KISTLER ELEMENTARY
Student Handbook
2026-2027

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MISSION

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

VISION STATEMENT

The **Mount Union Area School District** envisions the creation of a community of lifelong learners inspired to empower, explore, innovate, and contribute positively to our local communities and the world around them. We will realize this vision by ensuring ALL students have access to a safe, caring educational environment, learning experiences of the highest quality, community partnerships that support our district's mission, educational resources that will equip students with the skills they need to be productive citizens in an ever-changing global society.

Beliefs:

Expectations for children must have meaning and purpose.
The school environment must be safe and secure.
All children learn at different rates.
This school system is the catalyst impacting the culture, economy, and climate of our community.
All children can learn, and it is our responsibility to help them reach their potential.
The elementary program is the foundation for K-12 learning.
Assessment must occur on a regular basis, thus driving instruction.
All teachers must actively engage children by helping individuals understand why they are learning.
Learning begins at birth, thus requiring the district to engage with parents and children before entering the formal K-12 system.
Our secondary schools must be willing to move beyond current models to create an educational environment that is rigorous, relevant, and personalized.
We must pursue alternative funding streams in the form of competitive grants to insure the fulfillment of the district's vision/mission.

2026-2027 School Calendar

August	Teachers' In-Service	August 17, 2026
	Teacher's In-Service ½ day	August 18, 2026
	Students' First Day	August 19, 2026
	MS/HS School Open House - 6-7 p.m.	August 25, 2026
	Kistler Open House - 6-7 p.m.	August 26, 2026
	Shirley Township Open House - 6-7 p.m.	August 27, 2026
September	Labor Day	September 7, 2026 - NO SCHOOL
	Data Day	September 21, 2026 @ 11:10
October	Act 80 Day	October 12, 2026 (No school for students)
November	Early Dismissal/P-T Conferences	November 12, 2026 @ 11:10
	Veterans Day observance	November 13, 2026 – NO SCHOOL
	Thanksgiving Vacation	Nov. 25 – Dec. 1, 2026 - NO SCHOOL
December	Early Dismissal – Winter Break	December 23, 2026 @ 11:10
	Winter Break	December 24-31, 2026 - NO SCHOOL
January	Winter Break (continued)	January 1, 2027 - NO SCHOOL
	Dr. Martin Luther King Day/Act 80	January 18, 2027 (No school for students)
	Data Day	January 29, 2027 @ 11:10
February	Winter Break	February 12, 2027 - NO SCHOOL
	President's Day	February 15, 2027 - NO SCHOOL
March	Easter Break	March 25-29, 2027 – NO SCHOOL
April	Act 80 day	April 2, 2027 (No school for students)
	Spring Break	April 23, 2027 – NO SCHOOL
May	Student's Last Day	May 25, 2027

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.

All Early Dismissal times for Elementary Schools will be 11:10 A.M.

ELEMENTARY SCHOOL INFORMATION

Mount Union-Kistler Elementary
154 School Street
Mount Union, PA 17066
Phone: (814) 542-2595
Fax: (814) 542-3465
Principal: Mrs. Alesha Yocum – ayocum@muasd.org
Secretary: Mrs. Tonya Stoner–tstoner@muasd.org

Shirley Township Elementary
14188 2nd Street
Mount Union, PA 17066
Phone: (814) 542-9381
Fax: (814) 542-5424
Principal: Mrs. Sandra Kay Rickabaugh – srickabaugh@muasd.org
Secretary: Miss Emily Rhone–erhone@muasd.org

Superintendent, Jen Taylor (814) 542-8631; jtaylor@muasd.org

Federal Programs Coordinator/Director of Curriculum, Instruction, and Assessment: Christian McClure - 814-542-8631; cmcclure@muasd.org

Director of Special Education: Mrs. Kristen Streightiff (814) 542-2518; kstreightiff@muasd.org

Elementary Guidance Counselor: Mrs. Bethany Fischer; bfischer@muasd.org

District Registered Nurse: Mrs. Lori Varner; lvarner@muasd.org

LPN at Shirley Township Elementary: Ms. Jamie Bowser: jbowser@muasd.org

LPN at Kistler Elementary: Mrs. Carol Pollock – cpollock@muasd.org

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Mount Union Area School District Board of Directors:
Linda McClure – lmcclure@muasd.org – President
Curt Whitesel – cwhitesel@muasd.org – Vice President
Steven Brumbaugh – sbrumbaugh@muasd.org
Jeffery Hoover – jhoover@muasd.org
Duane Gearhart – dgearhart@muasd.org
Brian Kritzer – bkritzer@muasd.org
Carol Jackson – cnjackson@muasd.org
John Martinez – jmartinez@muasd.org
Kristen Shields – kshields@muasd.org

BUILDING TIME SCHEDULE

Mount Union Kistler and Shirley Township Teacher reporting time is 7:25 AM.
Mount Union Kistler and Shirley Township students may enter the building at 7:30 AM.

Any Mount Union Kistler or Shirley Township student who is eating breakfast at school must report to school by 7:30 AM.

All Mount Union Kistler or Shirley Township students are expected to report to their homeroom classroom by 7:50 AM.

Students will be marked tardy after 7:50 AM.
Instruction will begin by 7:50 AM every day.

Mount Union Kistler and Shirley Township dismissal will be as follows:

Car Riders: 2:32 PM
Walkers: 2:40 PM

Buses:

First Wave Dismissal is 2:35 PM
Second Wave Dismissal is 2:45 PM

Success in school depends on cooperation among students, parents, and staff. The following lists of responsibilities should assist everyone to better understand their role in this partnership.

RESPONSIBILITIES OF STUDENTS

1. Treat others with **respect** and courtesy in your actions and language. Avoid physical violence.

2. Know and follow all the school rules.

3. Put forth your best effort by staying on task, paying attention, and completing assignments on time.

4. Attend school daily, except when excused, and report to class on time.

5. Add to what you've learned in school by reading books, magazines, newspapers, and by watching appropriate television shows.

6. Set aside a time and quiet place to do your homework.

7. Show your parents what you've done in school.

RESPONSIBILITIES OF PARENTS

1. Encourage your child to do his/her best in school by showing interest in all his/her activities and provide a time and a quiet place to do homework.

2. Use positive pressure by expecting the best from your child academically. Respect his/her interests, capabilities, and limitations.

3. Spend quality time with your child reading books, magazines, newspapers, and watching appropriate television shows.

4. **Support school rules and goals; recognize that parents' attitudes and opinions often become those of their children.**

5. **Insist on prompt and regular attendance.**

6. Don't wait until it's too late. Call teachers more often and earlier if you have a question or concern.

7. Parents are required to report to the office before visiting the teacher or picking up children.

8. **Any change in the transportation of your child must be accompanied by a note, written by the parent. This note will be sent to the office.**

CONTACT FOR QUESTIONS

Should you have a concern about your child's education or behavior, first contact the classroom teacher. If your concern is not resolved satisfactorily, contact the building principal. Further inquiries should be directed to the Federal Programs Coordinator.

If you would like to schedule a conference to discuss your child's progress, please contact your child's teacher to arrange a mutually convenient time.

VISITATIONS TO SCHOOL

All visits to the classroom MUST be scheduled with the classroom teacher at least 24 hours in advance. **All school guests MUST sign in** at the school office before proceeding throughout the building. Visitors must wear a "visitor badge" when they are moving through the building. All visitors must sign out in the office when leaving the building. Visitors' access to the elementary buildings will be limited to one entrance, which will be through the main office doors.

Important Note: *Parents and/or family members that come to deliver a message, medication, homework, lunch or lunch money, supplies, etc. will be met at the front door by school personnel. As safety is a top priority for our school, no visitors will be granted access to the building if it is not for a pre-scheduled meeting.*

HOMEWORK POLICY

Homework is an important part of a child's learning. The purpose of homework is to provide additional practice, to prepare for future lessons, and to encourage the child to work independently. Parents can help their children by emphasizing the importance of homework. Reserve a specific time and turn off the television. Show an interest in your child's assignments, but do not do the work for them. Understand that the school expects the homework to be completed neatly and returned promptly.

Homework amounts vary from teacher to teacher; therefore, we encourage you to set aside a minimum study time each evening. This time could be used for daily assignments, review, test preparation, long range assignments, or reading.

Students who have been absent are required to make up all missed work.

STAYING IN AT RECESS

Recess is an important part of school to help develop physical and social skills to be successful in school and life. Weather permitting; students will go out for recess. Students are permitted to stay inside with a doctor's excuse. On rare occasions, due to a recent illness, students may stay inside with a written permission slip signed by the parent. Students that stay in for recess may be assigned an alternative room because their teacher may have a recess or lunch duty.

RECESS EQUIPMENT AND TOYS BROUGHT FROM HOME

Our schools have large equipment designed for climbing, sliding and for creative play. Additionally, we provide the necessary basketballs, kick balls and other equipment so children have a variety of options to play during the daily thirty-minute recess period. **Children are not permitted to bring cell phones, toys, or other playground equipment (i.e., baseballs, bats, etc.) to school. Too often these items become broken, lost, stolen or present a hazard on the bus.**

SUPPORT SERVICES

GUIDANCE/COUNSELING

The Mount Union Area School District employs one elementary school guidance counselor. The counselor is available for crisis management and is knowledgeable about community agencies and resources, which may be helpful for students and families. The counselor provides guidance and counseling to all students and works with students individually or with small groups that have similar interest or needs or with a whole class. The counselor is also available to consult with parents about a child's educational or emotional needs, and she can refer parents to additional services and specialists within the school system or community.

Parents may want to contact the school counselor for the following reasons:

1. Assistance in helping your child through a family or personal crisis.
2. Change in behavior.
3. Questions about test scores.

TITLE I

Title I is a 100 percent federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for economically disadvantaged children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. Mount Union Area School District Title I reading services are offered for students in grades K-5. Assessments are administered to students in September/October, January and May to determine eligibility and monitor progress. An annual performance report is completed each year and shared with parents regarding the progress of our Title I program. Specific data on each building's Title I annual progress is on file and available for parental review. A Home-School Compact and Title I Parent and Family Engagement Policy have been developed by our Parent Advisory Committee and are included in our student handbook, which is available as a paper copy or on our district's website. Assessment data indicating student progress is sent home with each student in September/October, January and May.

Multi-Tiered System of Support (MTSS)

Pennsylvania's Multi-Tiered System of Support (MTSS) is a standards-aligned, comprehensive school improvement framework designed to enhance academic, behavioral, and social-emotional learning outcomes for ALL students using a continuum of evidence-based practices and technically adequate assessment measures. The components of Pennsylvania's MTSS framework include high-quality standards-aligned core instruction, universal screening, shared ownership, data-based decision-making within a tiered service delivery model, family engagement, and ongoing context embedded professional learning.

MTSS Mission and Vision Statements

Mission Statement – The Mount Union Area School District prepares all children for educational achievement through the implementation, with fidelity, of systemic school-wide supports through ongoing partnership with various stakeholders including families, community affiliates, teachers, administrators, staff, and specialists.

Vision Statement – Mount Union Area School District's vision for the implementation of a MTSS framework is to provide comprehensive school-wide systematic supports. This will be accomplished through utilization of data-based decision making, embedded in evidence-based best practices to ensure students' growth, academically and behaviorally, and to foster social-emotional skills which will prepare all children for success and productivity in a global society by encouraging the fulfillment of individual hopes and dreams.

MTSS is organized into three tiers of support:

All students will receive **Tier 1** support, using the district-adopted core materials. Instruction in Tier 1 may be differentiated to meet individual student needs with this core instruction; however, students are still instructed using the core materials. In English Language Arts (ELA) we use the ***Into Reading*** reading series from Houghton Mifflin Harcourt. In Math, we use ***Envision Math*** from Savvas Learning. Both core programs are well-researched and proven to make a difference in reading and math skills when implemented with fidelity. In addition to our core materials, we also utilize various programs for practicing skills such as IXL, Reflex Math, Frax, and Spring Math, to name a few.

If data reveals that a student needs extra support in a targeted skill or strategy beyond core instruction, our school district provides Title I support in both reading and math. We call this, **Tier 2.** In Tier 2 instruction, students are provided an extra twenty minutes of instruction, very specific to their area of deficiency. Direct instruction occurs in Tier 2 to give students the boost they need to be more successful. We provide this extra support in addition to core instruction so students do not miss important teaching; students are **working with a reading or math specialist (Title I)** during part of their class's center time/stations. Tier 2 instruction may occur in the regular classroom or may occur in a small group setting outside of the classroom. We aim to have no more than six students in each small group.

Tier 3 support is provided for those students with intensive needs in reading and math. For example, these students need a small group environment for this intensive, direct instruction. Sometimes, the instruction is provided 1:1. These students are likely to be more than one year behind grade level. This tiered system of support is 40 minutes in duration. We aim to have no more than five students per group. All Tier 3 programs that Mount Union utilizes are research-based and have proven evidence that these materials work for most students in Tier 3.

In summary, the Mount Union Area School District believes in the overwhelming research findings for effective practices. We believe in shared ownership of each student's learning so your child may have more than one expert working with them throughout the day. We strive to create opportunities for our students where they can thrive. We assure high expectations for all students, providing research-based, data-driven instruction that is aligned to the Pennsylvania State Standards. We also will progress monitor all students throughout the year to ensure that learning is taking place.

Mount Union-Kistler Elementary School
Title I Parent/Family Engagement Policy

At the beginning of each school year, parents are invited to attend Open House to participate in the planning, reviewing and improvement of Kistler Elementary's Parent/Family Engagement Policy including the Parent Compact. They will also be informed on the current Title I requirements and their right to be involved in the planning, reviewing and improvement of our Title I Program. Comments and suggestions will be taken and the policy will be amended.

Parents are also encouraged to attend Kistler's Open House in August to schedule a conference with his/her child. Conferences will be held each November with hours available during the day and evening to accommodate parent's schedules. Parents may also call the school to arrange a time to meet with a teacher if there is a conflict with the conference times.

Kistler Elementary School provides opportunities throughout the school year for parents to be engaged with the students and teachers. Examples of past parent/family engagement programs include: author visits, Trunk or Treat, Thanksgiving Dinner, Cookies with Santa, Book BINGO, Open House, and Spring Picnic. In addition, the PTO/PBIS plan many activities that also encourage parental engagement and participation. Title I Funding is available to support the activities planned by the parents and Title I staff.

During Parent/Family Engagement activities, Title I staff members will provide materials and training to help parents work with their children to improve achievement across the curriculum.

Mount Union Area School District's Federal Programs Coordinator will send a letter home three times per year (November, January, and May) describing the forms of local and standardized academic assessments used to track the progress of our students. In addition, the curriculum is posted on the school district's website. Parents have access to Power School, the student information system, to monitor their child's progress.

Updated July 2026

Mount Union Area School District
Schoolwide Title 1
School-Parent Compact
2026-2027

The **Mount Union Kistler Elementary School**, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the Pennsylvania Academic Standards.

This school-parent compact is in effect during the **2026-2027** school year.

School Responsibilities:

The **Mount Union Kistler Elementary School** will…

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the Pennsylvania Academic Standards as follows:

READING:

- Reading material and strategies will be based on the Science of Reading Research.
- Reading instruction will include the five critical elements of effective reading instruction (phonemic awareness, phonics, fluency, vocabulary, and text comprehension).

- A minimum of 90 minutes of direct, explicit, and systematic reading instruction will be provided to students in Kindergarten through Grade 2. This is known as Tier 1 instruction in the Multi-Tiered System of Support (MTSS) model.
- Kindergarten through Grade 2 students will receive small group, differentiated instruction to help them achieve the Pennsylvania Core Standards for English Language Arts.
    - Small group instruction is based on our MTSS model. Students will be grouped by tiers. Tier 1 students will receive small group instruction (SGI) from their classroom teacher based on their needs. Tier 2 students may receive SGI from their classroom teacher and/or a reading specialist; students will be grouped based on their common skill deficit. Tier 3 students may receive SGI from their classroom teacher, a reading specialist, and/or a special education teacher. This instruction will be based on the individual needs of students. We aim to keep all small groups to not more than 5 students at one time. When possible, we aim to meet with every student in small groups at least two times per week.

MATH:

- Mathematics instructional material will be aligned to meet Pennsylvania's Core Standards for Mathematics.
- A minimum of 30 minutes of direct, explicit, and systematic mathematics instruction will be provided to students in Kindergarten through Grade 2. This is known as Tier 1 instruction in the Multi-Tiered System of Support (MTSS) model.
- Kindergarten through Grade 2 students will receive small group, differentiated instruction to help them achieve the Pennsylvania Core Standards for Mathematics. (MTSS Tiers 1-3)
    - Small group instruction is based on our MTSS model. Students will be grouped by tiers. Tier 1 students will receive small group instruction (SGI) from their classroom teacher based on their needs. Tier 2 students may receive SGI from their classroom teacher and/or a reading specialist; students will be grouped based on their common skill deficit. Tier 3 students may receive SGI from their classroom teacher, a reading specialist, and/or a special education teacher. This instruction will be based on the individual needs of students. We aim to keep all small groups to not more than 6 students at one time. In addition, we aim to meet with every student in small groups at least two times per week.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

   Parent Teacher Conference Dates November 12, 2026

3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows:

   - Title 1 schoolwide progress reports will be distributed tri-annually to all students. Reports will be distributed in November 2026, January 2027 and May 2027. Reports will include student data from the Acadience Reading Assessment System & Spring Math System.

4. Provide parents reasonable access to staff. Classroom Teacher, Title I Teacher, Guidance Counselor and Principal are available for consultation, upon request, at any time. However, the school does plan for a parent-teacher conference in the fall. Specifically, staff will be available for consultation with parents as follows:

   - Parent Teacher Conference Dates November 12, 2026

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

   - Parents are encouraged to visit their child's classrooms on a scheduled basis.
   - Parent/Family engagement activities to support reading and mathematics instruction at home will be coordinated and scheduled throughout the year by classroom teachers, building administrators, and Title I staff.

Principal's Signature: *Alesha N Yocum* Date: July 15, 2026

Student Responsibilities:

As a student in the ***Mount Union Kistler Elementary School***, I realize that my education is important and will share the responsibility to improve my academic achievement and achieve Pennsylvania's Academic Standards. I know that I am responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. I will follow the school-wide rules:
   - Be respectful.
   - Be responsible.
   - Be safe.
2. I will go to school with the attitude that I am going to do my best.
3. I will pay attention as best as I can.
4. I will do my homework every day and ask for help when I need it.
5. I will take a book home from school each night to read independently or with my parents.
6. I will practice my number identification, counting, and addition & subtraction facts every night.
7. I will participate in extracurricular activities that go along with my schoolwork.
8. I will give all school notes and information that are sent home with me to my parents or the adult who is responsible for my welfare.

Student's Signature: _____ Date: _____

Parent Responsibilities:

As the parent/guardian of a student in the ***Mount Union Kistler Elementary School***, I realize the importance of working with the school. I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join with ***Mount Union Kistler Elementary School*** by carrying out the following responsibilities to the best of my ability:

1. Monitoring attendance.
2. Making sure homework is complete.
3. Monitoring the amount of screen time my child is taking part in.
4. Participating, as appropriate, in decisions relating to my children's education.
5. Promoting positive use of my child's extracurricular time.
6. Encouraging my child to read every day.
7. Practicing math facts every day with my child.
8. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received via child or mail and responding, as appropriate.
9. Promote an open, positive dialogue with the school.
10. Serving to the extent possible on policy advisory groups, such as the Mount Union Area Title I Parent-Family Engagement Committee.

Parent/Guardian's Signature: _____ Date: _____

Right to Know

Dear Parent/Guardian,

Your child's school receives Title I funding and is included under the regulations of the "Every Student Succeeds Act" (ESSA) that was signed into law December 2015 and reauthorizes the Elementary Student Education Act of 1956 (ESEA).

ESSA requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding. Under ESSA, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:
    - Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
    - Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
    - The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees.
    - Whether the child is provided with services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

Mr. Christian McClure

Mr. Christian McClure
Federal Programs Coordinator
July 2026

SPECIAL EDUCATION

Getting Help for Your Child

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

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

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

Know Your Rights

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

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

You are a Team Member

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

Levels of Support

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

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

Location of Intervention

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

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

Types of Programs and Services

- Autistic Support (AS). MUASD operates three ABA classrooms within the school district to support students with Autism.
- Blind or Visually Impaired Support (BVIS): The MUASD contracts with IU 11 to provide blind or visually impaired support
- Physical Support (PS): The MUASD can provide physical support as needed. Where necessary, physical therapists contracted through IU 11 can offer support to students in need of PS.
- Deaf and Hearing Support (DHIS): The MUASD contracts with the IU 11 for the Deaf and Hearing Support program.

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

Other programs and services available when appropriate include:

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

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students
August 2026

- **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

- **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends.

Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

- **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, ***www.Pattan.net*** or your educational agency. Once written parental consent is obtained, the district will

proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

- **Program Development**

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

- **Confidentiality of Information**

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

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the

Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

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

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

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

Tuscarora Intermediate Unit 11 814-542-2501 Kelly Lawler Zurybida Director of Special Education 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Mr. Brian Kritzer Supervisor of Special Education 2527 US Hwy 522 S McVeytown, PA 17051
SCHOOL DISTRICT OFFICES	
Central Fulton School District 717-485-7000 Ms. Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road High School Ms. Rebekah Rogers 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District 814-641-2104 Administrative Office Mr. Tim Snare 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059
Juniata Valley School District 814-669-9150 Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Mrs. Kristen Streightiff 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District 814-447-5520 Ms. Alisa Scott 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education 814-658-4024 Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 & South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261

NON-PUBLIC SCHOOLS LOCATED IN IU 11	
Tuscarora Intermediate Unit 11 814-542-2501 Dr. Brett Gilliland 2527 US Hwy 522 S., McVeytown, PA 17051	
CHARTER SCHOOLS	
New Day Charter School 814-643-7112 Ms. Brandye Armstrong -256 South 5th Street. Huntingdon, PA 16652 717-447-0623 -109 Industrial Circle Mifflintown, PA 17059	Stone Valley Community Charter School 814-667-2705 Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652
PRISONS	
Huntingdon County Prison 814-641-2104 Mr. Tim Snare 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

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

Homeless Education

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:
The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION:
The McKinney-Vento Act defines *homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."*

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations, etc.

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:
Designated District Liaison:
Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
  - √ Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
  - √ Providing school supplies and other related items so they can fully participate.

√ Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
√ Assist students so they can participate in school activities, field trips, sports, etc.

- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability:

- Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.
- LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

- Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.
- LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.
- If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

- lunch and breakfast (if applicable).
- Free school supplies and uniforms (if applicable).
- Educational resources and support services to help children and youth experiencing homelessness reach academic success.

Links

Pennsylvania Department of Education
http://www.education.pa.gov/K-12/Homeless%20Education/Pages/default.aspx#tab-1

The National Association for the Education of Homeless Children and Youth (NAEHCY)

Mount Union Area SD Student Services Homepage: https://www.muasd.org/student-services/

Mount Union Area SD Community Resources and other supports for individuals experiencing homelessness: https://www.muasd.org/homeless-education-2/

Contact:
Mrs. Kristen Streightiff
Director of Special Education/Student Services, Homeless Liaison
706 N Shaver Street
Mount Union, PA 17066
814-542-2518

Miss Beth McNerlin
Administrative Secretary to the Director of Special Education/Pupil Services
706 N Shaver Street
Mount Union, PA 17066
814-542-2518 Ext 160

Mount Union Area School District
Public Notice—Gifted Services 2026-2027

Gifted Services
Annual Public Notice of Gifted Education Services and Programs and Notification of Rights under the Family Educational Rights and Privacy Act.

Mount Union Area School District
706 North Shaver Street
Mount Union, PA 17066

It is the responsibility of the Pennsylvania Department of Education to ensure that children with giftedness residing in the Commonwealth who are in need of specially designed instruction, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act (IDEA).

Each district shall conduct public awareness activities to inform the public of gifted education services and programs and how to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and the parents of school age children not enrolled in the public schools. Awareness activities shall be conducted annually and include providing information in local newspapers, other media, student handbooks and on the school district web site. (22 Pa. Code §16.21(b))

The Mount Union Area School District is meeting this requirement with this public announcement, screening procedure outline, gifted brochure, and referral sheet being posted on the Mount Union Area School District website.

Gifted Education Services and Programs
The MUASD is required by the IDEA to provide a free appropriate public education to school age children who have been identified as gifted and in need of specially designed instruction.

GIEP
School age children who have been identified as gifted and are in need of specially designed instruction must be described in a Gifted Individualized Education Program (GIEP).

Screening
Each educational agency must establish and implement procedures to locate, identify, and evaluate school age students suspected of being eligible for gifted education. These procedures include the following: brief measures of IQ, parent and teacher ratings, brief achievement measure, and review of group-based data (cumulative records, enrollment records, health records, and report cards).

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. If parents need additional information about the purpose, time and location of screening activities, they should call or write to the Director of Special Education/Student Services for the MUASD:

Mrs. Kristen Streightiff
Director of Special Education/Pupil Services
706 N. Shaver St
Mount Union PA 17066

Evaluation
When screening indicates that a student may be eligible for gifted education, the MUASD will seek parental consent to conduct an evaluation by the school counselor or school psychologist. "Evaluation" means procedures used in the determination of whether a child is gifted and the nature and extent of the specially designed instruction and related services that the child needs. The term “procedures” is used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

This evaluation is called gifted multidisciplinary evaluation (GMDE). It is conducted by a multidisciplinary team (MDT) which includes a teacher, other qualified professionals who work with the child, and the parents. The GMDE process must be conducted in accordance with specific timelines and must include protection in evaluation procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially or culturally biased.

The GMDE process results in a Gifted Written Report (GWR). This report makes recommendations about a student's eligibility for gifted education and the need for specially designed instruction. Once parental consent for evaluation is obtained, the school has timelines and procedures specified by law which it must follow.

Parents who think their child is eligible for specially designed instruction may request at any time that MUASD conduct a GMDE. Requests for a GMDE should be made in writing to the student’s teacher or school counselor. If a parent makes an oral request for a GMDE MUASD shall provide the parent with a form for that purpose.

Educational Placement
The determination of whether a student is eligible for specially designed instruction is made by the Gifted Individualized Education Plan (GIEP) team. A single test or procedure may not be the sole factor in determining whether a child is exceptional. The GIEP team must include at least three members in addition to the parent (s). Other required members include at least one regular education teacher of the child (if the child is, or may be participating in the regular education environment), at least one gifted education teacher, or where appropriate, at least one gifted education provider, and a representative of MUASD acting as the LEA. If the student is determined to be eligible for specially designed instruction, the GIEP team develops a written education plan called a GIEP. The GIEP shall be based on the results of the gifted multidisciplinary evaluation. The GIEP team may decide that a student is not eligible for specially designed instruction. In that instance, recommendations for educational programming in regular education may be developed from the GWR.

A GIEP describes a student's current educational levels, goals, objectives, and the individualized programs and services which the student will receive. GIEPs are reviewed on an annual basis. The GIEP team will make decisions about the type of services, the level of services, the level of intervention, and the location of intervention. Placement must be made in the least restrictive environment in which the student's needs can be met with specialized instruction.

Annual Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)
The MUASD protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by IDEA) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEA and its implementing regulations.

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

1. Parents have the right to inspect and review a child's education record. MUASD will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding a GIEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other designated school official. Parents have the right to a response from the school to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While MUASD cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. MUASD will decide whether to amend the record and will notify the parents in writing of its decision. If MUASD refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. MUASD will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without the limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

4. The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

5. Parents have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the MUASD school, as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

6. Upon written request, MUASD discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

7. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by MUASD to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Mode of Communication
The content of this notice has been written in straight-forward, simple language. If a person does not understand any of this notice, he or she should ask the Learning Enrichment contact for an explanation.

MUASD will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

For more information you may contact the Mount Union Area School District or visit the PDE Gifted Education website.

The Mount Union Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and Americans with Disabilities Act. For information regarding civil rights, grievance procedures and services, or activities and facilities that are accessible to and usable by persons with disabilities, contact the Compliance Officer, Mount Union Area School District, 706 North Shaver Street, Mount Union, PA 17066, (717) 542-2518.

Authority:

Mount Union-Kistler Elementary School Student Code of Conduct

The Mount Union Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school and on school property. These rules are designed within statutory and constitutional restraints which are enumerated in the laws of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

DISCIPLINE

The disciplining of students is the responsibility of the entire school staff. We expect our students to adhere to the building expectations listed below and act in a reasonable and courteous manner. Every teacher has reviewed these expectations with your child.

1. Respect yourself, other people, and other belongings.
2. Use appropriate and respectful language at all times.
3. Walk while in the hallways, on the stairs, and while unloading and boarding the buses.
4. Take pride in the school.
5. Practice non-violence by avoiding behaviors that are harmful to yourself and others.

LEVELS OF STUDENT MISCONDUCT AND SUBSEQUENT DISCIPLINE

The following is a list of student misconducts and subsequent disciplines. This list is divided into four levels of misconduct, from minor misbehaviors to very serious misbehaviors. Since it would be impossible to conceive of every possible misconduct, this listing is not meant to be all-inclusive. Instead, it should be viewed as a listing of examples of misconducts and their subsequent disciplines. It should be noted that continued misconduct could result in more serious consequences, and that certain misconducts could lead to exclusion from school (in school suspension, suspension, or expulsion). Students could be excluded from school for the following reasons: Smoking, drugs and/or alcohol (possession, use, under the influence of, or evidence of such on the student's breath or clothes), possession and/or use of weapons or replica of such weapons, fighting, skipping or refusing to serve detention, theft (including taking books out of the library without signing them out), insubordination, harassment, extortion, continuation of lower level misconducts, criminal acts, and serious misbehaviors unbecoming a student in the Mount Union Area School District Elementary Schools.

Students will remain at the highest level of infraction until the student has gone 45 days without any misconducts above a level II. Student discipline level is reduced one level every 45 days without a misconduct of Level II or higher.

LEVEL I

Minor misbehaviors on the part of the student that impede the educational process and orderly classroom procedures or interfere with the orderly operation of the school. This level of misconduct can and should be handled by the classroom teacher but may sometimes require additional action by guidance and/or administration.

Examples: Minor classroom disturbances, tardiness to school, failure to complete assignments, failure to return library items on time, coming unprepared to school, having gum, food or drinks in unauthorized areas, failure to meet deadlines, improper dress, loitering, littering, lying, hall pass offenses, cafeteria or playground offenses, book damage or loss, climbing over bus seats, etc.

Discipline: Can take any or all of the following forms: parental contact, parent conference, special assignment, reteaching during PBIS time (first 10 minutes of recess), counseling, withdrawal of privileges, conference with student, paying of fines, after-school detention, assigned bus seat, or bus suspension (1-3 days).

LEVEL II

Misbehavior whose frequency and seriousness tends to disrupt the general learning climate of the school or impacts adversely on the school operation or public image.

Examples: School tardiness, truancy, disruptive, lewd or rude behavior, bullying, abusive or obscene language, forgery, cheating on tests or assignments, smoking or possession of tobacco, harassment of others, misconduct on field trips or during assemblies, leaving school without permission, ignoring or disregarding safety rules and regulations, continuation of Level I misconducts, etc.

Discipline: Can take any or all of the following forms: behavioral contract, in-school suspension, out-of-school suspension, bus behavioral contract, or bus suspension (1-10 days). Can also result in any or all of the Level I options.

LEVEL III

This level of student conduct includes acts directly against persons and property and drug and alcohol related incidents. These acts normally do not seriously endanger the health and safety of others in the school.

Examples: Minor vandalism, drug and/or alcohol related incidents, theft or possession of stolen property, harassment (including sexual harassment), threats, possession of a look-alike weapon, insubordination, vulgar behavior, belligerent behavior, open defiance of student toward staff or bus driver, continuation of Level II misconduct, etc.

Discipline: Can take any or all of the following forms: mandated out-of-school counseling, arrest, prosecution, citation, detention, bus suspension (5 days-semester-entire year). Can also result in any or all Level I and II options.

LEVEL IV

Acts which could or do result in violence to another person or property or which pose a direct threat to the safety of others in the school.

Examples: Fighting, assault and battery, possession of a weapon, extortion, bomb threat, false alarm, arson, drug dealing, major vandalism, other criminal acts, continuation of Level III misconduct, etc.

Discipline: Can take any or all of the following forms including: suspension, expulsion, drug and alcohol assessment/rehabilitation. May also result in any or all Level I, II and III options.

Notice: The administration reserves the right to assign such discipline for infractions which are not specifically listed. Students will be disciplined taking into consideration the past disciplinary record of the student and any other extenuating circumstances.

Participation in extra-curricular activities during the school day

Students must be in good standing in order to attend and/or participate in field trips, field day activities, reward events and assemblies. Good standing means:

1. No after-school detention owed.

2. No out of school suspension one month prior to the event.

3. No more than three major office referrals one month prior to the event.

4. Student is not at a level of discipline higher than Level II.

If In-School Suspension, Out-of-School Suspension, or Alternative Placement is assigned, the student is not permitted to participate in any school related activities and is not permitted on school grounds.

BULLYING

As a part of safe schools, we are committed to providing an environment where students feel safe and secure. Therefore, bullying behavior is not tolerated at Mount Union Kistler or Shirley Township Elementary.

Below are definitions of what constitutes bullying.

BULLYING: A student is being bullied or victimized when he or she is exposed, **REPEATEDLY AND OVER TIME**, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

DIRECT BULLYING: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.

INDIRECT BULLYING: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes.

CYBER-BULLYING: Using electronic device mediums such as but not limited to computers, cell phones, and pagers to bully (bullying defined above) others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

RELATIONAL AGGRESSION: Describes behavior which can undermine and destroy relationships and is often used when identifying "female" bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature.

Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term 'cyber-bullying' is being used to describe behavior which occurs on the Internet. The term bullying should not be used when there is a mutual confrontation between two students or groups of students.

Behavior is clearly bullying when:

1. There is intent to harm. The perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. **Mutual "teasing" should not be confused with bullying behavior.**

2. **There is intensity and duration**. The taunting <u>continues over a period of time</u>, and, is not welcomed by the target.

Mount Union Area Elementary School Anti-Bullying Rules:

1. We will not bully others.

2. We will help students who are bullied.

3. We will include students who are left out.

4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

PBIS

The Mount Union Area Elementary Schools will implement Positive Behavior Interventions and Supports (PBIS) as a means to promote positive behaviors. Students will be expected to "Be a Trojan" by following these three guiding principles: Be Respectful, Be Responsible, Be Safe.

School-wide Positive Behavior and Intervention Support (PBIS) is a proactive, team-based framework that aids in creating and sustaining safe and effective schools. PBIS is a research-based approach that supports all students. Development and implementation of proactive procedures and practices aides in the prevention of problem behavior and also improves school climate. The key components of an effective school-wide PBIS system include:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

SCHOOL BUS RULES AND STUDENT CONDUCT

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

The 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 appropriate building administrators

As the new school year begins, parents of students who ride the school buses are encouraged to review the rules of conduct with their children. Students should be reminded that breaking one or more of these rules could result in suspension of bus riding privileges. The Mount Union Area School District has cameras installed in the school buses for the purpose of monitoring student behavior. Students may be monitored by video and audio surveillance.

Students will:

a. enter the bus quietly and orderly, be seated quickly and remain seated until it is time to leave the bus
b. cross the roadway in front of bus after getting off
c. not distract the driver with noise. Normal talking is permitted, but students may not yell, or engage in horseplay
d. not throw trash in the bus, out of the bus windows or at bus stops
e. not tamper with the bus or its equipment
f. not stick their arms or heads out of the windows
g. not get off the bus at a stop that they regularly do not use
h. not use profanity or vulgar talk
i. not carry or use tobacco products including vapes

j. not carry or use drugs and/or alcohol
k. not carry weapons of any kind
l. not eat or drink on the bus, including chewing gum

Students are assigned one bus/bus stop to school and one bus/bus stop home. Students are not permitted to ride multiple buses or get on/off at multiple stops to school or home.

Students must be at the bus stop (5) minutes prior to the time designated and be ready to board with the least possible delay. The time designated is the departure, not the arrival time. The times listed in the transportation letter for the beginning of the school year are computer generated. You will need to monitor the time the bus actually arrives everyday to get the designated time.

Parents of kindergarten students are required to be at the bus stop with his/her child or have a responsible adult with his/her child to get on and off the bus. If the parent or responsible adult is not at the bus stop to get his/her child off the bus, your child will be returned to his/her school or to the district office at the end of the bus run. The parent or designated adult will then be responsible to pick up the child. **Failure to be at the bus stop for a kindergarten student may result in loss of bus privileges.**

CONSEQUENCES FOR BREAKING BUS RULES:

Misconduct on a school bus can place the lives and safety of other people in jeopardy, and school authorities treat it very seriously.

Disciplinary offenses that are determined to be severe (fighting, bullying, harassing, possession of drugs or weapons, vandalism-student must pay for damages, etc.) by school administration or put the health and safety of others in jeopardy will lead to immediate loss of bus riding privileges. District Administration reserves the right to suspend bus privileges deemed severe in nature. An incident on a bus may also result in a student being suspended from school.

Additional infractions may result in the loss of transportation privileges. For bus occurrences that do not need immediate attention or are not severe in nature will follow the procedure below:

The driver will give a written report to the building principal who will send a copy of the report to the parent. Disciplinary action will be taken against any student violating safety rules and regulations. Inappropriate behaviors on the school bus will be addressed through a series of levels listed below:

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

2nd offense: Report infraction. Conference with the student and a phone call home to let the parent know of bus write up.

3rd offense: Report infraction. Conference with the student, phone call home, and the loss of an in-school activity.

4th offense: Report infraction, conference with the student, and call home to inform the parent. Student receives detention or ISS for a duration in accordance with handbook punishable offenses. Subsequent bus write ups may result in loss of bus privileges for up to 3 days, as determined by school administration.

5th offense: Report infraction, conference with the student, and call home to inform the parent. The student may receive a 3-day suspension from the bus. The days will be the next 3 days the student is scheduled to ride the bus. Transportation to/from school during those days will be the responsibility of the parent/guardian. Subsequent bus write-ups may result in loss of bus privileges for up to 5 days, as determined by school administration.

6th offense: Report infraction, conference with the student, and call home to inform the parent. The student may receive up to a 5-day suspension from the bus. The suspension will be the next 5 days the student is scheduled to ride the bus. Transportation to/from school during those days will be the responsibility of the parent/guardian. Subsequent bus write-ups may result in the loss of bus privileges for the remainder of the school year, as determined by school administration.

7th offense: Report infraction, conference with the student, and call home to inform the parent. The student may forfeit his/her privilege to utilize school-issued transportation, as determined by school administration.

TRANSPORTATION IS A PRIVILEGE -- NOT A RIGHT

PLEASE REMEMBER PENNSYLVANIA LAW DOES NOT REQUIRE A SCHOOL DISTRICT TO PROVIDE TRANSPORTATION FOR ITS STUDENTS. AS A CONVENIENCE TO OUR DISTRICT FAMILIES, THE MOUNT UNION AREA SCHOOL DISTRICT CHOOSES TO PROVIDE TRANSPORTATION FOR STUDENTS THAT LIVE OUTSIDE OF A SCHOOL'S IMMEDIATE AREA.

DISMISSAL PROCEDURES/CHANGES TO STUDENT TRANSPORTATION

If for any reason you should need to pick up your child from school instead of allowing him/her to use the bus service, **A WRITTEN NOTE FROM THE PARENT/GUARDIAN TO THE TEACHER IS MANDATORY**.

In order to have your child dismissed in any manner contrary to his/her regular dismissal procedure, parental written permission is required (by note or in the sign out book).

Students will not be called by the office or dismissed by classroom teacher until parent or guardian has arrived in the office and signed the student out.

Long-term or permanent changes to your child's assigned transportation must be arranged with Mrs. Bonita Carper, our transportation coordinator who is located at the District Office.

Parents/guardians of students who are car riders need to follow each building's procedure when picking students up. Parents/guardians must stay in your car and drive in a single-file

line when picking students up and dropping students off at school. If you need to have a discussion with one of the monitors on duty, please park your car in a parking space. This is for the safety of all students and staff at each of our buildings.

MECHANICAL/ELECTRONIC DEVICES

The unauthorized possession or use of any type of electronic or mechanical device that distracts or impedes the educational process is against policy. No unauthorized use of iPod's, cell phones, smart watches, iPads, etc., will be allowed during school hours.

Violation of this policy may result in the following:

First Offense: 2 days recess detention (PBIS time) and electronic device is taken and returned only to parent

Second Offense: 2 nights of after school detention and electronic device is taken and returned only to parent

Third Offense: 4 nights of after school detention and device is taken and returned only to parent after 10 school days

DRESS GUIDELINES

In order to create an atmosphere of learning, cleanliness and safety, the following are guidelines for proper dress while at school:

1. Cleanliness and personal hygiene must be stressed at all times.
2. **Flip-flops or slide-on shoes are NOT to be worn to school.** They present hazards at recess, gym class and traveling through the halls and stairways. Shoes worn by students must have a strap on the back-ankle area to ensure the shoe stays on the foot. Sneakers MUST be worn on designated gym days.
3. Shoes with wheels (Heelys) are not permitted to be worn.
4. Skirts, dresses, and shorts must be of reasonable length and will be up to the discretion of each building administrator for age appropriateness.
5. Any articles of clothing that expose a bare midriff are not permitted.
6. Hats, visors, bandanas, and sunglasses may not be worn in the building. The "hoodie" part of hooded sweatshirts or coats may not be worn on top of the head in the building.
7. Clothing or other articles which display words or pictures about alcohol, drugs, sex, violence, or material offensive to school personnel are not permitted.
8. **Revealing** muscle shirts, undershirts, halter tops, spaghetti strap shirts and open back dresses are not permitted.

When a student's clothing is not in accordance with the above guidelines as viewed by the school staff, the parent of the child may be contacted and requested to bring appropriate clothing to the school. The school nurse may provide appropriate clothing if available.
Please make sure children are appropriately dressed for physical education class.

ATTENDANCE POLICY

Compulsory school age shall mean no later than six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.

Regular attendance is necessary to ensure the continuity of the educational process. Regularity of attendance is desirable in developing proper habits, interest in school, and a sense of responsibility.

It is essential that parents/guardians and school authorities plan for anticipated absences together whenever possible. This will ensure fulfillment of the school's aim to help pupils plan and accept responsibility for their actions.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that an administrator may excuse a student for temporary absences when s/he receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.

The Board considers the following conditions to constitute reasonable cause for excused absences from school:

1. Illness
2. Family emergencies
3. Prearranged doctor and dentist appointments
4. Authorized school activities
5. Pre-Approved Educational Trips

All absences occasioned by the observance of the student's religion shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction/charter school enrollment.

The Board shall excuse the following students from the requirements of attendance at the schools of this district:

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 so urgent as to preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district.
3. Students fifteen (15) or sixteen (16) years of age whose enrollments in a private trade or business school have been approved.
4. Children fifteen (15) years of age, and fourteen (14) years of age who have completed

sixth grade, who are engaged in farm work or private domestic service under duly issued permits.

5. Children sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Unexcused/Unlawful absences include the following:

1. Absence from school with parents'/guardians' consent, for reasons other than those considered excusable.
2. Leaving school during school hours without office permission.

The Board may report to appropriate authorities infractions of the law and policy regarding the attendance of students. The Board shall issue notice to those parents/ guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

Illness, quarantine, death in the immediate family, impassable roads, and other very urgent reasons, as accepted by the administrator, are legal reasons for absence. All other reasons are considered unlawful (for students under seventeen) or unexcused (for students over seventeen [17]).

Secondary students who have ten (10) parental absences and elementary students who have ten (10) parental absences must provide a doctor's excuse for future absences. Failure to provide this physician's excuse will result in that date being declared unexcused.

If a student is unlawfully absent for three (3) days (any combination of whole or half days), the school is required by law to serve a notice on the pupil's parent/guardian. If the student is unlawfully absent again, the parents/guardians can be charged at the district justice office with a violation of the law and/or referral to Huntingdon County Children Services for a possible dependency petition being filed before Huntingdon County Court. ****Students under age 13 who have accumulated 3 unexcused absences will automatically be referred to Children and Youth Services**.** When it has been determined that the parent/guardian has done everything in his/her ability to ensure that a student is in attendance and the child is circumventing the parent's/guardian's authority, then the child shall be immediately referred to Children Services and/or any further fines will be lodged against the child and if convicted, the child would lose his/her privilege to operate a vehicle when of age.

Excessive unexcused absences by a pupil above the compulsory school age defined as seventeen (17) or over may result in the pupil being asked to withdraw from school for the remainder of the school year.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

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/guardian on the day of return to school. This note should give the day(s) of absence and the reason(s) for absence.
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 the student's return to school may result in the absence being classified as either illegal or unexcused. Such an absence may subject the parents/guardians to monetary penalties according to state law and/or school policy.

BEING EXCUSED FROM SCHOOL DURING THE DAY

Generally, a student is released from school during the day only for serious reasons such as family funerals, or medical or dental appointments that cannot be scheduled for after-school hours. In order to be excused, the secondary student is required to turn in a written request from the parents/guardians to either the junior high school office or senior high school office at the beginning of the school day, after s/he reports to his/her first period classroom. Elementary students should give their request to their teacher upon their arrival to school.

The requests from parents/guardians should include the date and time that the student needs to be excused as well as the reason. Parents/Guardians of elementary students are asked to report to the school office to pick their child up. Secondary students who are excused for a medical or dental appointment, must secure a note from the doctor or dentist's office stating that the student was seen at the time and place indicated. This note is to be turned in 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/unexcused.

POWERSCHOOL TIME INCREMENTS

Elementary –The elementary day is divided into 8 equal periods of time. Students are marked absent in 1/8-day increments according to the time of day they enter or leave the building.

TARDINESS

After students accumulate three (3) tardies in one marking period, the building principal or head teacher will contact the student and his or her parents/guardians.

TRIPS/VACATIONS

Parents wishing to take students with them on trips should complete the Educational Trip form on the school district website under the Student Tab and return to the Principal for approval. **This form should be submitted at least one week in advance of the proposed trip so that the Principal/Head Teacher can relay this information to the Attendance Officer and the Superintendent**. Trips that are not approved by the Superintendent are considered illegal absences.

FOOD SERVICE DEPARTMENT
CHARGE GUIDELINES

1. All MUASD students receive FREE breakfast and lunch including milk.

2. Any Ala Carte or extra items must be paid for at the time of purchase.

3. Parents can send money to be deposited in their child's lunch account for extra purchases.

4. Water from a dispenser is available to all students in the cafeteria. Bottled water is available for an additional charge.

5. Students may not bring energy drinks, sport drinks, or soda. A capri sun, water, or 100% fruit juice is acceptable for packed lunches.

6. No food or drinks will be allowed in the classrooms without preapproved authorization from administration.

LIBRARY GUIDELINES

The Mount Union Area School District Elementary Libraries seek to ensure that students and staff are effective users of ideas and information; books, periodicals, audio/visual material, and technology combine to promote the lifelong habit of reading and learning.

Fines:

Students are responsible for returning books on time. If a student loses a library book, he/she will be asked to pay the library the replacement cost. All payments for lost or damaged books must be cleared before the 2nd and 4th marking periods in order to receive a progress report. As a special service, the library sends the student a reminder when a book becomes overdue. Regardless of whether or not the student received the library's notice, it is the student's responsibility to know when his/her book is due to return it to the library on time.

SCHOOL DELAYS & CLOSINGS

SCHOOL DELAYS/CLOSINGS

Snow or other severe weather conditions may require that we close school or delay school openings for the safety of our children. The announcement of a delay/closing will be made as soon as the decision is made. Announcements are made by local media including radio and television.

ONE CALL NOW

The Mount Union Area School District uses One Call Now as a new parent notification system to notify and inform parents of up-coming events and emergency situations. This system uses student/parent telephone information to quickly deliver a pre-recorded message. **With the implementation of One Call Now, it is important that the school is notified of any changes in phone numbers.** Parents should contact the building secretary to update contact information.

EARLY DISMISSALS DUE TO WEATHER

Occasionally hazardous weather conditions develop during the day. We monitor weather information continuously, and we will close school early if conditions become hazardous. If this seems likely, please listen to your radio or television for instructions. Parents will be notified of dismissals through the One Call Now system. Parents need to discuss in advance with their child about who will pick them up or what they should do if school is dismissed early. School officials will stay at each school until all students have left the building.

Important Note: ***PLEASE DO NOT CALL THE SCHOOL TO ASK IF SCHOOL WILL BE DISMISSING EARLY***. This ties up the phone lines in the event of an emergency. Please listen to the radio or TV. You will also be receiving a phone call at your primary phone number through the One Call Now system notifying you of the change.

GRADING SYSTEM

The school term is divided into four scholastic periods of nine weeks each. Report cards are prepared and given to each student at the close of these periods.

Academic Classes are graded as follows:

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

Art, music, physical education, health, library, and technology in grades K-5 are graded as follows:

EE	Exceeds Expectations
ME	Meets Expectations
NI	Needs Improvement

Social studies and science in grades 2 & 3 are graded as follows:

O	Outstanding
S	Satisfactory
N	Not Satisfactory

Conduct will be graded under the category of Skills for Successful Learners as follows:

EE	Exceeds Expectations
ME	Meets Expectations
NI	Needs Improvement

Treats other students with respect and kindness
Treats adults with respect
Actively participates in classroom discussion and activities
Listens attentively and follows classroom directions
Interacts with others cooperatively during small group instruction time
Is able to work independently on assigned activities and tasks

REPORTING TO PARENTS

As a concerted effort to communicate to parents all information that should be available in the interest of students, grades will be entered into PowerSchool at minimum every two weeks for all graded subject areas. Each marking period must have a minimum of nine (9) entered grades for ELA and Math.

CRITERIA FOR ACADEMIC HONORS

Each marking period, students from Grades 1 through 5 (including special education) are awarded academic honors based upon grades in the major subject areas, which include Reading, Mathematics, Spelling, Science or Social Studies. The following criteria will be used:

High Honors	A's in all major subject areas
Honors	A's and B's in all major subject areas (any combination)
Merit	B's in all major subject areas

PROMOTION/RETENTION

The classroom teacher and the principal will decide whether a student is promoted or retained. They will use student performance data, report card grades and reading levels to inform the decision. Students who are failing reading or math will be screened for retention.

A meeting will be held with parents of those students who are at risk of retention no later than ten (10) days after the start of the third marking period.

Health Services

A full-time nurse is employed for the Mount Union elementary schools. She assists the school physician and dentist in medical and dental examinations. Dental examinations are given to children in kindergarten, sixth, and eleventh 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.

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 Records

Federal law permits the school district to disclose personally identifiable information in the student's education records to the 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 education 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.

Field Trip Procedure (for Medications)

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

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.

Table A

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.

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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.

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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 a physician.

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 list 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	Medical Tape	Adhesive bandages	Caladryl	Peroxide
Bactine	Rubbing alcohol	Topical antihistamines	Bacitracin	
External analgesic	First aid cream	Antifungal cream	Anbesol	Eye wash
Chloraseptic spray	Burn spray/gel	A&D ointment		

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 at 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 brough 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 procedure must be followed.

For Prescription and Non-Prescription medications:

1. The doctor must complete the prescription medication form.
2. The parent/guardian must sign the consent form for medications.
3. Any medications 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 filing cabinet or locked cabinet)

7. Medication **cannot** be carried by students (**Exceptions**: Students with asthma may carry inhalers as prescribed by their doctor. Students with severe allergic reactions may carry EpiPens as prescribed by their 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 one hour of the prescribed time.

Standing Orders for "Stock" Epinephrine

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

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

All staff are trained annually on the use of the EpiPens through an online, state mandated site.

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

Pennsylvania Required Childhood Immunization Schedule:

Students entering **KINDERGARTEN** are required to have:

- 4 doses of Tetanus, Diphtheria & Acellular Pertussis (4th dose on or after 4th birthday) ** Usually given as DTaP or DTP or DT or TD
- 4 doses of Polio (4th dose on or after 4th birthday & at least 6 months after previous dose)
- 2 doses of Measles, Mumps & Rubella **Usually given as MMR
- 3 doses of Hepatitis B

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

Students entering **7th Grade** are required to have:

- 1 dose of Tetanus, Diphtheria & Acellular Pertussis (TDAP) if 5 years have passed since last Tetanus immunization
- 1 dose of Meningococcal Conjugate Vaccine (MCV)

Students entering **12th Grade** are required to have:

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

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.

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 for 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 students 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 the 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 the school nurse the competency for self-administration and responsible behavior in the use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity, and demonstration of responsible behavior.

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 student's 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 6-12).

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.****

Tick Policy - Act 120 of 2024 for 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 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 withing three (3) to thirty (30) days of the date or 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.

2

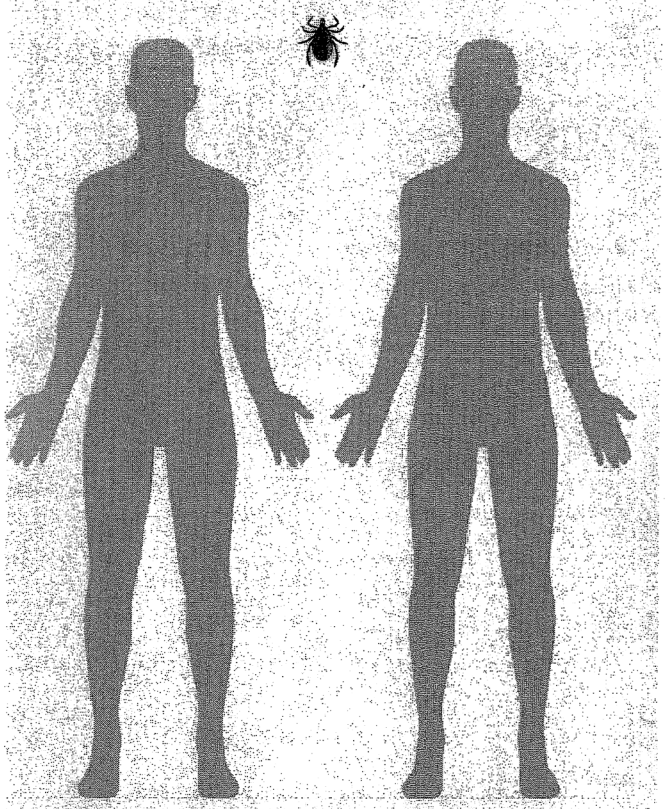
Health Room Tick Removal Reporting Form

A tick was removed from your student.

Ticks can transmit disease and make people sick.

Tick removed from:

Circle the area where the tick(s) was removed on the picture below.



Front **Back**

Student Name

Date

Tick Location on Body	Number of Ticks Removed

Please monitor your child for symptoms of tick-borne disease for 30 days.

More common:

- Rash
- Fever
- Joint or body aches
- Headaches

Less Common:

- Nausea
- Vomiting
- Diarrhea

If your student shows any of these symptoms, see a health care provider.

Lyme disease is a common illness caused by ticks in Pennsylvania.

Seek medical treatment for your child if you notice any symptoms within 3 to 30 days after tick removal

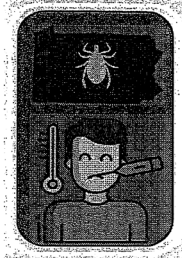
Not all tick bites lead to tickborne diseases like Lyme disease.

Pennsylvania
Department of Health

For more information on tickborne diseases call **877-PA-HEALTH** or **scan the code** (health.pa.gov/ticks)

3

More About Ticks and Tickborne Diseases



Ticks found in Pennsylvania may carry germs that can make people sick.

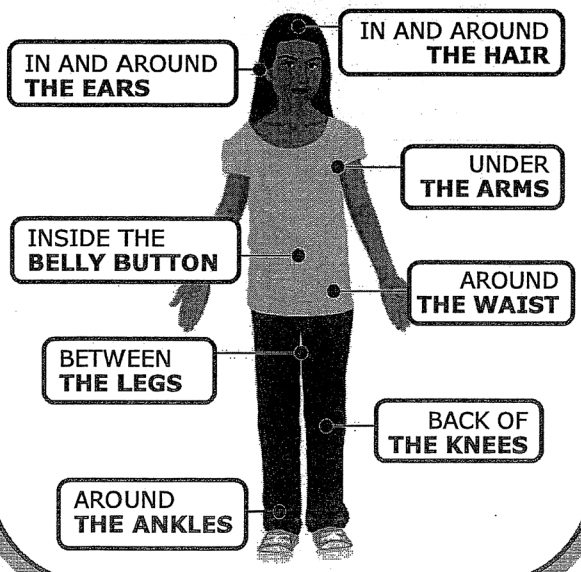
The most common illness caused by tick bites is Lyme disease. Not all ticks can make you sick. Ticks must be attached for at least 24 hours to give you Lyme disease.

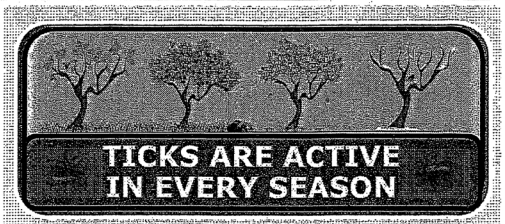
How to Remove a Tick

1. Grasp tick **close to the skin** with tweezers.
2. Pull the tick **straight up.**
3. **Contain tick** by placing it in a plastic bag or tape.
4. **Wash bite area** well with soap and water.

DO NOT!
- x Cover the tick with petroleum jelly
- x Use a match or fire to remove
- x Wait for the tick to fall off

Where to Check Yourself for Ticks



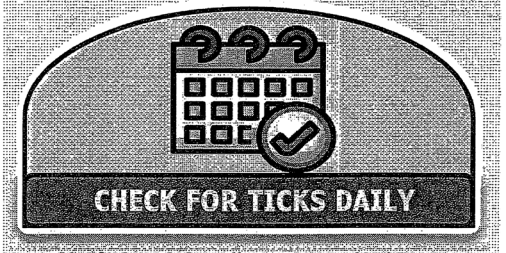


TICKS ARE ACTIVE IN EVERY SEASON

Year-round prevention is the best defense against tickborne diseases.

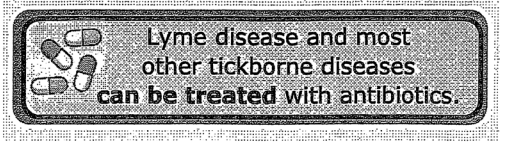
Treat shoes, gear, and clothing with **0.5% permethrin.**

Use **insect repellents** that contain DEET, picaridin, IR3535, or oil of lemon eucalyptus.



CHECK FOR TICKS DAILY

- **Check for ticks** all over your body.
- **Help** young children with tick checks.
- **Look closely,** ticks can be very small.
- If you find a tick, **remove it** immediately.
- If possible, **shower** after spending time outdoors to help rinse off ticks that may be crawling.



Lyme disease and most other tickborne diseases **can be treated** with antibiotics.

WEAPONS POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPLICATIONS

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

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

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

VIOLATIONS

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

Students: Students of the Mount Union Area School District who are suspected of having a weapon on their persons or concealed on school property must, at the request of school officials, voluntarily submit to a search of self and/or their possessions in the presence of two (2) adult witnesses. If the student refuses to the search, the student will be detained and law enforcement officers summoned for assistance in the matter. If the student is a minor, a parent or guardian will be notified as soon as possible.

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

PENALTY

Those who are guilty of violating this policy will be dealt with severely and without hesitation. The Mount Union Area School District will expel for a period of at least one (1) year "Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any conveyance providing transportation to a school or school sponsored activity".

Discipline short of expulsion for one (1) year is legal only where recommended by the Superintendent. The Superintendent's decision to recommend a modification of the one-year expulsion will be made on a case-by-case basis.

Students: Students of the Mount Union Area School District who violate this policy will, after an informal hearing, be subject to an immediate suspension out-of-school that shall not exceed ten (10) school days. The student and parents will be asked to appear before the School Board for a student review for possible expulsion. Charges may be filed with law enforcement officers for violation of Pennsylvania and/or Federal Laws.

If the incident results in bodily injury and/or damage to school property, the student may be held liable for restitution and related costs. If the student is a minor, the parent or guardian may be held liable for restitution and related costs.

Others: Volunteers, guests, and all who participate in approved school activities on school property, or intruders who violate this policy may be detained and reported directly to law enforcement officers and may be charged under Pennsylvania and/or Federal Laws.

If the incident results in bodily injury and/or damage to school property, the offender may be liable for restitution and related costs. If the offender is a minor, the parent or guardian may be held liable for restitution and related costs.

TOBACCO-FREE POLICY

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletter, posted notices, and other efficient methods.

A student convicted of possessing or using tobacco in violation of this policy shall be fined up to $50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine, even on the first offense.

DRUG & ALCOHOL POLICY

This policy is a coordinated effort by the school district to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood-altering substances by members of the entire student population.

Under this policy, drugs are defined as any chemical substance that produces physical, mental, emotional, or behavioral changes in the user. Alcohol is considered a drug. Drugs and mood-altering chemical as stated in this policy, shall include any alcohol or malt beverage, controlled substance, or medication not approved and registered by the health office, over-the-counter drugs which are misused or abused and any substance which is intended to alter the mood. Examples of the above include, but are not limited to: marijuana, hash, chemical solvents, glue, capsules and pills not approved by the health office and any look-a-like chemical.

Drugs prescribed by a physician are permitted to be brought to school. However, students are only permitted to bring such drugs to school if the physician indicates the need to take the prescribed medication during school hours. Administrators, nurses, and teachers must be notified by parents and doctor in writing if medication is to be taken in school. All medication is to be deposited in the nurse's office or the area designated by the principal.

1. Cooperative Behavior - Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the school personnel.
2. Core Team – A team of trained and certified school staff members, as well as mental health and drug and alcohol professionals.
3. Distribution - deliver, sell, pass, share, or give any alcohol, drugs, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.
4. Drug and Alcohol Counselor - is a trained program specialist with an expertise in the area of social restoration and student high-risk behaviors.
5. Drug Paraphernalia - includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substance. Examples include, but are not limited to, roach clips, pipes, and bowls.
6. MUSIC - Mount Union Student Intervention Committee
7. Possession - possess or hold without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined in this policy.
8. Student Assistance Team - a multidisciplinary team comprised of school personnel (teachers, specialists, administrators, nurses, counselors) and members of designated community agencies. The Student Assistance Team has been trained in screening and intervention planning for at-risk students. The Student Assistance Team shall play a primary role in the identification and referral process of at-risk students.
9. Uncooperative Behavior - is resistance or refusal either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

10. Use - shall mean the ingestion, injection, or inhalation of any drug or alcoholic beverage, and shall also mean a condition or state of being of a student indicating to school authorities that such student is under the influence of a drug (as defined) or alcoholic beverage, when either the ingestion, injection, or inhalation or condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

The Board prohibits the use, possession, being under the influence or distribution of any drug during school hours, on school property, and at any school sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected, and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by doing so.

The Superintendent shall prepare rules for the identification, amelioration and control of drug abuse in the schools which shall: discourage drug abuse and establish procedures for dealing with students suspected of drug abuse.

All personnel of the school district shall report to their immediate supervisor any student involved in the use of, transfer of, or possession of, alcohol or other drugs while on school property or at a school sponsored function.

ANABOLIC STEROIDS

The Board of Directors prescribe the following minimum penalties for any pupil found using anabolic steroids, except for a valid medical purpose, by any pupil involved in school related athletics. Body building, muscle enhancement, increasing muscle bulk or strength or the enhancement of athletic ability is not a valid medical purpose. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provision of this act.

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing or other program as a condition of reinstatement into a school athletic program.

Furthermore, the Board instructs the administration to include information on anabolic steroids in the drug and alcohol curriculum of the school district.

HARASSMENT POLICY

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of distribution of written policy, publication in handbooks, presentation at an assembly, training sessions and/or posting of notice/signs.

The district shall provide training for students and staff concerning all aspects of unlawful harassment.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability which creates an intimidating, hostile or offensive educational environment. Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

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

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

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

Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, nurses and administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

COMPLAINT PROCEDURE

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

DISCIPLINE

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

APPEAL PROCEDURE

1. If the complainant or accused is not satisfied with the principal's decision, s/he may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

ACCEPTABLE USE OF COMPUTERS AND NETWORK SERVICES

Mount Union Area School District (School District) provides employees, students and guests (users) with access to the School District's electronic communications systems and network. This access includes internal Mount Union Area School District hosted applications as well as Internet access, whether wired or wireless, or by any other means.

Computers, electronic devices, network, Internet, electronic communications and information systems (collectively Technology Systems) provide vast, diverse and unique resources. The Board will provide access to the School District's Technology Systems for users in order to access information, research, and collaboration to facilitate learning and teaching to foster the educational purpose and mission of the School District.

Usage

The School District's Technology Systems must be used primarily for education-related purposes and performance of School District job duties. Incidental personal use of School District electronic devices is permitted for users so long as such use does not interfere with educational practices, system operations, or with other system users. Personal use must comply with this policy and all other applicable School District policies, procedures and rules contained in this policy, as well as Internet Service Provider (ISP) rules and regulations, and all applicable local, state and federal laws. Personal use must not damage and/or otherwise impair the School District's Technology Systems.

Users may also be permitted to use personally owned School District approved electronic devices through provided wireless access while on School District property, at School District events and/or in connection with the School District's Technology Systems, but only in strict compliance with this policy, the Acceptable Use of Personal Technology Resources Guidelines and all other applicable School District policies, procedures and rules, as well as ISP rules and regulations and all applicable local, state and federal laws. Use of personal electronic devices must not interfere with educational practices, system operations, or other system users, and/or otherwise damage or impair the School District's Technology Systems.

Security

The School District intends to strictly protect its Technology Systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can harm these important and critical assets. Consequently, users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Technology Director or Building Administrator. Conduct otherwise will result in actions further described in Section 12 (Consequences for Inappropriate, Unauthorized and Illegal Use) of this policy and as provided in other relevant School District policies.

1. Access to the Internet - a device shall be considered to have access to the Internet if the device is connected to a network that has access to the Internet, whether by wire, wireless, cable or any other means.

2. Child Pornography - under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act is considered child pornography.

3. Electronic Device - any School District owned, leased or licensed or user owned: personal hardware, software, or other technology used on School District premises or at School District events, connected to the School District Technology Systems, and/or containing School District programs or data. Electronic devices include, but are not limited to, laptops, desktops, cell phones, external media, wireless devices and similar technologies.

4. Electronic Communications Systems - any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes.

5. Educational Purpose - includes use of the Technology Systems for classroom activities, professional or career development, and to support the School District's curriculum, policy and mission statement.

6. Harmful to Minors - under federal law, any picture, image, graphic image file or other visual depictions that:

a. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;

b. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated

normal or perverted sexual acts, or lewd exhibition of the genitals, and

c. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

Under Pennsylvania law, any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

a. Predominantly appeals to the prurient, shameful, or morbid interest of minors;

b. Is patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors; and

c. Taken as a whole, lacks serious literary artistic, political, educational or scientific value for minors.

For purposes of this policy, any text or audio depictions of such matters shall be included in this definition.

7. Inappropriate Matter - inappropriate matter includes, but is not limited to, visual, graphic, text and other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, material status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and/or advocates the destruction of property.

8. Incidental Personal Use - use of School District Technology Systems by an individual user for occasional personal communications.

9. Minor - for purposes of compliance with the Children's Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean any person under the age of eighteen (18).

10. Network - a system that links two (2) or more electronic devices, including all components necessary to affect the operation.

11. Obscene - under federal and Pennsylvania law, any material if:

a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;

b. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and

c. The subject matter, taken as a whole, lacks serious artistic, political, educational or scientific value.

12. School District Premises - School District premises shall include all buildings, facilities, parking areas and other grounds, owned or leased by the School District and/or otherwise under the control of the School District, as well as all school buses, school vehicles and other conveyances used to transport School District students. As it relates to School District students attending the Huntington County Career and Technology Center (HCCTC), School District premises shall also include all buildings, facilities, parking areas and other grounds owned or leased by the HCCTC and/or otherwise under the control of HCCTC.

13. Sexual Act and Sexual Contact - as defined at 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa. C.S.A. § 5903.

14. Technology Protection Measure(s) (TPM) - a specific technology that is intended to block or filter access to content that is obscene, child pornography or harmful to minors.

1. Access to the School District's Technology Systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the School District, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate fully with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the Technology Systems.

2. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. System administrators have the right to access user accounts by interception, and by retrieval of stored communication, to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the School District's Technology Systems. The School District reserves the right to monitor, track, log and access Technology Systems use and to monitor and allocate resources.

3. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the School District operates and enforces technology protection measure(s) that block or filter online activities of users on its electronic devices so as to filter or block inappropriate matter. Measures designed to restrict access to material harmful to students may be disabled to enable staff to access bona fide research or for another lawful purpose.

4. The School District reserves the right, but not the duty, to monitor, track, log, access and report all use of the School District's Technology Systems and School District electronic devices, as well as use by School District employees and students, of any personal electronic devices on School District premises or at School District events, connected to the School District network, and/or containing School District programs or data (including images, files, and other information), to the fullest extent permitted by law, to ensure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law. The School District further reserves the right, but not the duty, to monitor, track, log, access and report all use by Guest of personal electronic devices connected to the District network and/or containing School District programs or data, pursuant to the law, to ensure compliance with this policy, and other School District policies, to protect the School District's resources, and to comply with the law.

5. The School District reserves the right to restrict or limit usage of lower priority Technology Systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:

a. Highest – uses that directly supports the education of the students.
b. Medium – uses that indirectly benefit the education of the student.
c. Lowest – uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.
d. Forbidden – all activities in violation of this policy.

6. The School District additionally reserves the right to:

a. Determine which Technology Systems services will be provided through School District resources.

b. View and monitor network traffic, file server space, processor, and system utilization, and all applications provided through the network and communications systems, including email.

c. Remove excess email or files taking up excessive server resources as determined by the Technology Director. Notice will be provided to remove excess email or files before being purged.

d. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable School District policies occur, or state or federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, and destruction of School District resources and equipment.

Due to the nature of the Internet as a global network connecting electronic devices around the world, inappropriate matter can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the School District cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Section 12 (Consequences for Inappropriate, Unauthorized and Illegal Use) of this policy and as provided in relevant School District policies.

Users must become proficient in the use of the School District's Technology Systems and software relevant to the use of the School District's Technology Systems; practice proper netiquette and School District ethics; and agree to the requirements of this policy.

1. The Technology Director and/or designee(s) will serve as the coordinator to oversee the School District's Technology Systems and will work with other regional or state organizations as necessary, to educate users, approve activities, provide leadership for proper training in the use of the Technology Systems and the requirements of this policy, establish a system to ensure adequate supervision of the Technology Systems, maintain executed user agreements, and interpret and enforce this policy.

2. The Technology Director and/or designee(s) will establish a process for: setting up individual user, class and service accounts; setting quotas for resource allocation; establishing a

retention schedule; and establishing the School District electronic device security/threat protection mechanisms.

3. Unless otherwise denied for cause, student access to the Technology Systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the School District and School District's Technology Systems, and to abide by the rules established by the School District, its ISP(s), and local, state and federal laws.

1. Access to the Technology Systems

a. Technology Systems user accounts will be used only by authorized owners of the accounts for authorized purposes.

b. A user account will be made available according to the procedures outlined in the Guidelines for Accounts and Passwords developed by appropriate School District authorities.

c. Technology Systems: The School District's Acceptable Use of the Electronic Communications Systems, Devices, Network, and Internet policy, as well as other relevant School District policies, will govern use of the School District's Technology Systems for users. Use of the Technology Systems will also be governed by the other relevant School District policies.

d. Guest Access: Guests may receive individual access to Technology Systems with the approval of the Technology Director and/or designee(s). Guests are considered users and must adhere to all applicable district policies.

e. Access to all data on, taken from, or compiled using School District electronic devices is subject to inspection and discipline. Users have no right to expect that School District information placed on users' personal electronic devices, external media, networks, and Internet is beyond the access of the School District. The School District reserves the right to access users' personal equipment for School District information.

f. Students and staff are permitted to connect personal electronic devices in compliance with the Personal Electronics Guidelines as set forth by School District Administration to the School District's Technology Systems. Further, such students or staff shall not be permitted to connect such devices via hardwire to the School District's Technology Systems or through the School District's Technology Systems to outside networks or resources.

2. Parental Notification and Responsibility.

The School District will notify parents/guardians about the policies governing the use of School District Technology Systems and the use of electronic devices on School District premises. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is practically impossible for the School District to monitor and enforce

a wide range of social values in student use of the Internet. Further, the School District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the School District's Technology Systems. Parents/Guardians are responsible for monitoring their children's use of the School District's Technology Systems when they are accessing the systems outside of School District premises.

3. School District Limitation of Liability.

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's Technology Systems will be error- free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the School District, nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the Technology Systems. The School District shall not be responsible for any damage users may suffer, including but not limited to, information or equipment that may be lost, damaged, delayed, mis-delivered, or unavailable when using electronic devices. The School District shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from or through access to the School District's Technology Systems. In no event shall the School District be liable to the user for any damages whether direct, indirect, special or consequential, arising out the use of the Technology Systems or electronic devices. To the contrary, should a user incur charges, such charges will be the user's responsibility.

4. Prohibitions.

Users are prohibited from using the School District's Technology Systems for illegal, inappropriate, unacceptable, or unethical purposes. Such activities engaged in by users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the Technology Systems.

a. General Prohibitions – Users are prohibited from using Technology Systems to:

(1) Communicate about nonwork or non-school related communications unless the use conforms with this policy's definition of incidental personal use.

(2) Create, access, distribute or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.

(3) Create, access, distribute or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political

beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.

(4) To engage in any form of Cyberbullying.

(5) Create, access, distribute or transmit material in support of gambling, pools for money, or any other betting or games of chance.

(6) Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.

(7) Create, access, distribute or transmit terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.

(8) Participate in unauthorized communications that are not for school-related purposes or required for employees to perform their job duties, except for incidental personal use as allowed under this policy.

(9) Facilitate any illegal activity.

(10) Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); conduct unauthorized fundraising or advertising on behalf of the School District and non-School District organizations; resell of School District computer resources to individuals or organizations; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students.

(11) Create, access, distribute or transmit material in support of political lobbying.

(12) Install, distribute, reproduce, or use copyrighted software on School District computers or copy School District software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Section 8 Copyright Infringement of this policy.

(13) Install software, computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Technology Director or designee(s).

(14) Encrypt messages or data using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Users must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.

(15) Violate the privacy, confidentiality, or security of electronic information.

(16) Use the systems to send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business or educational interest.

(17) Send unsolicited commercial electronic mail messages, also known as spam.

(18) Create personal web pages utilizing School District resources without administrative approval.

b. **Access and Security Prohibitions.**

Users must immediately notify the Technology Director and/or designee(s) if they have identified a possible security problem. Users must read, understand and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, nondisclosure and physical information security policies. The following activities related to access to the School District's Technology Systems, and information are prohibited:

(1) Misrepresentation (including forgery) of the identity of a sender or source of communication.

(2) Acquiring or attempting to acquire passwords of others or giving your password to another. Users will be held responsible for the result of any misuse of their accounts.

(3) Using or attempting to use computer accounts of others. This includes instances where the users' account was left unattended and accessible to others, whether intentionally or through negligence.

(4) Altering a communication originally received from another person or computer with the intent to deceive.

(5) Using School District resources to engage in any act, illegal or which may threaten the health, safety or welfare of any person or persons.

(6) Disabling or circumventing any School District security; software or hardware.

(7) Transmitting electronic communications anonymously or under an alias unless authorized by the School District.

c. Operational Prohibitions.

The following operational activities and behaviors are prohibited:

(1) Interference with or disruption of the Technology Systems, network accounts, services or equipment or personal electronic devices of others.

(2) Altering or attempting to alter files, system security software/hardware or any Technology Systems without authorization.

(3) Unauthorized scanning of the Technology Systems for security vulnerabilities.

(4) Attempting to alter any School District computing or networking components without authorization or beyond one's level of authorization.

(5) Attempting to create unauthorized network connections or any unauthorized extension or retransmission of any computer, electronic communications systems, or network services, whether wired, wireless, or by other means.

(6) Connecting unauthorized hardware and electronic devices to the Technology Systems.

(7) Loading, downloading, or use of unauthorized games, music, video, programs, files, or other electronic media.

(8) Intentionally damaging or destroying the integrity of the School District's electronic information, computer hardware, software, or any Technology Systems.

(9) Failing to comply with requests from the Technology Director or designee(s) to discontinue activities that threaten the operation or integrity of the Technology Systems.

5. Content Guidelines.

Information electronically published on the School District's Technology Systems shall be subject to the following guidelines:

a. Published documents containing student information, including but not limited to audio, image and video clips or conferences, must be in compliance with School District policy and administrative guidelines related to web standards.

b. Documents, web pages, electronic communications, or video conferences may not contain objectionable materials or point directly or indirectly to objectionable materials.

c. Documents, web pages and electronic communications, must conform to all School District policies and guidelines, as described in Section 8 Copyright Infringement of this policy.

6. Due Process

a. The School District will cooperate with the School District's ISP, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's Technology Systems.

b. If users are entitled to due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

c. The School District may terminate the account privileges with or without providing notice to the user.

7. User's Consent to District Access and Disclosure.

a. Users' violations of this policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District system, or any method stated in this policy, or pursuant to any legal means. User consents to the School District's disclosure of information related to such violations as determined necessary by the School District to protect the School District's resources and to comply with the law.

b. The School District shall have the right, but not the obligation, to monitor, track, log and access any electronic information or communications relating to use of the School District Technology Systems and electronic devices. Users should not have the expectation of privacy in their use of the School District's Technology Systems, and other School District technology, even when used for personal reasons. Further, the School District shall have the right, but not the obligation, to access any personal electronic device of students and employees brought onto the School District's premises or at School District events, and/or any personal electronic device of any user connected to the School District network or containing School District programs or data, to ensure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law.

c. Users' execution of the User Acknowledgment shall constitute consent to the exercise of the aforesaid rights by the School District, as well as the confiscation of any personal electronic device and/or the disclosure of any information obtained by the School District pursuant to the exercise of the aforesaid rights, as determined necessary by the District to ensure compliance with this policy and other School District policies, to protect the School District's resources and to comply with the law. As it relates to personal electronic devices, such devices may be searched once confiscated where there is reasonable suspicion that they contain information relating to a violation of a School District policy or code of conduct.

8. Copyright Infringement and Plagiarism.

a. Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements.

b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to copyright law. Therefore, any user violating copyright law does so at their own risk and assumes all liability.

c. The illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited.

d. School District guidelines on plagiarism will govern use of material accessed through the School District's Technology Systems.

9. Selection of Material

a. Board policies on the selection of materials will govern use of the School District's Technology Systems.

b. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and websites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

10. School District Website.

a. The School District will establish and maintain a website and will develop and modify its web pages that will present information about the School District under the direction of the District Webmaster or designee(s). All web pages posted at the discretion of and by the District Webmaster or a designee(s) shall adhere to the Web Page Guidelines. The Technology Director or their designee(s) will be responsible for the approval of information posted on the website.

b. School District employees may not officially or unofficially represent the school district on nondistrict websites. The Mount Union Area School District is not liable for information posted on nondistrict sites.

c. Groups associated with the School District as School District curricular, co-curricular, or auxiliary groups, including but not limited to Home & School's, booster clubs, musical associations or other associations representing official school district activities, may only establish or maintain websites representing such School District-affiliated groups upon agreement to comply with Web Page Guidelines.

d. The District shall not place links on its own website, except to the above affiliated groups which are under the direction of the District, and except as specified below.

e. Classes and teachers may establish web pages that comply with this policy, Web Page Guidelines and any administratively created guidelines to present information about the class activities or for other curricular purposes. Teachers are responsible for any content created by their students posted on such sites.

f. Any links occurring on School District web pages must comply with applicable laws and must only link to sites that have an educational purpose. Links may not be identified with sites containing defamatory, slanderous, libelous or inappropriate language. No attempt should be made to misrepresent the location of a link.

g. Only users authorized to do so by the District Webmaster or Technology Director may post information on the authorized School District websites. All websites operated under authority of

this policy, and the content therein, are subject to prior approval of and periodic review by the Technology Director or designee(s).

h. The District Webmaster and Technology Director reserve the right to remove any material posted to any of the websites authorized pursuant to this policy.

11. Safety And Privacy.

a. To the extent legally required, users of the School District's Technology Systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications should immediately forward them to the Technology Director or designee(s).

b. A user may not disclose, use or disseminate confidential, electronic or personal information about themselves or other users without appropriate consent, use for educational purpose and in compliance with School District policy.

c. Student users will agree not to physically meet with someone they have only met online unless they have parent/guardian consent.

12. Consequences for Inappropriate, Unauthorized and Illegal Use.

a. General rules for behavior, ethics, and communications apply when using the Technology Systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or unlawful use of the Technology Systems may result in loss of Technology Systems access and a variety of other disciplinary actions and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant School District policies.

b. The user is responsible for damages to the network, equipment, electronic communications systems, and software, including incidental or unintended damage, resulting from willful or deliberate violations of this policy.

c. Violations as described in this policy may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in all such investigations.

d. Vandalism may result in cancellation of access to the School District's Technology Systems and resources and is subject to discipline.

13. Internet Safety Programs.

The District administration shall assure that the online activities of students are monitored and that students are provided educational programs regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Plans for educating students as set forth above shall be periodically reviewed and updated by the District administration.

14. User Acknowledgement.

The Board requires that each user or parent/guardian sign a document indicating their understanding of, and agreement and intent to adhere to the terms of this policy.

Kistler Elementary
Pick up and Drop Off Map

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

Student Name (please print) _____

Homeroom Teacher (please print) _____

Grade _____School _____

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

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

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

Please check all that apply and sign below.

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

_____ YES _____ NO

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

_____ YES _____ NO

Parent/Guardian Signature_____Date _____

Student Signature_____Date_____

Please return this form to your Homeroom Teacher