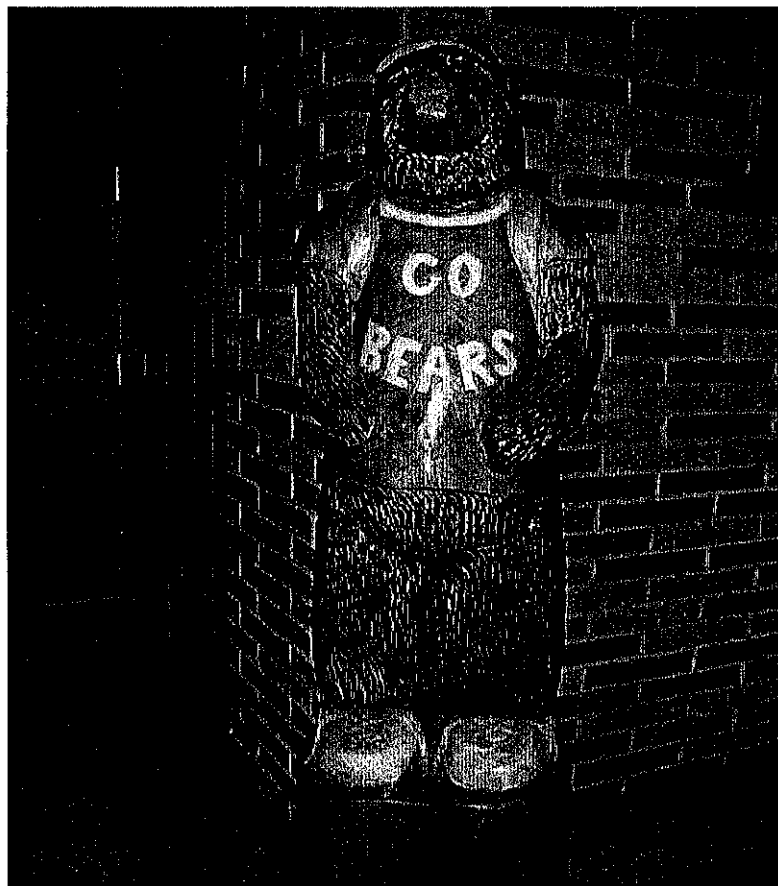


**UNION CITY  
ELEMENTARY  
SCHOOL STUDENT  
HANDBOOK  
2016-2017**



## **Union City's Mission Statement**

**It is the mission of the Union City Area School District, in partnership with the community to provide a safe learning environment designed to meet the needs of each individual. This will be through the offering of a broad range of educational, social, cultural, and technological opportunities specifically designed to prepare the children of our community to proudly take their place in the world.**

With the understanding that the child's best interests are served by the home and the school working closely together, we ask that you review this handbook and discuss it with your child.

**THERE IS A SIGN OFF SHEET AT THE END OF THE BOOKLET THAT MUST BE SIGNED AND RETURNED TO THE SCHOOL.**  
**THANK YOU!!!!**

## Elementary Teachers and Staff 2016-2017

### Principal

Ms. Horner

### K4

Mrs. Bem

Mrs. Reynolds

### Kindergarten

Mrs. Boyd

Mrs. Drayer

Mrs. J. Smith

Mrs. Williams

### First Grade

Mrs. Cunningham

Mrs. Keene

Mrs. R. Smith

Mrs. Still

### Second Grade

Mrs. Handley

Mrs. Thomas

Mr. Thompson

Mr. Walp

### Third Grade

Mrs. Bayle

Mr. Brown

Mrs. George

Mrs. Messenger

Mr. Pitrone

### Fourth Grade

Mr. Docter

Mr. Frisina

Mrs. D. Smith

Mrs. Swanson

### Fifth Grade

Mr. Ewings

Mrs. Frisina

Mr. McNulty

Mrs. Taylor

### Special Education

Mrs. Brandt (Speech)

Mrs. Byerley

Ms. Flaherty

Mrs. Leute

Mrs. Markiewicz (Life Skills)

Mrs. Pitrone

Mrs. Rodland (Autistic/ES)

### Special Subjects

Mr. Ferretti (Tech/Media)

Mr. Hummel (Library Aide)

Ms. Kruszewski (Art)

Mr. Patten (Physical Education)

Mr. Rupert (Music)

### Coaches

Mrs. Kuzma (Math)

Mrs. Obert (Literacy)

### Director of Pupil Services

Mrs. Mulson

### School Psychologist

Mrs. Webber

### Guidance Counselor

Mr. McMahan

### Nurse

Mrs. Watkins

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### **Purpose**

The purpose of the *Student Handbook* is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Union City Elementary School.

In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually, because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the District. If policy changes are enacted during the school year, the Administration will communicate those changes to students, staff, and parents/guardians.

### **School Hours**

Office Hours.....7:30 a.m. – 3:30 p.m.

Teachers' Hours.....7:45 a.m. – 2:52 p.m.

Students' Hours.....7:55 a.m. – 2:20 p.m.

**Please Note:** Students may not enter the elementary school without proper supervision. Students will be permitted to report to their classrooms at 7:45 a.m. **Therefore, students should arrive between 7:35 a.m. – 7:50 a.m.**

### **Absences**

Regular attendance is not only required by law but is necessary for success in all phases of school. There is a definite relationship between good attendance and achieving success in school. Tardiness and unnecessary absences will not be tolerated.

**Absence, Excused:** It is the responsibility of the parent/guardian to send an excuse for absence with the child upon return to school. The Commonwealth of Pennsylvania requires all excuses to be classified as “excused” or unexcused.”

Excused absences are:

- Illnesses of the pupil
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Absences approved in advance by the principal (educational trips)
- Authorized religious holidays

**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 web site and submit it to the building principal at least one week in advance. These forms will 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.

Absence 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. Application must be made through the office.

**Writing an Excuse:** When writing an excuse, please include the following information: date(s) of absence, specific reason for absence, name of your child, and your signature. An excuse must be presented to the classroom teacher on the day the student returns from an absence.

On the fifth day, if an excuse is not presented, absence(s) will be classified as unexcused and will not be changed. The student will be subject to disciplinary action, and charges will be filed against the parents or guardians with the local district magistrate's office. All doctor, funeral and court appearances must also be submitted within this five-day guideline.

**Absence, Unexcused:** The following reasons are illegal and unexcused in accordance with the Pennsylvania school code:

- Truancy
- Missing the school bus
- Trips not approved in advance
- Shopping
- Birthday or other celebration
- Hunting, fishing, attending non school related sporting event
- Sleeping in
- Car trouble
- Any other reason not listed in the legal excuse grouping

Students of compulsory age, having illegal absences or excessive absences in general (more than 5 days), will be handled through the district magistrate's office. Charges must and will be filed. Our local School Board policy states that after 5 days of absence or 3 days of unlawful absence a warning letter will be sent in accordance with Section 1333 of the PA School Code. All subsequent absences will result in the filing of a complaint for court action with the District Magistrate.

#### **Access to Student Records**

A cumulative record/report card for each student which includes yearly grades, attendance information, and standardized test scores along with demographic information is maintained in accordance with the regulations governing confidentiality and parental access. A parent may request access to their child's record by contacting the principal or the guidance counselor. Any request for providing records to outside agencies must be accompanied by a signed parental release form.

#### **Admission Policy**

All students attending Union City Elementary must reside within established geographic boundaries as formulated by the Union City Area School District, as well as produce proof of residency, a current immunization record, and social security card number. Original entries must produce a birth certificate.

### **Arrival**

If you drive your student to school, please observe the following **safety rules** when dropping off your student:

1. Drive slowly and use the drop-off lane. Student drop off will be allowed from the right side of the car. If students exit from the left side onto the roadway, they stand a good chance of being injured by exiting traffic.
2. Parking is not allowed in the drop off lane. If you need to park your car to help your child enter the building, please use the parking lot.
3. For safety reasons parents are asked to assist their child (ren) crossing the parking lot or driveway.

Doors open at 7:35 AM.

### **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:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.



### **Bus Transportation**

Beginning with the 2015-2016 school year, new guidelines were put into effect that altered our procedures for transporting students to and from school.

Of particular interest to you will be the pick-up and drop-off procedures. We are asking all families to designate one (1) pick-up location in the morning and one (1) drop-off location in the afternoon. We can no longer drop children off at various places depending on what day of the week or what day of the month it is. The multiple stops and changes leave our younger students confused and makes it difficult, if not impossible, for our drivers to know who to expect on their bus each day.

We have discontinued the procedure of allowing students to change buses in the afternoon for things such as dance lessons, visiting a friend, birthday parties, etc. We have found that the number of requests like this, in conjunction with other varied schedules, creates a situation that is impossible for us to handle effectively. Children are confused, and we are not equipped to handle the number of variations requested.

Students will be permitted to have one pick-up and one drop-off location only. The pick-up location and drop-off location do not need to be the same. An example would be (AM pick-up at home address and PM drop-off at daycare). Split days per week with multiple pick-up and drop-off locations will no longer be permitted. An example would be M,W,F, AM pick-up at the home address, T,TH, at daycare and M,W,F PM drop-off at babysitter and T,TH at the home address.

Transportation of students in a court-ordered split custody situation will continue to function the same as previous years. Parents must submit the requests using the Split Custody Transportation Procedure Request form, available in the office(s). In the event of a change of address after school has begun, parents must advise the school immediately.

### **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. An emergency is defined as a serious situation or occurrence that happens unexpectedly and demands immediate action. 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 bust stop on an established bus route. The following will not be accepted as emergencies: birthday parties, personal appointments, visiting friends, or other matters of convenience.

If in the event a situation occurs that necessitates picking up your child from the elementary school, you must arrive by 2:10 PM, if your child is in the middle/high school, please pick up by 2:20 PM 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 both the Elementary and Middle/High School Offices.

### **Bus Behavior**

The school is responsible for providing for the safety of all students using school transportation. Therefore, all students must conduct themselves in such a manner that protects their own safety and the safety of others. For this reason, the following rules must be observed:

**At the bus stop:**

1. Students must arrive 5 minutes prior to their scheduled pick up time. Others are depending on the bus to keep its schedule.
2. Always conduct yourself in an orderly manner.
3. Wait **OFF** the highway, out of the way of traffic.
4. Do not play games or chase anyone. Someone may run out into the street or highway in front of traffic.
5. Be sure the road is clear and wait for the driver's signal before you cross the road.
6. After the bus comes to a complete stop, get on the bus promptly, with no pushing or shoving. Take your seat immediately upon entering the bus.

**On the bus:**

1. Students must obey the driver. Be courteous to him/her and to fellow students. The driver is in full charge of the bus and the students. The driver has the authority to assign seats to maintain discipline.
2. Students must be seated before the bus can move and remain seated while the bus is in motion. Do not stand at any time when the bus is moving.
3. Refrain from the illegal use of the emergency door.
4. Students are not to put arms, hands, legs or any other part of the body out of the window or in the bus aisle. Aisles are to be kept clear while the bus is in motion.
5. Students are not to throw anything in the bus or out of the windows.
6. Students are not permitted to eat, drink, or smoke on the bus.
7. Students are to refrain from being loud or using abusive or vulgar language on the bus.
8. Students should be courteous and cooperative and help keep the bus neat and clean. They must NOT tamper with or abuse equipment. They are not to wedge articles between bus seats.
9. **NO** animals or weapons are allowed on the bus.

## **Bus Discipline**

Riding the school bus is a privilege. A student who does not respect the rights of others endangers his/her life and the lives of others. The student will be disciplined. Major discipline infractions (those that could result in physical harm to passengers or drivers or destruction of property, i.e. smoking, striking matches, improper opening of doors, throwing objects, fighting, standing, changing seats, etc.) may result in the suspension of bus privileges and charges for damages.

1. Verbal Warning: If a student misbehaves while riding on the school bus, the student shall be told by the driver, or another person designated by school authorities, that such behavior is inappropriate and constitutes a safety hazard for everyone on the bus.
2. First Written Bus Conduct: If a student continues to misbehave after the verbal warning, the bus driver will give the student a written Bus Conduct Report. It will specifically state the misbehavior. The bus driver will deliver the report to the principal, who will then talk to the student concerning the incident. A copy of the Bus Conduct Report will be sent home so that the parents are informed.
3. Second Written Bus Conduct: Please be aware that if the student receives a second written Bus Conduct Report, at any time during the year, he/she may lose the privilege of riding the bus for at least one day. For students in K-4 through 2<sup>nd</sup> grade, the principal may determine if the student is to receive school punishment OR removal from the bus for one day. Any future incidents may require additional school punishment or removal from the bus for a minimum of three (3) days.

TRANSPORTATION WILL THEN BE THE RESPONSIBILITY OF THE PARENTS OR GUARDIANS, AS THE STUDENTS WILL BE EXPECTED TO BE IN SCHOOL.

4. Additional written Bus Conduct Reports will result in additional days off the bus.

## **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 may engage in any conduct or encourage any other person to engage in conduct that jeopardizes the health, safety or welfare of any member of the school community, or in any conduct that disrupts or undermines the basic educational mission of the School District.

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. Multiple or repeated infractions will result in the higher level of consequences and/or a different combination of consequences.

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.

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.

The District endeavors to involve students in problem solving by notifying them of their act of misconduct and providing them with the opportunity to discuss the situation prior to an action being taken.

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.

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.

**LEVEL I VIOLATIONS** – 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 may 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.

**Examples (include but not limited to):**

- Disruptive conduct in the school, classroom, or on the bus
- Cafeteria disruption
- Throwing objects
- Inappropriate gestures
- Attendance – tardy
- Use of electronic devices during school day

**Possible Corrective Action (include but not limited to):**

- Warning
- Refocus Room
- Peer Mediation
- Behavior Plan
- Change in physical environment
- Loss of privileges
- Parent contact

**\*NOTE:** After a student has accumulated a total of three (3) Level I violations, future violations will be dealt with as Level II violations.

**LEVEL II VIOLATIONS** – Misbehavior whose frequency or seriousness disrupts the learning climate of the school. These infractions are often a continuation of Level I Violations 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.

**Examples (include but not limited to):**

- Repeated violations
- Vandalism/Theft/Damage
- Disrespect toward staff
- Defiance/Insubordination
- Unacceptable written or oral language, gestures, or actions
- Fighting/Physical violence
- Cheating

Defacing school property (Note: Defacing school property includes writing on wall, desks, computers, cubbies, other school property etc. that can be removed by routine cleaning.)

**Possible Corrective Action (include but not limited to):**

- Parent contact
- Restitution
- Behavior Plan
- Shadowing
- Detention
- Refocus Room
- OSS pending hearing
- Referral to Student Assistance Program
- Citation filed with District Justice or other law enforcement agencies
- Other

**NOTE:** After a student has accumulated a total of four (4) Level II violations, future violations will be dealt with as Level III violations.

**LEVEL III VIOLATIONS** – 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.

**Examples (include but not limited to):**

- Repeated violations
- Leaving school grounds without administrative approval
- Truancy (verified skipping of school day).
- Vandalism (NOTE: Destruction of property includes any damage that cannot be removed by routine cleaning; for example, carving or scoring into materials, etc.) At the student's expense, the property will be restored to its original condition/appearance or replaced. This includes school and student property.
- Stealing/Possession of stolen property (NOTE: Students found guilty of stealing will be required to make complete restitution.)
- Student/Student fighting (attempt to injure another).
- Set off fire alarms/911 call
- Use/Possession/Distribution of tobacco products/electronic cigarettes
- Verbal assault on a staff member. (NOTE: Verbal assault includes swearing, threats and related infractions.)
- Harassment/Sexual Harassment – defined as annoying or harming another person by:
  - striking, shoving, kicking, or making physical contact of a threatening nature;
  - following a person about in a less than friendly manner;
  - engaging in conduct that alarms or seriously annoys another;
  - and sexual harassment (this includes physical, verbal, or written actions).

**Possible Corrective Action (include but not limited to):**

- Parent contact
- Restitution
- Refocus Room
- OSS – pending hearing
- Referral building level team evaluation
- Functional behavioral assessment
- Citation filed with District Justice or other law enforcement agencies
- Referral for expulsion to the School Board
- Other

**NOTE: After a student has accumulated a total of three (3) Level III violations, future violations will be dealt with as Level IV violations.**



**LEVEL IV VIOLATIONS** – Acts which result in violence to another person or property or which pose a direct threat to the health, safety, or welfare of the student safety of others in the educational environment.

**Examples (include but not limited to):**

- Repeated violations
- Physical assault on staff members
- Arson
- Terroristic threats
- Written or verbal bomb threats
- Bullying 4th offense

**Possible Corrective Action (include but not limited to):**

- Parent contact
- OSS
- Referral to law enforcement agencies
- Referral for expulsion to the School Board

**LEVEL V VIOLATIONS** – Acts which pose a direct threat to the health, safety, or welfare of students in the educational environment.

**Examples (include but not limited to):**

- Weapon possession/or use
- Drug and alcohol offenses
- Possession/use/distribution of alcohol, drugs, electronic cigarettes containing drugs, other restricted substances, look-a-likes, or drug related paraphernalia on School District property, at school sponsored events, which includes: attending and/or participating at athletic events in other school districts, and on school buses which transport students to and from school.

**LEVEL V Corrective Action**

**Possible Corrective Action (include but not limited to):**

- Parent contact
- OSS
- 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.

## 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.

### **Dress Code**

Experience indicates that there are real and reasonable connections between proper dress and grooming and the successful operation of a school from the standpoint of responsibility and applied seriousness to task. Clothing that disrupts the educational environment of the classroom is not permitted. Parental good taste and judgment will be welcome. Hats may not be worn in school. If you choose to dress your child in shorts during Spring or Fall, please remember that we ask that all shorts be at least as long as his/her fingertips when his/her hands are held down next to their sides. Short shorts are not permitted. Also, halter tops, spaghetti straps and muscle shirts are not allowed. The biggest concern we have for ‘warm weather’ dress is a safety issue and concerns the wearing of flip flops or high heels on the students’ feet. This type of footwear (while fashionable and comfortable) is a real hazard to the children as they run on the grass or play on the playground equipment. We do not want any children to wear flip flops to school to prevent possible foot, ankle or leg injuries.

### **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.

**Violation of the policy will result in the following action:**

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

If a student is caught in the process of distributing chemicals to any individual, an indefinite out-of-school suspension will be assigned and a Building Level hearing will be scheduled with the Superintendent or designee.

**Early Dismissals**

A student who needs dismissed before the end of the school day for a doctor's or dentist's appointment should bring a note to the classroom teacher on the morning of the day he/she is to be excused early. A note from the physician or dentist is required upon return either that day or the next school day or the absence will be counted as unexcused. If the student returns before the school day is over, he/she should report to the office with an excuse before returning to class.

**Electronic Devices**

The use of **cell-phones, pagers or other electronic devices** by students is **strictly prohibited** during regular school hours. Student's use will result in confiscation. 1st offense the electronic device will be held three (3) days during school hours. 2nd offense the electronic device will be held for five (5) days during school hours and may lead to additional disciplinary action.

The use of **Walkman, MP3 player, iPod, or gaming device** is **strictly prohibited during regular school hours**. Student's use will result in confiscation and follow the same offense order as **stated above for cell-phones**.

**Lost Items:** We are not responsible for your lost or suspected stolen items. Students take that risk when bringing electronic devices to school.

### **Emergency Drills**

In compliance with the Pennsylvania School Laws, Union City Elementary 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 insures 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.**

### **Fundraising**

All fundraising must be pre-approved by the Principal prior to the fundraising activity. Request forms are available in the Main Office. Nothing can be sold on school district grounds or at school sponsored activities without prior administrative approval. No food items may be sold in or near the cafeteria immediately prior to or during lunch periods.

### **Conferences With Administrators or Teachers**

If a parent and/or guardian would like to meet with an Administrator or a teacher, please contact the elementary school 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.

### **Health and Medical Information**

**School Nurse:** The school nurse is the staff member responsible for protecting and promoting the health of all students. She works closely with teachers, administrators, and parents to maximize each child's potential to learn and grow. Parents should share information and concerns regarding student's health to assist the nurse in providing quality care. In addition to health screenings, the nurse provides health education and counseling, manages communicable diseases, and promotes a helping relationship between the school and community.

**School Health Services:** The health status of a child directly affects the child's educational performance. Therefore, when a child is registered for kindergarten, the school begins compiling a confidential health history. This record is maintained throughout the child's school career. Parents are urged to share with the school nurse any additions or changes to the health history. Examples would include allergies, new medications, emotional concerns, surgeries, and boosters of immunizations. Emergency cards are sent home at the beginning of each school year. It is very important that these be completed in full and returned to school as soon as possible. There is space on the emergency card to indicate any health problems that the school should be aware of as well as numbers to be called if your child should become ill or injured at school. An emergency contact person other than the parent must be listed.

**Health Screenings:** Certain health procedures are mandated and done on a yearly basis by the school nurse. These include:

Height and Weigh Screening  
Vision Screening  
Hearing Screening  
Body Mass Index Screening

**Physical Examinations:** Pennsylvania State Law requires children attending school to receive a physical examination upon entry (K4 or kindergarten), sixth grade, and eleventh grade.

**Dental Examinations:** Pennsylvania State Law requires that children attending school to receive a dental examination upon entry (K4 or kindergarten), third grade, and seventh grade.

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 or examinations in writing by the school. If a child is referred for further medical examination, the results of these examination referrals to outside medical personnel are to be returned to the school as soon as possible after completion.

**Immunization:** Pennsylvania State Law requires the following immunizations be completed before a child may enter school:

DT (Diphtheria – Tetanus) – four doses minimum – one dose on or after the 4<sup>th</sup> birthday or a 5<sup>th</sup> dose is required.

Polio – Trivalent (oral) – three doses minimum.

MMR – two doses minimum.

Hepatitis B – three doses minimum.

Varicella (Chicken Pox) – one dose or history of disease

Any time your child receives any immunization, please record what was given and the date. Send these to the school nurse so that they may be recorded on the health record.

**Administration of Medication:** The School District recognizes that to improve health and regularity of school attendance, it is often advisable to administer medication or render limited medical care to students during the school day.

It is further recognized that, for handicapped students as referenced in Section 504 of the Rehabilitation Act of 1973, and Chapter 15 of the regulations issued by the Pennsylvania Department of Education, it may be necessary for the school district to administer required medications or otherwise render medical care. The school district is prepared to reasonably assist with treatment programs of all students, and to comply with the Chapter 15 Regulations when dealing with the needs of protected handicapped students.

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 on their person 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.

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](http://www.ucasd.org) under health forms, or by contacting the school health office.

If the student needs to have **prescribed medication of 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](http://www.ucasd.org), or by contacting the school health office.

#### **Head Lice (Pediculosis) Policy:**

When a child is found to have head lice/nits in his or her hair with eggs closer than an inch from the scalp, the child must be taken home by a parent, guardian, or care taker and treatment started immediately. Infested children should be treated twice (with the interval between treatments being 7 to 10 days).

Students may not return to school until the morning after he or she has been treated with one of the approved pediculides (A-200, RID, R & C shampoo, Cuprex or Kewell for example). An instruction letter will be provided and any questions pertaining to this problem will be answered at that time by the school nurse.

Students will be readmitted to school the morning after the first treatment. On the morning of readmission the student must report directly to the nurse's office with an adult for reexamination.

Readmission will be allowed only if the head check reveals no live lice. If nits are still present, the parent or guardian will be notified and advised to remove all nits.

**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

1. 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.

2. 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.

3. Immediately following each use of an asthma inhaler or an epinephrine auto-injector, the student must notify the school nurse.

4. 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.

5. The School District shall restrict the availability of the asthma inhaler, the epinephrine auto-injector and the prescribed medication contained therein from other students.

6. 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.



7. 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.

8. 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.

9. 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

1. 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.

2. 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.

#### **Lost Items**

We are not responsible for your lost or suspected stolen items.  
That is a risk you take.

#### **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. **Healthy treats purchased at a store are expected; not homemade treats.** 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.

### **Special Education**

Parents and/or guardians who have a concern about their child's educational program should send written notification outlining their concerns to the child's teacher or principal. Following the initial referral, steps will be taken to review the student's performance. If necessary, an evaluation will be conducted, and a determination will be made as to whether special education services are needed. An appropriate plan will be developed.

Specific information is available by contacting Stacey Mulson, Director of Pupil Services, Union City Area School District, Union City, PA 16438, (814) 438-7571 ext. 3404.

### **Student Services**

Elementary Guidance: The elementary guidance counselor works with students individually, in small groups, and in the classrooms. Services are provided in academic, social, and behavioral areas.

### **Technology**

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. A lengthy policy pertaining to the use of technology is given and explained to all students prior to computer usage.

### **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. Joan Quickle at (814) 438-3804 extension 5454.

### **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 will face disciplinary action and criminal charges through the local police department if appropriate.

### **Visitors**

For the safety of our students and staff, all adult visitors must sign in at the main office and wear a "VISITOR" badge and be escorted by an employee of the School District while in the school building. For reasons of safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds, will be considered to be criminally trespassing and may be prosecuted. Visitors will not be allowed to disturb teachers during classes. Parents are not permitted to walk a child to the classroom.

### Volunteers

“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 2016-17 school year need to follow the Volunteer Policy due to the Child Protective Services Law. See the School District website for this policy.

### SAMPLE EXCUSE

<p><b>Parent Excuse</b></p> <p>Date: _____</p> <p>Teacher's Name _____</p> <p>Student's Name _____</p> <p>Date(s) of Absence _____</p> <p>Specific Reason for Absence _____</p> <p>_____</p> <p>Signature _____</p>
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**Union City Area School District**  
**2016 - 2017 SCHOOL CALENDAR**  
 Approved 4/14/16

**AUGUST 2016**

M	Tu	W	Th	F
22	23	24	25	26
29	30	31		

**August**  
 26 - Teacher In-Service (a.m.)  
 29 - Teacher In-Service  
 30 - First Day for Students

**SEPTEMBER 2016**

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**September**  
 5 - Labor Day (No School)

**OCTOBER 2016**

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**October**  
 10 - Teacher In-Service  
 (No school for Students)

**NOVEMBER 2016**

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**November**  
 2 - End of 1st grading period  
 10 - Parent/Teacher Conferences  
 (After school from 4:00-7:30 p.m.)  
 11 - Act 80 Day (No school for Students)  
 (Conferences continue 6:00-11:00 a.m.)  
 23 - Early Dismissal  
 (EWH 11:15 a.m.; MSHB 11:35 a.m.)  
 24-26 Thanksgiving Vacation  
 (No School)

**DECEMBER 2016**

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**December**  
 12/5-16 Keystone Exams  
 26-30 Christmas Vacation  
 (No School)

**JANUARY 2017**

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**January**  
 2 - Vacation Day (No School)  
 1/9-23 Keystone Exams  
 16 - Teacher In-Service  
 (No School for Students)  
 18 - End of Semester

**FEBRUARY 2017**

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

**February**  
 17 - Teacher In-Service  
 (No school for Students)  
 20 - Snow make-up Day, if needed  
 (Vacation day if make-up day is not needed)

**MARCH 2017**

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**March**  
 17 - Snow make-up Day, if needed  
 (Vacation day if make-up day is not needed)  
 20 - Snow make-up Day, if needed  
 (Vacation day if make-up day is not needed)  
 26 - End of 3rd grading period

**APRIL 2017**

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**April**  
 4/3 PSSA Grades 3-8 English Language Arts  
 12 - Snow make-up Day, if needed  
 (Vacation day if make-up day is not needed)  
 13-17 - Easter vacation (No School)  
 18 - Act 80 Day (No school for Students)  
 4/24-25 PSSA Grades 3-8 Mathematics

**MAY 2017**

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**May**  
 5/1-5 - PSSA Grade 4 and 8 Science  
 5/8-12 PSSA Make-up  
 5/15-16 Keystone Exams  
 26 - Snow make-up Day, if needed  
 (Vacation day if make-up day is not needed)  
 29 - Memorial Day  
 (No School)







**JUNE 2017**

M	Tu	W	Th	F
			1	2
5	6	7	8	9

**June**  
 7 - Last Day of School for  
 students and teachers

Teacher In-Service Days - 8/26 (a.m.), 8/29, 10/10, 1/16, 2/17
Act 80 Days - 11/11, 4/18
*Make-Up Days - 2/20, 3/17, 3/28, 4/12, 6/28, end of school year

**2016-2017 Teacher days - 184-1/2; Student days - 180**

-  Teacher In-Service - No school for students
-  Act 80 Day - No school for students
-  Vacation Day - No school
-  Snow make-up day, if needed. Otherwise Vacation Day
-  PSSA Testing dates
-  Keystone Exams - Grades 8-11 (Algebra I, Biology, Literature)

**SIGNATURE PAGE**

**Please sign and date the form below.**

**Please cut off the bottom portion of this page and have your child return it to his or her homeroom teacher.**

Please feel free to call the school: 438-7611 if you have any questions about the handbook.

The Union City Elementary  
Faculty and Staff

.....**Cut here and return to the school**.....

I have read the Student Handbook and discussed its contents with my child(ren).

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

Parent/Guardian Signature: \_\_\_\_\_  
(Signed)

Date: \_\_\_\_\_

Child(ren's) Name(s) and Grades):

\_\_\_\_\_  
\_\_\_\_\_