

**Union City Area
School District
Handbook and Student Code of Conduct
2020-2021
www.ucasd.org**

Union City Area School District Signature Sheet

The student and parent/guardian must read, sign, and return this form to the main office. Your signature(s) verify that you have received a copy of the 2020-2021 Union City Area School District Student Handbook including the Computer Acceptable Use Policy, E-mail Waiver and Locker Search Policy. (ONE PER FAMILY - PLEASE INCLUDE ALL OF YOUR STUDENTS' NAMES)

_____ Student's Name Grade
Student's Signature Date (printed)

_____ Student's Name Grade
Student's Signature Date (printed)

_____ Student's Name Grade
Student's Signature Date (printed)

_____ Student's Name Grade
Student's Signature Date (printed)

_____ Student's Name Grade
Student's Signature Date (printed)

_____ Parent/Guardian's
Name Parent/Guardian's Signature Date

**PLEASE COMPLETE AND RETURN THIS PAGE TO SCHOOL BY
FRIDAY, AUGUST 28, 2020**

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ENROLLMENT

Authority - Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.

Definitions - School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.

District of residence shall be defined as the school district in which a student's parents/guardians reside.

Guidelines - School age resident students and eligible nonresident students shall be entitled to attend district schools.

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.

Provided that the required enrollment documentation described herein is provided, the district must enroll the student and permit them to attend school. A child shall normally be permitted to attend school the next day after the day on which the child is presented for enrollment, and in all cases, within five (5) school days of the district's receipt of the required documentation.

All students seeking first time enrollment in the district shall be given a home language survey. Enrollment of the student may not be delayed in order to administer the home language survey.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.

The district may not request the following items as a condition for enrollment or determinations of residency: a social security number; the reason for the child's placement, if not living with natural parents; or a child's or parent's visa.

A child's right to be admitted to school may not be conditioned on the child's immigration status. The district shall not inquire about the immigration status of a student as part of the enrollment process.

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.

Delegation of Responsibility - The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

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MCKINNEY-VENTO ACT

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other District students. The Board shall identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education in compliance with federal and state law and regulations. If you would like additional information, please contact Mrs. Amy Coleman at (814) 438-3804 extension 5454.

Union City Area School District strives to support each and every student in order to meet his or her individual needs. It is the intent of the District to address student concerns in a supportive manner and facilitate the development of positive social skills. Students are reminded that they may not always agree with requests made of them, but are nonetheless expected to demonstrate cooperation and courtesy.

All members of our educational community are responsible for creating and maintaining a courteous and cooperative learning environment. As guided by Section 1317 of the Pennsylvania School Code, every Union City Area School District staff member has the same authority to govern the conduct and behavior of students, as do their parents or guardians.

SCHOOL HOURS / TARDY TO SCHOOL

The school day for the Union City elementary will begin at 7:50 a.m. and end at 2:35 p.m. in the middle/high school students must be in their classrooms by 7:55 a.m and the day ends at 2:40 p.m.

VISITORS

Visitors will be limited for the 2020-2021 school year. Permitted visitors will use the School Gate Guardian kiosk system in the lobbies of both buildings. Visitors will enter their state-issued identification into the kiosk and a background check will be completed. Once the visitor has been cleared for entrance, a visitor's badge will be printed. If a visitor has no state issued identification, he or she will be required to enter their first and last name, and date of birth.

In order to maintain the safety and security for our students and staff, all visitors must have made prior arrangements and have been approved through the main office.

VOLUNTEERS

Volunteers will not be permitted at this time during the 2020-2021 school year.

“The School Board encourages the use of volunteers for the benefit of the School District and its students. The Board also recognizes its responsibility to ensure the safety and welfare of students of the School District, and as a result of that obligation developed a Volunteer Policy.”

Adults (18 years of age and older) wishing to volunteer in the 2020-21 school year need to follow the Volunteer Policy due to the Child Protective Services Law. See the School District website for this policy.

EARLY DISMISSALS

A student who needs to be dismissed before the end of the school day should bring a note to the main office on the morning of the day he/she is to be excused. If the student returns before the school day is over, he/she should report to the main office with an excuse before returning to class.

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PIAA/EXTRA-CURRICULAR ATTENDANCE POLICY

Students arriving after 9:30 a.m. cannot participate in a practice, activity, or event without a physician's excuse or legal excuse outlined previously and approved by the administration. Except for medical appointments, students absent during the school day are not eligible to attend any athletic, school sponsored or extracurricular event at Union City Area Middle/High School. A student serving either ISS or OSS is not eligible to attend any extracurricular events.

ABSENCES

Students who are absent from school must:

- Have a parent or guardian write an excuse giving full name, date, and reason for the absence. ● Excuses may also be emailed to himrod@ucasd.org at the MSHS or ablystone@ucasd.org at the elementary school.
- On the fifth day, if an excuse is not presented, absence(s) will be classified as unexcused/illegal. ● Make plans to make up all work missed during the absence. Students are afforded the equal number of days missed unless the assignment was previously given. Homework requests should be submitted no later than 9:30 a.m.

The following reasons for absences are legal under the Pennsylvania school code:

- Illness
- Healthcare
- Medical or Dental Appointments
- Quarantine
- Family Emergency
- Recovery from Accident
- Required Court Attendance
- Death in Family
- Participation in Sponsored 4-H, or FFA Event
- Religious Holiday
- Family Vacation (Five Days/Year)
- College or Postsecondary Visits

- Family Military Leave

Unexcused Absence

For purposes of this policy, compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than the age of six (6) years, until the age of eighteen (18) years. For students who are of compulsory school age, ten (10) days of total absence or three (3) days of unlawful absences will necessitate:

- A warning notice to be sent and a school attendance improvement conference meeting to be scheduled in accordance with Section 1333 of the School code. (Any absences after ten days will be legally excused with a Doctor's note).
- Accumulating six (6) unlawful absences will result in the filing of a complaint for court action with the District Magistrate.
- Administrative discretion will be used in all cases.

Students may not leave school grounds after arrival. Students must remain in the assigned area or follow sign-out procedures to leave a classroom or the building. If a student must leave school early for any valid reason, he/she must provide a written excuse from a parent or guardian to the office before 7:55 a.m. Early dismissals may be verified by telephone communication. Any student using a falsely signed excuse will receive the appropriate consequence.

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Educational Trips: Parents who plan to take a child out of school for an educational trip should obtain a form from the building office or the district website and submit it to the building principal at least one week in advance to be reviewed. Trips will not be approved if a student has excessive absenteeism, if the absence takes place during PSSA testing days, or if a student is performing unsatisfactorily. Total approved absences will not exceed five (5) school days.

Absences for an educational trip can be considered a legal absence only if educational value can be established and if the trip receives prior approval. Family vacations do not automatically qualify as educational trips. Students are required to complete all assignments and tests within a time period equal to the number of days excused.

Extended Illnesses: Parents will be contacted if a child misses three or more consecutive days if the school has not already been notified. After ten consecutive days of absences, those students who cannot attend school due to medical reasons may be eligible for Homebound Instruction. A doctor's statement indicating the length of time the student will be incapacitated is required. Applications must be made through the office.

HEALTH AND MEDICAL INFORMATION

In grades K through 12, the state of Pennsylvania mandates that school districts require and provide health care. The philosophy is that a healthy student can learn to the best of his or her abilities. The school nurse is responsible for the health services in each school.

The following is a schedule the state requires for the monitoring of student health:

Pre-K or Entry to school: Medical examination (by school or family physician), Dental exam (by school or family dentist), growth, vision and hearing screening (by school nurse).

Grade K-2: Growth, vision and hearing screening (by the school nurse).

Grade 3: Growth, vision and hearing screening (by school nurse), Dental exam (by school or family dentist).

Grade 4-5: Growth and vision screening (by school nurse). Hearing is screened for those in special education or if a problem is noted.

Any changes in a child's health status or needs, should be reported to the school nurse. Examples would include allergies, new medications, immunization updates, and emotional concerns. Grade 6: Screening of growth, vision, scoliosis, and a physical examination. The physical examination may be administered by a family physician or by the school physician.

Grade 7: Screening of growth, vision, hearing, scoliosis, and a dental examination. The dental examination may be done either by a family dentist or by the school dentist.

Grade 8: Screening of growth, vision, and scoliosis. Hearing is screened for those in special education or if a problem is noted.

Grade 9: Screening of growth, vision, and hearing, as noted in the 8th grade section.

Grade 10: Same as grade 9.

Grade 11: Screening of growth, vision, hearing, and a physical examination. The examination may be administered by a family physician or by the school physician.

Grade 12: Screening of growth, vision, and hearing, as noted in the 8th grade section.

Parents or guardians may request to attend any of the health screenings or examinations. Parents will be notified of any abnormal results obtained through these screenings.

Any changes in a child's health status or needs should be reported to the school nurse. Examples would include allergies, new medications, emotional concerns, surgeries, and boosters of immunizations.

The student will be held accountable for adherence to what is listed as follows:

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School Vaccination Requirements for Attendance in PA Schools

Children in ALL grades (K-12) need the following immunizations for attendance: • 4 doses of tetanus, diphtheria and acellular pertussis (4th dose on or after 4th birthday) • 4 doses of polio (4th dose on or after 4th birthday)

- 2 doses of measles, mumps and rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

7th Grade ADDITIONAL immunization requirements for attendance:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

12th Grade ADDITIONAL immunization requirements for attendance:

- 2nd dose of meningococcal conjugate vaccine (MCV)

These requirements allow for the following exemptions: medical reason, religious or strong moral or ethical conviction opposing immunizations. A signed immunization form must be on file in the school's health office or risk exclusion. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

To comply with the Pennsylvania state guidelines for school, the dates of these immunizations must be recorded in the school district's health office. The regulations state that the due date is the 5th day of school, but this date has been extended due to COVID-19. With Governor Wolf's authorization as conferred in the March 6, 2020 Proclamation of Disaster Emergency, the Department is temporarily suspending the regulations at 28 Pa. Code § 23.83, which provides the list of immunizations a child must have and the grades for which the child must have them; 28 Pa. Code § 23.85, which states that children who do not meet the requirements should be excluded and places certain duties on schools to verify that children with medical exceptions who are on a plan to get their immunizations actually obtain the vaccinations; and 28 Pa. Code § 23.86, which requires schools to report to the Department the numbers of vaccinations and children taking exceptions; and 28 Pa. Code § 27.77(b), which requires that a child

currently enrolled in a child care program maintain updated immunizations in accordance with federal guidelines. **The regulations are suspended for a two-month period after the beginning of the school year or the beginning of enrollment in an early childhood education program.**

A list of standing orders, signed by a parent/guardian, must be on file for individual students for the occasional need for medication or treatment in the health office. The standing orders will be sent home with the emergency card at the beginning of the school year or may be obtained by accessing our school website, www.ucasd.org, under health forms, or by contacting the school health office.

If the student needs to have prescribed medication on a daily basis or an emergency medication that they need to carry with them (such as an inhaler for asthma or an EpiPen), then a medication release must be signed by the student's physician and parent/guardian and provided to a member of the school health staff. A form may be obtained from the school website, www.ucasd.org, or by contacting the school health office.

PEDICULOSIS (HEAD LICE)

When head lice (pediculosis) is suspected, the teacher will be instructed to send a particular student, or if necessary, their whole class to the health office for pediculosis screening. Screening will be completed by the certified school nurse in a confidential setting. If several students in a particular classroom have been found to have active head lice, the cleaning staff will be notified. The room will be thoroughly cleaned and vacuumed after school hours. Children with head lice/nits (eggs closer than an inch from the scalp) found by the certified school nurse, should be taken home by a parent, guardian or care taker and treatment started immediately. Infested children should be treated twice. The interval between treatment should be 7 days. Students may not return to school until the a.m. after he/she has been treated with one of the approved pediculicides (A-200, RID, R&C shampoo, Cuprex or Kewell for example.) An instruction letter will be provided and any questions pertaining to this problem answered at this time. Students should be readmitted to school the morning after the first treatment. If at all possible, an adult should accompany the student to school on the first readmission day after treatment. On the morning of readmission the student must report directly to the certified school nurse for reexamination. The certified school nurse will allow readmission if the head check reveals no live lice. If nits are present, the parent or guardian will be notified and advised to remove all nits. The certified school nurse will monitor the student through daily head checks to ensure this is being done.

Guidelines: National Pediculosis Association
Pennsylvania State School Health Guidelines

MEDICATIONS

A District policy was established by the Union City Area School Board concerning the dispensing of medication at school. All medications taken by students during the school day must be supervised by the school health staff, or if not available, by a building principal.

At no time should a student have medication in their possession during the school day. A student found with medication may be subject to disciplinary procedures. A parent/guardian will assume the responsibility to see that the medication is delivered to the school and given to a member of the school

health staff, or if not available, to a building principal.

POSSESSION AND USE BY STUDENTS OF ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS POLICY

Authority - The Board adopts this Policy pursuant to the provisions set forth in Section 1414.1 of the Public School Code of 1949, as amended.

Guidelines

- If certain conditions are satisfied, a student is permitted to possess and self-administer an asthma inhaler and/or an epinephrine auto-injector in a school setting.
- If a student desires to possess and self-administer an asthma inhaler and/or an epinephrine auto-injector in a school setting, he/she must demonstrate the capability of self-administration and also demonstrate responsible behavior in the use thereof to the Superintendent and the school nurse.
- Immediately following each use of an asthma inhaler or an epinephrine auto-injector, the student must notify the school nurse.
- The Superintendent and the school nurse shall develop a procedure whereby the student demonstrates his/her competency to the Superintendent and the school nurse that he/she is capable of self-administration and has permission for carrying and taking the medication through the use of the asthma inhaler and/or epinephrine auto-injector. Determination of competency for self-administration shall be based on the student's age, his/her cognitive function, maturity and demonstration of responsible behavior.
- The School District shall restrict the availability of the asthma inhaler, the epinephrine 9 auto-injector and the prescribed medication contained therein from other students. ● If a student does not continue to demonstrate responsible behavior, in the opinion of either the Superintendent or the school nurse, then the student may lose his/her privilege to self-carry the asthma inhaler, the epinephrine auto-injector and the medication.
- If a student is denied or loses the privilege of self-carrying an asthma inhaler, an epinephrine auto-injector and the prescribed medication, then the school nurse shall ensure that these items are appropriately stored at locations in close proximity to the student prohibited from self-carrying these items and notify the student's classroom teachers of the places where the asthma inhaler, epinephrine auto-injector and medication are stored and the means to access them.
- The School District shall require a written statement from a physician, certified registered nurse practitioner or physician assistant that provides the name of the drug, the dose, the times when the medication is to be taken and the reason the medication is needed by the student unless the reason is confidential. The physician, certified registered nurse practitioner or physician assistant shall indicate the potential of any serious reaction that may occur as a result of the student's use of the medication as well as any necessary emergency response.

Furthermore, the physician, certified registered nurse practitioner or physician assistant shall state whether the student is qualified and able to self-administer the medication. However, this statement from a physician, certified registered nurse practitioner or physician assistant will not be controlling as to whether a student has demonstrated his/her capability of self-administration and his/her responsible behavior to the Superintendent and the school nurse. This determination by the Superintendent and the school nurse shall be independent of a statement from a physician, certified registered nurse practitioner or physician assistant that the student is qualified to self-administer the medication. If the School District receives a written request from the student's parent or guardian that the School District comply with the order of the physician, certified registered nurse practitioner or physician assistant regarding whether the student is capable of self-administering the medication, then the School District must consider this request. This request does not prevent the School District from revoking the student's privilege to self-carry the asthma inhaler, the epinephrine auto-injector and the medication if he/she does not demonstrate responsible behavior in the opinion of either the Superintendent or the school nurse. The note from the student's parent/guardian must include a statement relieving the School District and any

employee of the School District of any responsibility for the benefits or consequences of the prescribed medication when it is authorized by the parent/guardian. Furthermore, the note from the parent/guardian must acknowledge that the School District bears no responsibility for ensuring that the medication is taken by the student.

- The School District shall require updated prescriptions and approvals by parents/guardians on an annual basis for the continued use and self-administration of the medication by the student. The School District has the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of the student's medication as needed.

Miscellaneous

- The contents of this Policy must be set forth in the Student Handbooks for both the School District's Elementary School and the School District's Middle School/High School. Furthermore, the contents of this Policy must be set forth on the School District's website.
- This Policy only pertains to a student's possession and use of asthma inhalers and epinephrine auto-injectors and the medications used with them. In the event that any provisions of this Policy are in conflict with any provisions in Board Policy 5156, the provisions of this Policy will control.

The policy was established to assure accuracy and safety when medication is dispensed in school. 10

Epinephrine Opt-Out—Act 195 of 2014 provides parents with the right to exempt their student from administration of epinephrine. For schools who have adopted epinephrine auto-injector administration policies, the Division has finalized a template “opt-out” form.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this options should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

POLICY FOR USE OF NARCAN

Purpose - Since there is a risk of overdose from opioids by secondary school students of the School District, the Board adopts this Policy in order to deal with this risk.

Guidelines

- Naloxone is a medication that can treat and reverse an overdose caused by an opioid drug. Narcan Nasal Spray (Narcan) is a brand name for Naloxone. The Board authorizes the administration of Narcan by the school nurse to students exhibiting signs of an opioid overdose on School District property.
- The School District may be entitled to a free, two-dose carton of Narcan for its Middle School/High School from a statewide partnership with Adapt Pharma. As a prerequisite to receiving a free, two-dose carton of Narcan, the School District must submit an application to the Pennsylvania Department of Health which provides the following information:
 - A copy of the standing order from the School District's physician;
 - A copy of this Policy as well as a statement from the Middle School/High School Principal, which sets forth that Narcan is a medication that can be administered students on School District property; and
 - Verification that the school nurse has completed a Narcan training program approved by the Pennsylvania Department of Health.
- The school nurse shall be responsible for the administration of Narcan on School District property.
- The school nurse shall develop a plan for informing students, staff, and parents/guardians pertaining to the availability of Narcan to treat an opioid drug overdose.

- The school nurse must complete a Narcan training program approved by the Pennsylvania Department of Health.
- Narcan will be stored in a secure location in the school nurse's office. It shall be the responsibility of the school nurse to maintain records pertaining to the Narcan received by the School District in accordance with the manufacturer's recommendations and the recommendations from the Pennsylvania Department of Health for the storage and maintenance of Narcan.
- The contents of this Policy shall be set forth in the Student Handbook of Union City Area Middle School/High School. The contents of this Policy shall also be posted on the School District's website.
- In the event that any provisions of this Policy are in conflict with any provisions set forth in Board Policy 5156, the provisions of this Policy will control.

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Protocol for an Opioid Overdose

- When confronted with a student who may be experiencing an opioid overdose, an employee or student of the School District must immediately seek medical help by contacting the school nurse and by dialing 911.
- The school nurse should immediately check for signs of an opioid overdose. The school nurse should administer Narcan as instructed in the training received from the Pennsylvania Department of Health if she/he believes that a student is exhibiting signs of an opioid overdose.
- The Superintendent or designee shall notify the parents/guardians of a student who experienced an opioid overdose as soon as possible.
- The Superintendent or designee shall report any incident involving any opioid overdose by a student to the Police Department of the Borough of Union City. The Superintendent shall also report any incident involving an opioid overdose by a student to the Pennsylvania Department of Education's Office for Safe Schools.

STUDENT ASSISTANCE PROGRAM

Under the SAP Program, faculty members are trained in observation techniques and "at-risk" symptoms in order to identify students with possible emotional, behavioral, or chemical difficulties. An intervention "CARE Team" composed of guidance counselors, teachers, administrative personnel, the school nurse, and ad hoc resource personnel from board-approved providers meet throughout the year to address faculty, parent, and student concerns. When the situation warrants it, referrals are made after parental consent is obtained to the appropriate ad hoc person for assessment purposes. Recommendations, produced by the assessment, guide the CARE Team in their management of the situation. Parents, teachers, administrative staff, and other students may act as referral agents by contacting an appropriate counselor. A student may also approach counselors when he/she recognizes his/her own need for support.

Once information is compiled, it is reviewed by the CARE Team at their meeting. An interview with the student and/or parents may result if the team deems it warranted. The student may choose not to work with the CARE Team or ad hoc person.

If the student wants help, a referral may be made to a CARE Team ad hoc person if necessary. Further recommendations may be suggested by the CARE Team to help the student deal with the particular area

of difficulty.

Sometimes students who have discipline code violations are automatically referred to the program. For example, any student who possesses or uses drugs, alcohol, or nicotine while on school property or at a school-related function will be required to meet with an agency that provides outpatient counseling.

STUDENT REPORTING OF CONCERNS

The Union City Area School District's primary mission is to ensure the health, safety, and welfare of all students, faculty, and staff. In order to provide the safest environment possible, UCASD has attached the Safe2Say tip link at www.ucasd.org and encourages ALL to report any instances of bullying, self harm, or threat of safety concerns to school authorities.

The district encourages parents to contact one another directly in an attempt to resolve those situations that occur outside the school setting as defined in the previous section.

Upon learning about a bullying incident, the principal or designee will interview the students involved and thoroughly investigate. This investigation may include interviews with additional students, parents, and school staff, along with associated documentation.

Interventions for students who bully may include, but are not limited to, student conferences up to expulsion.

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OLWEUS BULLYING PREVENTION PROGRAM

The Union City Area School District has adopted the Olweus Bullying Prevention Program, a research-based bullying prevention program used at the school, classroom, and individual levels. Olweus defines bullying as when "someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." Goals of the program include reducing existing bullying problems among students, preventing the development of new bullying problems, and achieving better peer relations at school. Program components involve the school, classroom, individual, community, and parents. Our school's anti-bullying rules are:

- We will be kind to others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

USE OF VIDEO/AUDIO SURVEILLANCE

The school district has installed video cameras throughout the school building and has installed video cameras with audio capabilities on most school district transportation vehicles for the purposes of monitoring behavior and providing a safe and secure environment for the staff and students. The continued use of these detection devices will be for the sole purpose of safety. Students found in violation of school rules and procedures through the use of these devices may face disciplinary action and criminal charges through the local police departments.

GRADING PERIODS

Grading periods at UCASD are nine weeks in length. Progress Reports are required between grading periods and will be distributed at the 4½-week mark of each quarter. If you are concerned about the progress of your child between reports, arrangements for receiving information can be made by contacting the guidance counselor. Students' academic progress can be monitored technologically by accessing the school's Power School program at www.ps.ucasd.org. A password will be needed to access this information and will be given to your student in the first few weeks of school. Checking this information will help in overseeing the progress of your student during the school year.

PERMANENT RECORDS

A file for each student is kept in the guidance office. This file includes the student's academics, attendance information, and standardized test records. No other information gathered by guidance counselors or principals is kept in the student's permanent record. Students and parents/guardians may have access to permanent records.

HONOR ROLL

A student may qualify for the honor roll at the end of each grading period. To qualify for High Honors, the student must achieve no grade lower than 90%. The Honor Roll is awarded to those students who achieve no grade lower than an 80%.

GRADING POLICY

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Report cards are computer generated for students in grades 1-12 (K4 and Kindergarten are paper based). All teachers will record the percentage that each student achieves during each grading period. The final grade for the year will be determined by averaging the grading period percentages. This average appears as a percent on the report card. (A corresponding letter-grade band will appear on the bottom of the report card.) Grade bands are:

A+ 98 -100 C+ 78 - 79

A 93 - 97 C 72 - 77

A- 90 - 92 C- 70 - 71

B+ 88 - 89 D+ 68 - 69

B 83 - 87 D 62 - 67

B- 80 - 82 D- 60 - 61

F 50

PROMOTION REQUIREMENTS

All required subjects failed in grades 6 through 8 must be passed before being promoted to the next grade level. These subjects must be passed through an approved program or by tutoring from a certified teacher immediately following the failure, or the student will not be promoted.

All required subjects failed in grades 9 through 11 may be made up during the school year if the student's course schedule and required schedule allow. All seniors must complete a senior research paper and the mandated PA State Senior Project to be eligible to graduate from the Union City Area High School. Students must demonstrate proficiency on the required state testing in order to be eligible for promotion to the next grade or graduation. Mandated extended learning times may be enforced for students who do not score proficient on state required assessments.

TECHNOLOGY

Union City Area Middle/High School 1:1 Handbook

Chromebook Distribution

- Chromebook Distribution
 - Both parents/guardians and students must complete the applicable 1:1 paperwork, before a chromebook will be issued. Students will receive chromebooks during the first few days of school.
- Transfer / New Student Distribution
 - Parents/guardians and students must sign all applicable 1:1 paperwork upon enrolling in the district. Once the paperwork is complete, new enrollees should pick up their chromebook from the technology help desk in the library.
- Optional Purchases
 - Students may find it valuable to have the following available when using the chromebook: earbuds/headphones, mouse, chromebook case, and microfiber cloth (for wiping the screen).

Returning Chromebooks

- End of School Year
 - Students will return chromebooks and chargers to the district at the end of the school year.
 - Failure to return the chromebook will result in the student being charged full replacement cost. Additionally, the district may file a stolen property report with the proper authorities.

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- Withdrawal
 - In the event of withdrawal from the Union City Area School District, the student will return the chromebook and charger to the technology help desk in the library on the last day of attendance. Failure to return the chromebook will result in the student being charged the full replacement cost of the device.
 - Additionally, the district may file a stolen property report with the proper authorities.

Chromebook Identification & Inventory

- Chromebooks will be labeled with a district asset tag.
 - Damage to or modification of the asset tag will be subject to disciplinary action.
 - Removal of the asset tag may result in the student being charged the full replacement value of the chromebook.
- The district will record all chromebook serial numbers and asset tags.
- The technology office will collect all chromebooks at the end of the school year for Inventory and updates.
- Students are not guaranteed to have the same chromebook each year.

Chromebook Care

- General Care
 - Students will use great caution when using chromebooks; do not drop, throw, stress or otherwise physically damage the chromebook. Care and use of the chromebook resulting in damage will result in financial obligations and possible disciplinary action.
 - Keep food, drink, pets and other potential hazards away from chromebooks.
 - Never leave the chromebook outside or in a vehicle, especially in extreme heat or cold.
 - Avoid placing heavy objects on top of the chromebook keyboard or on top of a closed chromebook.
 - Carefully plug and unplug items from ports, such as chargers and USB devices.

Transporting Chromebooks

- Students must transport chromebooks with the lid closed while exercising extreme care. ○ Although cases are not provided, students are encouraged to carry the chromebook in their personal backpack or case without putting pressure on the device.
- Chromebooks should never be lifted and/or carried by the screen as this can cause damage.

- Screen Care

- Chromebook screens are very sensitive and require care.
- Screens may be wiped with a soft, dry microfiber cloth; however, the use of harsh chemicals or cleaners is not allowed.
- Avoid touching the screen with fingers, pens, pencils, et cetera.
- Avoid squeezing the screen by lifting or moving the chromebook by the screen. ○ Avoid placing things on top of the chromebook as the pressure may damage the screen. ○ When not in use, the chromebook should be stored with the screen closed.
- Never place items between the screen and keyboard when the screen is closed.

Security

- Device Security

- Chromebooks will be labeled with a district asset tag.
- Students will never leave the device in an unsecured location.
- Students may not loan their chromebooks for use by others.

- Operating System

- Chromebooks run the Chrome Operating system.
- Chromebooks have built-in virus protection through multiple layers of security, so there is no need for additional virus protection.

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- Approximately every six weeks, Google releases updates that bring new software and security updates. These updates will install automatically when the chromebook is turned on.

- Account Security

- Students must sign in to chromebooks with Union City accounts. The Chromebook must be connected to Wi-Fi before logging in for the first time.
- Guest browsing is not permitted.
- Once signed in with the district-issued account, students may add their own personal Google account if necessary. Keep in mind that Google Cloud Printing is only available from district accounts.
- Students must keep passwords secure and never share them.
- Students must never leave an open file or session unattended. Briefly pressing the power button will lock the chromebook and will require the user's password to gain access.
- Account users are ultimately responsible for all activity under their account. ●

Personal Security

- Photos and personally identifiable information related to students' academic/athletic successes may not be shared on the internet without the prior approval from the parent/guardian or from the student if he/she is 18 years of age or older. Such permission for use on district and teacher websites, district social media outlets and/or local media is granted by the Student Network/Internet User Agreement and Parent Permission Form.
- Students must never post private information about themselves or others on the internet, such as but not limited to home address, social security number, phone number, and

photos.

- The school district will inform students about digital literacy, which includes online safety, etiquette and cyberbullying.

Internet/Content Filter

- The district is in compliance with the federally-mandated Children's Internet Protection Act (CIPA), and maintains a content filter and firewall for all district-issued devices.
- Students have no expectation of confidentiality or privacy with respect to any usage of a chromebook, other than as specifically provided by law.
- The district reserves the right to maintain a usage log and monitor the online activities of technology users.
- Internet activity will be protected and monitored both in and out of school.

Use on School Premises

- Chromebooks are the property of Union City Area School District and their use must be for educational purposes and at all times will comply with the guidelines outlined in the Acceptable Use Policy and all corresponding district policies. Use of chromebooks and the district network is a privilege, not a right; inappropriate use will result in appropriate disciplinary action and cancellation of those privileges.
- Per the Acceptable Use of Social Media for Students district policy, students are not permitted to engage in social networking activities during the school day. Furthermore, students are not permitted to use equipment owned by the school district to conduct social networking activities.
- Expectations
 - Chromebooks are an integral part of the learning experience and provide a blend between curriculum and technology.

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- The extent to which chromebooks will be used in each class will depend upon the nature of the course and is up to the teacher's discretion. All classes will utilize Schoology, Learning Management System for distribution and collection of work.
- Students will not engage in any of the following during school hours without advance teacher permission: listening to music, watching movies, or playing games (movies and games must support educational objectives).
- Students will bring a fully charged chromebook to every class every day unless instructed otherwise by the teacher. The battery in a fully charged chromebook will last at least 8 hours.
- The user must delete locally stored files periodically. At no time should personal music, videos, or data take precedence over class-required resources.
- Forgotten Chromebooks
 - In the event that a MS/HS student does not come prepared to learn with his/her chromebook, a loaner device must be checked out from the library prior to 8:00 a.m. Elementary students will sign out loaners in the technology office.
 - The parent/guardian and student are responsible for damage to or loss of the loaner chromebook.
 - Loaner devices must be returned to the library before the end of the school day and are not to leave school premises.
 - School personnel will document each time a student checks out a loaner device and will send reports to the building administrators.
- Customization
 - Chromebooks must be kept free from any permanent personalization (stickers, labels,

writing, et cetera). Removable stickers and labels are permissible but must be removed prior to returning the device.

- Students may change the chromebook background image, but the chosen image must be school appropriate and in compliance with the Acceptable Use Policy.
- Students may not attempt to install or run any other operating system than the Chrome operating system that came pre-installed on the device.
- Sound
 - Students will keep sound muted unless a teacher grants permission.
 - Students will be issued a headset with the Chromebook.
- Printing
 - In an effort to reduce printing, students are encouraged to share their work with teachers digitally, using Google Drive and/or Google Classroom.
 - If necessary, printing is enabled via Google Cloud printing.
 - For information on how to connect to a home printer, please visit <http://www.google.com/cloudprint/learn/>.

Use Off School Premises

- Chromebooks are the property of Union City Area School District and their use must be for educational purposes and will comply with the guidelines outlined in the Acceptable Use Policy and all corresponding district policies even when off school premises. Use of chromebooks and the district network is a privilege, not a right; inappropriate use will result in appropriate disciplinary action and cancellation of those privileges.
- Per the Acceptable Use of Social Media for Students district policy, students are not permitted to use equipment owned by the school district to conduct social networking activities.
- Before students may take a district-issued chromebook off school premises, a completed 1:1 Chromebook Agreement must be on file.

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- Internet activity while off school premises is directed back to the district's internet filtering software.
 - While internet access may enhance the use of chromebooks at home, it is not a requirement. Many apps, including Google Drive, allow for offline access. Students should turn on offline access in their Google Drive account settings while connected to the school's Wi-Fi. Google Drive files will then be accessible even once the device is no longer connected to Wi-Fi.
- #### Repairing / Replacing Chromebooks
- Chromebook Repair
 - Promptly report any problems to the technology help desk in the library. Repairs to district-owned devices should be handled by district employees only. Do not attempt to repair it or take it to an outside computer service for repair.
 - Chromebooks have a limited hardware warranty from the vendor covering defects in materials and/or workmanship.
 - A loaner chromebook may be issued if the school-issued chromebook needs to be kept for repair, and the parent/guardian and student are responsible for damage to or loss of the loaner chromebook.
 - Loaner chromebooks issued while school-issued chromebooks are being repaired due to defects in materials and/or workmanship may go home with the student; whereas, loaner chromebooks issued as a result of damage may not go home with the student.
 - Damage
 - In the event of accidental damage to the chromebook, the parent/guardian and student will be charged the cost of repair up to \$75 for the first incident, up to \$150 for the second Incident, and up to \$250 for each subsequent incident.
 - Lost or damaged chargers will be charged the full replacement value.

- In the event of loss, theft or intentional damage of the chromebook, the parent/guardian and student are responsible for the full cost.
- In the event of intentional damage, the district reserves the right to withhold a loaner chromebook until a decision is made by school administrators and the plan has been discussed with parents/guardians.
- The district technology department makes the sole determination of damage due to neglect or disregard versus normal wear and tear.

Digital Literacy / Citizenship

● A. Copyright

- Students will not quote personal communications in a public forum without the original author's prior consent.
- The illegal use of copyrighted materials is prohibited. Appropriately cite all sources, whether quoted or summarized, including but not limited to text, images, video, and music.
- Students must comply with all trademark and copyright laws and license agreements. Ignorance of the law is not immunity, so ask a teacher or parent if there is any uncertainty.
- Plagiarism is a form of cheating and will be subject to penalties described in the Union City Student Handbook.

● Digital Citizenship

- Technology users are expected to abide by all expectations and prohibitions in the district's Acceptable Use Policy at all times.
- Technology users shall not engage in unauthorized access of computers including hacking, whether by spyware designed to steal information, or viruses or worms designed to damage computers or strip information or taking over a person's computer.

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- Technology users shall not engage in unlawful activities.
- Technology users shall not intentionally seek or transport any information on, obtain copies of, or modify files, other data, or passwords belonging to other technology users, or misrepresent/impersonate other technology users.
- Technology users shall not send spam, chain letters, or other mass unsolicited mailings. ○ Technology users will use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language shall be permitted. Illegal activities are strictly forbidden.

● Online Safety

- Technology users shall not disclose, use or disseminate any personal identification information of themselves or others, such as home address, phone number(s), password(s), schedule of activities, et cetera.
- Students must be careful about posting pictures of themselves or others. Students may not post photographs of other students or employees of the district taken while in the role of student.
- Students must be aware that even privacy settings are not foolproof in social networking. ○ Students will monitor all activity on their personal account(s).

● Cyberbullying

- The school district strives to offer all students an educational environment free from bullying. Bullying, as defined in the Bullying/Cyberbullying district policy, includes cyberbullying.
- Cyberbullying means an intentional electronic act or series of acts, through the utilization

of computers, the internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
 - Creation of a threatening environment.
 - Substantial disruption of the orderly operation of the school.
- The school district will not tolerate any acts of bullying. A student who violates the Bullying/Cyberbullying district policy shall be subject to appropriate disciplinary action up to and including referral to law enforcement officials.
 - The school district encourages all students and parents who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school sponsored activities. Parents may contact the building principal to report acts of bullying

Students who use the Internet or other technologies must exercise common sense and judgment. The privilege of using the Internet and computer technology will be revoked if a student uses them for illegal purposes, abusive language, or violates the rules of pornographic materials. In all instances the principal will make the final determination based on recommendations and input provided by the supervising staff member. The policy pertaining to the use of technology is included in this handbook on the following pages.

Acceptable Use of Instruments of Technology Policy

Purpose: Instruments of technology, including, but not limited to Internet access, electronic mail ("email"), computers and other network resources are available to employees, students, and authorized individuals in the District for educational and instructional purposes and other purposes consistent with the educational mission of the District. Use of instruments of technology is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With instruments of technology use, such as the Internet and email, comes the availability of material that may not be considered appropriate in a school setting. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or email, and the District cannot ensure that individuals who use the Internet or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and email far outweigh the possibility that users may procure inappropriate or offensive material.

Procedures:

Monitoring - The District reserves the right to log, monitor, and review computers, the Internet, email and other network use of each user. This logging, monitoring, and reviewing may be conducted without cause and without notice. Each user of the District's instruments of technology, by the use thereof, agrees and consents to such logging, monitoring, and reviewing and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage. Administrators may review user files and communications to maintain system integrity and ensure that

users are using the system only for appropriate purposes. Users should expect that files stored on District servers or computers will not be private. The District may archive and preserve any data files, emails, log files or any other electronic media as deemed necessary by the District. Personal instruments of technology may be used on District premises with written permission only. The user acknowledges he/she has no expectation of confidentiality, and personal devices may be confiscated at the discretion of the District.

Filter - The District will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act. The Filter maybe disabled by the System Administrator at the workstation level for use by an administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students, other employees, other minors or authorized individuals for any reason.

Access Agreement - All users of the District's instruments of technology must agree to and abide by all conditions of this Policy.

Prohibitions

Use of the Internet, email and other instruments of technology must be in support of the educational mission and instructional programs of the District. With respect to all users, the following are expressly prohibited.

- Use for inappropriate or illegal purposes.
 - Use in an illegal manner or to facilitate illegal activity.
 - Use for commercial, private advertisement, or for-profit purposes.
 - Use for lobbying or political purposes.
 - Used to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
 - The distribution of hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
 - The illegal installation, distribution, reproduction, or use of copyrighted software. •
 - Use to access, view, or obtain material that is pornographic in nature.
 - Use to transmit material likely to be offensive or objectionable to recipients.
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- Use to obtain, copy, or modify files, passwords, data, or information belonging to other users.
 - Used to misrepresent other users on the network.
 - Use of another person's email address, user account or password for purposes other than system maintenance, account management, and administrative purposes by District Administrative personnel.
 - Use or loading of unauthorized games, programs, files, music, or other electronic media. •
 - Used to disrupt the work of other persons (the hardware or software or work product of other persons shall not be destroyed, modified or abused in any way).
 - Use to upload, create, or attempt to create a computer virus.
 - The unauthorized disclosure, use, or dissemination of personal information regarding employees, students and non-student minors.
 - Use for purposes of accessing, sending, creating, or posting materials or communications that are: damaging to another's reputation, abusive, obscene, sexually oriented, threatening, illegal, or contrary to the District's Policy on harassment.
 - Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with Fair Use Guidelines.
 - Used to invade the privacy of other persons.
 - Posting anonymous messages or the creation or participation in "chain letters" or similar forms of broadcast mail.
 - Use to read, delete, copy, or modify the email or files of other users or deliberately interfering with the ability of other users to send or receive email.
 - Use while access privileges are suspended or revoked.

- Any attempt to circumvent or disable the Filter or any other security measure.

Users

- Shall not provide system password(s) to others.
- Shall report reasonable suspicion of inappropriate actions or misuse of District resources, • Shall not change any configurations or download any information onto the computer without permission by a District administrator.
- Shall not use the system to access inappropriate materials or materials that may be harmful to others.
- Shall not disclose, use or disseminate any personal identification information. • Shall not engage in or access chat rooms or instant messaging without the permission of a District Administrator.

Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Do not touch the monitor screen, and hands must be clean when using any computer. • No food or beverages are to be at or near any computers.
- Printers and print supplies are only for educational and classroom use. Examples of misuse would include, but are not limited to, gaming manuals, personal photos, and web documents for entertainment purposes.
- Be polite.
- Do not become abusive in messages to others. District rules and policies for behavior and communicating apply.
- Use appropriate language. Do not use profanity, vulgarities or other inappropriate language. • Do not reveal the personal addresses or telephone numbers of others.
- Recognize that email is not private or confidential.
- Do not use the Internet or email in any way that would interfere with or disrupt its use by other users.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or disability status.

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Security

Security on any computer system is a high priority, especially when the system involves many users. Each user is required to report any security problems to the System Administrator of the District. The problem is not to be demonstrated to other users.

Consequences of Inappropriate Use:

The user shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts. In the event of an investigation of misuse, the users must respond to questions and provide information. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access or use of the District's instruments of technology.

Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity. Termination of employment may result from the involvement of District personnel in incidents which consist of sexually explicit materials and/or communications and other misuse of the computer, including but not limited to a breach in the firewall. The District will complete and submit the mandatory reports to the Pennsylvania Department of Education. The Superintendent will be responsible for drafting procedures to discipline students who violate the provisions of this Policy.

The use of the Internet and email is a privilege, not a right. The District's Superintendent, along with the System Administrator, will determine what is inappropriate use.

Other Issues:

Disclaimer - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained through the use of the District's computers is at the user's risk. The District disclaims responsibility for the accuracy or quality of information obtained through the Internet or email.

Charges - The District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

Listserve and Software - Subscriptions to listserve must be pre-approved by the District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

Use of Social Media

Purpose - Union City Area School District ("District") recognizes that many of its employees, students and community members (hereinafter collectively referred to as "users") actively participate in social media and online communications. This Policy is designed to address the personal use of social media, whether accessed by computer, smartphone, or other device. "Social media," such as professional networking sites, social networking sites, blogs, wikis, personal websites, or other forms of online expression, can be very useful, both personally and professionally. The District recognizes the right of individuals to interact through social media. However, individuals who choose to use social media sites, or who comment on blogs or other online media, must do so responsibly.

Guidelines for Acceptable Social Media Use - Users are expected to use common sense and good judgment when using social media by avoiding material that is detrimental to the reputation of anyone.

Users should be aware of their audience when posting to social media sites. Although users of social media may intend their statements to be private, privacy often does not exist in social media. Users should consider what could happen if a post became widely known and how that may reflect on both the individual and the District. Any statements made by users could have an impact on the reputation of both

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the user and the District. In addition, posts to social media may be copied or forwarded or may be accessible from search engines years after they are created. Users should consider the content of their social media posts carefully. Users should be aware that postings may be viewed by the District, its employees, its students, parents/guardians, or members of the community and, if inappropriate, may subject the user to discipline. As a general guideline, users should not post anything that they would not want to appear in a newspaper or on a public billboard. The Superintendent will determine what constitutes a lack of common sense, a lack of good judgment, and what is inappropriate (or what is an inappropriate communication) on a case by case basis. Employees are discouraged from becoming friends with students on social media sites. Inappropriate communication by an employee to a student is forbidden. Employees are reminded that they must maintain a professional relationship with students at all times and that all interactions with students must be in accordance with the District's policies and all other applicable laws, rules or regulations.

Students found to have violated this Policy and/or other related Policies of the District will be subject to discipline.

Users should not disclose any confidential, proprietary, sensitive or protected information regarding the District, its employees, its students, or others. Users' posts on social media must also comply with confidentiality obligations imposed by law, including HIPAA and FERPA. If a user is uncertain whether information is meant to be confidential or internal to the District, he/she should seek the advice of his/her Supervisor or an Administrator if an employee, a teacher or principal if a student; or the Superintendent if a community member.

Users must recognize that individuals who declare their opinions publicly in social media forums are legally responsible for their commentary and may be held personally liable for anything they write or present online. A user can be sued by the District, its employees, its students, or any individual or company that views the users commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or as creating a hostile work environment. The District reserves the right to monitor the user's public use of social media as it relates to the District, its employees, its students, or related parties regardless of whether the activity takes place away from the District.

Discipline

Users are expected to understand and adhere to the guidelines listed above. Failure to comply with this Policy may result in disciplinary action.

Electronic devices will be automatically filtered for inappropriate words and images, and any messages determined to be questionable will be diverted to the school district's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. The student's administrator can view my student's email account at any time. While Google and the District uses a variety of measures to protect its users, no system will stop 100% of inappropriate content. Google and the district accept no responsibility for harm caused directly or indirectly by its use. The School District may revoke privileges if misuse occurs.

Communications or interactions with students that are deemed inappropriate shall be subject to discipline, up to and including termination. The Superintendent will determine what constitutes a lack of common sense, a lack of good judgment, and what is inappropriate (or what is an inappropriate communication) on a case by case basis.

Students are not permitted to access social media sites or the Internet for personal use by use of a personal smartphone or other technology during instructional time. Students are not permitted to use the District's computers or other electronic equipment for personal use during the school day.

Even if a user is not physically present at the District's facilities or is not using its technology while posting to a blog or otherwise using social media, the user is still responsible for complying with the guidelines set forth in this Policy.

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Unless given express permission by the District, a user using social media websites is not authorized to speak on behalf of the District or represent that he/she does so. Users are not permitted to use the District's logos, images or trademarks on personal blogs or other social media sites without express written consent from the District. The use of images or photographs of students on social media sites is strictly prohibited.

Users must respect others in posts and discussions on social media websites. Social media and other online communication should not be used to degrade or disparage the District, its employees, its students, its vendors, or others. Under no circumstances will the District tolerate defamatory, discriminatory, obscene, libelous, threatening, bullying or harassing comments or images.

The District's personnel policies, including, but not limited to harassment and improper conduct policies, extend to all forms of communication (including social media) both inside and outside the workplace.

STUDENT ATHLETE ACADEMIC ELIGIBILITY RULES

Students who participate on an athletic team must pursue a defined, full-time curriculum approved by the principal. Students must have passed at least four full-credit subjects or the equivalent during the previous grading period. Eligibility for the first grading period is based on final grades from the preceding school year. If a student fails to meet this requirement, eligibility will be lost for the first 20 school days of the next grading period. Ineligibility begins the first day report cards are issued. Any student who receives a

percentage below 60% in 2 or more subjects as of each Friday during the grading period is ineligible for competition but may practice. These are minimum district requirements that are stricter than P.I.A.A. regulations. Some athletic coaches have stricter academic regulations than stated by the district. Participants are informed of additional requirements for their desired sport by each particular coach. School Board policy reserves the right to require any student athlete or any other student involved in an extra-curricular or competitive activity to execute a moral contract. Extra-curricular activities, including athletics, are privileges not rights extended to the student. With privilege comes added responsibility and a reduced expectation of privacy. Participating students who become a “representative of the Union City Area School District to others” are expected to maintain a high standard of moral conduct inside and outside the school zone. Any student involved in extracurricular activities must refrain from use/possession of all tobacco products including but not limited to, cigarettes, pipe tobacco, electronic cigarettes (furthermore referred to as e-cigs), vapes, and/or any other nicotine dispensing devices, alcohol and non-prescription drugs. Failure to do so will result in thirty (30) calendar days of suspension from participation in competition and/or performances. The student must also meet with the school’s drug and alcohol counselor. The student must continue to attend all practices to remain in the activity. The Superintendent or designee will review subsequent offenses and appropriate action will be taken.

STUDENT SPECTATOR BEHAVIOR

It is the belief of the Union City Area School District administration, coaching staffs, and faculty advisors that attending any school event is a privilege. With privilege comes responsibility. Inappropriate behavior by any spectator is unacceptable. Our students and staff put a great deal of effort into their presentations and athletic contests, and deserve this consideration. In addition, the Union City Area School District is responsible for ensuring that visiting teams, spectators, athletic officials, etc. are treated in an appropriate manner. P.I.A.A. rules set forth penalties for the host school if this is not done.

SPORTING EVENTS

Tickets for Junior Varsity and Varsity events are \$4.00 for adults and \$1.00 for students. Advance ticket sales may occur at school on the day of the home game or match. Ticket prices for advanced sales are \$3.00 for adults and \$1.00 for students.

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NATIONAL HONOR SOCIETY

The Union City Chapter of the National Honor Society is alive and well. Juniors and seniors with a minimum of 3.0 grade average are eligible for membership. Members are selected from the list of qualified students by the faculty on the basis of leadership, character, and service. The National Honor Society is a service organization that has yearly projects. These include Kids’ Day, a spring charity carnival, blood drives, and a Christmas toy distribution, with assistance from local sponsors.

SCHOOL ASSEMBLIES

Assemblies provide students with a variety of educational as well as recreational experiences. Parents are welcome to attend these programs. Students will be assigned seats for assemblies. Proper student behavior during assemblies will dictate the scheduling of future events.

CONFERENCES WITH ADMINISTRATORS OR TEACHERS

If a parent and/or guardian would like to meet with an administrator or a teacher, please contact the school main office or guidance office to schedule an appointment. If a parent and /or guardian does not have a scheduled appointment, he/she may or may not be seen immediately.

SECTION 1317 OF THE PENNSYLVANIA SCHOOL CODE

“Every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.” All rules and regulations shall conform to the Pennsylvania School Code, State Board of Education Regulations, Court Decisions, established practices within the School District and School Board Policies including the Student Rights and Responsibilities.

DISCRIMINATION STATEMENT

The Union City Area School District prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices. More information regarding the complaint process and complaint forms can be found here.

All activities and courses, including industrial arts, vocational technical education, home economics and physical education courses within the Union City Area School District are available to all students as required by Title VI, Title IX and Section 504. All employment opportunities within the Union City Area School District are open to all applicants. Selection of District employees is based solely on ability and aptitude. If there are prerequisites, they are based on ability and aptitude, not race, color, national origin, sex, or any handicapping conditions. If physically or mentally handicapped, persons may qualify for special services, instruction, and reasonable equipment and employment modifications, so they can successfully complete the course, participate in an activity or meet employment requirements.

Any questions regarding equal educational opportunities or complaints of harassment, discrimination, please contact Mrs. Amy Coleman, Director of Curriculum and Special Programs or Mr. Matthew Bennett, Superintendent, Section 504 Co-coordinator, 107 Concord Street, Union City, PA 16438.

BUS TRANSPORTATION GUIDELINES

All students have responsibilities in regards to their behavior during the transportation process. Misbehavior on the bus can be distracting to the driver. It is important to establish clear rules for the student and for each student to follow them. All students and parents need to know and understand the rules, and that these rules were established for the safety of the students who ride the bus. Students and parents must also understand the consequences of unacceptable behavior. Therefore, students should:

- Know the rules and understand and accept responsibility for your actions.

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- Students 2nd grade and under need a responsible caretaker present to be dismissed from the bus.
- We are asking all families to designate one (1) pick-up location in the morning and one (1) drop-off location in the afternoon. Requests using the Split Custody Transportation Procedure Request form are available in the main office(s).
- Be on time at bus stop locations at home and at school. Reach the bus stop five (5) minutes before scheduled pickup.
- Be aware of dangers involved in the loading and unloading zones.
- Enter and leave the bus at school loading/unloading zones only.
- Upon entering the bus, students must go directly to their assigned seats and remain seated until instructed to stand and unload.
- Keep the aisle clear at all times.
- Refrain from loud conversations or inappropriate language, and rowdy conduct. • Never tamper with or block emergency exits.
- Keep hands and feet to themselves and inside the bus.
- Never tamper with or destroy the school bus. Students can be prosecuted for doing so. • Keep the school bus clean. Do not leave trash behind. No eating and/or beverages, except morning ECTS students
- Masks and/or face coverings must be worn at all times while traveling on a school provided

transportation

Be aware that transportation can be ultimately denied to students who act inappropriately.

Use of Bus Notes - A parent/guardian is not permitted to write a note/bus pass for a child to ride a bus to or from school for an alternate location.

Note: Emergency situations will be handled on a case-by-case basis. In the event of an emergency, the parent/guardian should contact the school office in order to arrange for their child to be dropped off at an alternate approved bus stop on an established bus route.

If in the event a situation occurs that necessitates picking up your child from the elementary school, you must arrive by 2:10 p.m., if your child is in the middle/high school, please pick up by 2:20 p.m. by stopping in the office to sign your child out. You may be asked to provide identification. Your child will only be released to people listed on emergency contact paperwork.

Transportation Forms are available in the main offices.

EXTRA-CURRICULAR TRANSPORTATION POLICY

The Union City Area School District provides transportation to and from all approved athletic/extracurricular activities. Any parent/guardian who wants their child to ride home from an event with them rather than via the bus, **must get an Extra-Curricular Parent Permission/Release form signed by a principal or athletic director in advance.** This policy is for the protection of our students. Our coaches and chaperones are **forbidden** to deviate from this policy.

STUDENT BEHAVIOR ON SCHOOL TRANSPORTATION VEHICLES

Students face discipline for inappropriate behavior on school transportation vehicles. While being transported, students are still under the school discipline code. Video cameras with audio capabilities are utilized on district buses.

AUDIO INTERCEPTION ON SCHOOL BUSES AND SCHOOL VEHICLES POLICY The Board recognizes the need to maintain discipline on school buses and school vehicles. The Board also recognizes the security issues associated with the operation of school buses and school vehicles. In pursuit of these objectives, the Board adopts this Policy, which authorizes audio interception of conversations of students on school buses and school vehicles for disciplinary or security purposes in

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accordance with the provisions set forth in the Wiretapping and Electronic Surveillance Control Act as amended (18 Pa.C.S.A. Section 5704(18) as amended.)

A notice, which informs students that they may be audiotaped, is posted and clearly visible on each school bus or school vehicle that is furnished with audio-recording equipment.

REASONABLE FORCE

School employees may use reasonable force in dealing with students:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

SEARCH POLICY

If reasonable suspicion exists, students and their possessions, including vehicles on school property, may be searched by the administration or their designees.

Locker/storage area searches may be conducted at any time. Locker searches may be conducted without the consent of the student. Locker searches may be conducted without any prior notice to the student. Lockers are the exclusive property of the School District. A student is not permitted at any time to place personal locks, locking mechanisms, or devices of any kind that would prohibit school personnel from having free access to the locker. Any lock placed on the lockers must be issued by the school district. All lock numbers must be registered and recorded in the school office. Assignment of lockers is the exclusive responsibility of the school district. Students have no authority for assignment or reassignment of lockers. Students are not permitted to share their lockers with other students for their own protection and the safety of others. In the event a school violation is found in a locker that was being shared, laws of Constructive Possession and Shared Responsibility would be invoked. All students have the task of keeping their locker free of excessive clothing and debris. Students are to report any school violations or crimes regarding lockers to the building administrators. Items of privacy placed within the locker are still subject to search. This includes, but is not limited to bags, book bags, boxes, duffel bags, gym bags, clothing, pockets, purses, thermoses, bottles, and knapsacks. Any illicit or illegal substances found will be confiscated and criminal charges filed above/beyond any school disciplinary sanctions imposed.

Backpacks, Purses, Totes, Etc. Book bags, tote bags, purses, backpacks, handbags, or briefcases, may be carried during the school day. This is permitted because student access to individual student lockers will be limited this school year in order to help maintain social distancing guidelines. Students will be permitted to visit their lockers during staggered times at the beginning and end of the school day and with teacher permission.

STUDENT DISCIPLINE CODE OF CONDUCT

The Union City Area School District is committed to providing a quality education to every student in a safe and nurturing environment. The importance of establishing clear policies and consistent disciplinary consequences for violations of District rules is essential.

No student has the right to interfere with the education of his fellow student. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Many, if not all, discipline problems would be averted if students were to follow the Student Responsibilities section of the Student Rights and Responsibilities Act 22 PA. Code 12.2 which states:

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When a student violates District rules and regulations, the student will be subject to an appropriate form of discipline. The information that follows shows the normal sequence and/or combination of disciplinary actions that will be taken for violation of school rules and regulations. In all cases, the Administration retains the right to use its discretion in evaluating cases; a student's past record, attitude and willingness to cooperate in correcting behavior problems will be considered, when appropriate.

This Code of Conduct is a general guide for behavior and circumstances that occur during school or school related activities, on District property, or during a student's transit to and from school. All students are responsible to abide by all school rules and regulations.

While the District strives to address each incident of misconduct in a fair and consistent manner, not all possible circumstances can be anticipated. Students are advised that if intervention does not occur as a result of an incident, there is no reason to believe that action will not be taken the next time a similar incident should occur. When two or more students are involved in an incident, the fact that the district does not intercede with one student is no reason to believe that interventions may not be directed upon the other student(s).

In accordance with our philosophy of providing clear and consistent expectations, the District will utilize the following Levels of Misconduct and subsequent consequences to guide interventions for student behavior. These Levels are intended to serve as examples and they are by no means all inclusive.

It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect. ● Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein. ● Comply with Commonwealth and local law.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions. ● Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by Commonwealth and local school authorities.

The Board of School Directors acknowledges that conduct is closely related to learning and that an effective instructional program requires a wholesome and orderly school environment.

“The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.”

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Level I – Minor student misbehavior that impedes orderly classroom procedures or interferes with the systematic operation of the school, which is usually handled by the individual staff member who is supervising the student or observing the misbehavior.

The staff member will maintain a record of the offenses and resulting interventions and will make contact with parents. For instances in which the seriousness of the incident is beyond the authority and/or control of the staff member, an administrator will be provided with pertinent information in order to exercise corrective disciplinary actions if the situation warrants. Any disciplinary decision rests with the administration.

Level I Offenses (Examples):

- Disruptive Classroom Behavior
- Disruptive Cafeteria Behavior
- Disruptive Assembly Behavior
- Disruptive Bus Behavior

- Inappropriate Hallway Behavior
- Forgery of Parent Signature
- Swearing
- Insubordination
- Multiple Tardies - (ASD) After 4th Tardy- Tardies will reset each quarter
- Public Display of Affection
- Dress Code Violation
- Bullying
- Misuse of internet privileges

Consequences:

- Parent Contact
- Warning
- Apology
- Peer Mediation
- Behavior Plan
- Lunch/Breakfast Detention
- After School Detention
- Refocus Room

DISCIPLINARY PROCEDURES/DETENTION

Detention is to be served as an extension of the school day for a maximum of 90 minutes or on Saturday morning for a maximum of three (3) hours. Students are responsible to notify parents when they will be arriving home later than usual or when they need to report earlier in the morning.

When a student receives (3) detentions in a quarter, the student and his parents/guardians may be required to meet with the building principal. If the student and the parents/guardians miss the meeting, suspension may result until the parents/guardians and student attend. Students will be considered for placement in the Alternative Education Program when he or she receives his or her (6th) detention.

***Elementary discipline will be handled on a case by case basis**

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Level II – Misbehavior whose frequency or seriousness disrupts the learning climate of the school.

These infractions are often a continuation of Level I Offenses for which interventions have not been effective and now require the intercession of administrative personnel. A parent conference shall be held prior to the reinstatement of any suspended student at the convenience of the school. Offenses that are violations of local, state or federal statutes shall be properly processed with the appropriate law enforcement agencies.

Level II Offenses (Examples):

- Multiple Level I Offenses - (4) or more Level I
- Cheating
- Inappropriate Gestures
- Profane Language
- Disrespect to Staff

- Falsifying Signatures and Information
- Bullying
- Skipping Class
- Skipping School
- Misbehavior at Detention
- Violation of Social Media Policy
- Inappropriate Material on School Technology
- Cyber Harassment of Child
- Minor Altercation/Small Fight
- Chromebook Misuse - Chromebook Policy
- Failure to Follow Rules and Regulations During School Sponsored Activities on or Off School Property
- Use/Possession/Distribution of Tobacco products, E-cigs/Nicotine, Dispensing Devices/Vapes

Consequences:

- 1st and 2nd Violation 1- 3 days ISS or OSS
- 3rd Violation 3-5 days ISS or OSS
- 4th Violation 10 days OSS and/or may result in a recommendation for Superintendent's Hearing

Failure to serve detention will result in Refocus Room or ISS. (Level II)

Any student who causes a disruption while serving ISS/Refocus Room will be removed immediately and the day will be re-assigned as either ISS or OSS. (Level III)

Parents will be notified of violations and consequences of Level II infractions.

***Elementary discipline will be handled on a case by case basis.**

DISCIPLINARY PROCEDURES/SUSPENSION/SUPERINTENDENT HEARING Suspension time will be served for the number of school days assigned by the building principal. The parent/guardian may be required to report for a conference before the student returns to regular classes. The building principal shall determine whether suspension time is ISS or OSS. A student on suspension will receive credit for work completed during the suspension. Students serving suspension are not to be on school property. Students serving suspension will be excluded from participating in extracurricular activities during the time of suspension.

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Level III – Acts committed against persons or property that may be considered to be criminal but do not seriously endanger the health or safety of others in the school.

Level III Offenses(Examples):

- 3 or more Level II infractions
- Theft/Burglary/Robbery-in addition to disciplinary response, restitution shall be made •
- Drugs and Alcohol (Including Look Alikes) - Possession, Consumption, and/or Distribution •
- Vandalism-in addition to disciplinary response, restitution shall be made
- Threatening school official or student
- Assault - verbal and/or physical assault of staff member or student
- Weapons
- Racial/Ethnic Intimidation
- Harassment, includes sexual harassment- discrimination against a student based on the student's

submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity

- Lewd Acts- Lewd act that is observed by others who would be affronted or alarmed •
- Arson
- Terroristic Threats
- Bomb Threats
- Hazing
- Rioting

To aid in enforcing the zero tolerance for alcohol, the School Board has established, with reasonable suspicion, screenings of open containers or Breathalyzer tests to be carried out by building administrators. The Alco-Sensor FST or intoximeter is a hand-held breath alcohol tester that is also capable of detecting alcohol in a solution.

Consequences:

- Parent contact
- 10 days OSS and/or may result in a recommendation for Superintendent's Hearing •
- Referral to law enforcement agencies
- Referral for expulsion to the School Board—expulsion from school to be for a minimum of one year unless there are extenuating circumstances and at the Board's discretion, conditions being imposed upon a student's return to school.
- Students placed out of the School District may be prohibited from participation in commencement exercises.

DRUG AND ALCOHOL POLICY

The Union City Area School District recognizes the abuse of chemicals as a serious problem with legal, physical, emotional and social implications for the whole school community and adopts the position that students must be chemically free.

The District's policy is to prevent and prohibit the possession and/or use, sale and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mood-altering chemical medication, or abused chemical not approved by the health office, on school property, at school-sponsored events, on school buses, en route to and from school by any mode of travel.

The use, possession, or sale of drugs or alcohol by a student will be handled in a proactive manner providing the student cooperates. Any student involved with drugs or alcohol will be required to participate in an assessment and comply with the findings of that drug and alcohol assessment. The District's response to individual infractions, including possible discipline and legal consequences, will be in accordance with the Board-approved Drug and Alcohol Policy.

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Violation of the policy will result in the following action:

- First aid procedures will be followed if needed.
- Parents/guardians will be notified.
- Police will be notified and a report will be filed when appropriate
- Student will be referred to the CARE/SAP Team.
- Student will be given the appropriate disciplinary action.

Periodically and unannounced, the school grounds and building will be subject to searches conducted by the proper law enforcement agencies. All must cooperate fully when a search is in progress. Failure to cooperate will result in immediate and severe disciplinary action.

***Elementary discipline will be handled on a case by case basis.**

DISCIPLINARY PROCEDURES/SUPERINTENDENT HEARING/EXPULSION

The expulsion of a student is the prerogative of the School Board and is decided at a School Board hearing. When a student reaches this level, the parents are informed by the building principal and/or superintendent. This policy, however, does not limit an administrator from recommending expulsion without prior offenses, if the situation is considered sufficiently serious in nature.

A student, who in the past year has been to the level of a discipline committee meeting, may be considered for expulsion without proceeding through all the normal steps.

DEFINITIONS AND STANDARDS OF BEHAVIOR

Class Cut: Unexcused absence from class cannot be permitted and may result in the student being assigned in-school suspension. (Level II)

Insubordination/defiance: A student must comply with a teacher or administrator's request. Other school employees also may give directions to students which shall be accepted and followed, i.e. aides, secretaries, cafeteria personnel, bus drivers, custodians, etc. (Level II)

Falsifying Information: Students shall not falsify information and/or signatures such as passes, parental excuses, library slips, school report cards, free lunch tickets, and permission slips, etc. (Level II)

Cheating: Students caught cheating may be given a failing grade on that particular assignment or test. In addition, the quarterly grade may be reduced by one grade. Repeated incidents of cheating may result in a parental conference. (Level II)

Objectionable Public Conduct/Public Display of Affection: Any administrator or teacher who feels that the behavior of any student is inappropriate shall, after an initial warning, report the behavior to the administration. Should the behavior continue, disciplinary action will be taken. (Level I)

Student Drivers: Students are permitted to drive to school only after the following is on record in the office:

- Proof of need to drive.
- Parent's signature on driver's permit.
- Principal's approval on driving permit.
- Proof of insurance.

Vehicles are to be used only during standard arrival and departure times. At all other times, vehicles are to be parked in student parking areas (main parking lot across from the football field) where they are to remain locked and empty. Exceptions must be cleared through the office.

Students are not to drive to the Erie County Technical School unless they have written permission from both the ECTS Principal and UCASD Principal.

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Students who fail to adhere to laws with regard to driving in a school zone will lose the privilege of driving and face a police citation.

Tobacco: The faculty and staff shall confiscate all tobacco and paraphernalia, including but not limited to, cigarettes, e-cigs, vapes, nicotine distributing devices, found with students anywhere on school property. Students shall not have any look alike tobacco or related products on their person on school property. All State and Federal Laws will be followed. (Level II)

Profanity: Use of profane or obscene expressions or gestures will not be tolerated. (Level II) Profanity or extremely disrespectful remarks, specifically directed at any member of the professional or support staff will not be tolerated. (Level III)

Theft: There will be no stealing of school property or the personal property of others. (Level III)

Property Damage: There will be no intentional defacing, vandalism, destruction, or damage of school property or the personal property of others. (Level III)

Unlawful Entry: There will be no unauthorized access into any school facility. (Level III)

Harassment: The harassment or threatening of students or staff by other students will not be tolerated. (Level III)

Weapons: Since it is unlawful for a person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary school, unless possessed and used in conjunction with an authorized and supervised school activity or course, and kept in the principal's office when not used for the activity or course, this district prohibits the possession of any weapon on campus. (Level III)

Student Cafeteria Behavior:

- Move about in an orderly manner and maintain social distancing. Follow all posted signs and markings regarding directional movement in the cafeteria.
- Return trays and silverware to the proper place.
- Do not throw anything in the cafeteria.
- Do not move ahead of others in line, unless you are a senior.
- Speak calmly, not loudly, while in the cafeteria.
- Students are to sit in their assigned seat put in place for social distancing.
- Food, drinks, or straws are not to be taken out of the cafeteria without written permission. ● Do not leave the cafeteria without a pass from the person in charge.
- Obey directions given by the teachers and cafeteria supervisor(s).
- Do not sell candy or other food items.
- Arrive on time. Lunch is to be treated as a class..
- Teachers in the cafeteria have the right to amend the rules and regulations as situations warrant.

Beverages: No open beverage containers are to be carried in the building unless purchased through the cafeteria and with teacher permission.

Suspected lost/stolen items: It is not the responsibility of District personnel to find lost or suspected stolen items, students are advised to leave valuables at home.

DRESS CODE

Student Dress: Students are expected to dress in a manner appropriate for school. Students will be compliant with the dress code, regardless of whether or not their first block class is physical education. The following is the School Board adopted policy for dress for all students in grades 6-12:

PERMITTED:

Garments shall be clean, in good repair, and have no holes worn through, slashes or rips. ●

School-issued team uniform tops are allowed for members of the team/organization on a game day or on other days as approved by the School's Administrators.

- All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating.

FOOTWEAR: Footwear is required. Shoes and sandals must have backs or a company made back strap around the heel (no clogs, slides, etc.). Not permitted are: flip-flops, shower clogs, slippers, beach-type shoes, shoes with metal cleats, or any footwear meant to be worn only out of doors.

HATS: No hats, bandanas, or head coverings are to be worn in the building during school hours. Articles of clothing for the outside elements are to be left in the student's locker.

FACEMASKS: Must be worn while on all school district provided transportation, in the hallways, when moving between classrooms, when moving within a classroom, and when six feet of social distancing cannot be maintained between individuals.

Students who refuse to dress as required by the school organization will not be permitted to participate in the activity or to represent the school in any way.

Students may be required to dress up for specific activities or field trips.

NOT PERMITTED:

Excessively large or baggy clothes are not permitted. Approved garments must be of a length and fit that are suitable to the build and stature of the student. Sweatpants, yoga pants, and exercise clothes of any type, tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear (except in pool area/swim class), sleepwear (including pajamas), cut-off shorts, etc. are not permitted. The following decorations and/or designs imprinted upon or attached to the body or clothing are not permitted:

Symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages. Symbols, mottos, words or acronyms advertising tobacco, alcohol, drugs or drug paraphernalia. Symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

UPPER GARMENTS: Clothing will completely cover the torso (from shoulder to hemline). All shirts/tops/dresses must have sleeves, cover the midriff and be of appropriate length, cut and/or fit to meet these requirements while standing, sitting and/or bending. Necklines can be no lower than two inches from the top of the collarbone. Scarves tied or fastened meeting the above neckline requirements are acceptable. Hoods are not permitted.

LOWER GARMENTS: Undergarments shall not be visible. Pants and shorts shall be worn at the waist and shall not drag on the floor. Shorts, skirts, dresses, jumpers and skorts must be no shorter than three inches above the knees, including any slits on these articles of clothing.

The administrators will have the final ruling in determining the appropriateness of all clothing and footwear.

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DISCIPLINE

- First Offense: Review of school dress code and verbal warning issued.
- Second Offense: Parent/guardian notification, ISS until proper attire is obtained for change of clothes and after school detention assigned.

The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act 20 U.S.C. s1400 et seq. and chapter 14 of the Pennsylvania Department of Education regulations. Approved: 3/8/12

ELECTRONIC DEVICES

Electronic Devices: The use of cell-phones, pagers or other electronic devices by students is strictly prohibited during class time. Students must place their phones in the supplied cell phone caddies upon entering the classroom. Cell phone use is allowed between the change of classes and during the regularly scheduled technology zone, which is the student's assigned lunch period. Student's use at any other time will result in confiscation.

- 1st offense, the electronic device will be held for the duration of the day and returned to the student at the end of the day.
- 2nd offense, the electronic device will be held until a parent/guardian picks up the device and may lead to additional disciplinary action.

Student's assigned to the Refocus Room or ISS for disciplinary matters are required to turn their phone over to the classroom instructor upon beginning their assigned day.

UCASD is not responsible for any lost or suspected stolen electronic devices and cannot assume the responsibility of an investigation.

Any recording, video taping, screen shots, etc. of a classroom being taught online without the authorization or permission of the classroom instructor is prohibited.

Music/Gaming Devices: The use of electronic gaming/music devices is strictly prohibited during regular school hours, except during the student's specified technology zone, which is the student's assigned lunch period. Devices should be stored in the student's locker during non-technology zone time. Student's use at any other time will result in confiscation.

- 1st offense, the electronic device will be held for the duration of the day and returned to the student at the end of the day.
- 2nd offense, the electronic device will be held until a parent/guardian picks up the device and may lead to additional disciplinary action.

EMERGENCY DRILLS

In compliance with the Pennsylvania School Laws, Union City Area School District is required to hold at least one fire drill each month. Evacuation directions are posted in each room. Severe weather drills are also practiced periodically. These are designed to instruct students and staff in procedures that are orderly, quick, and safe. No running or talking is permitted. This ensures that everyone will be able to hear and follow any directions that are announced for the safety of students and staff.

EMERGENCY PROCEDURE CARDS

These cards are sent home with all children during the first week of school. The cards provide the school with important information relevant to your child in the event of an emergency. It is required that each student has an emergency card on file each year. If there are any changes during the school year, it is the parent's responsibility to notify the school immediately.

ELEMENTARY PARTIES

There is nothing wrong with an occasional treat, but unhealthy choices have become the norm rather than the exception. Providing healthy classroom celebrations demonstrates a school commitment to promoting healthy behaviors. Healthy celebrations promote positive lifestyle choices to reduce student health risks and improve learning. Teachers should always be contacted before treats are sent to school. If teachers know in advance, they can plan for a small treat to be distributed some time during the day. Treats must be purchased at a store; homemade treats are not permitted. The treat might be a piece of fruit, pretzels, popsicles, etc. or any other healthy items. Please send napkins and have treats that are single serving

size. Teachers will not give out phone numbers or addresses to parents or students. Teachers will not pass out party invitations. Students may bring invitations to school only when the entire classroom is invited.

SCHOOL CANCELLATIONS AND DELAYS

School delays or closings due to inclement weather conditions are made after consultation with bus contractor and surrounding District personnel. It is our goal to make a decision by 6:00 a.m., and notice will be reported promptly to the local television and radio stations. Notice will also be posted on the District website and the telephone notification system will be put into effect by approximately 6:30 a.m., provided power outages are not an issue. Please remember that this is often a difficult decision that is made after careful consideration of road and weather conditions throughout the entire District area. If an emergency arises during the school day, school may be dismissed early without prior notice, so childcare plans should be in place. The telephone notification system will be implemented barring any unforeseen prevention. The safety of your child is always the most important concern. Parents should use their own discretion in sending children to school regardless of the District's decision.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS, SERVICES FOR GIFTED STUDENTS, & SERVICES FOR PROTECTED HANDICAPPED STUDENTS

The Northwest Tri-County Intermediate Unit and its Member School Districts, Charter Schools and Private Rehabilitation Residential Institution (PRRI)

North East School District

Notice to Parents

Conneaut School District
Corry Area School District
Crawford Central School District The
School District of the City of Erie
Fairview School District
Fort LeBoeuf School District
General McLane School District
Girard School District
Harbor Creek School District
Iroquois School District
Millcreek Township School District

Northwestern School District
PENNCREST School District
Union City Area School District
Warren County School District
Wattsburg Area School District
Erie RISE Leadership Charter School
Montessori Regional Charter School Perseus
House Charter School of Excellence Tidioute
Community Charter School Robert Benjamin
Wiley Community Charter School
Harborcreek Youth Services

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, 36 intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section

504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitle Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter schools of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter schools shall publish written information in the handbook and on the website. Children ages 3-21 can be eligible for special education programs and services.

If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

Evaluation Process

Each school district, intermediate unit and charter schools have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the school district, intermediate unit, charter schools, or PRRIs will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts, intermediate units, charter schools and PRRIs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends. Additionally one may contact the name and number or e-mail listed below:

Christine Carucci
Director of Special Education
Northwest Tri-County Intermediate Unit #5
252 Waterford Street
Edinboro, PA 16412
1-800-677-5610
christine_carucci@iu5.org

The school district, intermediate unit and charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

**THE NORTHWEST TRI-COUNTY INTERMEDIATE UNIT, ITS MEMBER SCHOOL
DISTRICTS, CHARTER SCHOOLS and PRIVATE REHABILITATION
RESIDENTIAL INSTITUTIONS (PRRIs)**

Hereby Provide

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the Local Education Agency (LEA) receives a written request for access.

The supervisor of student records will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibility. The LEA maintains a list of these school officials.

Another exception permits the disclosure of LEA educational records without consent to officials of another school in which a student seeks or intends to enroll.

It is the policy of the LEA to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Or call 1-800-872-5327