Mount Union Area Junior High School

Student and Parent Handbook

2026 – 2027

Principal message…

Welcome to Mount Union Area Junior High School…

Whether you are stepping into the halls of junior high for the first time or returning as an upperclassman, we are thrilled to have you here. Junior high is a unique time to discover new passions, challenge yourself academically, and build lasting friendships. Our dedicated staff is here to support you every step of the way. I encourage you to get involved in new extracurriculars and experience everything that Mount Union has to offer. Let's make this an outstanding and memorable school year together!

Mr. Mickle

Junior High principal

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

MISSION STATEMENT

With a mantra of "proactive for students", the Mount Union Area School District prepares all children for success and productivity in a global society by fulfilling student educational goals.

MOUNT UNION AREA JUNIOR AND SENIOR HIGH SCHOOL DIRECTORY

Superintendent …… . . . . . Ms. Jen Taylor . . ……... …. . . . . ….... (814) 542-8631

Director of Business Affairs . . . . . Mrs. Kasi Martin ….. . . . . .. …… (814) 542-8631

Director of Special Ed./Pupil Serv. . . . . … Mrs. Kristen Streightiff . . . . . (814) 542-2518 ext. 162

Special Ed./Pupil Services Secretary ……. Ms. Beth McNerlin …… (814) 542-2518 ext. 160

Junior High School Principal……. Mr. Chad Mickle…….. (814) 542-9311 ext. 128

Junior High School Secretary . . . . Mrs. Lisa Waite . . . . . (814) 542-9311 ext. 127

Senior High School Principal…….. Mr. Dwayne Northcraft…….. (814) 542-2519 ext. 121

Senior High School Secretary……. Mrs. Heidi Glunt…….. (814) 542-2519 ext. 120

Director of Curriculum, Instruction,……..Mr. Christian McClure…… (814) 542-2519 ext. 195

& Assessment

District Information Management. . . . . Mrs. Paula Brown . . . . … (814) 542-2518 ext. 143

Transportation & Accounts Payable …….. 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…. Ms. Kaitlyn Masser ……. (814) 542-9311 ext. 135

Food Service Director . . . . Mrs. Tina Werner . . . . . (814) 542-2518 ext. 126

Athletic Director . . . . . .Mrs. Dana Hudy ……. ……. (814) 542-2518 ext. 124

SCHOOL BOARD MEMBERS

Mr. Orris Knepp, III – Solicitor

Mrs. Stephanie E. Stains – Superintendent and School Board Secretary

Mrs. Linda McClure - President

Mr. Curtis Whitesel – Vice President

Mr. Steven Brumbaugh

Mr. Bruce Smith

Mr. Jeffery Hoover

Mrs. Carol Jackson

Mr. Brian Kritzer

Mr. John Martinez

Mrs. Kristin Shields

MUASD 2026-2027 School Year

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S-9/T-10.5

8/25: JH/SH Open House - 6:00-7:00 p.m.
8/26: Kistler Open House - 6:00-7:00 p.m.
8/27: Shirley Open House - 6:00-7:00 p.m.

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S-21/T-21

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S-22/T-22

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S-16/T-17

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S-16/T-16

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S-20/T-20

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

S-18/T-18

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S-20/T-20

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S-21/T-21

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S-17/T-17

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- In-Service - No School
- First/Last Day of School/Graduation
- Vacation
- Act 80 Day - No School
- Trade Day - No School
- PSSA/Keystone Testing 4/26-5/7 and 5/10-5/18
- Data Day - Early Dismissal - Elem. 11:10 a.m./HS 11:30 a.m.
- Parent/Teacher Conferences
- Early Dismissal - Elem. 11:10 a.m./HS 11:30 a.m.
- Open House

*Weather Make-Up Dates:
By PDE Approval, 5 Flexible Instruction Days will be used for this need. If additional days are needed, days will be added to the end of the year.

Board Approved 2-23-26

Bell Schedule 2026-2027

All students will be admitted to homeroom/first period at 7:45 AM. Any student arriving at school after the 7:55 AM late bell will be considered tardy. Any student arriving at school after 8:05 AM will be marked as an unexcused absence until the excuse is received.

Attendance taken and announcements made at 7:55 AM.

		A Lunch				B Lunch				C Lunch
7:45	HR	20 Mins.		7:45	HR	20 Mins.		7:45	HR	20 Mins.
	1				1				1	
8:49		44 Mins.		8:49		44 Mins.		8:49		44 Mins.
8:52		44 Mins.		8:52		44 Mins.		8:52		44 Mins.
	2				2				2	
9:36				9:36				9:36		
9:39		44 Mins.		9:39		44 Mins.		9:39		44 Mins.
	3				3				3	
10:23				10:23				10:23		
10:26		44 Mins.		10:26		44 Mins.		10:26		44 Mins.
	4				4				4	
11:10				11:10				11:10		
11:13		30 Mins.		11:13		44 Mins.		11:13		44 Mins.
	A	Lunch			5				5	
11:43				11:57				11:57		
11:46		44 Mins.		12:00		30 Mins.		12:00		44 Mins.
	5				B	Lunch			6	
12:30				12:30				12:44		
12:33		44 Mins.		12:33		44 Mins.		12:47		30 Mins.
	6				6				C	Lunch
1:17				1:17				1:17		
1:20		44 Mins		1:20		44 Mins		1:20		44 Mins
	7				7				7	
2:04				2:04				2:04		
2:07		49 Mins		2:07		49 Mins		2:07		49 Mins
	8				8				8	
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 Sr. High School should be dropped off or picked up in the parking lot in behind the High School. 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 POLICY

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]

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

Reasons for Absences

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.

o 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.

o Quarantine

o Illness

o Death in the immediate family

o Impassable roads

o Approved student educational trips

o 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:

o Absence from school with parent/guardian's consent for reasons other than those considered excusable.

o 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.

o Leaving school during school hours without authorization

o 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, or medical physician on the day of return to school. This excuse should be turned in to the first period teacher. Excuses must be turned in within three (3) days of the student returning to school.

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

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 (3) 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 School 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 into 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. Unless an emergency, phone calls will not be accepted.

Sample Early Dismissal

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 344th 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 4th 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. An educational trip form must also be completed and turned into the office. This form can be picked up in the office.

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 BE REQUIRED TO OFFER OR ACCEPT 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.

Any qualifying student in grades 6, 7, or 8 failing one or two courses for the school year will have the opportunity to register for summer school using the districts online Academy for Customized Learning. Students and families will be notified if the student qualifies for summer school. All costs for the course will be the responsibility of the student and must be paid in full prior to beginning the course.

*Students that fail a core course and are unable to make-up the grade in summer school may be retained or would have to remediate that course if promoted onto the next grade level.

**The teachers and administrative staff will make the final say on promotion versus retention*.

Pennsylvania System of School Assessment (PSSA) And Keystone Exams

The annual Pennsylvania System School Assessment is a standards-based, criterion-referenced assessment which provides students, parents, educators, and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations.

Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 5 and 8 is assessed in science.

Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

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 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 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 can 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, 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)

Q2 22% (second nine weeks)

T1 6% (mid-term)

Q3 22% (third nine weeks)

Q4 22% (fourth 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.

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.

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 the cost to buy another copy. All fines and payment for lost or damaged books must be cleared before each distribution of report cards 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 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.

MECHANICAL/ELECTRONIC DEVICES/EAR BUDS/HEADPHONES

Junior High and Senior High School Electronic Device Policy

Purpose

The purpose of this policy is to promote a safe, respectful, and academically focused learning environment by minimizing distractions and maximizing student engagement. The Junior High and Senior High School are committed to fostering meaningful interactions between students and staff while ensuring that instructional time remains focused on learning.

Bell-to-Bell Personal Electronic Device Expectations

The Junior High and Senior High School operate under a bell-to-bell personal electronic device policy. From the beginning of the school day until dismissal, all personal electronic devices must remain silenced and stored in their locker unless specifically authorized under the exceptions outlined in this policy.

Students may not access, handle, view, check, or use personal electronic devices during the school day. This expectation applies to all school settings, including but not limited to:

- Classrooms

- Study halls
- Resource periods
- Hallways and locker areas
- Restrooms
- Cafeterias and lunch periods
- Assemblies
- School-sponsored activities occurring during the school day
- Any other instructional or supervised school setting

Students may not use electronic devices to:

- Send or receive text messages
- Make or receive phone calls
- Access social media
- Browse the internet
- Play games
- Stream music, videos, or other media
- Take photographs or videos
- Record audio
- Check notifications, messages, or emails

Students should not expect privacy regarding electronic devices brought onto school property. School administrators reserve the right to investigate alleged violations involving personal electronic devices in accordance with applicable laws, district policies, and student handbook provisions.

Cell Phones and Personal Communication Devices

Students may possess cell phones and personal communication devices while on school property; however, these devices must remain out of sight and stored in their lockers throughout the school day.

Cell phones and personal communication devices may only be used when:

1. The use is specifically directed and supervised by a teacher for an educational purpose;

2. The use is required as part of an approved health plan, medical necessity, Individualized Education Program (IEP), Section 504 Plan, or other documented accommodation; or

3. Administrative approval has been granted for a specific educational or school-related purpose.

4. The student is an active member of a volunteer fire company, ambulance, or rescue squad.

At all other times, devices must remain silenced and in the locker.

Earbuds, Headphones, and Listening Devices

The use of earbuds, AirPods, headphones, noise-canceling headphones, and other personal listening devices is prohibited throughout the school day.

Exceptions may be granted only when:

- Directed by a teacher for a specific instructional activity; or
- Required by an approved health plan, IEP, Section 504 Plan, or documented accommodation.

Students may not wear earbuds or headphones in their ears, around their necks, on top of their heads, or in any manner suggesting active or intended use during the school day.

Smart Watches

Smart watches may not be worn by students. Smart watches are considered personal electronic devices and may not be used during the school day for any communication or entertainment purposes. They should not be brought to school unless they are put in the locker and remain there throughout the day.

Students may not use smart watches to:

- Send or receive text messages
- Make or receive phone calls
- Access email
- Access social media
- Browse the internet
- Listen to music, podcasts, or other audio
- Take photographs or videos
- Record audio
- View or respond to notifications

Consequences for Unauthorized Use

Any electronic device being used, displayed, heard, or accessed in violation of this policy will be confiscated by school personnel and returned according to the following progressive discipline schedule.

First Offense

- Device confiscated and secured by school personnel.
- Device returned to the student at the end of the school day.
- Warning issued and offense documented.

Second Offense

- Device confiscated and secured by school personnel.
- Device must be turned in to the principal/designee for five (5) school days. Devices will be dropped off at the beginning of the school day and picked up at the end of the school day.
- One (1) day detention will be assigned.
- Parent/guardian notification.

Third Offense

- Device confiscated and secured by school personnel.
- Device must be turned in to the principal/designee for ten (10) school days. Devices will be dropped off at the beginning of the school day and picked up at the end of the school day.
- One (1) day In-School Suspension will be assigned.
- Parent/guardian notification.

Fourth Offense

- Device confiscated and secured by school personnel.
- Device must be turned in for forty-five (45) school days. Devices will be dropped off at the beginning of the school day and picked up at the end of the school day.
- Discipline such as loss of extracurricular activities (sports, dances, field trips) for chronic infraction.
- Parent/guardian notification and administrative conference.

Fifth and Subsequent Offenses

- Student will be required to turn in the electronic device to the principal at the beginning of each school day for the remainder of the school year.
- Additional disciplinary consequences may be assigned at the discretion of the administration.

Refusal to Surrender a Device

Students who refuse a reasonable request from a teacher, administrator, or other school employee to surrender an electronic device will be subject to additional disciplinary action for insubordination and failure to comply with school directives. Such disciplinary action may be assigned in addition to the consequences outlined in this policy.

- Additional discipline could include loss of privilege to participate in extracurricular activities such as sports, school dances, field trips, etc.

Look-Alike or Substitute Devices

Students who attempt to deceive school personnel by surrendering a non-functioning device, look-alike device, fake device, alternate electronic device, or any item intended to avoid confiscation of the actual device will be subject to additional disciplinary consequences beyond those outlined in this policy.

Emergency Communication

Parents and guardians who need to communicate with a student during the school day should contact the school office. Students who need to contact a parent or guardian during the school day may do so through the school office.

Administrative Authority

School administrators reserve the authority to modify consequences when warranted by the circumstances, including but not limited to repeated violations, refusal to comply, academic dishonesty, harassment, unauthorized recording, or other violations of the student code of conduct.

The intent of this policy is to ensure that students remain fully engaged in learning, build positive relationships with peers and staff, and develop habits of attention, communication, and responsibility that support long-term success.

DANCES - FIELD TRIPS – ACTIVITIES *(point of emphasis)

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

Students must be in good standing to attend school-sponsored dances, field trips, 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.

FIELD TRIPS & ACTIVITIES - If a student is not permitted to participate in a field trip or activity due to disciplinary reasons, a refund will not be given for expenses paid.

EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS

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.

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.

Mount Union Area School District Athletic Policy

24 2.Definition

For purposes of this policy, the program of **interscholastic athletics** 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

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.[1][2][3][4]

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.[5]

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.[5]

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:

~~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 two (2) core subject areas 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.~~

~~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 (7) classes per semester.~~

Any student that is failing 2 or more courses is ineligible for the week. If they fail 2 or more courses in a marking period, that student is ineligible for 15 school days into the next marking period.

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 45 school days following the 20th day of absence. Summer school attendance does NOT count.

The Board directs that no student may participate in interscholastic athletics who has not:[5]

1. Met the requirements for academic eligibility.

2. Attended school regularly.[6]

3. Returned all school athletic equipment previously used.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:[7]

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.

2. The student is a member of an extracurricular activity and has been notified

that particular off-campus conduct could result in exclusion from such activities.

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has 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.

5. The conduct involves the theft or vandalism of school property.

4.Delegation

of Responsibility

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.

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.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

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.[8][9]

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 Monday at 8:00AM.

• If a student is deemed academically ineligible, they are ineligible from Sunday through, and including, the following Saturday. They may practice but may not play in an athletic event or wear a uniform. Ineligible students may not travel to away events.

• If a student-athlete is ineligible to begin the school year, based on final credits from the previous year, the student is ineligible for 15 school days. At the end of 15 days, they must be passing 6 or more credits.

• If a student-athlete becomes ineligible on the day report cards are issued by not passing two classes, the student-athlete is ineligible from the date of issue for 15 school days.

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 and an excuse from a medical provider upon return.

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 45 school days following the 20th 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.

Pennsylvania Interscholastic Athletic Association (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	WINTER	SPRING
Boys' Cross Country	Boys' Varsity Basketball	Varsity Baseball
Girls' Cross Country	Boys' Junior Varsity Basketball	Girls' Varsity Softball
Varsity Football	Boys' Junior High Basketball	Girls' JV Softball
Junior Varsity Football	Girls' Varsity Basketball	Junior High Girls' Softball
Junior High Football	Girls' Junior Varsity Basketball	Boys' Track and Field
Senior High Girls' Volleyball	Girls' Junior High Basketball	Girls' Track and Field
Junior High Girls' Volleyball	Varsity Wrestling	
	Junior Varsity Wrestling	
	Junior High Wrestling	
	Bocce Ball (Non-PIAA Sport)	

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).

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.

HEALTH SERVICES

A full-time nurse is employed for the Mount Union secondary schools. 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. 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 their BMI (Body Mass Index) measured each year. These same children have their vision tested each year. Hearing tests are given in grades K through three and grades seven and eleven. The school nurse will send a note home with any student who fails these tests. Scoliosis screening is done in grades six and eleven 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, first aid will be administered. 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.

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 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.

Health Room Treatment Supplies

Many students are seen in the nurse's office throughout the school day for minor accidents or injuries. Please note below the chart of everyday treatment items that are used to treat your child. If for any reason any of the listed items should not be used on your child, please, send a note to your child's school nurse.

Non-Latex Gloves	Bactine	External Analgesic	Peroxide	Chloraseptic Spray
Medical Tape	Rubbing Alcohol	First Aid Cream	Eye Wash	Burn Spray/Gel
Adhesive Bandages	Topical Antihistamines	Antifungal Cream	A&D Ointment	
Caladryl	Bacitracin	Anbesol		

In Case of Illness

If your child becomes ill while in school, you will be contacted by the school nurse. It is of utmost importance that we have a telephone number where you can be reached in case of an emergency.

Please remember the school nurse is NOT a doctor, is NOT able to make a diagnosis, and may NOT treat a child for an illness. It is the parent's responsibility to have their child treated by a physician whenever necessary. Please do

not send your child to school when he/she is sick. Children must be fever-free (temperature less than 100 degrees) for 24 hours without medication before returning to school.

Also, if your child had vomiting and/or diarrhea within 8 hours before the start of the school day, please keep them home that day.

Children should be kept home when they have contagious diseases such as impetigo, pinkeye, or chicken pox. For your convenience, the following chart of signs, symptoms, and length of illness is provided so you will know when to keep your child at home. Your cooperation will help prevent the spread of these diseases. Please contact the school nurse if you have questions about keeping your child home from school.

DISEASE	INCUBATION PERIOD	DURATION OF EXCLUSION FROM SCHOOL	SIGNS AND SYMPTOMS
CHICKEN POX	2 - 3 Weeks	Until temperature is normal and scabs are dry and crusted	Slight fever, listlessness, blister-like spots turning to crusts
GERMAN MEASLES	12 -22 Days	At least four days from onset of rash and temperature is normal	Mild cold, slight pinkish rash which gives a blush to the skin and fades with pressure - disappears within 3 days
Head Lice		If you suspect your child may have head lice, call the school's nurse to have your child checked. If live lice are found, your child must be treated and cannot return to school until there are no live lice.	Extreme itchiness of the scalp and appearance of nits or lice.
IMPETIGO	Unknown	Until cleared by the child's physician	Crust-like sores with a discharge, occurs mainly around the mouth and nose. It appears in small groups and single spots.
INFLUENZA	24 - 72 Hours	Early stages and while fever is present	Sudden onset of fever, aches and pains in the back and limbs, runny nose sore throat, chest cough
MEASLES	7 - 18 Days	At least four days from onset of rash and temperature is normal	Mild fever, aches and pains, listlessness, redness and watering of eyes, cough, fine red rash appearing on face, neck or behind ears. Lasts about 5 days.

MUMPS	12 -26 Days	9 days from onset or until swelling subsides and temperature is normal	Slight fever, listlessness, nausea, irritability, swelling, inflammation and tenderness of the gland of the neck from the tip of the ear downward under the chin
PINKEYE	Unknown	24 hours after start of medication	Redness of the eye, drainage from the eye
RINGWORM	Unknown	Until cleared by the child's physician	Scaly patches on head or body, sometimes itchy. Child may attend school if the scales are covered.
SCABIES		Until treatment is completed	Fine scab-like rash which is very itchy.
SCARLET FEVER or SCARLATINA	1 -10 Days	7 days from the onset or 24 hours after starting medication *Must have doctor's note showing date treatment began.	Sudden sore throat, fever, headache, nausea and vomiting. Bright red rash begins on the upper chest 1 to 3 days after onset, spreads rapidly over neck, arms, body and legs. Skin appears velvety.
WHOOPING COUGH	1 - 3 Weeks	4 weeks from onset or 7 days after starting appropriate therapy. *Must have doctor's note showing date treatment began.	Head cold, dry cough, which is worse at night, followed by a sudden, rapid deep drawing in of the breath accompanied by a characteristic whoop.
COVID-19	Follow DOH Guidelines	Follow DOH Guidelines	Cough, shortness of breath, difficulty breathing, loss of smell, loss of taste, fever greater than 100 degrees, chills, rigors, muscle pain, headache, sore throat, nausea, vomiting, diarrhea, fatigue, congestion and runny nose.

Readmission of Pupils Showing Symptoms

No person excluded from any public, private, parochial, or other school under the provisions of Exclusion of Pupils Showing Symptoms shall be readmitted until the nurse in the school is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or non-infectiousness from the physician.

Mandated School Health Services

In accordance with the School Nurse Act, every child within the Commonwealth has the right to receive mandated school health services. If your child is home schooled and you would like mandated services (hearing, vision, dental, physical, ht/wt.), please contact one of our nurses in September of each school year for the screening schedules.

Access to School Records

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel..);..or a person, agency, or company with whom the district has contracted, or otherwise arranged to perform a special task or service...Such individuals have a legitimate educational interest if she/he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

Body Mass Index (BMI)

As part of the yearly school health growth program, your child's height, weight and BMI will be calculated. The BMI is used as a guideline to help assess whether a person may be overweight or underweight.

If you would like your child's BMI results, please contact the school nurse the LAST WEEK of school.

Fieldtrip Procedure for Medications

Students who will need to receive a daily medication, rectal Diastat, or diabetic care will be provided with nursing services.

Act 120 of 2024 from the Pennsylvania Department of Health

This act requires a school nurse, school physician, or designated employee of a school entity to remove a tick from a student in accordance with guidance issued by the Secretary of Health.

After removal, the tick will be:

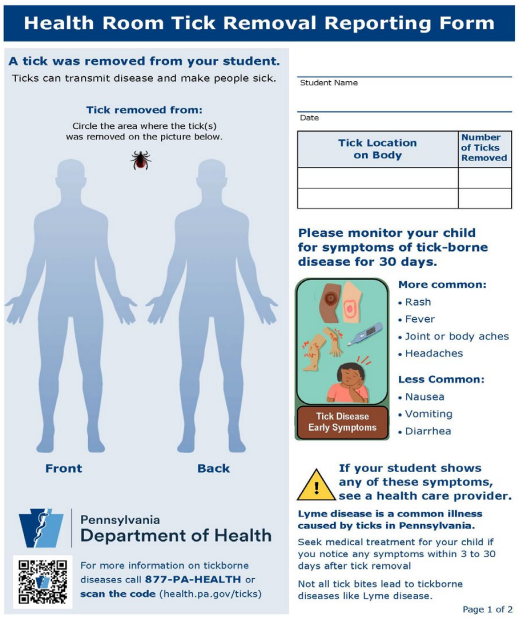
1. Preserved for the parent or guardian of the student to send to the Tick Research Lab of Pennsylvania for testing if they choose to do so. The school entity will provide information to the parent or guardian on how to send the tick to the Tick Research Lab of Pennsylvania.

2. After the tick is removed from the student, the school entity will notify the parent or guardian in writing with the attached information. In the notice will be information from the Secretary of Health on how the tick was removed and steps to take from there. See attachment below (Health Room Tick Removal Reporting Form pgs. 1-2).

This is the information you will receive and what to look for:

(A tick was removed from your child today. Ticks can transmit disease and make people sick. A common illness caused by ticks in Pennsylvania is Lyme disease. Not all tick bites lead to Lyme disease. We advise that you record the date on which the tick was removed. It is recommended that you seek medical treatment from your child's doctor promptly if you notice any early signs or symptoms of illness within three (3) to thirty (30) days of the date of removal.

Some people with Lyme disease will get a bull's-eye rash. Others may have an atypical rash. Not everyone who has Lyme disease gets a rash. Other symptoms which may occur during the early stages of Lyme disease include chills, fever, headache, tiredness, stiff neck, joint pain or swelling and swollen lymph nodes. Lyme disease is treated with antibiotics. If untreated, infection may progress to joint, heart, brain or nerve abnormalities.)



School Health Immunizations

The Department of Health changed to school immunization regulations beginning in August 2017. The regulations are intended to ensure that children attending school in the Commonwealth are adequately protected against the potential outbreak of vaccine preventable diseases.

What you need to know:

· All immunizations must be on file and up to date by the start of the school year.

· If your child is behind schedule on immunizations, a medical certificate signed by the child's physician must be provided setting out the schedule for the remaining doses. The medical certificate must be on file with the school within the first five (5) days of the start of the school year, or your child will be excluded per Pennsylvania state law.

· If documentation of all required immunizations has not been received, or a medical certificate is not on file, your child will not be permitted to attend school, and any days missed for this will be considered illegal absences.

Students attending Pennsylvania schools must be immunized according to the following schedule in order to attend school:

A certificate of immunization, signed by physician or other health personnel, must be provided at the time of registration or entry, and will be reviewed by the school. Parents may obtain a medical, religious, or philosophical

exemption from meeting the immunization requirements. Please contact your child's principal if you are interested in obtaining this exemption.

Pennsylvania Required Childhood Immunization Schedule

Grade

Required Immunizations

Students Entering Kindergarten

• 4 doses of Tetanus, Diphtheria, and Acellular Pertussis (usually given as DTaP, DTP, or DT, or TD) (1 dose on or after the 4th birthday)

• 4 doses of Polio (4th dose on or after 4th birthday and at least 6 months after previous dose)

• 2 doses of Measles, Mumps, and Rubella (usually given as MMR)

• 3 doses of Hepatitis B

• 2 doses of Varicella (Chickenpox or evidence of immunity)

Students Entering 7th Grade

• 1 dose of Tetanus, Diphtheria and Acellular Pertussis if 5 years have passed since last Tetanus immunization (usually given as DTaP, DTP, or DT, or TD)

Students Entering 12th Grade

• 1 dose of Meningococcal Conjugate Vaccine (MCV) (If 1st dose of MCV was given at 16-years-of-age or older, only 1 dose is required)

Medication Guidelines

The Mount Union Area School District recognizes that parents have the 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 the 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 medications MUST be given during school hours, the following procedures must be followed.

Prescription and Non-prescription Medications

1. The doctor must complete the prescription medication form.

2. The parents/guardian must sign the consent form for medications.

3. Any medication to be given during school hours must be delivered directly to the school nurse, building administrator, head teacher, or school secretary by the parent/guardian or designee. The medication must be brought to school in the original 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 main office if proper storage is available. (locked file cabinet or locked cabinet)

7. Medication cannot be carried by students. (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 prescribed orders, the privilege to carry the medication can be revoked.) Refer to School Board Policy 210.1.

8. Medications will be administered within 30 minutes before or after the prescribed time. In the event medication is administered outside these guidelines...

Standing Orders for "Stock" Epinephrine

The Mount Union School District has physician orders to administer Epinephrine (Epi pen) to any person(s) who show signs and symptoms of anaphylaxis (allergic reaction) triggered by touching, inhaling or ingesting allergens or by insect stings.

It is still necessary for parents/guardians to provide their child's Individual Epi pen if they have a known allergy. The purpose of the "stock" Epi pen supply is to provide immediate intervention to a student showing signs of anaphylaxis to an unknown allergen.

All staff is trained annually on the use of the Epi-pens though an online, state mandated site.

Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

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

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

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

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

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

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.

2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:

a. Name of drug

b. Prescribed dosage

c. Times medication is to be taken

d. Length of time medication is prescribed

e. Diagnosis or reason medication is needed, unless confidential

f. Potential serious reaction or side effects of medication

g. Emergency Response

h. If child is qualified and able to self-administer the medication

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

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

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

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

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to determination of competency for self-administration shall be based on the student's age, cognitive function, maturity, and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling, and using as asthma inhaler or epinephrine auto-injector in any matter other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with the Board policy.

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

The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.

The district shall post this policy on the district website, if available.

The Superintendent or designee, in conjunction with the school nurse(s), may develop administration regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.

Standing Orders for Naloxone

The Mount Union School District wishes to prevent opiate-related overdose deaths by making Naloxone available in its secondary schools (grades 7-12).

Act 139 of 2014 permits an individual in a position to assist a person at risk of opioid overdose to obtain and administer Naloxone. Naloxone (also commonly known as Narcan) is a medication that can reverse an overdose that is caused by an opioid drug. When administered during an overdose, Naloxone blocks the effects of opioids on the brain and respiratory system in order to prevent death. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription drug.

**For more information pertaining to Naloxone, please contact your child's school nurse. **

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 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

SAP/Homeless Statement

If a student is suspected as a child suffering from homelessness, communicate with the District's Homeless Liaison, Mrs. Kristen Streightiff. Once verified, refer the student to SAP. The team can determine if the child's needs can be met by the SAP team or other programming offered by the District.

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.

ACADEMY FOR CUSTOMIZED LEARNING

The Academy for Customized Learning offers a comprehensive online learning experience for students in grades 6-12. Utilizing a collaborative approach with a flexible and innovative learning environment, we personalize education to meet students' individual needs and interests. Our state-of-the-art online platform and technology bring the classroom to you. See your guidance counselor with questions.

Students interested in online learning should embrace the following skills and strategies.

1. Self-Discipline and Self-Motivation:

    • Stay on track with the flexible structure on our online environment.

    • Proactively engage with course material and resist distractions.

    • Monitor their progress daily and adjust work sessions as needed.

2. Time Management:

    • Follow a study schedule and allow enough time for each course.

    • Manage breaks and avoid procrastination.

3. Digital Literacy and Technology Skills:

    • Navigate online platforms and use various software applications.

    • Proficiently use basic computer operations, file management, and internet skills.

4. Strong Communication Skills:

    • Efficiently use communication tools, email, discussion boards, and video conferencing.

    • Express themselves clearly and respectfully in a digital environment.

5. Critical Thinking and Problem-Solving:

    • Analyze information, evaluate sources, and apply their knowledge.

    • Apply critical thinking skills for troubleshooting technical issues or course-related challenges.

6. Ability to Ask for Help:

    • Recognize when they need assistance and reach out to instructors, peers, or support staff.

7. Active Participation:

    • Engage in online discussions, group projects, and live sessions to deepen their understanding of material.

- Take notes & summarize key points.
- Consistently attend scheduled live sessions.
- Meet assignment & course deadlines.

8. Mindset & Attitude

- Approach online learning with optimism & motivation.
- Adjust to innovative technologies & learning methods.
- Take accountability for one's learning & actions.

By developing these skills, students make the best use of their online learning experience and build a solid foundation for future academic and professional success.

**The Academy for Customized Learning handbook can be found on the District website.

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.

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 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 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 period or after school; 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 Replacement $350.00
- iPad Screen Replacement: $50.00
- iPad Charger: $40.00
- Lost Laptop Charger: $35.00
- Keyboard replacement for laptops: $25.00
- Total device replacement in the event of loss, water submersion, theft, etc.: $577.00

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. For padlocks with keys, students are encouraged to keep an extra key in the office.

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 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, ARRIVAL, 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 community 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 to go to their lockers and directly to their bus areas using the exit closest to their bus. 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 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.

offenses, the following consequences will result from violations of the rules:

1st Offense: Report infraction, issue a warning and conference with student.

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

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

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

5th 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.

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.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (SWPBIS)

Mount Union Area Jr and Sr High Schools have adopted the SWPBIS system to assist in instilling proper behavior within our students. School-wide Positive Behavioral Interventions and Supports (SWPBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, and mental health. When implemented with fidelity, SWPBIS improves social competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. By adopting a SWPBIS system, a significant number of school-wide behavioral problems can be prevented.

	Be Safe	Be Respectful	Be Responsible	Be Here
Classroom	• Follow all procedures. • Listen to teacher during emergency/drill	• Follow class rules and expectations • Respect others' ideas • Show respect toward adults and peers	• Have materials. • Be on time. • Complete your own work.	• Be on time in seat prepared. • Come to school regularly.

Hallway	• Control your body. • Keep moving to get to class.	• Use appropriate tone and volume. • Use shortest route.	• Use your locker at the appropriate time. • Have a signed pass.	• Limit time socializing. • Go directly to next class.
Cafeteria	• Report unsafe situations. • Follow adult directions.	• Use respectful language and volume. • One seat and remain there for lunch. • Demonstrate kindness to others.	• Clean up your eating area. • Use appropriate tone and volume. • Ask to leave and sign out. • Empty tray completely.	• Limit your time when you leave. • Remain in designated area until bell rings.
Restroom & Locker Room	• Walk safely. • Make positive hygienic choices.	• Respect others' privacy. • Respect others and their property.	• Keep area clean. • Have a signed pass. • Be efficient. • Lock your locker. • Have required PE clothes.	• Use only necessary visits. • Use closest restroom. • Be in locker room only when you have class.
Gym & Auditorium	• Seek help when using unknown equipment. • Report unsafe or broken equipment. • Observe safety procedures.	• Use equipment appropriately and return. • Use appropriately language and tone. • Sportsmanship • Clean your area.	• Leave food, drinks, and gum in locker. • Take belongings with you when you leave.	• Be engaged in activities.
Transportation & Parking Lot	• Use sidewalks and crosswalks. • Follow speed limit and signs. • Be aware of surroundings.	• Use kind language toward driver and peers. • Use respectful tone and volume. • Follow driver's instructions.	• Stay in your assigned seat. • Use your assigned spot. • Stay seated on bus/van for entire ride. • Have a parking pass.	• Be on time for transportation to and from school. • Drivers should plan arrival time accordingly.
Offices (Main, Guidance, & Nurse)	• Allow office staff to monitor doors. • Follow office procedures.	• Respect office personal time and resources.	• Bring in excuses within 3 days. • Have a signed pass.	• Make only necessary visits independently.

		• Use kind language.	• Sit in seats until called.	

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 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 -Lewd Act or Behavior

-Obscene Gestures -Bomb Threat -Possession/Use/Sale of Alcohol

-Fighting -Assault -Technology Abuse

-Possession/Use of Tobacco Products -Extortion -Possession/Use of a deadly weapon

-Gambling -Gang Activity -Disorderly Behavior/Conduct

-Vandalism -Fireworks -Inciting a Riot

-Throwing Objects Resulting in Injury - Improper Operation of a Motor Vehicle on School property

-Possession of Drug Paraphernalia Including Marijuana/THC Pens/Devices

-Possession/Use/Sale of Illegal Drugs/Controlled Substances

-Possession of Vaping Device, E-cigarette (non-nicotine/nicotine)

-Possession of matches or a lighter

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.

<u>Four Levels of Suspensions</u>

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 email 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.

In-School Suspension

In School Suspension (ISS) is a disciplinary option that allows students to remain in a learning environment while being isolated from other students. ISS will be held as needed at the Junior and Senior High Schools. Teachers with a free period in their schedule will cover ISS when necessary. During this coverage, students must follow the ISS rules. ISS should be quiet and orderly with students working the entire day. Administrators will try to notify teachers by the end of the school day prior to the assigned ISS. Teachers are required to provide work for students during ISS. The student is responsible for picking up the work. There may be times when notice by the end of the prior school day is not possible. Work for students may also be emailed

Students assigned in-school suspension may not participate in any activity, to include sports, on the day of the assigned in-school suspension.

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.