

Mount Union Area Junior and Senior High School  
Student and Parent Handbook  
2023 - 2024



**Welcome to Mount Union Area Junior and Senior High School!**

This handbook is designed to assist you in becoming familiar with the programs and procedures of our Junior and Senior high school. As a citizen of this school, you are expected to follow the rules that have been established for the welfare of the entire student body. You will learn necessary skills that will help you succeed now and in the future.

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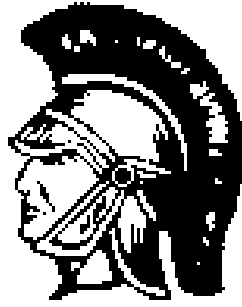
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**\*\*Please return this signed form to your homeroom teacher..... 56**



814-542-2518

**Alma Mater**

Now we all march on together,  
On through fair and stormy weather,  
And when ere we have a fight to fight;  
We'll win it for the blue and gold.

She our pride and spirit raises,  
As we stand and sing her praises,  
For we gladly do our school revere  
And greet her with a rousing triple cheer.

For old M.U. High  
To you your sons are ever loyal,

Old M.U. High,  
Your name will ever cherished be.

Old M.U. High,  
We'll give a cheer for that royal

Old M.U. High,  
We'll love you ever more.

**MASCOT – TROJAN**

**SCHOOL COLORS – ROYAL BLUE AND VEGAS GOLD**

Please use the following link to view current Mount Union Area School District policies:  
<http://www.boarddocs.com/pa/mtun/Board.nsf/Public>



## Welcome to Mount Union Area Junior and Senior High Schools . . .

On behalf of the faculty and staff, we welcome students and parents of Mount Union Area Junior and Senior High Schools. Please join us in creating a very rewarding and productive educational experience for each student. It is our goal to provide an outstanding experience while providing the structure and guidance our students need to be successful in school and in the world community.

We hope that you will make the most of the opportunities available at MUAJHS by becoming actively involved in the learning process and extracurricular programs. This will enable you to grow physically, intellectually, socially, and emotionally.

We wish you success as you begin a new year with us for the 2023-2024 school term. We challenge you to become active learners, responsible citizens, creative thinkers, and problem solvers.

L. Hope Palm  
Principal

### MISSION STATEMENT

The Mount Union Area School District prepares all children for success and productivity in a global society by encouraging the fulfillment of individual hopes and dreams. Our mantra has become during the 2010-2011 school year, "Proactive for Students!"

### MOUNT UNION AREA JUNIOR AND SENIOR HIGH SCHOOL DIRECTORY

Superintendent . . . . .	Dr. Amy Smith . . . . .	(814) 542-8631
Director of Business Affairs . . . . .	TBA . . . . .	(814) 542-8631
Director of Special Education . . . . .	Dr. Dianne Thomas . . . . .	(814) 542-2518 ext. 162
Junior High School Principal.....	Mrs. L. Hope Palm.....	(814) 542-9311 ext. 121
Junior High School Secretary . . . . .	Mrs. Lisa Waite . . . . .	(814) 542-9311 ext. 127
Senior High School Principal.....	Mr. Chad Mickle . . . . .	(814) 542-2519 ext. 128
Senior High School Secretary.....	Mrs. Heidi Glunt.....	(814) 542-2519 ext. 120
District Information Management. . . . .	Mrs. Paula Brown . . . . .	(814) 542-2518 ext. 143
Transportation and Attendance Coordinator	Mrs. Bonita Carper . . . . .	(814) 542-8631 ext. 194
Junior High School Guidance Counselor. . .	Mrs. Sarah Haefner . . . . .	(814) 542-9311 ext. 123
Senior High School Guidance Counselor....	Mrs. Candace Carper.....	(814) 542-9311 ext. 135
Food Service Director . . . . .	Mrs. Debbie Lear . . . . .	(814) 542-2518 ext. 126
Athletic Director . . . . .	Robert Wydock. . . . .	(814) 542-2518 ext. 124

### SCHOOL BOARD MEMBERS

Mr. Orris Knepp, III – Solicitor  
Ms. Deanna Wagner – School Board Secretary  
Mr. Duane Gearhart – President  
Mrs. Kristy Myers – Vice President  
Mr. Lee Forgy  
Mrs. Carol Jackson  
Mr. Brian Kritzer  
Mr. John Martinez  
Mrs. Linda McClure  
Mrs. Dolly Ranck  
Mrs. Toni Welsh

**DAILY SCHEDULE  
2023-2024**

Students will be admitted to homeroom/first period at 7:45 AM. Any student arriving to school after the 7:55 AM late bell will be considered tardy. Any student arriving to school after 8:09 AM will be marked as an unexcused absence until excuse is received. Attendance is taken and announcements are made at 7:55 AM.

		<b>A Lunch</b>			<b>B Lunch</b>			<b>C Lunch</b>		
7:55	<b>HR</b>	14 Mins.		7:55	<b>HR</b>	14 Mins.		7:55	<b>HR</b>	14 Mins.
	<b>1</b>	52 Mins.			<b>1</b>	52 Mins.			<b>1</b>	52 Mins.
9:01				9:01				9:01		
9:04		52 Mins.		9:04		52 Mins.		9:04		52 Mins.
	<b>2</b>				<b>2</b>				<b>2</b>	
9:56				9:56				9:56		
9:59		52 Mins.		9:59		52 Mins.		9:59		52 Mins.
	<b>3</b>				<b>3</b>				<b>3</b>	
10:51				10:51				10:51		
10:54		30 Mins.		10:54		50 Mins.		10:54		50 Mins.
	<b>A</b>	Lunch			<b>4</b>				<b>4</b>	
11:24				11:44				11:44		
11:27		50 Mins.		11:47		30 Mins.		11:47		50 Mins.
	<b>4A</b>				<b>B</b>	Lunch			<b>5</b>	
12:17				12:17				12:37		
12:20		50 Mins.		12:20		50 Mins		12:40		30 Mins
	<b>5</b>				<b>5</b>				<b>C</b>	Lunch
1:10				1:10				1:10		
1:13		50 Mins.		1:13		50 Mins.		1:13		50 Mins.
	<b>6</b>				<b>6</b>				<b>6</b>	
2:03				2:03				2:03		
2:06		50 Mins.		2:06		50 Mins.		2:06		50 Mins.
	<b>7</b>				<b>7</b>				<b>7</b>	
2:56				2:56				2:56		

2:51 PM Announcements  
2:56 PM Dismissal

**PARENT DROP OFF/PICK-UP OF STUDENTS BEFORE AND AFTER SCHOOL**

- Any student being transported by their parents to the Jr. High School should be dropped off or picked up in the parking lot in Shaver Alley off Pine Street. Students should not be dropped off or picked up before/after school in front of the building on North Shaver Street. This is a bus lane during that time.

## STUDENT ATTENDANCE

Book Policy Manual  
Section 200 Pupils  
Title Attendance Code 204  
Adopted  
April 26, 1999  
Last Revised  
October 26, 2020

### Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

### Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

### Definitions

**Compulsory school age** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than eight (8) years of age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, **compulsory school age** shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

**Person in parental relation** shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

### Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and the local children and youth agency about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]](#)[\[11\]](#)

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building administrator, Truancy Officer and building secretary, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

## **Guidelines**

### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[\[2\]\[5\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]\[20\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]\[7\]\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]\[18\]\[24\]\[25\]\[26\]\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[\[7\]\[15\]](#)

## Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]\[6\]](#)
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[\[6\]](#)
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[\[28\]](#)
11. Non-school sponsored educational tours or trips, if the following conditions are met:[\[6\]\[29\]](#)
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[\[3\]\[6\]\[30\]\[31\]](#)

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

### *Temporary Excusals –*

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]\[14\]\[18\]](#)

2. Students participating in a religious instruction program, if the following conditions are met:[\[28\]](#)[\[32\]](#)
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)

*Parental Notice of Absence –*

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

**Unexcused/Unlawful Absence**

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

*Parental Notification –*

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

**Enforcement of Compulsory Attendance Requirements**

*Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[33\]](#)

The notice shall:[\[33\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[33\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[33\]](#)

*School Attendance Improvement Conference (SAIC) –*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[\[33\]](#)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the SAIC:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[33\]](#)

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[33\]](#)

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[\[33\]](#)

*Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, district staff:[\[34\]](#)

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[\[34\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[34\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[34\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[\[34\]](#)

## *Filing a Citation –*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[\[35\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[35\]](#)

### **Special Needs and Accommodations**

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]\[36\]\[37\]\[38\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[16\]\[36\]\[38\]](#)

### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[33\]](#)

## **REASONS FOR ABSENCE**

### **Excused Absences**

The guidelines governing excused absences are established by the Pennsylvania Department of Education and maybe found in Chapter 11 of Title 22 of the Pennsylvania Code. The parents of a student are responsible to ensure that each child is in lawful school attendance. Therefore, any request that an absence be approved as an excused absence must be requested, in writing, from a parent.

- To obtain health care from a licensed practitioner, on those occasions when it is not practical or possible for the student to receive such health care after school hours, absence hereunder shall be limited to the minimum time necessary to receive the required health care.
- Quarantine
- Illness
- Death in the immediate family
- Impassable roads
- Approved student educational trips
- Authorized school activities

**All other reasons for absence will be considered unexcused for students over the age of 17 or illegal for students under the age of 17.**

### **Illegal or Unexcused Absences:**

- Absence from school with parent/guardian's consent for reasons other than those considered excusable.
- The mere fact that a parent has written an excuse does not mean the absence is "excused". Excuses of a doubtful nature will be investigated.
- Leaving school during school hours without authorization
- Truancy day(s) – Absence from school without knowledge or permission of parent/guardian and school administration

## **RETURNING TO SCHOOL AFTER AN ABSENCE**

1. All students, regardless of age, should bring a written excuse in the form of a signed note from a parent or guardian on the day of return to school. This excuse should be turned in to the first period teacher. STUDENTS MAY NOT WRITE AND SIGN THEIR OWN EXCUSES.



- a. Written excuses must include the following:
  - i. Full name of student
  - ii. Grade of student
  - iii. Date(s) of absence and date excuse is written
  - iv. Reason for absence
  - v. Signature of parent, guardian, or person in parental standing

**Sample Excuse**

September 5, 2023

Please excuse John J. Jones, 8th grade, for being absent on September 4, 2023, because of a severe cold.

Parent Signature

2. The school is required to maintain files of excuses for student absences. It is the student's responsibility to see that all excuses are properly submitted.
3. Failure to submit a written excuse within three school days of your return to school will result in your absence being classified as illegal (for students under the age of 17) or unexcused (for students over the age of 17).

**BEING EXCUSED FROM SCHOOL DURING THE DAY**

Generally, a student is released from school during the day only for serious reasons such as family funerals, medical, or dental appointments that cannot be scheduled for after-school hours. To be excused, the student is required to turn in a **written request** from their parents to the homeroom/first period teacher at the beginning of the school day. The requests from parents should include the date and time that the student needs to be excused as well as the reason. Phone calls for early excusal will only be accepted in emergency situations. If the student is excused for a medical or dental appointment, it is necessary to secure a note from the doctor or dentist's office stating that the student was seen at the time and place indicated. This note is to be turned in to the homeroom/first period teacher when the student returns to school. If the note is not turned in when the student returns to school, the absence from school is marked as either illegal or unexcused depending upon the age of the student. Students who belong to any community service organization such as volunteer fireman, ambulance crew, or FFA may not leave school without a specific request from their supervisor and the Principal's approval.

**Sample Early Dismissal**

September 5, 2023

Please excuse John J. Jones, 8th grade, at 10:30 on September 4, 2023, for a dentist appointment.

Parent Signature

**TARDINESS**

Arriving late to school or to any class is considered tardy. If a student is late in reporting to school, he/she will need to report to the junior/senior high office and sign in. If a student arrives to school after 7:55 a.m. and before 8:09 a.m. he/she is marked tardy. NOTE: If a student accumulates over 344 minutes (the number of minutes in an instructional day) late to school he or she will be given an illegal (for students under the age of 17) or unexcused (for students over the age of 17) day. The illegal/unexcused day will be placed on the date in which he/she accumulates or goes over the 344<sup>th</sup> minute. Every period of the day is considered 1/8 of a day so if a student either arrives or leaves school during the day, the amount of time is based on the period in which they arrive or leave. For example, if a student arrives during first period, he/she will be marked absent for 1/8 of a day. If a student arrives during second period, he/she will be marked absent for 2/8 of a day. This pattern continues throughout the day. If a student leaves school during second period he/she will be marked absent for 7/8 of a day, whereas if a student leaves school during sixth period he/she will be marked absent for 3/8 of a day.

After a student has accumulated a 4<sup>th</sup> tardy (late to school or late to class) that student will be assigned 2 hours of after school detention. Every day tardy after the fourth tardy will result in one additional 2 hours of detention.

## **FAMILY VACATION**

Parents wishing to take students with them on trips should apply in writing to the Principal for approval. In this letter, the parent should give full details such as the days the student will be absent, the nature of the trip, and an assurance that the student will keep up with academic work and will make up all tests and homework. This letter should be submitted at least two weeks in advance of the proposed trip so that the Principal can check student grades and attendance.

There is an official form provided on the District website. The parent trip request form found on the MUASD website under the Parents/Students tab (select student documents) should be completed and submitted to the Principal at least two weeks in advance of the proposed trip.

## **MAKE-UP WORK**

Pupils who are absent from school for excused reasons are privileged to make up work missed and receive a grade provided that:

- Work missed because of an absence of up to 10 days is made up within two weeks on a one-day's grace for one day's absence basis. For example: a student who misses six days will have six school days grace to make up work. CREDIT WILL NOT BE GIVEN FOR ANY WORK NOT COMPLETED WITHIN THE GRACE PERIOD.

- Special arrangements are made between pupil and teacher for longer periods of absence.

IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE TEACHERS EITHER BEFORE THE TRIP OR ON THE DAY OF RETURN TO SCHOOL IN ORDER TO ARRANGE FOR ANY MAKE-UP WORK.

Students who have excused absences for only 1 day or less, and who were scheduled for a test on the day of absence must make up the test or an alternative test upon return to school the following day.

If a student is absent for two or more days and the absence is excused, the student may have a day's grace for each day absent before taking the test (absences under 10 days). Students who are assigned reports or papers that have been announced long in advance, and who are absent the day of turn in, must turn in the work on the day of return to school.

TEACHERS WILL NOT OFFER MAKE-UP WORK OR MAKE-UP TESTS TO STUDENTS WHOSE ABSENCES ARE ILLEGAL OR UNEXCUSED. THE STUDENT WILL RECEIVE A "ZERO" GRADE FOR THE WORK MISSED DURING THE UNEXCUSED OR ILLEGAL ABSENCE. HOWEVER, OUT OF SCHOOL SUSPENSIONS ARE EXCUSED ABSENCES, AS NOTED BY STATE LAW; CONSEQUENTLY, STUDENTS SUSPENDED ARE ENTITLED TO MAKE UP WORK AND TESTS, ON A DAY FOR DAY BASIS, AS NOTED ABOVE.

## **WITHDRAWAL FROM SCHOOL**

A parent must initiate procedures for withdrawing a student from school. This can be done by the parent reporting to the office to request such a withdrawal or by the student presenting a written request signed by the parent. After such parental notification and permission is received in the office, a student must secure a "Checkout and Clearance" form. Before leaving, he/she will also make a visit to the Guidance Office to receive clearance and to plan to have his/her records forwarded to the school he/she will be attending. It is important that a student makes certain that he/she has returned all textbooks, library books, and any other materials that were issued with the expectation of having them returned. Likewise, settlement must be made for lost or damaged books, for shop or other projects, and any other debt. Should the student fail to do the things specified above, the school has no obligation to forward records.

## **ACADEMIC REFERENCES**

### **Junior High School Promotion Requirements**

### **Sixth, Seventh and Eighth Grade Promotion Requirements:**

Credits earned in grades six, seven and eight will not count towards graduation. Students in six, seven and eight must pass their core subjects and one elective in order to advance to the next grade level.

6<sup>th</sup> grade must pass Mathematics, Science, Social Studies, Language Arts, Reading and one elective

7<sup>th</sup> grade must pass Mathematics, Science, Social Studies, Language Arts and one elective

8<sup>th</sup> grade must pass Mathematics, Science, Social Studies, Language Arts and one elective

Any student in grades 6, 7, or 8 failing one course for the school year will have the opportunity to register for summer school to retake the entire course failed using the districts online Virtual Academy. All costs for the course will be the responsibility of the student and must be paid in full prior to beginning the course.

Any student failing a course will not be eligible to participate in Move-up day.

### **Senior High School Promotion and Graduation Requirements**

A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established **state** and **common core** standards. The minimum number of credits needed for graduation at Mount Union Area High School is 25 credits. Each student in each grade must schedule seven full credit courses. Under Chapter Five of the Pennsylvania Department of Public Education, specified courses listed below must be included in the 25 credits required for graduation in the 9th, 10th, 11th and 12th grades. Physical education, health and safety education are required in the proper grades.

#### **GRADUATION REQUIREMENTS**

<u>Required Courses</u>	<u>Credits</u>
English	4
Math	3
Science	3
S.S.	3
Rec & Fit	1
Health	.50
Grad Project (career exploration)	1
Electives	9.5
<b>Totaling</b>	<b>25</b>

Note:

-A freshman must earn 6 credits to be classified as a sophomore.

-A sophomore must earn 12 credits to be classified as a junior.

-A junior must earn 18 credits to be classified as a senior.

-A senior must earn 25 credits to graduate.

### **Graduation Ceremony Participation**

**A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants or failure to complete mandated requirements. Such exclusion shall be regarded as a school suspension.**

**Additionally, any student who owes an obligation or debt to the Mount Union Area School District at time of commencement may be denied participation in the graduation ceremony. A diploma will be furnished upon receipt of all owed debts.**

## Pennsylvania Keystone Exams

The Pennsylvania Department of Education requires *all* Pennsylvania students to take the Pennsylvania Keystone Exams by their eleventh-grade school year in the following subject areas: Algebra I, Literature, and Biology. All students starting with the Class of 2023 will be required to use one of the other pathways listed below to graduate.

Graduation requirements starting for the class of 2023 students can meet the statewide graduation requirement by:

- Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score will be available in of the following school year.
- Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
- Earning a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

## GRADING SYSTEM

Grading Scale 65% - 100% ~ Grades below 65% reflect unsatisfactory achievement. Letter grades, percentage grades, and GPA points will appear on report cards as follows:

A+	99-100	B+	90-91	C+	81-82	D+	72-73
A	95-98	B	86-89	C	77-80	D	68-71
A-	92-94	B-	83-85	C-	74-76	D-	65-67
						F	Under 65

## HONOR ROLL GUIDELINES

Honor roll recognition is determined by the marking period GPA. The marking period GPA is calculated by averaging all percentage grades of the nine-week marking period. Honor roll is offered at two levels: Distinguished Honor Roll and Honor Roll. Both levels require that students:

1. Pass all subjects taken
  - 83% or above in all numerically graded classes
  - S or above in O, S and U classes
  - P in all Pass/Fail classes
2. Take at least four numerically graded subjects

In addition, the students must meet one of the following requirements for all numerically graded subjects.

- Distinguished Honor Roll: Marking period average - 95% or above with no numerical grades below an 83%
- Honor Roll: Marking period average - 90.1% - 94.9% with no grade below an 83%

The designation of Honor Student for Commencement will be given to those students who have attained a specific cumulative GPA for grades 9-12. Due to the 2015-16-grade scale change, the cumulative GPA is as follows: Class of 2019 and subsequent classes ~ 3.50.

## REPORT CARDS

Students will not be required to return the report card to the school. The home is to retain a copy of each Nine-Week Report card as a record of the student's progress and achievement. Each marking period that student will be issued a new report card showing Nine-Week marks along with a record of marks from previous marking periods. Parents are encouraged to contact the guidance office should they wish to arrange a conference with a teacher relative to the student's progress or lack of progress. Parents are able to monitor their child's progress throughout the school year from home using PowerSchool. Log on to the school district web page at [www.muasd.org](http://www.muasd.org), click on Parent/Student links, choose PowerSchool and enter your username and password. Parents are assigned a different username and password than their child. If you do not know your username and password, please contact the guidance office.

## GRADE CALCULATIONS

Y1 in PowerSchool explanation

The final grade (Y1) in PowerSchool consists of the following grade calculation percentages. Please note that if teachers do not give a mid-term and a final that each nine-weeks accounts for 25% of the final grade. If only a final is given each nine-weeks equals 22% and the final exam accounts for 12% of the grade.

Q1 22% (first nine weeks)	T1 6% (mid-term)	Q4 22% (fourth nine weeks)
Q2 22% (second nine weeks)	Q3 22% (third nine weeks)	T2 6% (final exam)

GPA is the grade point average of all classes a student takes and receives a percentage grade. This grade point average is used to determine class rank, honor roll, and academic awards. GPA includes both weighted and non-weighted grades.

## WEIGHTED GRADES

Certain courses offered at MUAHS consist of subject material that is more extensive and challenging than a general course. These courses are given weighted grades. Weighted grades are intended to:

- encourage students to enroll in more challenging courses,
- enable students in more difficult courses to have equal opportunities for awards, class rank, honor rolls, etc.
- reward students for extra efforts required for the more rigorous courses.

Two levels of weighted grades exist - partial weighting and full weighting. Partial-weighted courses are subjects that are more rigorous than a general course but are not as difficult as the full-weighted courses. The full-weighted courses are Advanced Placement (AP) courses or the close equivalent.

The weighting of courses will not appear in the actual percentage reported as the student grade. It will appear in the Grade Point Average (GPA) reported for that course and will be averaged into the total GPA. The grade points assigned for weighted courses will be greater than the grade points in non-weighted courses. For instance, a 90% in a partial-weighted course would receive 4.25 grade points while a 90% in a non-weighted course would receive 3.5 grade points. A conversion chart or conversion wheel will be made available to parents/guardians of students enrolled in weighted courses so that comparisons can be made.

All passing grades (65% or above) will be weighted. If a student fails (64% or below) the weighted subject for a marking period, he/she will not receive any weighting benefit. Failure of a marking period in a weighted course may result in an evaluation meeting involving student, parents, teacher, guidance and administration to determine if the student should remain in the course.

To be eligible to enroll in weighted courses, a student must meet the following guidelines:

- Students who wish to enroll in a course in a subject area (English, Science) that carries the same weighting (partial to partial) must have either a minimum grade of 86% **or** have recommendation of subject instructors.
- Students who wish to enroll in weighted courses in a subject area that have a higher level of weighting (non to partial, partial to full) must have both a minimum grade of 86% **and** recommendations of subject instructors.

Students will schedule these courses prior to the end of the school year, but the enrollment criteria will be evaluated based upon final grades. Only grades for subjects taken at MUAHS will be weighted.

## WEIGHTED GRADING SCALE

Percent	Full	Partial	No Weight				
				83	4.30	3.55	2.80
100	5.50	4.75	4.00	82	4.20	3.45	2.70
99	5.48	4.73	3.98	81	4.10	3.35	2.60
98	5.47	4.72	3.97	80	4.00	3.25	2.50
97	5.46	4.71	3.96	79	3.90	3.15	2.40
96	5.45	4.70	3.95	78	3.80	3.05	2.30
95	5.44	4.69	3.94	77	3.70	2.95	2.20
94	5.40	4.65	3.90	76	3.60	2.85	2.10
93	5.30	4.55	3.80	75	3.50	2.75	2.00
92	5.20	4.45	3.70	74	3.40	2.65	1.90
91	5.10	4.35	3.60	73	3.30	2.55	1.80
90	5.00	4.25	3.50	72	3.20	2.45	1.70
89	4.90	4.15	3.40	71	3.10	2.35	1.60
88	4.80	4.05	3.30	70	3.00	2.25	1.50
87	4.70	3.95	3.20	69	2.90	2.15	1.40
86	4.60	3.85	3.10	68	2.80	2.05	1.30
85	4.50	3.75	3.00	67	2.70	1.95	1.20
Percent	Full	Partial	No Weight				
				66	2.60	1.85	1.10
84	4.40	3.65	2.90	65	2.50	1.75	1.00

## MOUNT UNION AREA HIGH SCHOOL'S NATIONAL HONOR SOCIETY ADMISSION POLICY

Membership in the National Honor Society is the highest honor that Mount Union High School can bestow on one of its students. National Honor society will be open to sophomores, juniors, and seniors. To be worthy of this honor a student must be exceptional not only academically, but also exceptional in character, leadership, and service.

A student is eligible for consideration academically when he/she carries a minimum of 3.80 Cumulative GPA (before rounding) and have earned no grade lower than a C- during the current school year. Students who meet this qualification will be notified after the first few weeks of the school year.

Beyond the academic qualification, students must also meet the following requirements:

### CHARACTER

- Five teachers will rate students on character; all five must be teachers from the previous school year and all major subject teachers will be included.
- Students applying for membership in NHS will not have any ISS or OSS on their record for the school year for which they are being considered

### LEADERSHIP

Students must be actively involved at least four school and/or community non-paying responsibilities the year before they want to be considered eligible for NHS. Students may give the leadership forms to four activity sponsors of their choice.

### SERVICE

Students applying for membership in NHS must complete 24 hours of community service during the school year for which they are being considered. Students may not count activities that are during school time, that have been used for another commitment, or for which they receive any sort of compensation. No more than 6 community service hours may be accumulated for the same activity\organization. Community service forms may be picked up from the senior high guidance office or printed from the school website. Students may turn in forms to Mrs. Hockenberry by September 30, 2019. National Honor Society Community service hours may not be used to satisfy any other requirement.

## **MIDTERM AND FINAL SCHEDULE FOR CORE SUBJECTS\***

### **Underclassmen and Senior Midterms:**

Midterms for English and Social Studies classes will be given on Days 86 and 87 of the school year.  
Midterms for Math and Science classes will be given on Days 88 and 89 of the school year.

### **Underclassmen Finals:**

Underclassmen Finals for English and Social Studies classes will be given on Days 172 and 173 of the school year.  
Underclassmen Finals for Math and Science classes will be given on Days 174 and 175 of the school year.

### **Senior Finals:**

Senior Finals for English and Social Studies classes will be given on Days 168 and 169 of the school year.  
Senior Finals for Math and Science classes will be given on Days 170 and 171 of the school year.

\*Dates may be subject to change due to schedule conflicts and weather make-up days.

## **LIBRARY GUIDELINES**

The Mount Union Area High School Library seeks to ensure that students and staff are effective users of ideas and information; books, periodicals, audiovisual material, and technology combine to promote the lifelong habit of reading and learning.

Hours: Monday through Friday - 7:50 AM to 2:30 PM

Fines: \$.10 per day for books and periodicals; \$.50 per day for reference, videos, CDs.

Conduct of Students: All students are expected to be courteous, polite, and talk in a lower level of voice to others. Sometimes it is necessary to talk to get research done. The librarian knows this and understands.

Passes: All students MUST have a pass to enter the library. Once students enter, they should leave the pass on the designated desk area and sign the Sign-In sheet along with the time that they enter. Upon leaving the library, all students should place the time they leave the library on the Sign-In sheet and MUST have their passes/planner signed by the Librarian, Library Media Clerk, or one of the aides at the desk.

Group Requests: Teachers planning to use the library for class groups are more than welcome. Any teacher who wants to use the library should see the Librarian several days in advance. If a teacher wants books ordered for his/her project, he/she will need to see the Librarian two to three weeks in advance. Requests will be honored on a First-Come First-Serve Basis. Teachers bringing class groups will remain in the library with their groups. Both the librarian and the teacher will supervise the students. In case of teacher illness or personal absence, all substitutes must check with the Librarian to make certain of teacher's schedule for Library Use.

Reserve: Any student may reserve materials. Simply see the librarian.

Fullness of Library: If at any time the library becomes too full, some students may be asked to leave and come back at another time.

Computer Usage: All students are welcome to use the computers within the library. If there are more students who want to use the computers than there are computers, a time segment will be set up for all students. Students who are using the computers for research will be given time first. All others will be second. Students who do not need the computers for research may or may not get time given to them.

Fines:

Students are responsible for returning books on time. A fine will be charged for each school day that the book is overdue. If you lose a library book, you will be asked to pay the library the cost of replacing it. If the book is several years old, we will discount a certain amount of the cost, to compensate for the book's having some age to it; and you will pay less than it will cost to replace it. In no case will the price you pay be less than half of what it will cost to buy another copy. All fines and payment for lost or damaged books must be cleared before each distribution of report cards in order to receive a progress report.

As a special service, the library sends the student a reminder when a book becomes overdue, depending on the homeroom teacher to forward that reminder to the student. Occasionally a teacher may forget to give a student the library notice. Regardless of whether or not the student receives the library's notice, it is the student's responsibility to refer to the date due slip to know when his/her book is due and to return it to the library on time.

### **BEING EXCUSED FROM TAKING PHYSICAL EDUCATION CLASSES**

The physical education teachers are authorized to excuse a student from taking gym twice during the school year if the student brings a note from the parents requesting that the student be excused from gym class for health reasons. If a student brings in a note from the parents requesting the student be excused for a third time during the year, that student will be referred to the office for administrative review. Usually, at that point, the administrator will contact the parents and inquire about the details surrounding the excuses and ask for a doctor's note to cover such requests in the future.

If the parents have a particular problem with this policy, such as a delay in scheduling a doctor's appointment, they should contact the administrator to explain the situation. If a student has a chronic health problem that interferes with his taking gym, a doctor's note should be secured explaining the problem and the duration of time the student should be excused from physical education classes. That note should be presented to the administrator, and a copy will be given to the physical education instructor.

### **DRESSING OUT FOR PHYSICAL EDUCATION CLASSES**

Students are required to "dress out" when taking physical education classes. The specifics for dressing out will be explained to the students by the teachers at the beginning of the school year, and a written sheet containing these specifics and the teacher's requirements for showering will be given to the students to take home to parents

### **EXTRA-CURRICULAR ACTIVITIES/ATHLETICS**

Participation in extra-curricular activities, band, cheerleading, and athletics is a privilege awarded to students who are in good academic standing, have no disciplinary obligation in the form of detention or OSS, and who meet weekly attendance requirements. Eligibility to participate based on this criterion is determined on a weekly basis. Additionally, the Mount Union Area School District follows strict PIAA guidelines regarding eligibility for athletic participation.

#### For Students:

1. Ask your teacher politely ahead of time if you will be permitted to attend your club's scheduled monthly meeting and be responsible for any assignments.
2. Report to class for attendance and assignments prior to club meetings.
3. Make up any work missed (while attending a meeting) the next day.
4. Allow your advisor to request your presence if needed for special projects, etc.
5. Do not ask Art Department for materials for club projects.
6. Student must maintain a passing grade in the classes from which they wish to be excused.

### **DANCES AND FIELD TRIPS/ACTIVITIES**

Administrators reserve the right based on school performance and discipline to allow attendance to any form of school sponsored dances, fieldtrips, and activities.

Students must be in good standing to attend school sponsored dances, fieldtrips, and activities. Good standing means:

1. No detention owed
2. No OSS one month prior to the event.
3. Student is not at a level of discipline higher than Level II.

**SCHOOL SPONSERED DANCES** - may only be attended by current Mount Union Area Junior and Senior High School students in grades 6-12. No outside guests may attend.



**JUNIOR/SENIOR PROM** - 11th and 12th graders can attend the prom. **Freshman and sophomores may attend the prom if invited by a junior or senior.** Sixth, seventh, or eighth grade students are not permitted under any circumstances to attend the junior/senior high prom. Outside guests must be 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> graders or under the age of 21 on the day of prom. Guests must be preregistered at the office to ensure proper requirements are met.

**FIELDTRIPS & ACTIVITIES** - If a student is not permitted to participate in a fieldtrip or activity due to disciplinary reasons, they will not receive a refund of their expenses paid.

### **PHILOSOPHY OF ATHLETIC PROGRAMS**

The primary purpose of the athletic program in the Mount Union Area School District is to promote the physical, social, emotional, and moral well-being of the participants. Coaches and their assistants are held responsible for developing an acceptable program of athletics for Mount Union Area Junior/Senior High School. The success of our athletic teams is due to the efforts of the coaches, administration, and student participation. Our teams stress sportsmanship, citizenship, and building the strong American way of life.

### **PIAA**

The Mount Union Area Junior/Senior High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribes to the philosophy and intent of its by-laws. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum and seasonal rules will be followed. Each coach is responsible for knowing the rules, informing team members and parents of the rules and for enforcing the rules.

Interscholastic athletics sponsored at Mount Union Area Junior and Senior High School include:

#### **FALL**

Boys' Cross Country  
Girls' Cross Country  
Varsity Football  
Junior Varsity Football  
Junior High Football  
Senior High Girls' Volleyball  
Junior High Girls' Volleyball

#### **WINTER**

Boys' Varsity Basketball  
Boys' Junior Varsity Basketball  
Boys' Junior High Basketball  
Girls' Varsity Basketball  
Girls' Junior Varsity Basketball  
Girls' Junior High Basketball  
Varsity Wrestling  
Junior Varsity Wrestling  
Junior High Wrestling  
Bocce Ball (Non-PIAA Sport)

#### **SPRING**

Varsity Baseball  
Girls' Varsity Softball  
Girls' JV Softball  
Junior High Girls' Softball  
Boys' Track and Field  
Girls' Track and Field

### **PARENT/GUARDIAN/SPECTATOR SPORTSMANSHIP POLICY**

If any fan is removed from any sporting event, that fan will be suspended from the next athletic event. If that fan is removed for a second time, they will lose their privileges for all athletic events for the remainder of the year.

### **STUDENT SPORTSMANSHIP POLICY**

Student behavior and/or misconduct during a school athletic event, whether at home or away, will be dealt with according to the discipline policy in the handbook.

### **ATHLETIC AWARDS**

- I. Student managers:
  1. For one year shall receive a certificate.
  2. For two years shall receive a managerial letter.
  3. Only one year of credit can be earned during any school year.
- II. Student athletes:
  - a. Baseball: to be awarded the varsity letter in baseball a player must:
    - i. Participate in half the games in a season, or
    - ii. As a pitcher win one game and be recommended by the coach. In the case of a relief pitcher, he must have three saves and

- iii. Finish the season in good standing with the team, coach, and school.
- b. Girls' Softball: to be awarded the varsity letter in softball, a player must:
  - i. Participate in at least one-half of the total number of innings for the season, and
  - ii. Finish the season in good standing with the team, coach, and school.

Note: (Baseball and Softball: Any player, senior or otherwise, who quits the team for no valid reason or is dismissed by the coach shall not receive the letter regardless of whether he or she satisfies the requirements.)

- c. Wrestling: to be awarded the varsity letter in wrestling a wrestler must:
  - i. Win 5 varsity matches or score 22 team points, or,
  - ii. Win 4 varsity matches.
  - iii. Finish the season in good standing with the coaching staff and school administration.
    - 1. A wrestler who wrestles the majority of varsity matches without satisfying the requirements of earning a varsity letter and finishes the season in good standing with the coaches and school administration shall be awarded the varsity certificate.
    - 2. A wrestler who wins 5 junior varsity matches or scores 22 junior varsity team points and finishes the season in good standing with the coaches and school administration shall be awarded the junior varsity certificate.
- d. Football: to be awarded the varsity letter in football a player must:
  - i. Participate in one-half of the quarters for that year (for one quarter's credit, a player must participate in at least one-half of the total number of plays for that quarter) or
  - ii. Participate on a specialty team in one-half of the specialty plays for the year and
  - iii. Finish the season in good standing with the coaching staff and school administration.

Any player who cannot participate because of an athletic injury after the season begins MAY BE awarded the letter at the discretion of the head coach, regardless of whether the letter requirements are met.

- 1. Any senior player who has participated for more than one year in the varsity program but did not meet the requirements for a varsity letter will be awarded the varsity certificate.
- 2. Any player who participates in one-half the quarters of the junior varsity games in a year will be awarded the junior varsity certificate. The same requirements and exceptions will be followed for junior varsity certificates as for the varsity letter.
- e. Track/Cross County: to be awarded the varsity letter in track a team member must:
  - i. Score 20 points throughout the season, including invitationals and district competition, and
  - ii. Finish the season in good standing with the coaching staff and school administration.
    - 1. Any senior who does not qualify for a letter will receive a varsity certificate only.
- f. Basketball (Boys' and Girls'): to be awarded the varsity letter in basketball a player must:
  - i. Participate in at least 50 percent of the quarters in the season and
  - ii. Finish the season in good standing with the coaching staff and school administration
    - 1. Any player who does not meet the requirements for a letter and who plays in at least one-third of the quarters in the season will be awarded the varsity certificate only.
    - 2. Junior varsity certificates will be awarded to any player who participates in 50 percent of the quarters in the season.
- g. Volleyball: to be awarded the varsity letter in volleyball a player must:
  - i. Participate in at least 50 percent of the games played during the year, and
  - ii. Finish the season in good standing with the coaching staff and school administration
    - 1. Any player who does not meet the requirements for a letter and who plays in at least one-third of the quarters in the season will be awarded the varsity certificate only.
    - 2. Junior varsity certificates will be awarded to any player who participates in 50 percent of the quarters in the season.
- h. Cheerleading: to be awarded a varsity letter a girl must be in good standing and cheer two seasons (fall and winter).

## ELIGIBILITY REQUIREMENTS FOR ALL EXTRA-CURRICULAR ACTIVITIES AND SPORTS

### ACADEMIC

Academic eligibility for extra-curricular and athletic activities is based on the premise that academic performance is the keystone of the curriculum and the standard upon which participation is measured.

- Eligibility for all MUASD and Charter/Cyber School students will be cumulative from the beginning of a grading period and will be reported on a weekly basis every Friday at 11 AM.

### ATTENDANCE

A student must be in school by 9:30 AM to participate in an athletic contest/practice that day. An exception will be made if the student has an approved appointment; in which case, the student must present a signed statement regarding the absence one day in advance.

If a student is absent from school during a semester for a total of 20 or more school days, the student will lose his/her eligibility until he/she has been in attendance for a total of 60 school days following the 20<sup>th</sup> day of absence. Summer school attendance does NOT count.

Note: Ineligible student athletes will not be permitted to leave with the team if there is an early dismissal for games.

123. INTERSCHOLASTIC ATHLETICS	
1.Purpose SC 511	The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.
2.Definition	For purposes of this policy, the program of <b>interscholastic athletics</b> shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.
3.Authority Title 22 Sec. 5.217	<p>It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.<a href="#">[1]</a><a href="#">[2]</a><a href="#">[3]</a><a href="#">[4]</a></p> <p>The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.<a href="#">[5]</a></p> <p>The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be covered by the maximum Student Accident Insurance available, or its equivalent, be in good physical condition, be free of injury and shall have fully recovered from illness, as determined by a physician, before participating in any interscholastic athletic event.<a href="#">[5]</a></p> <p>The Board further adopts the following eligibility standards as listed below to be equal to or better than the eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), and shall require the Athletic Director to review such standards annually to ascertain that they continue to be in conformity with the objectives of this district:</p> <p>All students in grades 9 through 12 must be passing five (5) subjects at all times and two (2) of those subjects must be core courses (math, English, science and social studies). In the event that a student, most likely a senior, is enrolled in three (3) or fewer core subject areas, s/he will be required to be passing at least one (1) core</p>

<p>4.Delegation of Responsibility</p>	<p>subject area to be eligible for athletic activities. Any student that does not meet these requirements will not be eligible to participate until s/he meets the grade requirement to be successfully passing the course or courses as stated.</p> <p>All students in grades 7 through 8 must maintain a passing grade in four (4) full credit classes with two (2) of those classes being core subject areas. This change differs from grades 9 through 12 because of block scheduling. Junior High students currently take only six (6) credits per semester.</p> <p>The Board directs that no student may participate in interscholastic athletics who has not:<a href="#">[5]</a></p> <ol style="list-style-type: none"> <li>1. Met the requirements for academic eligibility.</li> <li>2. Attended school regularly.<a href="#">[6]</a></li> <li>3. Returned all school athletic equipment previously used.</li> </ol> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:<a href="#">[7]</a></p> <ol style="list-style-type: none"> <li>1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> </ol> <p>The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events. S/He shall inform the Board of changes in that schedule as they occur.</p> <p>The Superintendent and Athletic Director shall prepare rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with the rules of the State Board of Education and the P.I.A.A.</p> <p>The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.</p> <p>The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.<a href="#">[8]</a><a href="#">[9]</a></p>
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## DISTRICT WELLNESS POLICY

The Child Nutrition and WIC Reauthorization Act (Public Law 108-265) required all school districts in the state of Pennsylvania that participate in the National School Lunch and Breakfast Program to develop and implement a local Wellness Policy by July 1, 2006. The following goals and objectives were established by Public Law 108-265 and have been included in the Mount Union Area School District's Wellness Policy:

- ◆Goals for physical activity, nutrition education, and other school-based activities that are designed to promote student wellness.
- ◆Nutrition guidelines for all foods available on the school grounds during the school day with the objectives of promoting student health and reducing childhood obesity.
- ◆Assurances that any guidelines established for reimbursable meals at the local level will not be less restrictive than current federal regulations for meals served through the School Nutrition Programs.
- ◆A plan for measuring the implementation of the Wellness Policy.
- ◆A designee(s) at each school who is responsible for ensuring that the school meets the expectations of the Wellness Policy.
- ◆A Wellness Committee comprised of parents, students, and representatives of the school food authority, the school board, school administrators, and the public to develop the Wellness Policy.

## MEDICATION GUIDELINES

The Mount Union Area School District recognizes that parents have primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

All students who need to take medication during school hours will need to have a form completed by their doctor and signed by a parent. This form must be given to the school nurse when medication is brought to school. Parents should confer with the child's doctor to arrange medication time intervals to avoid school hours whenever possible. When medication MUST be given during school hours, the following procedures MUST be followed.

### FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

1. The doctor must complete the medication form.
2. The parent/guardian must sign the consent form for medication.
3. Any medication to be given during school hours must be delivered directly to the school nurse, building principal, head teacher, or school secretary by the parent/guardian or designee. The medication must be brought to school in the original prescription bottle and properly labeled. The consent form for medication should be signed at this time. This form is included on the medication form.
4. A drug log will be kept for any child receiving medicine during school hours.
5. In the absence of the school nurse, medications will only be given by a licensed professional.
6. Medication will be kept in a locked cupboard in the Nurse's Office or the Main Office if proper storage is available. (Locked file cabinet or locked cabinet.)
7. In the event that a student would need medication while off campus during regular school hours (i.e. Field trip), and the student is capable of self-administering their medication, a parent/guardian or designee may give the medication (single dose) **directly** to the chaperone along with the completed Field Trip Medication Form.
8. Students cannot carry medication. (**Exceptions:** Students with asthma may carry inhalers as prescribed by a doctor. Students with severe allergic reactions may carry EpiPens as prescribed by a doctor. In both cases the student must demonstrate competency and responsibility to the school nurse. If medication is used in any manner other than the prescribed orders, the privilege to carry the medication can be revoked.)

## HEALTH SERVICES

A full-time nurse is employed at the Mount Union Jr./Sr. High School. She assists the school physician and dentist in medical and dental examinations. Dental examinations are given to children in kindergarten, third, and seventh grades. Medical examinations are given to children in kindergarten, sixth, and eleventh grades. Appointments are made in advance for these examinations, and parents are invited to be present. Physical or dental defects discovered or suspected during these exams are reported on a written statement, which is sent home with the child. The school nurse may also contact the parent by phone or in person.

All school children in grades K through 12 are weighed and measured at least once each year. A letter with each child's height, weight and BMI will be sent home each year to the parent. These same children have their vision tested each year. Hearing tests are given in grades K through three and grades seven and eleven. Students who failed the test the previous year are also tested. The school nurse will send a note home with any student who fails these tests. Scoliosis screening is done in grades six and seven. These are done to detect curvatures of the spine.

The school attempts to provide an environment in which the child will be safe from accidents. If illness or a minor accident occurs, the school nurse will administer first aid. If the accident is of a type requiring more than first aid, the parents will be notified, and the child taken home or to a doctor.

A student showing signs of unusual skin eruptions, swelling about the neck, severe cough, or sore throat, fever, vomiting, or redness of the eyes, should not be sent to school. The family physician should be consulted if the parent is in doubt about the child's health.

### **SCHOOL NURSE**

Students requiring the services of the school nurse may report to the Health Suite located at the Pine Street entrance. In each case, class teachers will issue a hall pass to the pupil. In each case, a student must have a pass from a classroom teacher in order to see the nurse. Students are not permitted to go to the nurse during class changes. The school nurse determines whether a student should remain at school or go home due to illness. If a student calls home without permission from the school nurse for a parent to pick them up due to illness, the student absence will be marked as unexcused. In the event the nurse is not in the office, the student should report to the Junior/Senior High office to report an illness. Parents are required to submit a signed excuse for the absence, even if the student is sent home by the nurse or an administrator.

### **GUIDANCE SERVICES**

Guidance counselors play an important role in the education process. They work with students in groups as well as individually to help them gain a better understanding of their abilities and interests for planning their education programs and careers.

Your guidance counselor is trained to assist you with academic and personal questions and problems which may arise during your school career. Sessions with your guidance counselor are confidential and your records are protected from access by unauthorized persons. Guidance counselors are your best resource for career information and general information about the courses, subjects, and activities available at the school. They work closely with teachers, parents, and administrators. You are encouraged to see your guidance counselor for basic information about curriculum and careers in addition to assistance with other problems.

At the Jr. High School level, students may be assisted with career exploratory information, types of courses and curriculum that are available at the high school and Vo-tech, study skills, making new friends, activity participation, coping with many different subjects and teachers, and personal and family problems.

At the High School level, guidance counselor services are like those provide at the Jr. High except that there is more emphasis on individual counseling since most pupils are thinking more seriously about jobs, careers, and additional education as well as personal and academic problems. A record of credits earned by satisfactorily completing required and elective courses beginning in the ninth grade is maintained and updated annually as part of a student's academic record.

### **STUDENT EMPLOYMENT CERTIFICATE**

Students who work or plan to work prior to graduation from high school must obtain an employment certificate. The Department of Education in Harrisburg requires all school districts to have a record of students who hold jobs. Students wishing such an employment certificate must first obtain a Promise of Employment application blank. These forms may be picked up in the Guidance Office. The procedure in securing an employment certificate is as follows:

- Once a student has promise of a job, the student should report to the Senior High Office with a parent and a birth certificate. An application for an employment certificate will be issued at this time.

## ACCESS TO RECRUITING INFORMATION

All local educational agencies (MUAHS) by law must provide to military recruiters upon request the same access to secondary school student directory information as is generally provided to post secondary educational institutions and prospective employers of those students. This information is provided annually by (MUAHS) to military recruiters.

**It is a parent's or student's right to request that this information not be disclosed without prior written consent.** The type of information disclosed is generally not considered harmful or an invasion and includes such items as names, addresses, and telephone numbers.

Because this information is generally released with the first month of a new school year, a parent or student should submit his or her **written request** for exclusion no later than September 5<sup>th</sup> of each school year stating exactly who should not have access to the requested information. Requests for exclusion should be directed to the Senior High Guidance Office. Additional information at the high school can be obtained by calling 814-542-2518.

## STUDENT ASSISTANCE PROGRAM (SAP)

The Pennsylvania Department of Education mandates the establishment and operation of a Student Assistance Program (SAP) in Pennsylvania's public schools. Mount Union Area Jr./Sr. High School's current SAP team is made up of teachers, guidance counselors, and building administrators. The job of the specially trained members of the SAP team is to help students who are having difficulty in school related to substance abuse and/or mental health issues. The SAP team gathers data for the assessment of students' needs and, and when necessary, refers them for professional help.

SAP is...

- an identification program
- an intervention program
- a referral program

SAP is not...

- a counseling program
- a treatment program
- a disciplinary program

Referrals to SAP may be made by school personnel, parents/guardians, and students. Anyone wishing to make a SAP referral may complete the referral form which can be found in the guidance office.

## ACCEPTABLE USE OF MUASD NETWORK FACILITIES AND SERVICES

This Policy is a brief guide to the acceptable use of MUASD network facilities and services (Services). Any individual connected to the MUASD network in order to use it directly, or to connect to any other network(s), must comply with this policy and the stated purposes and Acceptable Use policies of any other network(s) or host(s) used. For the full MUASD Acceptable use Policy please reference ACCEPTABLE USE OF COMPUTERS AND NETWORK SERVICES Policy No. 815. ~ All students must have a signed usage policy form on file with the district. Those parents who do not want their children to heed this policy must send a letter to the district stating the fact.

The following guidelines will be applied to determine whether or not a particular use of the Services is appropriate:

1. Users must respect the privacy of others. Users shall not intentionally seek information on, or represent themselves as, another user unless explicitly authorized to do so by that user. Nor shall Users obtain copies of, or modify files, other data, or passwords belonging to others.
2. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.
3. Users must respect the integrity of other public or private computing and network systems. Users shall not intentionally develop or use programs that harass other users or infiltrate any other computer, computing system or network and/or damage or alter the software components or file systems of a computer, computing system or network.

4. Use should be consistent with guiding ethical statements and accepted community standards. Use of the Services for malicious, fraudulent, or misrepresentative purposes is not acceptable.
5. The Services may not be used in ways that violate applicable laws or regulations.
6. The Services may not be used in a manner that precludes or significantly hampers network access by others. Nor may the Services be used in a manner that significantly impairs access to other networks connected to the MUASD network.
7. Connections that create routing patterns that are inconsistent with the effective and shared use of the Services may not be established.
8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
9. Repeated, unsolicited and/or unwanted communication of an intrusive nature is strictly prohibited. Continuing to send e-mail messages or other communications to an individual or organization after being asked to stop is not acceptable.
10. By logging on, you agree to hold MUASD harmless for any damages that may result from access to the Internet or inappropriate usage.

### TELEPHONE CALLS

Students will be permitted to use the office phone during the day to call parents if necessary. School personnel will authorize these calls.

### VISITORS

Mount Union Area Junior and Senior High Schools welcome the opportunity of serving as host to those who have a sincere interest in our educational system. **Those who wish to make such a visit will report to the office to secure official permission for such a visit.** Staff members (except for emergencies) can be seen only during their preparation periods; therefore, it will be necessary to make appointments through the office.

### ANNOUNCEMENTS

All announcements must be submitted to the senior high office on forms provided one day prior to the time such announcements are to be made. All announcements must be approved by the administration.

### HALL/WEEKLY PASSES

Students are not permitted to be out of their assigned classroom without an authorized pass. Students are always required to carry their student pass with them. If a student does not have their pass, he/she will not be permitted to leave the classroom. All students are to report directly to their assigned classes. Those students who have a valid pass are to report first to their assigned class and then be excused from class by their classroom teachers. Only under extreme emergency of sickness or accident will a student not report directly to an assigned classroom.

**\*Students out of assigned area without a signed pass will serve a 2-hour detention.**

### TEXTBOOKS AND SUPPLIES

Textbooks are furnished to all students without cost. The classroom teacher orders the number of copies needed, issues them to the student, and accounts for their return.

Students are charged with the responsibility of the care of textbooks they use. The school expects the books to show reasonable wear but not careless usage. A student is asked to pay for lost books and for damage to books issued to him/her. Teachers have the responsibility of examining books and referring cases of negligence to the office.

Failure to pay for lost books will necessitate the withholding of report card and diploma until the account is paid.

The purchase of all materials utilized in constructing individual student projects in advanced shop areas, etc. is the responsibility of the student. No credit is available for materials used in individual projects.



## **Care of Books, Technology, and School Property**

Textbooks, technology, and school supplies are furnished to students at district expense. When issued to a student, the student is responsible for returning the same in kind at the end of the school year. If not returned, the student will be charged for the replacement cost. Please note the district does not accept personal checks for repayment of any debt owed. Please provide your payment in the form of cash or money order to the appropriate building secretary.

### **Equipment Repair/Replacement Costs**

- iPad Screen Replacement: \$50.00
- iPad Charger: \$40.00
- Lost Laptop Charger: \$35.00
- Keyboard replacement for laptops: \$25.00
- Damage to all student laptops including but not limited to broken screens: \$75.00
- Total device replacement in the event of loss, water submersion, theft, etc.: \$500.00

## **BACKPACKS**

Students are permitted to carry backpacks and purses to and from school. However, these items must be stored in student lockers throughout the school day. Students may utilize their lockers throughout the school day or during designated locker breaks.

## **SPORTING EQUIPMENT**

Sports equipment cannot be carried through the halls during the school day. Students may store equipment in their lockers (or gym lockers), with coaches, or in a teacher's room if given prior permission.

## **FOOD AND DRINKS**

Except for water, there is **NO** open food or drink, except bottled water, permitted in the hallways before school, after school, or between classes. All food and drinks will be consumed in the cafeteria at scheduled lunch times. Food and drink at all other times will be confiscated and discarded. A lunch is provided in the cafeteria, or a student may bring a packed lunch in at the beginning of the day. If parents bring in a bagged lunch for a student in an extra-curricular activity after school that day, please remember that bagged lunch will remain in the office until the student is dismissed for that activity.

## **CAFETERIA CONDUCT**

Students are expected to conduct themselves in the school cafeteria in the same polite manner as would be required in everyday society. Unmannerly, rude, or loud behavior cannot be accepted in the cafeteria and has no place in any part of the school. It is the responsibility of each student to do everything in his/her power to maintain a pleasant atmosphere and to keep the cafeteria clean and neat. If we follow these simple rules, we can make our cafeteria one we will enjoy and one of which we can be proud.

1. Do not run, push or shove. This not only displays poor citizenship but also is an important safety factor. Stand in line and wait your turn.
2. Please plan to have the right amount of change ready when you go into the cafeteria.
3. Go directly to a table, sit down, and eat your lunch. Exhibit good table manners.
4. When you have finished lunch, you may take your tray to the dishwashing area and deposit your bottles, papers, knives, forks, dishes, and trays in their proper places.
5. Be sure the table at which you sit to eat is completely clean and ready for the next lunch shift.
6. You may not leave the cafeteria unless given permission by teachers in charge.
7. Washroom facilities are provided for your convenience.

Students who violate the code of conduct may be subjected to the following: a warning, detention(s), an assigned seat, assigned to eat in the library.

### **MONEY AND VALUABLES**

The school discourages the carrying of large sums of money or valuables. The school will not be responsible for the loss of valuables or large sums of money that students bring to school. All students are encouraged to purchase a combination or key padlock for their lockers.

### **FIRE REGULATIONS**

A fire drill may be called at any time. Fire drills are very important, for the lives of many students may depend on their success. When the fire alarm sounds, it is a signal for the pupils to line up and walk quickly and quietly to the exit that has been indicated for the particular room in which the pupils are located. Information concerning assigned fire exits for all rooms is posted in every room. The auditorium, cafeteria, and gymnasium have their own plainly marked exits. The first student to reach any outside door will open the door and hold it open until the last person has left by that door. Then the door should be closed. All windows and doors should be closed. Teachers and students will move to the area assigned well away from the building and remain orderly. The teacher will take his/her class roster with him/her and take attendance when everyone is out of the building. Administrators will notify students when it is safe to re-enter the building. Students should enter the building in an orderly manner.

### **DELAYED OPENING POLICY**

From time to time, the Mount Union Area School District announces delays in reporting times for students because of emergency conditions. Such things as high water, icy roads, etc., could easily jeopardize the health and safety of our students as well as school district personnel reporting to school. The superintendent, after consultation with proper authorities, will make decisions as to whether schools will open promptly or operate with a delayed opening schedule. If a pre-school emergency is determined, bus operators will be given prompt notice that a delayed schedule is in effect. **THE SCHOOL DISTRICT WILL USE THE ONE CALL NOW SYSTEM IN ORDER TO NOTIFY PARENTS OF ANY DELAYS OR EARLY DISMISSALS. THE FOLLOWING RADIO STATIONS WILL ALSO BE NOTIFIED IF A DELAY TAKES PLACE: WMRF, FROGGY, WKVA, WFGY. THE FOLLOWING TELEVISION STATIONS WILL ALSO BE NOTIFIED IF A DELAY TAKES PLACE: WPSX, WJAC TV 6, WTAJ TV 10. IN SUCH CASES, PARENTS ARE ASKED NOT TO CALL THE ADMINISTRATIVE OFFICES.**

### **BUS AREAS, EARLY ARRIVALS, AND DISMISSAL PROCEDURES**

Students in grades 6-12 that arrive on buses will unload at the community entrance on North Shaver Street. All junior high students will enter the building at the at the Junior High entrance. All Senior High students, except student drivers, should enter via the community entrance on North Shaver Street. Student drivers should park in the student lot adjacent to the track/baseball field through the Senior High entrance. Once the 7:45 a.m. bell rings, all students are free to report to their lockers and their first period class.

At dismissal time, all bus students will be dismissed by PA announcements in order to go to their lockers and directly to their bus areas using the same entrance used in the morning. Senior High students may exit using the Community Entrance doors or the doors by the Health Suite. PA dismisses walkers and student drivers after bus students. Any student caught leaving their seventh period class before their scheduled time will be subject to disciplinary action.

### **SCHOOL BUS RULES AND STUDENT CONDUCT**

The bus driver is in direct charge of the bus and students at all times.

The bus driver will:

- a. Stop at regular stops only.
- b. Have control over the conduct of students.
- c. Assign seats to all students.
- d. Make written reports of student misbehavior and misconduct to the building administrators.

The students will:

- Enter the bus quietly and orderly, be seated quickly, and remain seated until it is time to leave the bus.
- Not distract the driver with noise. Normal talking is permitted, but students may not yell, whistle, sing, or engage in horseplay.
- Not throw trash in the bus or at bus stops.
- Not tamper with the bus or its equipment.
- Not stick their arms or heads out of the windows.
- Not get off the bus at a stop that they regularly do not use unless they have written permission from an administrator.
- Not use profanity or vulgarity
- Not carry or use tobacco products including vapes
- Not bring beverages in bottles or open containers, except for water

Students who fail to follow bus rules or the student discipline code risk being denied bus transportation. Misconduct on a school bus can place the lives and safety of other people in jeopardy and is treated very seriously by school authorities.

Disciplinary offenses that are determined to be severe (fighting, cursing, bullying, harassing, obscene gestures, throwing objects, vandalism -student must pay for damages, smoking, possession of drugs, and failure to properly identify self) by the school district administration will lead to immediate loss of bus-riding privileges.

Additional infractions may result in the loss of transportation privileges. District administration reserves the right to suspend bus privileges deemed severe in nature that do not follow in the progression of discipline defined below.

An incident on a bus deemed severe may also result in a student being suspended from school. For less than severe offenses, the following consequences will result from violations of the rules:

1<sup>st</sup> Offense: Report infraction, issue a warning and conference with student

2<sup>nd</sup> Offense: Report infraction and conference with the student. Student receives Detention for a duration in accordance with handbook punishable offenses

3<sup>rd</sup> Offense: Report infraction and conference with the student. The student receives a 3-day suspension from the bus.

4<sup>th</sup> Offense: Report infraction and conference with the student. The student receives a 5-day suspension from the bus.

5<sup>th</sup> Offense: Student forfeits their privilege to utilize school issued transportation

Parents will not approach the bus or the driver under any circumstances under penalty of the law. Any parent complaint must be directly made with the transportation coordinator by telephoning 814-542-8631.

## STUDENT DRIVING REGULATIONS

Because the school district provides transportation for students who qualify, driving personal vehicles to school is discouraged. Because special circumstances may justify a student driving to school, the school principal may permit a limited number of students to drive to school and park on school property.

To seek permission to drive to school, parents must complete a Request for Student Driving Privilege. Permission to drive to school will be approved according to the following criteria:

1. The reasons for driving, with preference given to those students who work immediately after school or who participate extensively in after-school activities. SPECIAL NOTE: **Unless withdrawn for disciplinary actions or poor school attendance**, driving privileges will remain in effect as long as the originally stated reasons remain valid. For example, privileges granted for work will continue as long as the student remains employed. In the case of after-school activities, privileges will be applied only for the duration of the activity (e.g. football season, etc.).
2. The student's grade level in school. Because of the limited parking area, seniors are considered first, and then juniors, until all parking spaces are filled.
3. Consideration of the student's record of behavior.

If permission to drive a vehicle to school is approved:

1. **A \$5.00 fee will be charged for a vehicle identification tag, (\$5.00/vehicle) which must be visibly displayed on the vehicle.** If more than one car will be driven to school throughout the school year, each different vehicle must be registered on the application. Additional vehicle information may be added throughout the school year if necessary.
2. Students may not park on the street near the school during school hours or during activities held at times other than regular school hours.
3. Student drivers must **enter and exit** the school property in accordance with school regulations.
4. Students are **not permitted** to go to their vehicles during the school day without permission from the office.
5. Students are requested to lock their vehicles. The district will not be responsible for losses incurred due to vandalism, accidents, stealing or for any other reason. Students who park on school property do so at their own risk.
6. **STUDENT DRIVERS MUST YIELD THE RIGHT OF-WAY TO PEDESTRIANS AND SCHOOL VEHICLES.**
7. All drivers are expected to adhere to speed limits on and around school property and safe driving standards. Citizen arrests may be filed against student drivers who do not comply with driving regulations.
8. School officials have the right to search cars parked on school property if there is reasonable suspicion that the vehicle contains contraband or any materials in violation of law and school policy. No search warrant is necessary.
9. Habitual tardiness will result in the suspension of driving privileges.
10. Driving to Career and Tech. Center without permission will result in the suspension of driving privileges.
11. Recommended arrival time is 7:45 AM unless the student is scheduled for an activity starting before 7:45 AM.
12. Failure to identify a vehicle with the appropriate parking pass will result in disciplinary action.
13. Students who drive off school property during the school day without permission will have their driving privileges suspended.

### **SCHOOL NEWSPAPERS AND PUBLICATIONS**

Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Courts have ruled that school authorities may prohibit the distribution or dissemination of student-originated material on school grounds only when such material would materially and substantially interrupt the educational process or intrude upon the rights of others.

### **FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. A student may decline to participate in the flag salute but must remain respectfully silent so that others may participate.

### **ADMINISTRATIVE DISCIPLINE GUIDELINES**

#### **Code of Conduct**

For any school district to function properly, reasonable, and necessary rules governing student conduct must be designed and enforced. Every student that is in non-compliance with the following rules will be disciplined based on knowledge of the current problem and previous disciplinary actions with the individual involved. Every situation is different, and after hearing all the facts involved, a decision will be made.

The school administration retains the right to assign such discipline for infractions, which are not specifically listed within this statement. Students will be disciplined taking into consideration the past disciplinary record of the student and any other extenuating circumstances.

I. Any other offenses not specifically designated will be dealt with by the administration promptly and fairly in order to guarantee the rights, safety, and general welfare of the student body. The administrative action taken will immediately set a precedent.

II. A record of all offenses will be kept in the office.

III. This policy requires the establishment of a detention system:

- a. Parents will be notified that the student will be detained, and parents will need to provide transportation.
- b. Detention will begin after proper parental notification.

- c. There should be supervision by the administration of procedures and disciplines applied in the detention hall. The student being detained should spend this time in supervised study.
- d. Detention time will be made up on successive days with no exception other than for medical excuses or emergency situations.

## **OUT-OF-SCHOOL SUSPENSION**

The following behaviors will result in OSS (5 – 10 days):

- |   |  |
|---|--|
| -Harassment/Bullying                                      | -Fire alarm  |
| -Obscene gestures   | -Bomb Threat   |
| -Fighting   | -Possession/Use/Sale of alcoholic beverages                        |
| -Theft  | -Possession/Use/Sale of illegal drugs/controlled substances        |
| -Possession/Use of Tobacco Products                       | -Possession/Use of a deadly weapon                                 |
| -Extortion  | -Possession of matches or a lighter                                |
| -Gambling   | -Disorderly behavior/conduct                                       |
| -Gang Activity  | -Possession of drug paraphernalia including marijuana pens/devices |
| -Assault  | -Possession of vaping device, e-cigarette (non-nicotine/nicotine)  |
| -Technology abuse   |  |
| -Vandalism  |  |
| -Fireworks  |  |
| -Inciting a riot  |  |
| -Improper operation of a motor vehicle on school property |  |

## **DUE PROCESS REQUIREMENTS FOR SUSPENSION**

For out-of-school suspensions not exceeding 3 days the minimum procedural requirements are:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardians and the superintendent of the district are notified immediately in writing.

For out-of-school suspensions exceeding 3 days the minimum procedural requirements are:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardians and the superintendent of the district are notified immediately in writing.
3. The parents or guardians and the student are notified in writing of the reasons for the suspension.
4. Sufficient notice of the time and place of the informal hearing must be given.
5. There is a right to question any witnesses present at the hearing.
6. There is a right of the student to speak and produce witnesses on his or her own behalf.
7. The district must offer to hold an informal hearing within the first 5 days of suspension.

In all suspension cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under guidelines set by the district.

## **FOUR LEVELS OF SUSPENSION**

### **LEVEL I: FIRST SUSPENSION**

- 3 – 10 day suspension
- A phone call will be made to the home.

### **LEVEL II: SECOND SUSPENSION**

- 3 – 10 day suspension
- A letter is sent home
- Parents must make an appointment to meet with the principal
- If the parents fail to attend a re-entry meeting, the student will remain in out-of-school suspension for 10 days.
- The student is placed on school probation for 3 weeks.
- The Principal will monitor the student's behavior. A checklist will be filled out by the student's teacher for attendance, preparation, participation and behavior.
- If the student does not meet our expectations, she/he will advance to Level III.

**LEVEL III: THIRD SUSPENSION**

3 – 10 day suspension

A letter is sent home

Parents must make an appointment to meet with the Principal

The student is placed on school probation for 3 weeks.

The Principal will monitor the student's behavior. A checklist will be filled out by the student's teacher for attendance, preparation, participation and behavior.

If the student does not meet our expectations, she/he will advance to Level IV.

**LEVEL IV: FOURTH SUSPENSION**

3 – 10 day suspension

A letter is sent home

Parents must make an appointment to meet with the Principal, Superintendent and the School Board.

Possible placement into Alternative School or expulsion

**DEFINITION OF SCHOOL PROBATION**

Probation means that the student is not permitted to attend any after-school activities, home or away, sponsored by the Mount Union Area School District. If the student does, he/she will be charged with trespassing and fined accordingly. Additionally, probation means that the student's attendance at school, academic effort, academic achievement, behavior, and attitude will be closely monitored; and, if there are problems in any of these areas, additional disciplinary measures will be considered.

**DETENTION HALL (Immediately following the dismissal of walkers – detention will last TWO hours)**

A period has been added to the school day and is referred to as the detention period. The office notifies the student as to when to report to detention, the number of nights assigned, and the reason for the assignment. Parents will be notified by phone or mail when their son or daughter is assigned to detention so transportation arrangements can be made. The safe transportation of students after the detention period is the responsibility of the parent or guardian. After official notification of detention assignment, each student is responsible for his attendance in detention without further notice from the office. A student may be excused from detention only in case of extreme emergency. Please consult the office in regard to particular cases. Any student who is dismissed from detention for disciplinary measures will be assigned additional punishment. Students should report to detention immediately following the evening dismissal of walkers with books and materials to complete during the detention. Arriving to detention without materials could result in additional detentions. Skipping detention will result in an extra night of detention.

**STUDY HALL BEHAVIOR**

Students should report to study halls on time and begin studying/completing schoolwork immediately. If a student has a pass to leave the study hall, it should be presented after attendance is taken. No talking shall be permitted unless authorized by a teacher. Students are encouraged to develop proper study skills and habits.

**CHEWING GUM POLICY**

Individual teachers set their own standards regarding whether students may chew gum in class. The teachers will inform their students about classroom rules, such as whether they may chew gum or not, and the students are expected to follow these rules.

Due to safety reasons, NO gum is permitted in Physical Education classes.

**CLASSROOM CHEATING**

Cheating is the act of obtaining answers or work dishonestly and then falsely taking credit for such accomplishments that are not of one's own efforts. Such acts serve only to discredit one's integrity and one's sense of pride in true accomplishment.

Thus, the entire student body should deplore such acts, and endeavor to resist any temptation in this direction.

Procedures for infractions:

1. Student - teacher conference
2. Possible penalties
  - No credit for assignment.
  - Written warning, a copy of which is placed in the principal and student file.
  - Verbal reprimand
  - Detention
  - Failure for the marking period and/or year depending on severity and occurrences

### **DRESS GUIDELINES**

To create an atmosphere of learning, cleanliness, and safety. Students are to dress in good taste and in a manner that does not disrupt or could disrupt the orderly conduct of the educational process.

The following are guidelines for proper dress:

- Hoods/Hoodies: While hooded sweatshirts are acceptable, the hood may not cover the student's head inside the building. Any obstruction of the student's face, preventing staff from quickly identifying an individual, poses a safety hazard.
- Sunglasses are not to be worn inside the building.
- Halter, tube, string/spaghetti strap, backless, crop tops, cutoff shirts/blouses, transparent or semi-transparent shirts, muscle shirts, basketball/tank top shirts, "A" type undershirts worn as regular clothing or "see through" shirts/blouses are not permitted. Shirts must have some type of sleeve over the shoulder area (cap, short,  $\frac{3}{4}$  length, long).
- Clothing that exposes any portion of a bare midriff/torso or chest area is not permitted.
- Shorts, skirts, and dresses may be worn if they are the same length as the longest fingertip when shoulders, arms, hands, and fingers are in the normal, relaxed hanging position by the sides of the body.
- Shorts and pants will be worn up around the waist (top or hipbones) at all times.
- Clothing will not drag the floor (i.e. pant legs under heels of shoes)
- Any item of clothing (hats, belts, buckles, buttons, pins, shirts, pants, jackets, gloves, shoes, etc.) that displays or advertises drugs, alcohol, tobacco, profanity, sexual, or vulgar connotations is not acceptable.
- Holes in jeans revealing skin are only permitted below fingertip length. If apparel has holes revealing skin above fingertip length, tights/leggings must be worn under the apparel.
- Leggings should not be worn without the buttocks area being covered by a sweater or shirt.
- Clothing is to be worn in such a way that underwear is not exposed.
- Long coats, baggy jackets, and/or other outdoor wear to classes are not permitted. Students are not allowed to wear winter coats in classrooms and throughout the halls. Hoodies and light windbreakers are allowed but are not allowed in the science labs for safety.
- No apparel or appearance of any kind will be permitted which may be deemed hazardous, or which has the purpose or effect of creating an intimidating, hostile, offensive or disruptive learning environment. (i.e. torn clothing, rings, bracelets, spikes, chains, dog collars, etc.)
- Shoes must be worn at all times. Only rubber soled shoes are to be worn on the gym floor. Metal cleats are not permitted on floors because of damage to the floors.
- Head coverings (hats, bandanas, hoods, etc.) are not to be worn inside the building.
- The leadership/administration reserve the right to prohibit the wearing or use of any item that is unsafe, hazardous, disruptive, and/or not following the dress code.

### **MECHANICAL/ELECTRONIC DEVICES/EAR BUDS/HEADPHONES**

The possession or use of any type electronic or mechanical device, which distracts or impedes the education process is against the policy. No unauthorized use of cell phones, iPods, iPads, recorders, cameras, CD players, MP3 players, smart watches, etc. will be allowed during school hours. Cell phones are to be out of sight at all times. Students may use the office phone to contact parents. Parents may contact the school office if they need to get a message to their student.

**Ear buds, headphones, etc. should not be worn at any time.**

**Making recordings and/or videos of students, faculty, or staff without their permission will result in a level 4 offense. Law enforcement will be notified if deemed necessary.**

### **STUDENT SEARCHES**

School authorities are authorized to conduct searches of students or their property when there is reasonable suspicion that a student is in possession of an item or substance that represents a threat to school routines or is prohibited by school board regulations. Local and/or state police departments using certified dogs may conduct unannounced searches.

**Use of Drug Detecting Canines-The Mount Union Area School District has authorized the use of drug detecting canines in the school district. All students need to be aware that searches will be periodic and unannounced and will include all lockers, backpacks, and vehicles on school grounds.**

### **ASSEMBLY CONDUCT**

Students are expected to conduct themselves in an appropriate manner during all assemblies. Teachers should assign students seats for assemblies and record attendance. Inappropriate conduct in assemblies will result in the removal of disruptive students, possible disciplinary action, and revocation of future assembly privileges.

### **DISORDERLY CONDUCT**

Disorderly conduct is minor misbehaviors on the part of the student, which impede orderly classroom procedures or interfere with orderly operations of the school. An individual staff member can usually handle the misbehavior. Examples of such misconduct are minor class disturbances such as: failure to complete homework or tasks, talking in class, failure to bring class materials, etc.

Acceptable punishments include, but are not limited to:

1. reprimanding
2. one-to-one conferences
3. rearrangement of seats
4. calling a parent/guardian
5. development of a contract
6. removal of privileges

Disorderly conduct would involve the intervention of the subject teacher and/or the school principal if the problem continues. In other words, common problems in the classroom ought to be anticipated by teachers; and they should apply a reasonable number of different approaches before sending the problem to someone else for disposition. We can rightfully expect our teachers to apply preventive techniques in the classroom and as professionals control their own emotional temperament so that it does not become the source of the problem.

### **PLAGIARISM POLICY**

#### **Rationale**

The faculty at Mount Union Area Junior/Senior High School is responsible for teaching students how to ethically use information and ideas of others. Our goal is to educate students in the research process, including proper documentation. In any assigned project - visual, written, or spoken - students **MUST** accurately reference all sources of information consulted for the project. Plagiarism is a serious offense and will not be tolerated.

#### **Definition of Plagiarism**

The *MLA Handbook for Writers of Research Papers* defines plagiarism as using “another person’s ideas, information, or expressions without acknowledging that person’s work.” Plagiarism includes the intentional or unintentional copying of another person’s ideas or words, in whole or in part, and presenting them as though they are one’s own.



## Teacher Responsibilities

Mount Union Area Junior/Senior High School teachers must provide the following information at the beginning of the paper or project:

- An assignment sheet with detailed guidelines
- A rubric for the assignment
- Instruction on proper note-taking strategies to avoid plagiarism
- Instruction on MLA format including the use of the MLA heading on all writing assignments

## Student Responsibilities

Mount Union Area Junior/Senior High School students must do the following:

- Submit authentic work
- Follow the project instructions and deadlines assigned by the teacher
- Follow the MLA format on all writing assignments (example of heading below, double spaced)
  - First Name Last Name  
Teacher Name  
Course Title Period  
Date (day month year)
- Cite sources correctly and accurately

## DEGREES OF PLAGIARISM

**As a tool to assist in the detection of plagiarism, teachers may submit student papers/projects to a website established to identify plagiarism. The degree of plagiarism will be determined primarily by the report generated by this website.**

I. A *first-degree* violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level is the use of a paragraph or two without proper citation. The majority of the paper/project is the student's own work. A plagiarism score of 25%-35% constitutes a first-degree violation.

Procedures for *first-degree* violations are outlined below:

1. A rewrite of the excerpts in question to attain a plagiarism score of less than 25% AND
2. A grade reduction on the original assignment
3. Parent notification

II. A *second-degree* violation is more serious. This violation could include the use of multiple paragraphs of another's ideas and/or words without correct citation. In a second-degree violation even though some of the work is the student's, much of the work has been taken from other sources without proper citations. A plagiarism score of 36%-50% constitutes a second-degree violation.

Procedures for *second-degree* violations are outlined below:

1. A rewrite of the excerpts in question to attain a plagiarism score of less than 25% AND
2. A grade reduction on the original assignment AND
3. A discipline referral AND
4. Parent notification

III. A *third-degree* violation is a severe case of plagiarism. In this situation, the majority of a student's work has been taken from other sources without proper citation. A third-degree violation includes the submission of a purchased term paper or someone else's work as one's own as well as the improper acquisition of information and/or the intentional altering of it, i.e. citing sources that are not actually sources. A plagiarism score of 51% or greater constitutes a third-degree violation. A third-degree violation also occurs when a student has been found guilty of plagiarism in a prior instance in the same school year (not necessarily the same class).

Procedures for *third-degree* violations are outlined below:

1. No opportunity to rewrite the assignment AND
2. A zero for the paper/project grade AND

3. A discipline referral AND
4. Removal from National Honor Society, if applicable AND
5. Parent notification

**Mount Union Area Jr. High School Chart of Disciplinary Guidelines/Procedures**

<i>Disciplinary Infraction</i>	<i>Definition</i>	<i>First Occurrence</i>	<i>Second Occurrence</i>	<i>Subsequent Occurrences</i>
<b>PUBLIC DISPLAY OF AFFECTION</b>	Students who are witnessed displaying affection on school property will be disciplined as follows:	1 Detentions	2 Detentions	Administrative review. Possible suspension up to 10 days depending on severity.
<b>DRESS CODE VIOLATION</b>	Any violation of the student dress code policy.	Warning and student required to change to proper attire.	1 Detention and student required to change to proper attire.	Any offense beyond the 2 <sup>nd</sup> will result in additional detentions and possible suspension.
<b>FALSE ALARMS</b>	Pulling of a fire alarm under false pretenses is a serious offense.	5 days OSS & report to police	5-8 Days OSS & report to police	10 Days OSS & report to police
<b>GAMBLING</b>	Any event, action, or statement that relies on chance for monetary advantage of one participant at the expense of others is prohibited. This included exchanging items of value as well as currency and extends to keeping score for later settlement.	1-2 Detentions	Up to 3 Detentions	Administrative review. Possible suspension up to 10 days.
<b>VANDALISM</b>	Willfully destroying school property.	5 Days OSS; liable for damages at replacement cost; possible police notification	5-8 Days OSS; liable for damages at replacement cost; possible police notification	10 Days OSS; liable for damages at replacement cost; possible police notification
<b>CUTS, LEAVING SCHOOL GROUNDS W/O PERMISSION</b>	Failure to report to school, class, or a specifically assigned area; leaving school grounds without permission, late to class by more than 5 minutes	Detention(s) assigned one per period cut, zero grade earned; parents/guardians notified.	Same as first occurrence.	Administrative review. Possible suspension up to 10 days. Possible placement in alternative ed. Conference with parent/guardian; possible referral to truancy officer
<b>INAPPROPRIATE LANGUAGE TOWARD STAFF/TEACHER AND STAFF DISRESPECT</b>	Swearing; use of foul or abrasive words or gestures toward or about any school-district employed personnel	OSS of one to three days; parent/guardian notified.	OSS up to ten days; parent/guardian notified.	OSS up to ten days and/or placement in alternative ed; Parent/guardian/student administrator conference.
<b>INSUBORDINATION</b>	Refusal to follow a directive and/or reasonable requests by ALL school personnel	1-2 Detentions	Up to 3 Detentions	Administrative review: Possible OSS up to 10 days. Possible placement in alternative ed. Conference with parent/guardian, student, and administrator
<b>CUTTING OF</b>	Failure to report to	Two detentions	Same as first	Administrative review:

<b><i>Disciplinary Infraction</i></b>	<b><i>Definition</i></b>	<b><i>First Occurrence</i></b>	<b><i>Second Occurrence</i></b>	<b><i>Subsequent Occurrences</i></b>
<b>DETENTION</b>	the designated after school detention	assigned for each detention missed; parent/guardian notified <b>**INTELLIGIBLE FOR ALL EXTRA-CURRICULAR activities until all detentions have been completed.</b>	occurrence	suspension up to 10 days. Conference with parent/guardian, student, and administrator
<b>TARDINESS TO CLASS</b>	Being late to class and other obligations; Tardies in excess of 5 minutes will be considered a "CUT" (See CUTS, LEAVING SCHOOL GROUNDS W/O PERMISSION	Accumulation of 4 tardies results in one after school detention; parent/guardian notified	Each additional tardy will result in one after school detention; parent/guardian notified	Same as Second Occurrence.
<b>INAPPROPRIATE BEHAVIOR &amp; CLASSROOM DISRUPTION</b>	Any form of disruptive or inappropriate behavior resulting in a log-entry or referral to the office	Range: Warning OR Detention(s) OR OSS not to exceed 3 days; parent/guardian notified	Range: Detention(s) OR OSS not to exceed 3 days; parent/guardian notified	Administrative review: OSS up to 10 days. Possible placement in alternative ed. Conference with parent/guardian, student, and administrator
<b>INAPPROPRIATE LANGUAGE &amp; GESTURES</b>	Cursing or using abusive language, including remarks and gestures intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability is prohibited. See discipline matrix for possible consequences.	1-2 Detentions	Up to 3 Detentions	Administrative review: Possible OSS up to 10 days. Possible placement in alternative ed. Conference with parent/guardian, student, and administrator
<b>INAPPROPRIATE LITERATURE, ILLUSTRATIONS, OR VIDEOS</b>	The possession of literature or illustrations which disrupt the educational process, or which are obscene, will not be tolerated.	1-2 Detentions	Up to 3 Detentions	Administrative review: Possible OSS up to 10 days. Possible placement in alternative ed. Conference with parent/guardian, student, and administrator
<b>BUS VIOLATIONS</b>	Any form of disruptive behavior resulting in referral to the office	Warning and conference with student; parent/guardian	Range: Detention(s) OR OSS not to exceed 3 days;	Third Occurrence: 3-day suspension from bus Fourth Occurrence: 5-day suspension from bus

<b><i>Disciplinary Infraction</i></b>	<b><i>Definition</i></b>	<b><i>First Occurrence</i></b>	<b><i>Second Occurrence</i></b>	<b><i>Subsequent Occurrences</i></b>
		notified	parent/guardian notified	Fifth Occurrence: Removal from school issued transportation
<b>HARASSMENT and/or BULLYING</b>	Verbal, written, or physical taunting of others; Can occur one time or repeatedly for a period of time.	Range: Warning or Detention(s) or OSS not to exceed 10 days; parent/guardian notified; possible police notification	Detention(s) or OSS not to exceed 10 days; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification	OSS not to exceed 10 days; possible placement in alternative ed.; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification
<b>ETHNIC or SEXUAL HARASSMENT</b>	Any form of harassment based on gender, gender identify, against another's culture, heritage, or other characteristics	Range: Warning OR Detention(s) OR OSS not to exceed 3 days or OSS not to exceed 10 days; parent/guardian notified; possible police notification	Range: Warning OR Detention(s) OR OSS not to exceed 10 days; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification	OSS not to exceed 10 days; possible placement in alternative ed.; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification
<b>FIGHTING</b>	Any physical confrontation in or around school property, at a school function or on the bus, that is not deemed self-defense	OSS not to exceed 10 days; possible placement in alternative ed.; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification	OSS not to exceed 10 days; possible placement in alternative ed.; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification	OSS not to exceed 10 days; possible placement in alternative ed.; parent/guardian notified; administrative conference with student, parent/guardian and principal; possible police notification
<b>CAFETERIA MISCONDUCT</b>	Inappropriate behavior such as leaving seat without permission, throwing food, disruptive behavior	Range of warning, detention(s), seat reassignment	Range of consequence same as first, possible suspension, parent/guardian notified	Administrative Review: Possible detentions, possible suspension up to 10 days, administrative conference with student, parent/guardian, and principal
<b>THEFT</b>	Removal of property belonging to the school or another person	Consequences vary from detention to suspension depending on severity.		
<b>MECHANICAL &amp; ELECTRONIC DEVICES INCLUDING CELLPHONES EAR BUDS &amp;</b>	Unauthorized use of electronic devices, including cell phones and ear buds, during the	1 night detention, parent/guardian notification	2 nights detention, parent/guardian notification	3 nights detention, subsequent offenses will be given a range of days of OSS,

<i>Disciplinary Infraction</i>	<i>Definition</i>	<i>First Occurrence</i>	<i>Second Occurrence</i>	<i>Subsequent Occurrences</i>
<b>HEADPHONES</b>	school day			
<b>THROWING OBJECTS</b>	Throwing objects (food, books, pencils, etc.) or displaying any type of aggressive behavior in the classroom, hallway or cafeteria will result in:	Up to 4 Detentions, depending on the severity of the offense (injury to others or personal property)	Up to 4 Detentions or 3 days OSS, depending on the severity of the offense (injury to others or personal property)	Up to 10 days OSS depending on the severity of the offense (injury to others or personal property)

### **HARASSMENT/UNLAWFUL HARASSMENT**

In order to provide a safe, positive learning atmosphere for students, harassment in any form will not be tolerated whether it be student to student and/or student to adult. The term harassment includes, but is not limited to, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability that creates an intimidating, hostile, or offensive educational environment.

**GENERAL HARASSMENT** - Verbal, written or physical taunting of others

**ETHNIC HARASSMENT** - Includes unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

**SEXUAL HARASSMENT** - Consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services, or treatment.
- Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive educational environment.

Students may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one student verbally intimidates or harasses a second, the second student is to immediately report the incident to the Jr./Sr. High School Guidance Dept., a teacher, staff member, or administrator. *Under no circumstance, is retaliation permissible.*

Complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of harassment.

Students may choose to report harassment complaints orally or in writing to: Jr./Sr. High Guidance Dept., teachers, staff members, or administrators.

The Mount Union Area Junior/Senior High School will not tolerate or condone the existence of a hostile or offensive environment in which sexual harassment and intimidation are present. The Mount Union Area School

District is committed to ensuring that the school environment is free of sexual harassment and other unlawful discriminatory practices.

## **BULLYING PREVENTION PROGRAM**

The Mount Union Area School District strives to provide a safe, positive learning climate for students and recognizes that bullying has a detrimental effect on the educational environment of its schools. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Every student has the right to an education and be safe in and around the school and at school activities. Therefore, the Mount Union Area Jr./Sr. High School strives to offer all students an educational environment free from bullying.

*-Bullying* shall be defined as when a student is exposed, repeatedly and overtly, to negative actions on the part of one or more students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students, or an adult.

Negative actions are defined as actions that are sufficiently severe or pervasive to create an intimidating, hostile, or abusive environment that substantially interferes with a student's educational opportunities such as:

- Physical intimidation or assault
- Oral or written threats
- Teasing, putdowns, or name calling
- Spreading false rumors or shunning the individual

*-Cyber-bullying* includes, but is not limited to, the following misuses of technology during the school day: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by sending or posting inappropriate or derogatory email messages, text messages, digital pictures or images, or website postings. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school, offenders shall be subject to appropriate discipline.

***\*The Mount Union Area School District will not tolerate known acts of bullying occurring on district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities.***

Complaints of bullying or cyber-bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

To help eliminate bullying:

- When you see or hear a person being bullied let the bully know that his/her behavior is not appropriate.
- Report the incident to the Jr./Sr. High School Guidance Office
- Report the incident to a teacher, staff member, Assistant Principal, or Principal

Depending on the severity of a particular situation, the building principals may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting incidents to law enforcement, if appropriate; and developing a supervision plan with parents/guardians.

Students are encouraged to report incidents to school staff immediately. If bullying occurs outside of the school, we encourage parents/guardians to contact local authorities.

### **How to Report Bullying**

Bullying is an unacceptable practice in the Mount Union Area Jr./Sr. High School. Bullying will not be tolerated and students who are bullied can and should report it through the following steps:

- Report the incident to the Jr./Sr. High School Guidance Department
- Tell a teacher, staff member, or principal
- Tell your parents/guardians

## **Bullying/Cyber-Bullying Guide for Parents/Guardians**

### **Tips for Parents/Guardians: What to Do If Your Child Is Being Bullied**

If your child is being bullied at school, this can be a very painful experience for your child and your family. Here are some things you can do to support your child if they are being bullied:

1. Never tell your child to ignore the bullying.
2. Never blame your child for the bullying. Do not assume your child did something to provoke the bullying.
3. Allow your child to talk about their bullying experiences. Write down what is shared.
4. Empathize with your child. Tell them that bullying is wrong; that it is not their fault; and that you are glad they had the courage to tell you about it.
5. If you disagree with how your child handled the bullying situation, do not criticize them. It is often very difficult for children to know how best to respond.
6. Do not encourage physical retaliation.
7. Check your emotions. A parent's/guardians' protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.
8. Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying your child has experienced.
9. Work closely with school personnel to help solve the problem.
10. Encourage your child to develop interests and hobbies that will help build resilience in difficult situations like bullying.
11. Encourage your child to make contact with friend students in their class, or help your child meet new friends outside of school.
12. Teach your child safety strategies, such as how to seek help from an adult.
13. Make sure your child has a safe and loving home environment.
14. If you or your child needs additional help, seek help from a school counselor and/or mental health professional.

### **Tips for Parents/Guardians: What to Do If your Child Witnesses Bullying**

Many children are observers or bystanders in cases of bullying at school. It is important that even students who are bystanders in a bullying situation take action to get help so the bullying stops. If your child talks to you about the bullying that they witness at school, you are encouraged to do the following:

1. Teach your child how to get help without getting hurt.
2. Encourage your child to verbally intervene if it is safe to do.
3. Tell your child not to cheer on or even quietly watch bullying. This only encourages a child who bullies, who wants to be the center of attention.
4. Encourage your child to tell a trusted adult about the bullying. Talking to an adult is not telling; it is an act of courage and safety. Suggest going to an adult with a friend if that will make it easier.
5. Help your child support others who tend to be bullied.
6. Teach your child to include these children in activities.
7. Praise and reward quiet acts of courage where your child tried to do the right thing to stop bullying, even if they were not successful.
8. Work with your child to practice specific ways they can help stop bullying.

### **What Can Parents/Guardians Do to Prevent and Address Cyber-Bullying:**

Adults seldom are present in the online environments frequented by children and youth. Therefore, it is extremely important that adults pay close attention to the cyber-bullying and the activities of children and youth when using these new technologies. Cyber-bullying occurs when children and youth use cyber technologies, such as text messaging, internet sites, and cell phones, to bully others. Indirect forms of bullying like this can include spreading false rumors, gossip, and verbal taunts and attacks. Like bullying that happens in person, cyber-bullying can have serious, and sometimes legal consequences for the ones doing the bullying. Here are some ideas of ways to protect your child from cyberbullying or address the issue if you find your child is cyber-bullying others.

### **Suggestions for Parents/Guardians: Tips to Help Prevent Cyber-Bullying**



1. Keep your home computer(s) in easily viewable places
2. Monitor your child's cellphone usage and social media activity
3. Talk regularly with your child about online activities they're involved in.
4. Talk specifically about cyber-bullying and encourage your child to tell you immediately if they are the victim of cyber-bullying, cyber-stalking, or other illegal or troublesome online behaviors.
5. Encourage your child to tell you if they are aware of others who may be the victims of such behavior.
6. Explain that cyber-bullying is harmful and unacceptable behavior. Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior.

*Although adults must respect the privacy of children and youth, concerns for your child's safety may sometimes override these privacy concerns. Tell your child that you may review their online communications if you think there is reason for concern. Consider installing parental/guardian control filtering software and/or tracking programs, but don't rely solely on these tools.*

### **Tips for Dealing With Cyber-Bullying That Your Child Has Experienced**

Because cyberbullying can range from rude comments to lies, impersonations and threats, your responses may depend on the nature and severity of the cyber-bullying. Here are some actions that you may want to take after the fact:

1. Strongly encourage your child not to respond to the cyber-bullying.
2. Do not erase the messages or pictures; save these as evidence.
3. Try to identify the individual doing the cyber-bullying. Even if the cyber-bully is anonymous (for example, is using a fake name or someone else's identity), there may be a way to track them through your internet service provider. If the cyber-bullying is criminal or if you suspect that it may be, contact the police and ask them to do the tracking. Sending inappropriate language may violate the terms and conditions of email service, internet service providers, websites, and cell phone companies. Consider contacting these providers and filing a complaint. If they cyber-bullying is coming through email or a cell phone, it may be possible to block future contact from the individual who cyber-bullied. Of course, they may assume a different identify and continue the bullying.
4. Contact your school if the cyber-bullying is occurring through your school district's internet system or during the school day. Even if the cyber-bullying is occurring off campus, make your school's administrators and Guidance Dept. aware of the problem. They may be able to help you by being watchful for face-to-face bullying occurring in school.
5. Consider contacting the cyberbully's parents/guardians. These parents/guardians may be very concerned to learn that their child has been cyber-bullying others, and they may effectively put a stop to the bullying. On the other hand, these parents/guardians may react very poorly to your contact. Proceed cautiously. If you decide to contact a cyber-bully's parents/guardians, communicate with them in writing, not face-to-face. Present proof of the cyber-bullying and ask them to make sure the cyber-bullying stops.
6. Contact the police if cyber-bullying involves acts such as threats of violence; extortion; obscene or harassing phone calls or text messages; harassment; stalking; or hate crimes; or child pornography. If you are uncertain if cyber-bullying violates criminal laws, contact your local police who will advise you.

### **Safe2Say Something Helpline**

Mount Union Area School District, in partnership with the commonwealth, launched the safe2say something helpline through the safe2say program. The initiative, by commonwealth law, known as Act 44, is an anonymous reporting system designed to help students and staff recognize warning signs of individuals who may be a threat to themselves or others, especially through social media. The program trains students and school staff members how to recognize those signs and signals, and to "say something," either by using the safe2say something hotline and/or applications or to tell an adult or trusted advisor. Specifically, the program educates participants to:

- Recognize the signs and signals of at-risk behaviors—especially within social media;
- Take every sign and signal seriously; act quickly to get help by talking to a trusted adult or report it anonymously through the safe2say something office of the attorney general 24/7 crisis center, mobile app, or website;
- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams.

To learn more, visit [www.saysomething.net](http://www.saysomething.net) or download the mobile apps for apple and android devices. The safe2say reporting system may be accessed by calling the crisis center at 1-844-saynow

## **DRUGS, ALCOHOL, AND ASSOCIATED ITEMS POLICY**

The Mount Union Area School District believes that the use of illegal or controlled substances by youth is an abuse and is incompatible with both the process of learning and the act of teaching. To this end, the board and administration will take whatever steps are necessary to assure that all students are drug and alcohol free and are therefore able to participate fully in their own learning. Consequently, use by students of illegal or controlled substances or abuse of legal over the counter substances including alcoholic beverages is considered a violation of this policy.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Mount Union Area School District will educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by any member of the student population.

The response of the Board and administration to student use/abuse will be to impose appropriate consequences; these are outlined in the school's discipline policy. Additionally, the abusing student will be required to receive assistance and support through the school's SAP team. Students who are charged with substance abuse under this policy will be required to follow the mandates of this policy and/or will be unable to continue their education in the Mount Union Area School District. This policy extends to all students while attending school or school supervised/sponsored functions including athletic events, dances, school trips, etc. **NO BEVERAGES ARE TO BE BROUGHT INTO THE SCHOOL IN BOTTLES OR OPEN CONTAINERS** with the exception of water (CUPS, MUGS, ETC.)

**DEFINITIONS:** For the purpose of administering this policy, the following definitions shall apply

1. **Controlled Substance** – any substance listed as illegal or controlled under current applicable Federal or State laws. The term “controlled substance” includes any substance, which is represented to be, or which is thought to be a controlled substance. This includes but is not limited to: look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law such as herbal incense or other products containing synthetic cannabinoids, prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.
2. **Non-prescription Drugs** – substance commercially packaged and sold over-the-counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effect. Examples can include, but are not limited to acetaminophen or ibuprofen, cough syrup, Benadryl, decongestants, mentholated eye drops/lip balms/lotions, etc.
3. **Prescription Drugs** – substances obtainable only by prescription form a physician
4. **Paraphernalia** – tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming, or selling or distributing any type of unauthorized substance. Examples include, but are not limited to pipes, scales, vaporizers, bowls, bongs, rolling papers, syringes, vials, zipper storage bags, roach clips, and/or modified everyday items such as pen/pencil tubes, etc.
5. **Possession** – keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Including within locker or automobile; or in books, papers, or any other medium or container, which a student may carry or transport.
6. **Distribution** – giving, selling, or passing to another person on school property, on school buses, vans, or on the way to or from school.
7. **Possession with intent to distribute** – possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is “two tablets every four hours.”

8. **Misrepresentation** – any attempt to distribute a substance which has been accurately described or implied to the receiver as a controlled substance or has been implied to have a value other than its actual value.
9. **Unauthorized substance** – this includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs and materials known to cause drug-like effects.
10. **Use (of an unauthorized substance)** – either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school-sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.

SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF PARENT/GUARD- IAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
1. A student is suspected of possible drug, alcohol, or controlled substance use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance. A referral is made to the Student Assistance Program (SAP)	SAP will process the student.	At the discretion by school-specific SAP process.	At the discretion of the principal.	Not applicable.	None. An intervention conference will be held if SAP feels it is indicated by collected data.
2. A student contacts a staff member regarding the drug, alcohol, or controlled substance use of another student.	The student who contacts a staff member is encouraged to get the student with the problem to personally seek assistance through SAP.	Staff member refers suspected student to SAP.	Not applicable.	At the discretion of the principal.	Not applicable.	None. SAP will monitor the student.
3. A student volunteers information about personal drug, alcohol, or controlled substance use and asks for help.	The student is informed of services available and encouraged to seek assistance through SAP. Staff member refers student to SAP.	SAP will process the student.	As determined by school-specific SAP process.	At the discretion of the principal.	Not applicable.	SAP will monitor the student.
4. Student voluntarily confirms suspected possession or use. No substances found at school.	The student is informed of services available and encouraged to seek assistance through SAP. Staff member refers student to SAP.	SAP will process the student.	As determined by school-specific SAP process.	At the discretion of the principal.	Not applicable.	SAP will monitor the student.
5. The student has a drug, alcohol, or controlled substance	The principal and nurse will be summoned	The principal will investigate the	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in	If there is evidence of further

SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF PARENT/GUARD- IAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
related medical emergency.	immediately. Student will be transported to medical facility. Referral to SAP.	incident. The student, their locker and other possessions will be searched. Confiscation of any found substance. SAP will process student.			further proceedings.	violation, see appropriate situational category.
6. A student possesses, uses or is under the influence of drug, alcohol, drug-related paraphernalia, or controlled substance. First offense. Cooperative behavior.	Principal is summoned. Referral to SAP. Staff member writes a log-entry for PS entry, reporting the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10-day out-of-school suspension. Mandated referral to District Magistrate. Possible placement in alternative instruction. Formal hearing for expulsion from school.
7. A student possesses, uses or is under the influence of drug, alcohol, or controlled substance. First offense. Uncooperative behavior.	Principal is summoned. Referral to SAP. Staff member writes a log-entry for PS entry, reporting the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10-day out-of-school suspension. Mandated referral to District Magistrate. Possible placement in alternative instruction. Possible formal hearing for expulsion from school.
8. A student possess, uses or is under the influence of drug, alcohol, or controlled substance at a school-related or school-sponsored activity on or off school property.	Chaperone will contact group advisor and principal. Referral to SAP.	The principal will investigate the incident. The student, their locker, and other possessions will be	Yes.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10-day out-of-school suspension. Mandated referral to District Magistrate.

SITUATIONAL CATEGORY	IMMEDIATE ACTION/ REFERRAL	INVESTIGATION	NOTIFICATION OF PARENT/GUARD- IAN	NOTIFICATION OF POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ TREATMENT
		searched. Confiscation of substance. SAP will process the student.				Possible placement in alternative instruction. Formal hearing for expulsion from school.
9. A student is caught again in possession, use or under the influence of drug, alcohol, or controlled substance.	Principal is summoned. Referral to SAP. Staff member writes a log-entry for PS entry, reporting the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10-day out-of-school suspension. Mandated referral to District Magistrate. Possible placement in alternative instruction. Possible formal hearing for expulsion from school.
10. A student is disturbing a drug, alcohol or controlled substance.	Principal is summoned. Referral to SAP. Staff member writes a log-entry for PS entry, reporting the incident.	The principal will investigate the incident. The student, their locker, and other possessions will be searched. Confiscation of substance. SAP will process the student.	Yes, requested to come to the school as soon as possible.	Yes.	Analysis will be made for possible use in further proceedings.	Informal hearing. Up to 10-day out-of-school suspension. Mandated referral to District Magistrate. Possible placement in alternative instruction. Possible formal hearing for expulsion from school.

### TOBACCO VIOLATIONS

Possession or use of tobacco within the school area by a minor is a violation of Section 36023504 of the School Law of PA; consequently, the possession or use of any form or tobacco, e-cigarette, or vape is not permitted at school. Possession or use of tobacco products of any type is a violation of the school Tobacco Policy. A violation shall be treated as a summary offense and prosecution will be initiated for all offenses, including the first offense. The student will pay a fine and pay the court cost. For violation of the tobacco Policy, the student may be placed on school probation. Other discipline may be imposed at the discretion of the principal.

Violation of this policy can result in O.S.S., police notification or up to nine-week suspensions from extra-curricular activities. Failure to comply will result in additional punishment. (Including but not limited to suspensions for a year

from club activities, dances, athletics, etc.). The district is compelled by law to refer any tobacco violation to the district magistrate for further review, resulting in possible fines or penalties.

## WEAPONS POLICY

**PURPOSE:** The School Board and Administration of the Mount Union Area School District are unanimous in their commitment to maintain their schools as safe and secure places where students, staff, volunteers, and guests may pursue educational and civic programs they deserve. It is strictly forbidden for anyone to possess a weapon or replica of a weapon on school property with the intent or potential to disrupt programs, cause physical injury to another person, or damage school property.

**DEFINITIONS:** The following definitions shall apply to keep words and phrases used in this policy statement.

**Weapon:** any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is capable of causing death or physical injury. A weapon shall include, but not limited to, firearms, knives; metal knuckles; straight razor; explosive, noxious, irritating, or poisonous gas; poison; drug; or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents and patrons.

**Guest:** one who is invited, welcomed or has permission to be on school property.

**Informal hearing:** meeting between administrator and student during which the student is informed of the charges and afforded an opportunity to respond.

**Intent:** to act with purpose or resolve of causing physical injury to another.

**Intruder:** one who enters school property without invitation, permission or welcome.

**Physical injury:** to physically harm, wound, or kill another person.

**Possess a replica of a weapon:** to have on the body, to carry on the person, to conceal on school property an instrument resembling in appearance a weapon and giving an impression of potential bodily injury.

**Possess a weapon:** to have on the body, to carry on the person, or to conceal on school property an instrument of any kind that may inflict bodily injury. Weapons may include but are not limited to firearms; knives; metal knuckles; straight razor blades; fireworks; explosives; noxious, irritating, or poisonous gases; poisons; and drugs.

**Potential:** an act that may be construed or interpreted as causing physical injury to another person or damage to property.

**School Official:** any administrator or teacher of the Mount Union Area School District.

**School property:** buildings, grounds, and vehicles owned or leased by the Mount Union School District.

**Staff:** any staff employed full-time by the Mount Union Area School District, including administrators and teachers.

**Students:** any person, minor or adult, enrolled in the programs offered through the Mount Union Area School District.

**Volunteers:** any person who freely enters into or offers services to the Mount Union Area School District without monetary compensation.

**APPLICATIONS:** This policy is applicable to all: students, staff, volunteers, guests, and all who participate in approved activities on school property as well as intruders. The administration must make a reasonable effort to inform all students, staff, volunteers, guests and all who participate in approved school activities, as well as intruders, of this policy.

**Exemption 1:** On-duty law enforcement officers that have been summoned to the school property for official business are exempt from this policy, given that they have proper certification for the weapon(s) they may carry.

**Exemption 2:** Responsible adults may petition the administration for permission to bring weapons onto school property for special instruction (e.g. hunter safety programs, classroom demonstrations, etc.)

**VIOLATIONS:** proper authorities will promptly investigate suspected violations of this policy. Anyone who witnesses a violation of this policy must immediately report it to a school official. If no school official is available, the witness should report the incident to law enforcement officials. The Superintendent must be notified of the incident as soon as possible.

**Students:** Students of the Mount Union Area School District who are suspected of having a weapon on their persons or concealed on school property must, at the request of school officials, voluntarily submit to a search of self and/or their possessions in the presence of two adult witnesses. If the student refuses to the search, the student will be detained, and law enforcement officers summoned for assistance in the matter. If the student is a minor, a parent or guardian will be notified as soon as possible.

**Others:** Staff, volunteers, guests, and all who participate in approved school activities on school property, or intruders who are suspected of having a weapon on their persons or concealed on school property will be identified, detained, and reported to law enforcement officers summoned for assistance in the matter. If the suspect is a minor, a parent or guardian will be notified as soon as possible.

**PENALTY:** Those who are guilty of violating this policy will be dealt with severely and without hesitation. The Mount Union Area School District will expel for a period of at least one year “Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any conveyance providing transportation to a school or school-sponsored activity”. Discipline short of expulsion for one year is legal only where recommended by the superintendent. The superintendent’s decision to recommend a modification of the one-year expulsion will be made on a case-by-case basis.

**Students:** Students of the Mount Union Area School District who violate this policy will, after an informal hearing, be subject to an immediate suspension out of school that shall not exceed ten school days. The student and parents will be asked to appear at a formal hearing before the School Board for a student review for possible expulsion. Charges may be filed with law enforcement officers for violation of Pennsylvania and/or Federal Laws. If the incident results in bodily injury and/or damage to school property, the student may be held liable for restitution and related costs. If the student is a minor, the parent or guardian may be held liable for restitution and related costs.

**Staff:** Staff of the Mount Union Area School District who violates this policy will be subject to disciplinary actions by the School Board, as permitted within applicable contracts and work agreements. Depending on the nature of the incident, the individual may also be detained and reported to law enforcement officers for violation of Pennsylvania and/or Federal Laws.

If the incident results in bodily injury and/or damage to school property, the staff member may be held liable for restitution and related costs.

**Others:** Volunteers, guests, and all who participate in approved school activities on school property, or intruders who violate this policy may be detained and reported directly to law enforcement officers and may be charged under Pennsylvania and/or Federal Laws. If the incident results in bodily injury and/or damage to school property, the offender may be held liable for restitution and related costs. If the offender is a minor, the parent or guardian may be held liable for restitution and related costs.

## **PARENTAL NOTIFICATION OF LAW ENFORCEMENT RIGHTS**

The following policy describes student rights regarding law enforcement procedures before, during, or after school hours on school property. The Mount Union Area School District, along with the Pennsylvania State Police and Mount Union Borough Police, reserves the right to question any student involved in or witness to any criminal action without parental notification as per Special Order 96-145 effective August 25, 2008.

This policy states in Section A, Number 3:

b. Scope of the school entity’s involvement in law enforcement procedures:

(1) **Victims:** The school entity should notify the parent or guardian when law enforcement authorities interview a victim; however, **unless a school entity has been previously instructed to the contrary by a parent or guardian, in writing, there is no need to secure parental permission to interview a victim.** A guidance counselor or other similar school personnel should be present during the interview by law enforcement authorities.

(2) **Witnesses:** The school entity should notify the parent or guardian when law enforcement authorities interview a witness; however, **unless a school entity has been previously instructed to the contrary by a parent or guardian, in writing, there is no need to secure parental permission to interview a witness.** A guidance counselor or other similar school personnel should be present during the interview by law enforcement authorities.

(b) Furthermore, the individual that is the subject of the investigation, and anyone acting as his/her subordinate or direct supervisor, shall not be made aware of the content of the statements made by students as co-suspects, witnesses or victims, except at the discretion of the law enforcement authorities. A guidance counselor or similar school employee who is not involved in the conflict should be present during the interview of a student as co-suspect, victim, or witness. In light of the potential for a conflict, however, the decision to have a guidance counselor or other similar school employee present during the interview shall be a cooperative decision between school entities and law enforcement authorities.

If you do not want your child to be interviewed by any law enforcement authorities on school grounds before, during, or after school hours without your permission, you must send a written statement verifying your wishes to the individual school your child/children attend.

## **SPECIAL EDUCATION**

### **Getting Help for Your Child**

If you suspect your child may have special needs that influence his or her ability to learn, interact socially or emotionally in the school environment, you should first schedule a meeting with school personnel to review your concerns. Special education services are coordinated in Mount Union by the Director of Special Education to ensure compliance with state and federal regulations.

To have your child evaluation for the suspected need(s), you **must** complete a written request to the Mount Union Area School District (MUASD) as per Pennsylvania law. A letter that states the facts and the suspected problem(s) can achieve this. You may also obtain a “Parent Request for an Evaluation/Reevaluation” form that is available at each building within the district. Your written request should be sent to the following:

**Mount Union Area School District  
Director of Special Education  
706 N. Shaver Street  
Mount Union, Pennsylvania 17066**

### **Know Your Rights**

All children who are of school age are entitled to a **Free Appropriate Public Education (FAPE)** under state and federal regulations. MUASD strives to ensure the educational rights of your child are being met. Parents are encouraged to obtain a free copy of the “**Procedural Safeguards Notice**” from the district that outlines your child’s educational rights. Parents are further encouraged to contact the Director of Special Education to review specific questions, concerns, and disagreements with referrals, evaluations, and placements.

Parents should clearly understand that no child can receive specially designed instruction without the parent’s consent. In addition, parents need to understand the concept of FAPE. An appropriate education with specially designed instruction can range from placement in regular education to more restrictive settings. There is a difference between what is appropriate and what may be desired.

### **You are a Team Member**

As a parent, you are a valuable member of the “**IEP Team**”. This team is a collection of people from across several disciplines (fields of study or having knowledge of the student) that meet routinely to collect data, evaluate educational progress, and to make recommendations regarding the student’s needs. Members of the team include: the parents, the child’s regular education teacher, special education teacher, LEA, the child (when appropriate), and others who may have knowledge of your child such as the school psychologist, specialists, and support personnel.

### **Levels of Support**

The level and type of support your child may need can depend on many factors. Levels and types of support may vary depending on the child’s needs. MUASD is committed to providing services in the least restrictive environment that will appropriately meet the child’s needs. An example of the least restrictive environment could be a placement in the regular classroom and an example of a more restrictive environment could represent placement in a special school. Below is a listing of the levels of support that exist.



- Itinerant: Special education support and services provided by special education personnel for 20% or less of the school day
- Supplemental: Special education support and services provided by special education personnel for more than 20% of the day but less than 80% of the school day
- Full-time: Special education support and services provided by special education personnel for 80% or more of the school day

### **Location of Intervention**

Specially designed instruction can occur at different locations based on the student's needs, availability of programs and services, and appropriateness. Parents should know that it is not always possible to have every program in every school due to factors such as exceptionality population, availability of certified staff, and appropriateness. MUASD contracts for services with other school districts and Tuscarora Intermediate Unit 11 (IU11) for some programs in an effort to strategically place programs and services and to share costs. Examples of locations include:

- The regular school the student would attend if not exceptional
- An alternate school as close to the student's home as possible
- An alternate school in a neighboring school district
- Instruction in the home
- Approved Private School on a day basis
- Approved Private School on a residential basis
- Out-of-state placement
- Other residential facility
- Area Vocational-Technical School

### **Types of Programs and Services**

- Autistic Support (AS): MUASD operates three ABA classrooms within the school district to support students with Autism.
- Blind or Visually Impaired Support (BVIS): The MUASD contracts with IU 11 to provide blind or visually impaired support
- Physical Support (PS): The MUASD can provide physical support as needed. Where necessary, physical therapists contracted through IU 11 can offer support to students in need of PS.
- Deaf and Hearing Support (DHIS): The MUASD contracts with the IU 11 for the Deaf and Hearing Support program.
- Emotional Support (ES): The MUASD operates its own Emotional Support program. An itinerant teacher is assigned to students in need of ES in the district. Students who have greater ES needs may be placed in programs offering a highly structured full-time emotional support class outside of their regular school setting.
- Gifted Support (GS): MUASD operates its own GS programs in the elementary and secondary schools for students with high intellectual and creative ability.
- Learning Support (LS): MUASD operates its own LS programs. This programming is designed to provide varying levels of support for students experiencing academic difficulty.
- Life Skills Support (LSS): The MUASD operates an elementary and Jr/Sr high school level LSS program. Students from both inside and outside the school district attend this program.
- Speech and Language Support (SLS): The MUASD operates its own SLS program. Additionally, the MUASD contracts with the IU 11 to support additional speech needs.
- Multi-Disabled Support (MDS): MUASD operates its own MDS programming at the elementary and Jr/Sr high schools. Students both inside and outside the district attend our classrooms.
- School Health Services: MUASD employs school nurses to provide health services.
- Guidance Counseling: MUASD employs guidance counselors to assist students with their needs.
- Transportation: MUASD provides regular school bus transportation to all eligible students. Specialized transportation is arranged when determined to be appropriate through educational programming.
- School Psychologist: MUASD employs a school psychologist for psychological services. Psychological evaluations are required under state and federal regulations to be eligible for special education.

Other programs and services available when appropriate include:

- Adaptive Physical Education
- Assistive Technology Devices
- Audiology

- Behavior Management Programs
- Early Identification and Assessment of disabilities
- Extended School Year
- Physical Therapy
- Occupational Therapy
- Social Work Services
- Student Assistance Programs
- Transition Services
- Vocational Education

**Annual Public Notice of Special Education Services and Programs, Services for  
Gifted Students and Services for Protected Handicapped Students  
August 2023**

**Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice. Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

**Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

**Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

**Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and

determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information**

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

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

<b>INTERMEDIATE UNIT</b>			
Tuscarora Intermediate Unit 11 542-2501 Mrs. Kelly Lawler Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	814-	TIU Early Intervention Programming 542-2501 Mr. Brian Kritzer 2527 US Hwy 522 S McVeytown, PA 17051	814-
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District 485-7000 Ms. Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	717-	Forbes Road School District 685-3865 Ms. Rebekah Rogers 159 Redbird Drive Waterfall, PA 16689	814-
Huntingdon Area School District 641-2104 Administrative Office Mr. Tim Snare 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-	Juniata County School District 436-2111 Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059	717-
Juniata Valley School District 669-9150 Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318	814-	Mifflin County School District 248-0148 Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park	717-

Alexandria, PA 16611		Lewistown, PA 17044	
Mount Union Area School District 542-2518 Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-	Southern Fulton School District 294-3400 Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-
Southern Huntingdon School District 447-5520 Southern Huntingdon County High School Ms. Alisa Scott 10339 Pogue Road Three Springs, PA 17264-9730	814-	Corrections Education 658-4024 Mr. Timothy Miller -Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 -South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261	814-
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
<b>CHARTER SCHOOLS</b>			
New Day Charter School 643-7112 Ms. Brandy Armstrong -256 South 5th Street. Huntingdon, PA 16652 447-0623 -109 Industrial Circle Mifflintown, PA 17059	814-    717-	Stone Valley Community Charter School 667-2705 Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652	814-
<b>PRISONS</b>			
Huntingdon County Prison 641-2104 Mr. Tim Snare 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-	Mifflin County Prison 248-0148 Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-

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

#### **Homelessness**

The Mount Union Area School District’s requirements for homeless families are identified in the district policy and the McKinney-Vento Act. The McKinney-Vento Act states that child welfare and local education agencies must work together so that children can have school stability and continuity, including trying to ensure children remain in their home school whenever possible. The district’s Homeless Liaison will provide resources for students currently enrolled or upon enrollment in the Mount Union Area School District, who are identified as homeless. The District Homeless Liaison can also support and help students in homeless situations in many ways. The Liaison may assist families with the following:

- ✓ Make sure students are enrolled in school immediately, even if they do not have the papers they would normally need.
- ✓ Help families and youth get immunizations, immunization records or other medical records, if a student needs them.
- ✓ Tell parents and youth about all transportation services and help set up transportation.
- ✓ Make sure students get all the school services they need.

- ✓ Tell parents and guardians about all the programs and services the school and community have for their children.

Mount Union Area School District's Homeless Liaison is Dr. Dianne Thomas. For questions about homelessness please call: 814-542-2518; Ext. 162 or email: [dthomas@muasd.org](mailto:dthomas@muasd.org).

**Photography/Videography:** This form will be sent home on the first day of school for

parents to sign granting permission for their child to be photographed or videoed appropriately for school purposes. See attached sample of consent form.

**MOUNT UNION AREA SCHOOL DISTRICT**

PARENT PERMISSION FORM FOR  
PUBLISHING STUDENT PHOTOGRAPHS AND STUDENT WORK ON THE  
MOUNT UNION AREA SCHOOL DISTRICT WEBSITES AND  
IN DISTRICT-RELATED PUBLICATIONS

Student Name (please print) \_\_\_\_\_

Homeroom Teacher (please print) \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

I understand that my child's photograph and class work could appear on the Mount Union Area School District websites and publications throughout the year and that any such publication is not for profit and neither my child nor my family will be compensated for any such use.

I understand that no last names, home addresses, email addresses, or telephone numbers will appear with any photograph or published work. Students will only be identified by first name.

I also understand that the Mount Union Area School District has no control over non-District media sources and their use of my child's likeness, name or photograph.

**Please check all that apply and sign below.**

Subject to the above conditions, do you grant permission for the publishing of the student's photograph and/or student work done by the child named above on the Mount Union Area School District websites and any District-related publications?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Do you grant permission for the Mount Union Area School District to release my student's photograph and/or student work done by the child named above to local area newspapers understanding that such newspapers may print your student's name in full along with any such photographs and/or student work, and that the Mount Union Area School District has no control over non-District media sources and their use of your child's likeness, name, or photograph?

\_\_\_\_\_ YES \_\_\_\_\_ NO

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

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

**Please return this form to your Homeroom Teacher**

**Student Handbook & School Issued Student Pass Review and Agreement**

**\*\*Please return this signed form to your homeroom teacher.**

By signing this form, I indicate that I do understand the policies contained within the student handbook. As a citizen of this school, I am expected to follow the rules that have been established for the welfare of the entire student body. I agree to follow the rules contained in the handbook. I understand that if I violate these rules, I will face disciplinary action, and could also result in the loss of privileges including but not limited to athletics, dances, and extra-curricular activities. We also understand that students are responsible for keeping their passes with them at all times.

**Blue Passes**

It is our hope that these blue passes will be used as a tool to foster improved organizational skills, responsibility, and success for our students.

**\*\*\*\* Students must carry their school issued blue pass with them every day! \*\*\*\***

The pass will serve as a travel pass for students who need to leave a classroom to go to another room, the office, the library, etc. If you do not have your pass, you do not travel.

**Signature for Student Handbook and School Issued Student Pass for 2023-2024 school year:**

I have read and understand the Student-Parent Handbook and School Issued Student Pass Policy for 2023-2024.

**Student Name (please print)** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Name (please print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_