

2004-2005 STUDENT HANDBOOK INFORMATION

(As printed in agenda books)

The following is a listing and description of important information relative to school rules and regulations that must be followed. It is the responsibility of the student and their family to read over this information. The student will be held accountable for adherence to what is listed below:

SCHOOL HOURS / TARDY TO SCHOOL

The school day at Union City will begin at 7:45 a.m. and end at 2:32 p.m. Students must be in their classrooms by 7:50 a.m. Students who arrive prior to 7:45 must wait in the designated area and are not permitted to go to their lockers until 7:45. Students are expected to act appropriately and disciplinary action may be taken if improper behavior occurs. An exception to this rule is made when students have arranged previously with staff members to receive extra help in a given subject area. These students must sign in at the MS/HS Office before reporting to their designated area.

VISITORS

For the safety of our students and staff, all adult visitors must sign in at the main office and wear a "VISITOR" badge while on school property.

Students must have prior written permission from their building principal and teachers to have any visitor attend classes with them. Written permission from the parents of a visitor and the parents of a person bringing the visitor must be given to the building principal at least three days in advance of the visit. No visitors will be permitted during the first and last three weeks of the school year.

EARLY DISMISSALS

A student who needs dismissed before the end of the school day for a doctor or dentist appointment should bring a note to the Attendance Office on the morning of the day he/she is to be excused. A note from the physician 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 Attendance Office with an excuse before returning to class.

ABSENCES

Students who are absent from school must:

1. Have a parent or guardian write an excuse giving full name, date and days of absence.
2. When a student returns to school following a period of absence, the student is required to present to the attendance office an excuse signed by the parent.
3. 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 the days will be counted toward prosecution if in violation of compulsory school attendance laws. All doctor, college, funeral and court appearance excuses must also be submitted within this five-day guideline.
4. Make immediate plans to make up all work missed during the absence. This is the student's responsibility. Students are usually afforded the equal number of days missed unless the assignment was previously given, but this will be determined by the teachers' rules and procedures given in class.

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

1. Illness – be specific
2. Serious illness or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance by the principal (college visits, selected trips)
5. Authorized religious holidays

The following reasons are illegal and unexcused in accordance with the Pennsylvania school code:

1. Truancy
2. Missing the school bus
3. Trips not approved in advance
4. Shopping
5. Birthday or other celebration
6. Hunting, fishing, attending non school related sporting events
7. Gainful employment
8. Sleeping in
9. Car trouble
10. 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 per quarter), will be handled as the state attendance laws prescribe. Charges must and will be filed with the local district magistrate. Chronic absence (10 days a semester or 15 days a year) and tardiness will result in a request that all future absences require a doctor's excuse. If a student is more than 10 minutes late for a class, the student will be considered as absent from that class. Tardies for the unexcused reasons above will count as partial truanancies for disciplinary and/or magistrate action.

Students may not leave school grounds after arrival. Parent/guardian must notify the office of early dismissal by written excuse.

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 7:45 a.m. Early dismissals may be verified by telephone communication. Any student using a falsely signed excuse will receive the appropriate punishment.

ATTENDANCE POLICY

Two criteria must be met in order to pass each class: Course work and attendance. A high school student shall not be granted credit for a course if absences from class total more than 7 absences in a quarter. A student is considered absent if they miss the class or if they miss 10 or more minutes of the class period unexcused. The individual teacher's attendance will stand as the official attendance for that class. Because of lateness or early dismissals, attendance often varies from class to class.

An appeals procedure exists for students who believe that there are extenuating circumstances for their absences. Forms are available in the main office.

PIAA ATTENDANCE

A student who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is a consecutive absence of five or more school days, due to a confining injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or an absence of five or more school days due the same confining illness, such absence may be waived from the application of this rule by the high school. Attendance at summer school does not count toward attendance.

In order to participate in after school activities, a student must be in school no later than 9:30 a.m. Those 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.

HEALTH AND MEDICAL INFORMATION

In grades 6 through 12, the state of Pennsylvania mandates that school districts require and provide health care. The philosophy is that 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.

Grade 6: Screening of growth: height and weight, vision hearing, 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. Also on designated years, a tuberculin tine test.

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 screening or examinations. Any abnormal results obtained through these screenings or the school nurse sends examinations home in writing. The referrals are returned to the school after completion as soon as possible.

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. A district policy was established by the Union City Area School Board concerning the dispensing of medication at school. The policy stated that each medication prescribed by a child's doctor must be attached to a completed form, which can be obtained from the school nurse. It is also necessary that a request from the parent or guardian accompany the form stating that such medication be given. If the medication is non-prescriptive, or is a drug that has been bought over the counter for your child's use, a note signed by a parent or guardian must accompany the drug.

The note must state:

- The child's name
- The name of the drug
- The dosage or amount of the drug to be given
- The time the drug is to be given
- The purpose for the drug

The parent will also assume the responsibility to see that the medication is delivered to school and given to the school nurse. If permission from the parent is given for the school nurse to administer a non-aspirin pain reliever to a child, a release form can be obtained from the school nurse. **Under no circumstances is a student allowed to take prescription or non-prescription medication without the above procedures being followed.**

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

MIDDLE AND HIGH SCHOOL GUIDANCE PROGRAM

The purpose of the guidance program is to provide a variety of services to students, teachers, and parents in a planned, goal-oriented manner. It is an integral part of the educational program. Guidance functions include counseling, consultation, and coordination of services to meet the needs of all students. The primary purpose of the counseling service is to assist students in understanding, accepting and enhancing their personal qualities, recognizing and developing their academic potential, and becoming more self-directed, self-confident individuals who possess skills to make wise decisions and formulate realistic goals.

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 weekly 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 weekly 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. 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 a alcohol, or drug product while on school property or at a school-related function will be required to meet with a GECAC ad hoc representative.

STUDENT REPORTING OF CONCERNS

It is the belief of the U.C.A.M.S./H.S. that all students, faculty and staff share the responsibility for maintaining a safe environment in which to learn and work. Any student who is concerned by the actions, behaviors or threats of another student or adult is encouraged to report the incident(s) immediately. Your concerns will be treated in confidential manner, and will be investigated to determine if an at-risk situation is present. Students are to share their concerns with any of the following school personnel: principals, guidance counselors, school nurse or members of the teaching staff. Taking a stand against violence and injustice requires that we all actively work to eliminate it in our school.

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 busses, 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 and therapeutic 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 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:

1. First aid procedures will be followed if needed.
2. Police will be notified and a report will be filed.
3. Parents/guardians will be notified.
4. Student will be referred to the CARE Team.
5. 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 from school will be assigned and a Building Level hearing will be scheduled.

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.

GRADING PERIODS

Grading periods at Union City Area Middle and High School 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 or the MS/HS office. 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 parent/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 92%. The Honor Roll is awarded to those students who achieve no grade lower than an 82%.

GRADING POLICY

Report cards are computer generated for students in grades 1-12. 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.) Kindergarten students will have reports that are age-appropriate. Grade bands are:

A+	98 -100	C+	78 - 79
A	93 - 97	C	72 - 77
A-	90 - 92	C-	70 - 71
B+	80 - 89	D+	68 - 69
B	83 - 87	D	62 - 67
B-	80 - 82	D-	60 - 61
		F	59 and below

PROMOTION REQUIREMENTS

All required subjects failed in grades 6 through 9 must be passed before being promoted to the next grade level. These subjects must be passed in summer school or by tutoring from a certified teacher immediately following the failure or the student will not be promoted.

All required subjects failed in grades 10 and 11 may be made up during the school year if the students course schedule and required schedule are allowed. 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 PSSA test in all areas in order to be eligible for promotion to the next grade or graduation. Those who do not score proficient will be placed in a developmental program in the area of the designated weakness until proficiency is reached.

TECHNOLOGY

Students who use the Internet or other technologies must exercise common sense and judgment. The privilege of using the Internet and computer technology may 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. This policy can be reviewed by contacting our office.

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, except that 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 at least 10 to 15 school days of the next grading period. Beginning the first day report cards are issued. If a school has four grading periods a student will be ineligible for at least 15 school days; if it has six grading periods it would be at least 10 days. (Union City Middle and High School have nine week grading periods.) 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. Any student involved in extra-curricular activities must refrain from use/possession of all tobacco, 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, and the student must meet with the drug and alcohol counselor. The student must continue to attend all practices to remain in the activity. The Superintendent will review subsequent offences and appropriate action will be taken.

EXTRA-CURRICULAR ATTENDANCE POLICY

To be eligible to attend any athletic or extracurricular event at Union City Area MS/HS a student must have attended school on that day. Any student who is absent, or has been sent home by the school nurse or building principal, is ineligible to attend any extra-curricular event on that day. A student serving either I.S.S. or O.S.S. is forbidden to attend any extra-curricular events.

STUDENT SPECTATOR BEHAVIOR

It is the belief of the U.C.A.S.D. administration, coaching staffs, and faculty advisors that attending any school event is a privilege. **With privilege comes responsibility.** Inappropriate behavior by any spectator will not be tolerated. Our students and staff put a great deal of effort into their presentations and athletic contests, and deserve this consideration. In addition, the U.C.A.S.D. is responsible for ensuring that visiting teams, spectators, athletic officials, etc. are treated in an appropriate manner. F.C.V.A.C. and P.I.A.A. rules set forth penalties for the **HOST SCHOOL** if this is not done.

PIAA EVENTS

Tickets for Junior Varsity and Varsity events are \$3.00 for adults and \$2.00 for students. Advance ticket sales may occur at school on the day of the game or match. Ticket prices for advanced sales are \$2.00 for adults and \$1.00 for students.

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 NHS is a service organization that has yearly projects. These include Kids' Day, Spring Charity Carnival, blood drives, and a Christmas Toy Distribution, which is worked jointly with the Salvation Army and Troyer's Farm.

STUDENT BUS BEHAVIOR

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

EXTRA-CURRICULAR TRANSPORTATION POLICY

The U.C.A.S.D. provides transportation to and from all approved athletic/extra-curricular activities. Any parent/guardian, who wants their child to ride home from an event with them rather than via the bus, **must get a note signed by a principal in advance.** This policy is for the protection of our students. Our coaches and chaperones are **forbidden** to deviate from this policy.

HIGH SCHOOL/MIDDLE 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.

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. We expect our students to act as mature, responsible, and considerate citizens, treating each other with dignity and respect.

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 – 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:

- Minor, infrequent disruptive conduct in the school, classroom or on the bus
- Use of non-threatening abusive/inappropriate language or gestures
- Non-defiant failure to carry out directions
- Tardiness to class

Consequences:

- Parent contact
- Immediate intervention by staff
- Warning / individual verbal reprimand
- Time out
- Change in physical environment (move seat, etc.)
- Loss of privileges (assembly programs, special events)
- Peer mediation
- Behavior improvement plan
- Detention

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.

Examples:

- Vandalism or theft
- Truancy from school
- Possession, use or distribution of tobacco products
- Fighting or physical violence
- Emotional violence such as but not limited to intimidation, threats, bullying or harassment
- Refusing to accept or serve detention
- Defiance or insubordination as defined by a failure to comply with a direct and reasonable request made by a staff member.
- Leaving school property without permission

Consequences:

- Parent contact
- Detentions
- Restitution
- Shadowing (direct one-to-one adult supervision)
- Behavior improvement plan
- Citation filed with District Justice or other law enforcement agencies
- Referral to In-School Intervention (ISI)
- Functional Behavioral Assessment
- Referral to Student Assistance Program
- Out of school suspension, pending hearing

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.

Examples:

- Incurrigibility
- Theft or vandalism
- Possession / use / distribution of alcohol, or other restricted substances or look-alikes
- Assault
- Setting off false fire alarm or participating in any such acts of disruption to the school
- Refusing to accept assignment to In-School Intervention (ISI)
- Threatening use of abusive or profane language or gestures

Consequences:

- Parent contact
- Temporary removal from class
- Referral to In-School Intervention (ISI)
- Referral to Building Level Team for possible evaluation
- Behavior Improvement Plan
- Functional Behavioral Assessment
- Citation filed with law enforcement agencies
- Out of school suspension, pending hearing

Level IV – Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the educational environment.

Examples:

- Possession or use of a weapon
- Arson
- Terroristic threats
- Assault / battery

Consequences:

- Parent contact
- Out of school suspension, pending hearing
- Referral to law enforcement agencies
- Expulsion

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.

DETENTION

A. Detention is to be served as an extension of the school day or on Saturday morning, a maximum of 90 minutes. 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 the student and his parents, guardians may be required to meet with the building principal. If the student and the parents/guardian miss the meeting, suspension may result until the parent /and student attend. A student will be considered for placement in the Alternative Education program when he or she receives his or her (6th) detention.

Failure to serve detention will result in suspension and a rescheduling of the detention. (Level II)

B. Detentions/suspensions may be assigned for the following reasons:

Class cuts	Arson
Harassment / threatening	Dress code violations
Unlawful entry	Profanity
Disruptive activities	Display of affection
Insubordination	Student driving violations
Delinquent fines/charges/lost items	Fighting
Falsifying information	Theft
Defacing/vandalism/destruction	Cheating
Of school property	Defiance
Falsifying information	

Please note that a detention may be assigned for an infraction not listed. The building principal may assign detention/suspension for any of the above offenses, depending on the seriousness of the incident.

The local police may cite any student involved in a fight or incident /infraction that is considered a violation of the law. The building principal will exercise his/her discretion in determining when law enforcement officials are to be notified.

C. Tardiness to School: (Level I)

- Tardiness to school and resulting detention assignments will be tabulated on a nine-week basis.
- Detention will be assigned when a student is illegally late to school.
- Accumulation of detentions for tardiness may result in suspension. (Accumulation of detentions for tardies to school is determined on a semester basis.)

D. Weapon violations will be handled according to School District Policy and State and Federal laws. (Level IV)

E. Any student who threatens any member of the professional or support staff will be assigned O.S.S. immediately. The student may not return until a meeting of the student, parent, teacher, and principal is contacted. (Level IV)

F. Any student who threatens another student within Union City Area Middle or High School will be immediately assigned I.S.S. or O.S.S., at the discretion of the principal. The suspension will not end until a meeting of the student, parent, counselor, and principal is conducted. (Level IV)

G. Profanity or extremely disrespectful remarks, specifically directed at any member of the professional or support staff will result in either I.S.S. or O.S.S. being assigned for a minimum of 3 days. (Level III)

H. Any student who causes a disruption while serving I.S.S. will be removed immediately, and the day will be reassigned as either I.S.S. or O.S.S. A parent/guardian may be asked to sit with a student for a period of time if the student behavior persists. (Level III)

SUSPENSION

- 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 I.S.S. (In-school intervention) or O.S.S. (out-of-school suspension).
- 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 extra curricular activities during the time of suspension.

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 moving to a more severe penalty without prior offences, 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.

DISCRIMINATION STATEMENT

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. Rebecca Mancini, Director of Pupil Services at 814-438-7611, Title IX Coordinator or Mrs. Sandra Myers, Superintendent, Section 504 Co-coordinator, 105 Concord Street, Union City, PA 16438.

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

DEFINITIONS AND STANDARDS OF BEHAVIOR

1. Class Cut: Unexcused absence from class cannot be permitted. (Level II)
2. Insubordination: 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 complied with, i.e. aides, secretaries, cafeteria personnel, bus drivers, custodians, etc. Respectful manners reflect well on students' homes. (Level II)
3. Defiance: One of the worst offenses any student can commit is open defiance of authority whether a teacher, principal, aide, etc represent the authority. (Level II)
4. 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)
5. Fighting: There will be no fighting or physical assault while on school property, including the time required going to and from home. (Level II)
6. Disruptive Activities: There will be no action that impedes the learning of other students within the classroom. (Level II)
7. 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 incidence of cheating may result in a parental conference. (Level II)

8. **Objectionable Public Conduct/Public Displays 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)
9. **Student Drivers:** Students are permitted to drive to school only after the following is on record in the office:
 - a) Proof of need to drive.
 - b) Parent's signature on driver's permit.
 - c) Principal's approval on driving permit.
 - d) Proof of insurance.
 - e) 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 where they are to remain locked and empty. Exception must be cleared through the office and with parent's signature.
 - f) Students are not to drive to Vo-Tech unless they have written permission from both the Vo-Tech principal and high school principal.
 - g) 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.
10. **Tobacco:** The faculty and staff shall confiscate all tobacco found with students anywhere on school property. Students shall not have tobacco on their person on school property. All State and Federal Laws will be followed. (Level II)
11. **Alcohol:** There will be no possession of, consumption of, or intoxication by intoxicating beverages during school or school events. Refer to School District Drug/Alcohol Policy. (Level III)
12. **Drugs:** There will be no possession or use of non-prescription drugs on school premises or school events. Refer to School District Drug/Alcohol Policy. (Level III)
13. **Profanity:** Use of profane or obscene expressions or gestures will not be tolerated. (Level II)
14. **Arson or Other Related Activities:** There will be no setting of fires, tampering with fire extinguishers or false alarms reported. (Level IV)
15. **Theft:** There will be no stealing of school property or the personal belongings of others. (Level II)
16. **Property Damage:** There will be no defacing, vandalism, destruction, or damage of school property or the personal property of others. (Level II)
17. **Unlawful Entry:** There will be no unauthorized access into any school facility. (Level III)
18. **Harassment:** The harassment or threatening of students or staff by other students will not be tolerated. (Level II)
19. **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 IV)

20. Cafeteria Behavior: Some DO'S AND DON'TS
- a) Do move about in an orderly manner.
 - b) Do return trays and silverware to proper place.
 - c) Don't throw anything in the cafeteria.
 - d) Don't move ahead of others in line, unless you are a senior.
 - e) Do speak quietly, not loudly, while in the cafeteria.
 - f) Do not sit more than 8 students at each table.
 - g) Do not take food, drinks, or straws out of the cafeteria without written permission.
 - h) Do not leave the cafeteria without a written pass from the person in charge.
 - i) Do obey directions given by the teachers and cafeteria supervisor(s).
 - j) Do keep book bags on the chairs or floor, not on the tables.
 - k) Don't sell candy or other food items.
 - l) Do arrive on time. Lunch is to be treated as a class.
 - m) Senior privileges are at the discretion of the teachers in charge of cafeteria supervision.
 - n) Teachers in the cafeteria have the right to amend the rules and regulations as situations warrant.
21. Breakfast Program: The cafeteria offers breakfast in the mornings prior to the start of classes. Students can take advantage of this opportunity and must follow the regular cafeteria rules and regulations. Those who violate the rules will not be permitted to participate in the program. Students attending breakfast must notify their classroom teachers when attending breakfast. Failure to do so will result in a classroom cut.
22. Beverages: No open beverages are to be carried in the building. Students may carry sealed drinks in lunch bags or backpacks, for lunch.
23. Student Dress: Students are expected to dress in a manner appropriate for school. Students, who consistently disregard the student dress code, will be assigned a period of time in ISI or OSS for defiance and/or insubordination. Time spent either in ISI or on OSS for a dress code violation will be marked as an illegal absence. The clothing students wear to school may not contain any language or design suggesting sex, drugs, alcohol, tobacco, or other inappropriate designs or sayings. If worn to school, a student may be asked to return home to change or to turn the item inside out. Shorts at fingertip length are acceptable. Students are not to wear revealing clothing, tank tops, and beach attire, including flip-flops. Students are also not to wear hats or bandanas. (Level I)
24. The use by students of pagers, as well as cell phones, shall be prohibited during regular school hours.
25. The use of a Walkman is prohibited during regular school hours.
26. Backpacks: Currently the use of backpacks during the school day is being examined. The average weight of backpacks has increased significantly over the years and may be the cause of back-related problems. A policy on their use will be announced shortly.
27. Locker searches: Locker searches will be conducted at any time. Locker searches will be conducted at any place. Locker searches will be conducted without the consent of the student. Locker searches will 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 device 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. 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.

28. Search: If reasonable suspicion exists students and their possessions may be searched by the administration or their designees.
29. Classroom environment: Classroom teachers are accountable for maintaining a classroom environment that is conducive to learning taking place. They may establish and enforce rules they deem necessary to accomplish this within their individual classrooms. Established rules must be clearly communicated to all students and consistently enforced. It is recommended that student participation in establishing class rules take place.
30. Teacher authority: The teacher is in charge of their classroom and are recognized as a respected authority figure throughout the building. Students must respect and follow teachers' instructions when given a directive. Disrespect to the teaching/support staff will not be tolerated. Students who believe they are being treated unfairly are to act appropriately and report their concerns to the administration.

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 Board, administration, and staff shall require each student of this District to adhere to these rules and regulations and to submit to such disciplinary measures as appropriate. The code prescribes minimum steps to be followed for offenses. The Board, administration, and staff may impose more stringent penalties in exceptional situations. The rules shall govern student conduct in school, including all school activities, and during time spent in travel to and from school.

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:

- I. **Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.**
- II. **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.**
- III. **Students shall express their ideas and opinions in a respectful manner.**
- IV. **It is the responsibility of the students to conform with the following:**
 1. **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.**
 2. **Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.**
 3. **Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.**
 4. **Assist the school staff in operating a safe school for all students enrolled therein.**
 5. **Comply with Commonwealth and local law.**
 6. **Exercise proper care when using public facilities and equipment.**
 7. **Attend school daily and be on time at all classes and other school functions.**
 8. **Make up work when absent from school.**
 9. **Pursue and attempt to satisfactorily complete the courses of study prescribed by Commonwealth and local school authorities.**

It is our hope that each student has a safe, happy and productive year. Working together there isn't anything that we cannot accomplish. Let us have the best school year ever.

ALMA MATER

Dear alma mater, fairest of shrines,
May lasting glory forever be thine.
Crowned with laurels of virtue,
Decked in garlands so bight,
We carry the banners of the green and the white
We carry the banners of the green and the white

Ever onward you struggle,
Til the goal has been gained,
And we as descendants bear aloft that fair name
So rejoice in thy glory, Praises to you we sing,
Dear Union City may the fame never dim
Dear Union City, May the fame never dim

UNION CITY FIGHT SONG

(Words set to the "Notre Dame Fight Song")

Cheer for the bears of U.C.
They are the best and they'll always be,
They can scrap and they can fight,
They'll bring us home a win tonight.

Come on and whistle,
Come on and shout,
Let's make some noise,
That's what it's about.
Victory is ours today
Let's hear it for old U.C.