug specific behaviors or indicators, recent discharge from psychiatric hospital and death

of family member or friend. The team discusses if there are in school services, such as mentoring by SAP team 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 to the home. Please notify the school promptly of any change of telephone number or address. Each year, the school revises its emergency list including where parents can be reached. In addition, the list contains the name of a relative where the child can be taken in case of illness which occurs at school. This, too, must be accurate. All too often the relative or friend whose name is listed is unaware that he/she is to be contacted in case of illness or accident if the parent is not home. If there is ANY change in the contact person, please notify the school IMMEDIATELY -- VERY IMPORTANT.

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

**STUDENT LOCKERS.** 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. The Principal or the Superintendent, therefore has the authority to inspect any locker they have reason to believe contains contraband materials and may periodically conduct random searches and inspections of any or all lockers for cleanliness. Where practical, a specific search of your locker will be conducted in your presence.

### **TARDINESS**

If you are tardy (late to your assigned location), provide a written excuse. Your failure to obtain and present a pass will subject you to disciplinary measures (see Discipline section). **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 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 AND LIBRARY BOOKS** Damaged, destroyed, and/or lost books must be paid for by the student responsible for the book. Your report card will be denied if you have any outstanding debts. You are reminded that you alone are responsible for taking care of books and other materials loaned to you. You are encouraged to place a book cover on each text issued to you by the District. In the event of loss or destruction of these items, you should immediately notify your classroom teacher, who will arrange for replacement and payment, which will be based on new replacement cost. So you are not held liable for damages not caused by you, **NOTIFY YOUR TEACHER IMMEDIATELY IF HE OR SHE HAS INADVERTENTLY ISSUED TO YOU A DAMAGED BOOK.**

### **TITLE I/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 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, Ken Krawchuck at 717-787-7135.

### **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 before morning homerooms and from for one hour following school dismissal. In addition, many staff members are also available during other time periods to work with you.

### **VIRTUAL LEARNING**

Students should follow these guidelines when engaged in virtual learning:

- 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 building through the main entrance and report immediately to the SPO. Before leaving the building, you must 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.

## WIN (What I Need)

Students in WIN will be required to complete missing assignments, remediation, and work as directed by their teachers prior to engaging in WIN activities. Students will be assigned to a designated area weekly. WIN activities are a privilege and should not be considered a right.

## WITHDRAWALS-HIGH SCHOOL AND ELEMENTARY STUDENTS

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

### 209.2 Diabetes Management

*Purpose.* The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

*Authority.* The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.<sup>[1][2][3][4][5][6][7][8]</sup>

*Definitions.* **Diabetes Medical Management Plan (DMMP)** means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.<sup>[1]</sup>

**Individualized Education Program (IEP)** means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services. [6]

**Section 504 Service Agreement (Service Agreement)** means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

**Trained Diabetes Personnel** means non-licensed school employees who have successfully completed the required training.

*Guidelines.* Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.<sup>[4]</sup>

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[1][2][3][4][6][8]  
In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[4][6][9][10]  
Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[11][12]

*Trained Diabetes Personnel.* The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.[3]

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes that includes at a minimum:[3]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.[3] Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[3] If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[3]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

*Training of Other School Personnel.* School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

*Student Possession and Use of Diabetes Medication and Monitoring Equipment.* Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[2][13]

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken;
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements. Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy,

provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[\[2\]](#)[\[9\]](#)[\[14\]](#)[\[15\]](#) If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[\[2\]](#)

*Delegation of Responsibility.* The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.[\[3\]](#)[\[16\]](#)

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[\[14\]](#)[\[17\]](#)

Legal. [1. 24 P.S. 1401](#); [2. 24 P.S. 1414.5](#); [3. 24 P.S. 1414.3](#); [4. 24 P.S. 1414.4](#); [5. 24 P.S. 1414.7](#); 6. Pol. 113; 7. Pol. 209; 8. Pol. 209.1; 9. Pol. 113.1; 10. Pol. 810; [11. 24 P.S. 1409](#); 12. Pol. 216; [13. 22 PA Code 12.41](#); 14. Pol. 218; 15. Pol. 227; 16. Pol. 333; [17. 22 PA Code 12.3](#); [24 P.S. 510](#); Pol. 210

## 210. Use of Medications

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

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

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

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

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

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

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

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

### 210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.



The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.

### **Definitions**

**Anaphylaxis** - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

**Asthma inhaler** shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

**Epinephrine auto-injector** shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

**Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

### **Delegation of Responsibility**

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

The Superintendent or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.

The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.

### **Guidelines**

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

### **Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors**

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Time medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side-effects of medication.
  - g. Emergency response.
  - h. If the child is qualified and able to self-administer the medication.
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

#### Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

#### Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

#### Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1)
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.
7. Notify parents of the incident.

#### Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

#### Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

#### **214. Class Rank**

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

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

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

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

### **218.1 Weapons**

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

**Weapon** – the term shall include but not be limited to any firearm, shotgun, or rifle, whether loaded or unloaded, air guns, BB or pellet guns, zip guns; any knife, razor, cutting instrument, or cutting tool; brass knuckles, throwing stars, bows and arrows, sling shots, any nunchaku; pins, needles, ice picks, ammunition, explosives, matches, lighter, pyrotechnic, pipes, clubs, machetes, poisons, any chemical agents such as pepper spray or mace; laser pointers; stun gun; incendiary or explosive devices- including fireworks; any other tool, instrument or object used or intended to be used to sell, inflict bodily harm to another, threaten or harass students, staff, parents/guardians or patrons of the district. The term weapon shall also include any simulated, replica, toy, or look-alike weapon. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

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

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

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

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

Weapons under the control of law enforcement personnel are permitted.

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

### **222. Tobacco Use/Nicotine Delivery System**

**Purpose:** The Board recognizes the hazards associated with nicotine use and is committed to protecting the health, safety and welfare of students, employees, and members of the community.

**Definition:** For purposes of this policy, nicotine use shall mean all use of nicotine, including nicotine delivery systems, as well as, e-delivery systems, other smoking products or material, chewing tobacco or chewed nicotine and all forms of smokeless

tobacco, or smokeless nicotine, e-juice or vape juice as well as look-alike items/devices including but not limited to electronic chargers and all associated nicotine delivery systems.[1]

Authority: Nicotine use by any person is prohibited in school buildings, on the school campus; and on buses, vans or other vehicles owned by, leased by or under the control of a school district, including contracted transportation services; and on property owned by, leased by or under the control of a school district.[1][2]

Additionally, the Clean Indoor Air Act provides that an individual may not engage in smoking in a public place. [3][4]

Any person in violation of this policy risks being in violation of state and federal law and the possibility of facing criminal penalties, civil penalties, local penalties, and state penalties.[1][2]

The primary responsibility for the enforcement of all applicable state and federal laws, rules and regulations shall be with the school authorities.

Delegation of Responsibility: The Superintendent or designee will, along with appropriate school district officials, be responsible for the enforcement of this policy.

Guidelines: The Superintendent or designee(s) shall develop procedures to implement this policy, which include:[1]

1. Informing all students, employees, and general public of the nicotine use policies and regulations of the school district.
2. The monitoring of school buildings; school buses, vans or other vehicles owned by, leased by or under the control of a school district, including contracted transportation services; and school property owned by, leased by, or under the control of the school district.
3. Building principals and applicable supervisors are to direct the posting of signs prohibiting nicotine use in each school building, structure, facility, room or place, and in all school buses or conveyances and on all school grounds where such use is prohibited.
4. In the health curriculum instruction on the potential hazards of the use of nicotine products.

In order to protect students, staff, and community members from the hazards of nicotine use and from an environment noxious to non-users, the Board prohibits such use by students, employees, and the public in all school buildings, on the school campus; and on buses, vans or other vehicles that are owned by, leased by or under the control of the school district, including contracted transportation services; and on any property that is owned by, leased by, or under the control of the school district.[1]

Incidents of possession, use, and/or sale of nicotine by any person on school property or school sponsored activity, on or off campus, will be considered a violation of this policy.[1]

Furnishing of, sales of, and purchase of nicotine or nicotine delivery systems to any student is prohibited.

Legal: 35 P.S. 1223.5; 20 U.S.C. 7183; 35 P.S. 637.3; 35 P.S. 637.5; 18 Pa. C.S.A. 6305; 18 Pa. C.S.A. 6306.1; 22 PA Code 10.2; 22 PA Code 10.22; 22 PA Code 10.23; 22 PA Code 10.25; 20 U.S.C. 1400 et seq; 20 U.S.C. 7114; 20 U.S.C. 7118; 20 U.S.C. 7181 et seq; 24 P.S. 1302.1-A; 24 P.S. 1303-A; 24 P.S. 510; 34 CFR Part 300; Pol. 103.1; Pol. 113.1; and Pol. 113.2.

## **226. Locker Search**

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. All lockers shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

Students are encouraged to keep their assigned lockers closed and gym lockers locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

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

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

## 227. Controlled Substances

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

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

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

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

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

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

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

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

## 237. Student Personal Technology Use

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

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

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

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

**Use** shall mean the following:

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

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

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

weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned electronic devices are permitted for use during the school day for educational purposes and/or in approved locations only. The district shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. The district reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

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

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

**Part 4: Guidelines.**

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

**246. School Wellness**

**Purpose.** Union School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

**Authority**

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

**Delegation of Responsibility**

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.

Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

An assurance that the district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with Federal Laws shall be provided by the Food Service Director.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

1. The extent to which each district school is in compliance with law and policies related to student wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

The district shall inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.

### **Guidelines**

### **Recordkeeping**

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

### **Wellness Committee**

The district shall establish a Wellness Committee composed of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school



health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.

### **Advisory Health Council**

The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Wellness Committee annual reports and later reports on the remedial work accomplished during the year, as required by law.[\[5\]](#)

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

The district shall provide appropriate training to all staff on the components of the School Wellness policy.

Goals of the School Wellness policy shall be considered in planning all school-based activities.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

### **Nutrition Education**

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. Criteria shall be developed to measure “properly” and “appropriate.”<sup>[9]</sup>

### **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

The district aims to teach, encourage, and support healthful eating by students. District schools shall promote nutrition by providing appropriate nutrition education in accordance with the Student Wellness Policy.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

District schools shall encourage parents/guardians to provide healthy meals for the children through newsletter articles, take-home materials or other means.

### **Physical Activity**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall determine how they will contribute to the effort to provide students opportunities to accumulate at least thirty (30) minutes of age-appropriate physical activity on all or most school days. That time may include physical activity outside the school environment, such as outdoor play at home, sports, etc.

Age-appropriate physical activity opportunities, such as recess, before and after school, during lunch, clubs, intramural and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

After-school programs shall provide developmentally appropriate physical activity for participating children.

Students and the community may have access to physical activity facilities outside school hours only with administrative and Board approval.

Physical activity breaks may be provided for elementary students during classroom hours.

District schools may cooperate with parents/guardians and community members in programs that support physical activity.

Physical activity shall not be used or withheld as a form of punishment.

### **Physical Education**

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity may be implemented.

A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical activity shall not be used or withheld solely as a form of punishment.

### **Other School Based Activities**

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with USDA Professional Standards/Federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district staff, in accordance with Federal Regulations.

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat.

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

After-School programs shall provide developmentally appropriate physical activity for participating children.

Students and the community may have access to physical activity facilities outside school hours only with administrative and Board approval.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

### **Nutrition Guidelines for All Foods/Beverages at School**

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established Federal Nutrition Standards.

Foods and beverages offered at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

#### **Competitive Foods -**

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

Competitive foods available to students in district schools outside of school meal programs shall comply with established Federal Nutrition Standards.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

#### Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards.[20]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

#### Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
  - a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
2. Classroom Parties and Celebrations:
  - a. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.

#### Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established Federal Nutrition Standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

#### **Management of Food Allergies in District Schools**

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

#### **Safe Routes to School**

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agencies, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

## **Purpose**

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

## **Definitions**

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

## **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

## **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

## **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

## **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

## **Complaint Procedure**

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

## **Interim Measures/Police**

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

## **Referral to Law Enforcement and Safe Schools Reporting Requirements –**

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

## **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

### **Consequences for Violations**

#### **Safe Harbor –**

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.

#### **Students –**

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

#### **Non Student Violators/Organizational Hazing -**

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

#### **Criminal Prosecution –**

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution

## **249. Bullying/Cyberbullying**

### **Purpose**

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

### **Definitions**

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

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

### **Authority**

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

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

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

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.



## **Education**

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

## **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.

### **251. Homeless Students**

**Authority.** The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[\[1\]\[2\]\[3\]](#) The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[\[1\]\[2\]\[3\]\[4\]](#)

The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[\[3\]](#) It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[\[5\]\[6\]](#)

#### ***Definitions***

**Enroll** or **Enrollment** means attending classes and participating fully in school activities.[\[7\]](#)

**Homeless children and youths** means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[\[7\]\[8\]](#)

1. Children and youths who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency, transitional or domestic violence shelters; or
  - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

**School of origin** is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[\[6\]](#)

**Unaccompanied youth** means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[7\]](#)

**Delegation of Responsibility.** The Board designates the Superintendent to serve as the district's liaison for homeless children and youths.[\[6\]](#) The district's liaison shall ensure outreach and coordination with:[\[6\]](#)

1. Local social service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[9]
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[6] The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[6]

### **Guidelines**

#### **Enrollment/Placement**

**Best Interest Determination** In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[6]
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[6]
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[6]

**Placement** In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[6] Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[6] The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[6] The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[6]

**Enrollment** The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[10][11][12][13][14][15][3]
2. The application or enrollment deadline has passed during any period of homelessness.[10][6]

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.[10][11][12][13][14][15][6] The district may require a parent/guardian to submit contact information.[6]

**Assignment** If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[16][6]

**Dispute Resolution** If a dispute arises over eligibility, enrollment or school selection:[6]

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

**Education Records.** Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[15]

**Comparable Services.** Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][6]

1. Transportation services.[17]
2. School nutrition programs.[18]
3. Career and technical education.[19]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
  - a. Services provided under Title I or similar state or local programs.[20]
  - b. Programs for English Language Learners.[21]
  - c. Programs for students with disabilities.[9]
  - d. Programs for gifted and talented students.[22]

**Transportation.** The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[17][1][6] If the school of origin is outside district boundaries or homeless students

live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.<sup>[6]</sup>

**Training.** The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.<sup>[6]</sup>

The district's liaison shall arrange professional development programs for school staff, including office staff.<sup>[6]</sup> School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:<sup>[6]</sup>

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

**Legal.** 1. 24 P.S. 1306; 2. 22 PA Code 11.18.; 3. 42 U.S.C. 11431 et seq; 4. 34 CFR 299.19; 5. 42 U.S.C. 11431; 6. 42 U.S.C. 11432; 7. 42 U.S.C. 11434a; 8. 34 CFR 200.30; 9. Pol. 113; 10. Pol. 200; 11. Pol. 201; 12. Pol. 203; 13. Pol. 204; 14. Pol. 209; 15. Pol. 216; 16. Pol. 206; 17. Pol. 810; 18. Pol. 808; 19. Pol. 115; 20. Pol. 918; 21. Pol. 138; 22. Pol. 114; 22 PA Code 403.1; 20 U.S.C. 1232g; 20 U.S.C. 6301 et seq; 34 CFR Part 99; 67 Fed. Reg. 10698; PA Education for Homeless Children and Youth State Plan

## 255. Educational Stability for Children in Foster Care

**Authority** To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts.<sup>[1][2][3]</sup>

### Definitions

**Additional costs** means the difference between what the district spends to transport a resident student to his/her assigned school and the cost to transport a child in foster care to his/her school of origin.

**Foster care** means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.<sup>[4]</sup> **School of origin** is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

**Delegation of Responsibility** The Board designates the Superintendent to serve as the district's point of contact for children in foster care.

The district's point of contact shall coordinate with:<sup>[1]</sup>

1. Local children and youth agency to
  - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements.
  - b. Develop a protocol on how to make best interest determinations; and
  - c. Develop and coordinate transportation procedures.
2. Other school districts on issues of transfer of records, transportation and other inter-district activities.

### Guidelines

#### Enrollment/Placement

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.<sup>[1]</sup>

**Best Interest Determination.** The best interest determination shall be made in accordance with federal and state laws and regulations, court orders, and established local procedures.<sup>[1]</sup>

In determining whether it is in a child's best interest to remain in his/her school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.<sup>[1]</sup>

Documentation related to the best interest determination shall be kept in the student's education record.

**Enrollment.** When a child in foster care is placed in the district and seeks enrollment in district schools, the district's point of contact shall:<sup>[1][5]</sup>

1. Ensure the child is immediately enrolled and attending school, even if the records normally required for enrollment pursuant to district policies are not available.
2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

*Dispute Resolution.* If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in his/her school of origin, pending resolution of the dispute.

*Assignment.* If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[6]

*Student Who Has Exited Foster Care.* A student who exited foster care may be permitted to finish the school year in this district, if appropriate, with payment of tuition.[7]

*Education Records.* The district may disclose personally identifiable information from the education records of a student without written consent of the parent(s) or the eligible student if the disclosure is:[8][9]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

*Transportation.* The district shall ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner.[2][10] To ensure that transportation for children in foster care is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[2] The transportation plan shall address the following:[2]

1. The procedure the district and local children and youth agency will follow to
  - a. Promptly provide transportation for children in foster care;
  - b. Promptly arrange transportation for children in foster care; and
  - c. Ensure transportation is funded in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act.
2. How transportation costs will be covered if additional costs are incurred. Options include:[2]
  - a. The local children and youth agency agrees to reimburse the district;
  - b. The district agrees to pay for the cost;
  - c. The district and the local children and youth agency agree to share the costs; or
  - d. The district of origin, the district of current residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.[11]

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education. Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.[1][2]

*Training.* The district's point of contact for children in foster care shall provide professional development and training to school staff on the Title I foster care provisions and education needs of children in foster care, as needed.

Legal. 1. 20 U.S.C. 6311; 2. 20 U.S.C. 6312; 3. 42 U.S.C. 675; 4. 45 CFR 1355.20; 5. Pol. 200; 6. Pol. 206; 7. Pol. 202; 8. 20 U.S.C. 1232g; 9. Pol. 216; 10. Pol. 810; 11. 34 CFR 299.13; 34 CFR Part 99

## 808. Food Services

**Purpose.** The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

**Authority.** The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[10][11][2][3][4][5][6][7][8][9] The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[11][12] Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[13][4]

Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A **non-program food** shall be defined as a food or beverage, other than a reimbursable meal or snack that is sold at the school and is purchased using funds from the child nutrition account. **Non-program foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.[13][14]

**Delegation of Responsibility.** Operation and supervision of the food service program shall be the responsibility of the Food Services Director. The individual responsible for the operation and supervision of the food service program shall present, verbal or written, to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.<sup>[4]</sup> Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager and Auditor.<sup>[3][4]</sup> The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.<sup>[10][2][3][4][6][7][8][9]</sup> The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.<sup>[15][16][17][18]</sup> The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy. The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.<sup>[11]</sup>

**Guidelines .** To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:<sup>[19]</sup>

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.<sup>[4]</sup> Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.<sup>[4]</sup>

**Procurement.** Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.<sup>[20][21][22]</sup>

**Free/Reduced-Price Meals and Free Milk.** The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.<sup>[23][24]</sup>

**Accommodating Students With Special Dietary Needs.** The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.<sup>[25][26]</sup>

**School Food Safety Inspections.** The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.<sup>[16][17][27]</sup> the district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

**School Food Safety Program.** The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.<sup>[10][16][8]</sup> The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.<sup>[17][27][28]</sup>

**Professional Standards for Food Service Personnel.** The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.<sup>[18][29][6][7]</sup>

**School Meal Charges and Accounts.** To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
4. The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
5. The district may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds.

Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary need.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel. The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance. The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

*Collection of Unpaid Meal Charges* Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

**Legal.** 1. 2 CFR Part 200; 2. 24 P.S. 1335; 3. 24 P.S. 1337; 4. 24 P.S. 504; 5. 24 P.S. 807.1; 6. 42 U.S.C. 1751 et seq; 7. 42 U.S.C. 1773; 8. 7 CFR Part 210; 9. 7 CFR Part 215; 10. 7 CFR Part 220; 11. FNS Instruction 113-1 (USDA); 12. 7 CFR 210.23; 13. 42 U.S.C. 1760; 14. 7 CFR 210.14; 15. 3 Pa. C.S.A. 5713; 16. 42 U.S.C. 1758(h); 17. 7 CFR 210.13; 18. 7 CFR 210.30; 19. Pol. 246; 20. Pol. 610; 21. Pol. 626; 22. Pol. 827; 23. 42 U.S.C. 1758; 24. 7 CFR Part 245; 25. 7 CFR 15b.40; 26. Pol. 113; 27. 7 CFR 220.7; 28. 7 CFR 210.9; 29. 7 CFR 210.15; P.L. 111-296; 7 CFR Part 15; Pol. 103

### **808.1 School Breakfast/Lunch Program – Charges**

**Purpose.** Due to the large number of students and staff members charging their meals, it is necessary to address the issue of unpaid charge accounts.

**Authority.** The Union School District Board of Education recognizes that the Food Service Program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

**Guidelines.** Union School District (USD) shall insure that in the operation of the Food Service Program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability. [\[11\]\[12\]](#) Food sold by USD Cafeterias may be purchased by students and district employees, but only for consumption on school premises. School Meal Prices shall be established annually by USD in compliance with state and federal laws. [\[4\]\[13\]](#) Any member of the USD Staff is eligible to set up an account to purchase meals through our district cafeterias. Accounts will not be available for adults that are not directly employed by USD. Adults not employed by USD may purchase meals utilizing cash only at the time of the transaction.

USD employees are responsible to ensure that their account has the appropriate funds to pay for their meals. USD employee charges will be permitted on meals up to the amount of seven dollars (\$7.00). Those exceeding this limit will not be permitted to charge anything to their account.

Unpaid charges on the USD employee's account must be paid by the end of each school year. When a USD employee's unpaid account reaches seven dollars (\$7.00), a notice will be sent to the staff member. The notice will inform the account holder of the amount due. Full payment on the unpaid account must be completed within ten (10) school days. If payment is not completed within ten (10) school days, the account will be sent to the Business Office for collection.

The district annually will inform the student and parent/guardian in writing of the district's policy regarding lunch accounts. This policy will be included with the district's annual notification literature to parents/guardians and also be placed on the district's website. Parents/Guardians are responsible to ensure that their student(s) have/has the appropriate funds to pay for their meals. Students will be permitted to charge a reimbursable meal if they do not have the appropriate amount of money. Charges are limited to reimbursable meals with no charges permitted for a la carte items on delinquent accounts.

Charges will be permitted on reimbursable meals up to the amount of seven dollars (\$7.00). Those exceeding this limit will receive an alternate reimbursable meal that will include a cheese sandwich as the main entrée. Parents/Guardians of students with accounts overdrawn by seven dollars (\$7.00) will receive an initial letter from the Food Service Director. The letter will remind parents of the following:

1. The district will withhold report cards and graduation diplomas until unpaid lunch charges are paid in full.
2. The district will provide the child with an alternate reimbursable lunch but charges will continue to be incurred on the student's lunch account.
3. To defray the additional charges, the parent/guardian can provide a bagged lunch at their discretion.
4. Contact the Business Office to obtain an application for free/reduced meals.
5. Contact the Food Service Director to make payment arrangements on the meal account.

**Delinquent/Bad Debt.** Unpaid charges will be carried on the student's account from year to year. When a student's delinquent debt reaches fifteen dollars (\$15.00), a notice will be sent to the parents/guardians by regular and certified mail. The notice will inform the parents/guardians of the amount due. Full payment on the delinquent debt must be completed within ten (10) school days. If payment is not completed within ten (10) school days, the debt will be sent to the magistrate for

collection. The parents/guardians will be responsible to make full payment to the district, as well as all fees assigned by the magistrate.

1. Unpaid meal debts will remain as long as it is considered collectable and efforts are being made to collect it.
2. Delinquent debt will be carried over at the end of the school year as delinquent debt and collection efforts may continue into the new school year.

*Bad Debt.* If a debt is determined uncollectible it becomes bad debt, and must be written off as an operating loss. Records of bad debts will be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) and 7 CFR 210.15(b).[\[14\]\[15\]](#)

**Legal.** [1. 2 CFR Part 200](#); [2. 24 P.S. 1335](#); [3. 24 P.S. 1337](#); [4. 24 P.S. 504](#); [5. 24 P.S. 807.1](#); [6. 42 U.S.C. 1771 et seq](#); [7. 42 U.S.C. 1773](#); [8. 7 CFR Part 210](#); [9. 7 CFR Part 215](#); [10. 7 CFR Part 220](#); [11. 7 CFR 210.23](#); [12. FNS Instruction 113-1 \(USDA\)](#); [13. 42 U.S.C. 1760](#); [14. 7 CFR 210.15](#); [15. 7 CFR 210.9](#)

### 810. Transportation

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

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

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

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

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

For violations of transportation guidelines:

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

Note: In any case, a child that has been transported on a bus to school must be returned to his/her home via the bus that day. If it becomes necessary to suspend a student from riding a bus, parents will be responsible for transporting their child(ren) to and from school. Being suspended from riding the bus is not a legal reason for missing school. Suspension from the bus will be at the discretion of the principal.

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

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

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

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

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

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

### **810.2 Transportation: Video/Audio Recording**

**Purpose.** The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

#### **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre primary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre primary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

**Authority.** The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[\[2\]](#)

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[\[2\]](#)

**Delegation of Responsibility.** The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[\[2\]](#)
2. This policy is posted on the district's publicly accessible website.[\[2\]](#)[\[3\]](#)
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[\[2\]](#)
4. In the event there is a School Bus or School vehicle with Video/Audio Recording equipment, it will be the responsibility of the Transportation Contractor to purchase and maintain the equipment.

**Guidelines.** The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[\[4\]](#)

**Legal.** [1. 75 Pa. C.S.A. 102](#); [2. 18 Pa. C.S.A. 5704](#); [3. 24 P.S. 510.2](#); 4. Pol. 216  
[24 P.S. 510](#); Pol. 218; Pol. 810

### **819. Suicide Awareness and Prevention**

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



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

#### Publication of Policy

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

#### Definitions

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

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

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

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

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

**Prevention** - refers to efforts that seek to reduce the factors that increase the risk of suicidal thoughts and behaviors and increase the factors that help strengthen, support, and protect individuals from suicide.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A **mental health agency** is any licensed agency established pursuant to the mental Health Procedures Act, to assure the

availability of assessment and treatment to persons who are at risk, and to assist in making voluntary and involuntary treatment available.

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

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

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

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

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

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

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

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

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

#### Suicide Awareness and Prevention

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

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

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

#### Staff Development

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

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

#### Prevention Education for Students

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

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

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

#### Guidelines

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

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

#### Flow Chart for Students at Risk

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

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

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

#### *High Risk*

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

#### *Low Risk*

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

#### *Medium Risk*

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

#### Suicide Threats

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

1. The student must not be left alone.
2. Staff members or designee will notify administrator, nurse, and counselor. A crisis team member will remain with the student to gather information and provide support
3. A parent/guardian must be notified as soon as possible.
4. The need for a mental health assessment will be discussed with the parent/guardian.
5. A referral will be made to a mental health facility for assessment and their recommendations.
6. The building administrator or a crisis team member will attempt to confirm that the student's assessment has been completed. A release of information shall be sought to obtain verification and reports.
7. Upon completion of assessment, the student will be monitored by the counselor and/or SAP Team as deemed necessary.
8. If parent/guardian or student does not comply with a mental health assessment, the building administrator and SAP Team will meet with the parent/guardian and student and encourage compliance with the mental health recommendation.

9. If a parent/guardian or student does not comply with a mental health assessment, a referral to Children and Youth Services could be considered.
10. School staff members who are involved with this student should be verbally notified by the SAP Team to be alert for additional indicators.

### Suicide Attempts

#### *During School Hours*

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

#### *School-Sponsored Events*

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

#### *After School Hours*

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

### Suicide Completion in School

1. Staff members involved will immediately initiate emergency medical procedures. Principal and nurse should be contacted. Designated team members shall remain with the student at all times until the parent/guardian arrives. The principal will contact SAP Team members and arrange to report to the parent or legal guardian. Team members should locate any school age siblings in order to follow the wishes of the parent/guardian in terms of any action to be taken.
2. The principal with the crisis response team will determine the level of response to the crisis.
3. Administration will contact police in whose jurisdiction the school is located. Police will collect any items used in suicide.
4. Upon verification of the student's death. SAP Team, with building administrator, will meet to decide which professional postvention team's services will be requested. See the Crisis Response Procedures.
5. The Superintendent/designee will address the media. Faculty or all staff members are to refer media to the Superintendent or his/her designee

### Suicide Completion Away From School

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

### Postvention Procedures

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

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

#### Mental Health's Role in Postvention Activities

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

#### School's Role in Postvention Activities

1. Do not dismiss school. Return to the normal pattern as soon as possible.
2. Announce over the public address system or in an assembly the circumstances and advice of appropriate personnel.
3. Do not encourage attendance at the funeral. Only close friends of the student should attend. Students must have a parental request to attend the funeral.
4. Do not erect a memorial. Monies shall be used to purchase stress reduction materials for the library.
5. Emphasize appropriate coping mechanisms.
6. Calmly, frankly and openly address the issue of suicide.
7. Have students write down the Crisis Hotline number and name and number of a friend to call if they are having problems coping.
8. Refer as necessary.
9. Provide support groups for the friends of the student and other at-risk students.
10. Use the school phone chain to inform staff of the incident.
11. Call a meeting of the Core Team before school opens to discuss initial plans for the school day.

### **918. Title I Parental Involvement**

#### Part 1. General Expectations

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

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(b) of the ESEA.
3. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
6. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition: **Parental**

**Involvement** means the participation of parents in a regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:

- a. That parents play an integral role in assisting their child's learning.
- b. That parents are to be actively involved in their child's education at school.
- c. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- d. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

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

1. To inform parents by ongoing, documented parent-teacher contacts (personal, telephone, and written) of the joint development of the Title I program and the district-wide involvement plan under Section 1112 of the ESEA.
2. To notify parents by mail if a school is identified for school review and improvement under Section 1116 of the ESEA. To send invitations to parents and encourage their attendance at any scheduled meeting or committee meeting to discuss their involvement in the school improvement process.
3. To provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance by providing professional development opportunities for teachers and principals. To maintain a district web page to keep families current on school information. To include Board minutes, timely reports on the Title I plan and the parents' and community's right to be involved. To provide planning time for Title I school staff to coordinate plans for the annual PAC meeting.
4. To meet with Head Start, Even Start, and other such program coordinators to integrate parental involvement strategies in Part A. To provide appropriate meetings between school and coordinators when needed. Coordinators are encouraged by telephone contact to participate in the annual PAC meeting so parents can be informed of their services.
5. To annually survey parents of participating students, as to the content and effectiveness of the parent involvement policy in improving the quality of its Title I, Part A schools through parent-teacher conferences and an annual Parent Questionnaire. To maintain records of parent contacts and their responses, of which may be incorporated into revisions of the plan.
6. To provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, and the Title I school performance profiles through bulk mailings to the District/School Report Cards. To provide a printed Parent Report outlining their child's individual student assessment results, including an interpretation of these results.
7. To provide a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet through parent-teacher conferences. To provide parents of participating children with progress reports at the conclusion of each nine-week grading period.
8. To convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited by written notice, and encouraged to attend in order to inform parents of their school's participation in Title I, Part A and to explain its requirements and their right to be involved.
9. To provide opportunities for regular meetings at the request of the parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children through ongoing parent-teacher-school contacts when responses to any such suggestions can be addressed. To provide reasonable access to staff and observation of classroom activities.
10. To develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement. Compacts to be signed and reviewed at PAC meetings and copies sent home to parents not in attendance. To review parent involvement policy and compacts at scheduled parent-teacher conferences with parent suggestions encouraged and recorded.
11. To provide materials and training to help parents work with their children to improve achievement through the annual PAC meeting where reading and math strategies are handed to parents to enable them to reinforce what is being taught in the classroom. To notify parents of the date and time of the State Parent Advisory Council Meeting through an annual Parent Questionnaire and parent-teacher contacts. To inform parents that Title I funds may be used to pay reasonable and necessary expenses associated with their attendance at workshops, including transportation, registration, meals, lodging and childcare expenses.
12. To offer professional development opportunities to educate its teachers, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners and how to implement and coordinate parent programs and build ties between parents and schools. To provide ample opportunity to review the School/Parent

Compact with all concerned. To offer all-day kindergarten for those students who lack the necessary skills to achieve the state's challenging standards.

13. To provide all information, either written or spoken, in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

### **Family Educational Rights and Privacy Act (FERPA)**

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

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

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

If you do not want the Union School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2018. The Union School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

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

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

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



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

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

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

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

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

**Eligibility Of Athletes**

According to the Pennsylvania Interscholastic Athletic Manual

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

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

### **Hazing**

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

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

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

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

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

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

### **Guidelines: Complaint Procedure**

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

### **Tardiness**

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

### **Excessive absences**

In accordance with Article III, Section 3 of the PIAA Handbook, any student who misses twenty or more days in a semester, will be declared ineligible to participate in an inter-school practice, scrimmage, or contest until the

student has been in attendance for forty-five days following the student's twentieth absence. Attendance at summer school does not count towards the forty-five days.

#### **Suspensions**

If a student has been suspended from school, he/she shall not participate in any co- or extracurricular activity or attend any other school function on those days. Overdue writing assignments, owed detention, or other pending discipline measures may be a cause of suspension from co- or extracurricular events. If a student is expelled from school, he/she shall not participate in any co- or extracurricular activity or attend any other school function during the period of expulsion.

#### **Tryout Policy**

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

#### **Unexcused Absenteeism**

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

#### **Medical**

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

#### **Equipment**

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

#### **Transportation**

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.

#### **Athletic Scholarships and Recruiting**

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

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

#### **Cancellation of Practice and Competition/Performances due to Inclement Weather**

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

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

### **Letters and Awards**

As general guidelines across all sports for varsity letter recipients:

1. Participants on sports teams should complete the season in good standing (i.e. not quit the team, not be removed from the team, not be unable to finish due to ineligibility)
2. All post-season games (e.g. districts) will not be counted towards the “total time scheduled”, but will be added to the player’s total time for lettering criteria.
3. Coaches, upon the advice/consent of the athletic director, reserve the right to modify the letterman requirements in special cases.

Specific Sport Requirements: **Football** (compete in 50% + 1 of all quarters); **Volleyball** (compete in 50% + 1 of all matches--a match is defined as 2 of 3 sets; matches that require more than 3 sets add to the base number of matches possible); **Cross Country** (place in top 6 finishers for regular meets and top 3 of school point earners for an invitational for 50% + 1 of contests); **Cheerleading Football** (complete the varsity season missing no more than 1 game); **Basketball** (compete in 50% + 1 of all quarters); **Baseball** (compete in 50% + 1 of all innings); **Softball** (compete in 50% + 1 of all innings); **Track** (average 2 points per meet or district qualifier)

Sport specific awards will be determined by each individual head coach.

### **Student Conduct**

Refer to the athletic handbook. The advisors and coaches have the right to discipline any student involved in any incident that may not be covered in the rules which may be deemed improper. Extracurricular activities are open to all students of mental, or physical ability, Religion, race or gender.

#### **Policy 227.1**

#### **Drug/Alcohol Testing for Co-Curricular Activity Participation**

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

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

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

The purpose of this policy is:

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

**Guidelines Requirements.** No member of a co-curricular program and no student who has been given permission by the school officials to drive to school and has been issued a school parking permit shall have breath alcohol concentration of 0.02 or higher, and no student who has been given permission by school officials to drive to school and has been issued a school parking permit shall use any controlled substance, as verified by the testing of a urine sample. Co-curricular students shall notify the sponsor of their co-curricular program if they are taking any therapeutic drugs and shall supply a written certification from the physician prescribing

the drug that the substance will not adversely affect the student's ability to safely and effectively participate in the co-curricular program. Student drivers shall provide the same notice and documentation to the school principal.

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

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

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

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

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

1. **Random testing** shall be conducted on a monthly basis for the co-curricular and driving students. The students selected for testing shall be chosen at random. Selection shall be by a scientifically valid method. Each student shall have an equal chance to be selected with each random sampling. Random testing shall be unannounced and spread reasonably throughout the year. When the student is notified that s/he has been selected, the student shall proceed to the test site immediately.
2. **Reasonable-suspicion testing** shall be conducted when the sponsor of the co-curricular activity or Student Assistance Program team member has reasonable suspicion that a co-curricular student or student with driving privileges and/or a school parking permit is using or has used alcohol or controlled substances in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations of appearance, behavior, speech or body odors when the student is at school, at a school-sponsored event, or taking part in the co-curricular program. The alcohol test shall be conducted as soon as possible after observation, but no more than eight (8) hours after observation. If the test is not conducted within two (2) hours of the observation, records shall be kept stating why the testing was not performed within two (2) hours. A written record of observations shall be made and, in the case of controlled substance testing, the report shall be made within twenty-four (24) hours or before the release of the test results, whichever is earlier. Reasonable-suspicion will include students not participating in an activity and will include students in grades 4-12.
3. **Return-to-activity testing** shall be required before a student is allowed to return to participation in a co-curricular activity or to resume driving to school after having violated any of the prohibitions in this policy relating to drug and alcohol use. The alcohol test shall show a result of less than 0.02 in order for the student to return to the co-curricular activity or to resume driving privileges. A controlled substances test shall be negative. (See section on Consequences for Violating Drug/Alcohol Policy or Testing "Positive" and Offenses).
4. **Follow-up testing** shall be required when any co-curricular student or student with driving privileges is in need of assistance in resolving problems associated with the use of alcohol and/or controlled substances as determined by a substance abuse professional, and shall be subject to unannounced testing as directed by the substance abuse professional. When required, a student may be tested a number of times. (See section on Consequences for Violating Drug/Alcohol Policy or Testing "Positive" and Offenses).

**Procedures.** As a prerequisite for joining and becoming a member of a co-curricular program and for the privilege of driving to school and/or obtaining a school parking permit, a student shall consent to testing for alcohol and controlled substances. Prior to admittance to each co-curricular program and to the receipt of driving privileges in a school year, a contract shall be signed authorizing the school district to collect urine, and

breath samples. The contract shall be signed by a parent/guardian of a student. A contract shall be in effect for only (1) school year.

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

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

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

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

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

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

All costs with the random testing shall be paid by the school district. The principal shall recommend the actions necessary to ensure that the school district can perform the testing described in this policy and has the services of a qualified medical review officer, a qualified substance abuse professional, and a certified laboratory. The testing lab will be instructed to test for one or more illegal drugs. Testing for controlled substances shall focus on a set of drugs selected by the school nurse in consultation with the secondary principals who shall decide which illegal drugs will be screened, but in no event shall that determination be made after selection of students for testing. Student's samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. An example of an appropriate set of drugs is the following group: marijuana; cocaine, to include crack; opiates, to include heroin and codeine; amphetamines, to include speed; phencyclidine, to include PCP and angel dust; barbiturates; benzodiazepines;

methaqualone; methadone and propoxyphene. The results of the tests for alcohol and drugs shall be disclosed only to the student, his/her parents/guardians, and a limited class of school personnel who have a need to know; athletic director; the principal; the student assistance team; the substance abuse professional who works with the student; the guidance counselor, the coach and/or advisor; otherwise known as the implementation committee. These school representatives shall protect the confidentiality of test results.

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

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

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

**The Second Offense Within a Six-Year Time Period** The student participant will receive a suspension of both athletic or activity(ies) and driving privileges for one calendar year. The student will also be referred to a licensed facility for a drug assessment. Participation is contingent upon the student following through and complying with the facility's recommendation. The student will also be required to submit weekly urine specimens, via the Vendor, for five weeks. The expenses of the assessment and the five (5) weekly drug tests will be incurred by the parent or guardian. The student will also be referred to the SAP team of the appropriate building and receive an appropriate educational program.

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

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

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

No student shall be penalized academically for testing positive for alcohol or illegal drugs. The results of alcohol and drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of alcohol and drug tests will not be disclosed to criminal or juvenile authorities absent



legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least seventy-two (72) hours before response is made by the district.

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

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

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

#### Exceptions

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

#### Enforcement

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

**Student Driver Information**

Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Car Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_  
Car Year: \_\_\_\_\_ Car Color: \_\_\_\_\_

*(Fill out next section for multiple cars)*

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

Consent for Vehicle Search

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

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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

\_\_\_\_\_ Transporting only a family member

\_\_\_\_\_ Permission to transport any of the following

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

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

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

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

**Student Passenger Permission Form**

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

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

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

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

\_\_\_\_\_ Riding only with a family member

\_\_\_\_\_ Permission to ride with any of the following

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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

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

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

**Union School District**

**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: \_\_\_\_\_

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**Union School District  
Handbook Acknowledgement**

I have received, or have accessed the 2021 – 2022 Student Handbook at [www.unionsd.net](http://www.unionsd.net), and have read and understood all the policies and procedures that are included.

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

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

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

**Parental Internet Access Service**

This letter is to inform you that Union School District has added a Parental Internet Access Service that allows parents/guardians access to information regarding their child. If you decide to use this service, you may access various types of information regarding your child such as their Attendance and Grades. The link for this service will be on the school home page: [www.unionsd.net](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**  
**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.

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 \_\_\_\_\_

Proposed Temporary Address of Travel Destination \_\_\_\_\_

Dates student will be absent from school \_\_\_\_\_

Itinerary and purpose for tour or trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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 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? Yes No (Please circle one)

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

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

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

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

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

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

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

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

Relationship to 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? \_\_\_\_\_

Date: \_\_\_\_\_

**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)**

Name	Occupation/Title	Phone Number/E-Mail

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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.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return the form to:**

Kris W. Glosser, High School Principal  
UNION SCHOOL DISTRICT  
354 Bakers Street, Rimersburg PA 16248  
814-473-8201 Fax  
[glosserkw@unionsd.net](mailto:glosserkw@unionsd.net)