

Uniontown Area School District

Student Handbook

Grades K-8

Uniontown Area School District

A Message from the Principal

Dear Parents and Students,

Welcome to the 2020-2021 school year! We are pleased to have you as partners in this educational year. This handbook is provided as a reference to information concerning the educational program, policies, and the daily operations of our school. Please take the time to read and discuss the information in the handbook and keep it for future reference.

	Phone numbers	Fax numbers
A. J. McMullen School -	724-329-8811	724-329-8811
Ben Franklin School -	724-439-5020	724-439-5018
Franklin School -	724-628-6030	724-529-7246
Lafayette School -	724-438-3581	724-439-5023
Marclay School -	724-329-4248	724-329-5237
Menallen School -	724-438-4160	724-430-7241
Wharton School -	724-329-5510	724-329-5349

DEAR PARENT(S)/GUARDIAN(S) AND STUDENTS:

The Uniontown Area School District is committed to providing a safe and effective learning environment for all students and staff. Students are therefore expected to engage in appropriate behavior while they are participating in educational and co-curricular activities. A summary of the District's Citizenship Code has been provided to all students and discussed with them. We encourage you to review this code with your child. You can access this information on the district website.

Remote Learning

iPads/Canvas:

Students will receive an Apple iPad and instruction will take place on the Canvas Learning Management System. Students will follow the same schedule virtually as they would in-person with the same teachers. Live sessions with teachers will also be recorded for viewing later. Parent and student apps are available for mobile devices. Additional parent supports on the Canvas platform can be found at the website: community.canvaslms.org.

Video Conferencing Expectations:

- Teachers should establish virtual classroom protocols for students to follow during video conferencing that are specific to their virtual meetings. (Examples: appropriate language in chat box, how to "raise hand" to speak, have a blank wall behind you, etc.)
- Students should only be attending a video conference during their regularly scheduled class times.
- If students do not follow the protocols, students will be given a warning system during a class period.
- If the student continues to not follow protocols, the student can be removed from the virtual meeting.
- Principals and parents will be notified of the incident by the teacher.
- Teacher will write up the discipline report in CSIU for record and documentation of it.
- If a student continues to need to be removed from a virtual meeting, a suspension of virtual meetings may occur. The student will need to view the instruction as a recorded session.

Attendance:

Attendance will be monitored during remote instruction in the followings ways:

Students with Internet Access:

Student attendance will be monitored by completion of work and their daily log-in to Canvas. Students are strongly encouraged to attend the scheduled "live" instruction, daily. Students are not required to be logged into Canvas at a certain time of day, but must show that they have logged on within a 24 hour period. Students are expected to complete work daily.

Student without Internet Access:

Students without internet will be expected to log-in weekly, at minimum. Attendance will be monitored weekly, and on an individual basis by the school's attendance team. Extensions will be provided, as needed. Students without internet are asked to report their need to the school secretary for options that might be available to them. The District will do all that it can to support these students.

* Parent/guardian shall provide a written request for excusal. Excuses are to be e-mailed email the excuse to the student's school by accessing the Uniontown Area School District's Website at www.uasdraiders.org.

- Click on the 'SCHOOLS' tab and select the correct school. The excuse email tab can be located in the lower right corner of each school's home webpage. The written excuse should include: Student's full name, Date/dates of the absence, Reason for the absence, Parent/guardian's signature. Truancy will still be monitored; please make every effort to submit excuses, ASAP.

*Any absences after twenty (20) days will be **unexcused without a doctor's excuse**.

*More information regarding excessive absences and truancy can be found under the "Rules, Regulations, Policies and Discipline" section of this handbook.

Wi-Fi:

Parking lots of every school building will have WIFI access. Canvas courses can be downloaded for students to work offline.

Breakfast/Lunches:

Breakfast and Lunch will continue to be available daily for pick up at each school. All meals must be ordered in advance. Please see instructions for ordering daily meals on the district website under the cafeteria tab or contact your school for procedures for pick-up/distribution.

Grading**Report Cards:**

Report cards are issued every nine weeks. The system of grading is as follows:

A	93% to 100 %	Advanced
B	85% to 92%	Proficient
C	75% to 84%	Basic
D	67% to 74%	Below Basic
F	Below 67%	Unsatisfactory

Honor Roll Grades 4-8:

At the close of each nine-week period, qualified students will be named to a three-phase honor roll:

Highest Honors:	4.00 - 3.70
High Honors:	3.69 - 3.40
Honors:	3.39 - 3.00

Grade values used in determining honor roll status are as follows:

A	- 4 points
B	- 3 points
C	- 2 points
D	- 1 point
F	- 0 point

* Students who earn less than a "C" grade in any subject, unsatisfactory (N where applicable) or unsatisfactory citizenship, do not qualify for the honor roll.

CSIU Parent and Student Portal: The CSIU Portal is a web-based service offered to both parents and students by the Uniontown Area School District. It provides everyone with on-line access to data related to a student's progress. The information shown includes grades, attendance, and school information.

Rules, Regulations, Policies, and Discipline

These rules, regulations and policies are made with the intention of insuring that all students shall be afforded an opportunity to an education without interruption. It is the student's and parent's responsibility to be familiar with them.

Attendance:

The Uniontown Area School Board of Education believes there is a strong correlation between regular classroom attendance and academic achievement. With the Every Student Succeeds Act (ESSA) of 2015, it has become imperative students maintain regular school attendance to give them the best opportunity to

achieve required levels of proficiency according to the PA State Standards. The District cannot educate students or provide them with support and assistance when they are absent from school. It is a shared responsibility of the school and the home to assist students to develop habits of punctuality and attendance.

In 2016, new legislation was signed into law which rewrote a substantial portion of the Public School Code, specifically the provisions that address truancy. Among some of the changes included in Act 138 are specific definitions for terms such as **Truancy, Compulsory School Age, and School Attendance Improvement Conference**. School Districts will be required to follow new procedures when a child is truant such as sending a written notice to the student's parents and offering a school attendance improvement conference. Act 138 of 2016 was a substantial amendment to Pennsylvania's truancy laws. Accordingly, the Uniontown Area School District revised its attendance policy to be in compliance with the new law.

- **Excused Absences.** All students who have been absent from school are required to bring a written excuse to school signed by a parent or guardian no later than three days following the absence. Parents and guardians may also email the excuse to the student's school by accessing the Uniontown Area School District's Website at www.uasdraiders.org. Click on the 'SCHOOLS' tab and select the correct school. The excuse email tab can be located in the lower right corner of each school's home webpage. The written excuse should include:
 - Student's full name
 - Date/dates of the absence
 - Reason for the absence
 - Parent/guardian's signature

Parent/guardian shall provide a written request for excusal.

Any absences after twenty (20) days will be unexcused without a doctor's excuse.

***Students will be excused from regular attendance for the following reasons:**

- Illness
 - Death in family
 - Impassable roads when certified by the school district.
 - Religious holidays as certified by a written explanation by the student's parent/guardian or clergy person.
 - Field trips, special programs, athletic and activity events pre-approved by the administration.
 - Prearranged doctor and dentist appointments when not practical to receive outside of school hours.
 - Special circumstances or requests prearranged and/approved in advance by the principal or Superintendent.
 - Suspensions for (OSS) out of school.
 - Educational trips pre-approved by the administration.
- **Truancy.** Truancy is defined in the PA School Code as "having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance." A Notice will be sent by mail when a student accumulates 3 or more unexcused absences. An unexcused absence is defined as an absence from school which is not permitted within the time period and in the manner prescribed by the governing body. An out-of-suspension may not be considered an unexcused absence. Any further unexcused absences after the parent has received a Notice of Unexcused Absence may result in a citation being filed at the District Magistrate as provided in the PA School Code 13-1333.1.

***Fines may be levied against parents and/ or students following the third illegal day after the Notice of Unlawful absences.**

***Child's operating privileges may be suspended for a period of six (6) months.**

***Referral to outside agencies such as Fayette County Children and Youth.**

- **Habitually Truant.** Habitually Truant is defined in the PA School Code is "Six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance."
- **Excessive Absences.** Excessive absences can jeopardize a student's chances of passing his/her courses. Excessive absenteeism is covered by the Pennsylvania School Code. It states, "A claim of continued or repeated illness justifies the administration, home and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parent or guardian of a school-aged child for that child's school attendance. The Pa. School Code gives the school authority to require a student to have a medical excuse when absenteeism is excessive. A doctor's excuse will be required when a student has:
 - Missed a total of 12 school days in the year
 - Has accumulated 10 consecutive absences

*** Tardiness and early dismissals will count towards absences.**

- **Tardiness to school.** One of the most important habits that can be developed early in life is that of being on time. It is essential to good work and it is an admirable personal trait. If a student is tardy, and this means that the student does not arrive in his homeroom before class begins, he/she must report to the office with a written excuse from parent or guardian.
- **Late Arrival / Early Dismissal.** For the safety, protection and educational welfare of our students, the following procedures regarding early dismissal shall be in effect.
 - Parents must sign students in or out for late arrival or early dismissal.
 - Students will not be released into the custody of adults not listed on their district demographic forms.
 - I.D. may be requested.
 - Students must have a written excuse from parent or guardian for all late arrivals or early dismissals.

Smoking / Use / Possession of Tobacco.

Students are prohibited from possessing any tobacco on Uniontown Area School District property. Examples of tobacco include but are not limited to cigarettes, cigars, chew, snuff, electronic cigarettes, vaporizers, etc. The restriction also applies to the possession of lighters and matches. No smoking or use/possession of tobacco/vape products is permitted on or around the school property during school hours or at school sponsored activities. The boundaries include the streets surrounding the school. Each offense may result in a suspension from school, parental conference, and/or a citation.

Fighting - Fighting and/or intimidation of students, faculty, staff, and other school employees will subject the offending student to discipline in accordance with applicable policy:

Fighting occurs when a student:

- Strikes or fights with another;
- Attempts to cause or intentionally, knowingly, or recklessly causes bodily injury to another;
- Negligently causes bodily injury to another;
- Attempts by physical menace to put another in fear of imminent serious bodily injury;
- Intimidates another by threats; or

- Acts in such a way that seriously disrupts the educational processes of the District or adversely affects the health, safety and welfare of fellow students, teachers, administrators, or other school employees. A student who engages in the behaviors listed above shall be subject to the following penalties:
- **1st Offense** - one to ten school days suspension and a possible recommendation for expulsion and possible citation.
- **2nd Offense** - one to ten school days suspension and a possible recommendation for expulsion and possible citation.
- **3rd Offense** - ten school days suspension and a recommendation for expulsion and possible citation.

For Each Offense: Students involved will be referred for services to the school guidance counselor. Students will also be referred to the Uniontown School Police. Criminal prosecution may be initiated.

Sale, Use, Possession of or Procurement of Intoxicating Beverages, Narcotics and Drugs.

Any student who on school property, including all buses or anywhere during a school activity including all co-curricular activities, does sell, consume, possess and aid in the procurement of intoxicating beverages, narcotics, restricted drugs and any health endangering compounds, including marijuana, drug paraphernalia, or any materials purported to be such, shall be suspended (out-of-school) for a period of one to ten school days. Additionally, depending on the severity of the violation, expulsion proceedings may be instituted. In every case of such a suspension and/or expulsion, the student will be referred to the police department for investigation and prosecution. In addition, where deemed necessary by school officials, students may be prohibited from representing the school in any co-curricular activities beyond the period of suspension.

Any student who does sell, consume, possess and aid in the procurement of intoxicating beverages, narcotics, restrictive drugs or any health endangering compounds, including marijuana or any materials purported to be such, beyond the regular school day shall be partially or totally suspended from all co-curricular activities and will be referred for services to the school guidance counselor. This policy shall not apply to any individual consuming a legally prescribed medication in accordance with applicable District policy.

Possession of Weapon.

Any student who possesses a weapon in the buildings or, on the grounds of or in any conveyance providing transportation to or from any school building, which he or she is not using or intending to use in conjunction with a lawful supervised school activity or course, or other lawful purpose, shall receive the following penalties;

1st Offense - Recommendation for suspension and / or expulsion. As used herein the term "weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, firearm (whether or not loaded), look alike firearm, air or gas operated firearm, whether the firearm is operational or not, nunchuck stick, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

***For Each Offense: Students involved will be referred to the Uniontown School Police. Criminal prosecution may be initiated.**

Public Display of Affection.

Students are advised not to become involved in public displays of affection during school hours or at school sponsored activities. Any act which in the judgment of the school administration would constitute inappropriate behavior may result in disciplinary action. The term public will include all parts of the school building and grounds, buses and any part of any building being used for a school sponsored activity.

The following are disciplinary actions, which may be taken. If in the judgment of the school Administration an offense is deserving of a higher level of punishment, the level of punishment will be assigned accordingly.

- **1st Offense:** Verbal and written warning.
- **2nd Offense:** All students involved may receive detention and a written warning sent home.
- **3rd Offense:** All students involved may receive in-school suspension and a parental conference.
- **4th Offense:** All student involved may receive out-of-school suspension and parental conference.

Racial, Sexual, Religious / Ethnic Harassment and Violence Policy.

It is the policy of the Uniontown Area School District that racial, sexual, religious / ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his / her job. Harassment and violence is prohibited between staff members, between members and students, between students, and from members of the public directed at students or staff, on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to; unwelcome patting, pinching, or physical contact; obscene gesturing, inappropriate comments, ethnic or racial slurs; or threats, insults or assaults against someone due to their sex, race, religion, or ethnic group. If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal. School police will be involved in investigating the matter.

Cheating / Plagiarism.

Cheating and/or plagiarism are unacceptable. Students should take pride in developing original work or properly identifying the work of others. Resorting to cheating and/or plagiarism reflects poorly on the student.

Cheating includes but is not limited to:

- Copying homework from another student
- Securing answers in a dishonest manner
- Allowing work to be copied by others
- Transmitting answers from one class to another

Plagiarism is using another's thoughts, writings, drawings, etc. as one's own.

Plagiarism includes but is not limited to:

- Failure to document material copied directly from another source
- Failure to acknowledge paraphrased materials
- Failure to provide a works cited bibliography
- Failure to provide sources for any visual drawing, sketch, painting, etc.

All of the above include works taken from the Internet, software, published or non-published works and computer disks, email, or any electronic methods of communication.

Recommended Penalty: A student may receive a zero (0) on the assignment for using or providing the assignment, and the teacher should notify the parents. The student should be referred to the office for disciplinary action.

Discipline: Procedures and Policies

Detention

Detentions may be assigned by a teacher or the administration for a violation of any school rule. Excessive detentions may result in additional disciplinary action determined by the school administrator.

Suspension

A student may be subject to suspension and / or expulsion for an act, which, in the opinion of the principal, superintendent, or their designee, violates Board Policy, rules or regulations, or which interferes with the ordinary educational processes. When it becomes necessary to suspend a student, the following procedures will be followed:

- The student will be notified of the suspension by a principal (verbal or written).
- The parent or guardian will also be informed of the suspension and the reason for it. A letter will be sent home. A copy of the letter will be filed. The suspension may be of an in-school or out-of-school nature depending upon the type of offense.
- Parents may be requested to arrange for a conference involving the student, parents, and the principal.
- It is the student's responsibility to complete make-up work. The grade for marking period in which the suspension occurred will not be lowered unless the make-up work is not completed in a satisfactory manner.
- Students are not permitted on school grounds anywhere in the school district, are not permitted to use school transportation, and are not permitted to attend school activities while serving an out-of-school suspension.
- Students assigned to in-school suspension are not permitted to attend any school activities during the period of suspension.

Examples of Acts that may result in Suspension and/or Expulsion:

- Striking any employee of the school district.
- Striking or fighting, threatening or harassing fellow students.
- Theft and/or extortion/forgery.
- Use, sale, and distribution of drugs and/or alcohol on school grounds during school activities (day or evening).
- Creating safety hazards in or around school buildings
- Willful destruction of school property.
- Insubordination.
- Profanity or obscenity.
- Smoking or use of tobacco.
- Class cutting and/or excessive tardiness
- Violation of the Bus Conduct Policy of the Uniontown Area School District.
- Failure to attend detention.
- Possession and / or use of any offensive weapon or device which may be used as a weapon.
- Other acts on the part of the student, which would seriously disrupt the educational processes of the School District or adversely affect the health, safety, and welfare of fellow students, teachers, administrators or school employees.
- Any act which is illegal under local, state, or federal law.

School District Transportation Regulations

Students shall be subject to the direction and control of the school vehicle driver while being transported on a school vehicle. Students shall conduct themselves in such a manner as deemed appropriate while riding a school vehicle. Students who are eligible have been provided the privilege of being transported to and from school. Students can have the privilege of transportation denied because of improper conduct. Each school administrator will decide the severity of each infraction and will consider the

following guidelines in making their decision. The following is a non-exhaustive list of improper conduct.

- Eating or drinking while on the school bus.
- Using foul language at any time.
- Loud or boisterous noise or indecent gestures that could distract the driver.
- Throwing objects/materials on or from the school vehicle.
- Gambling in any form on the school vehicle.
- Smoking while traveling to or from school or activities.
- Marking or damaging any part of the school vehicle.
- Striking or fighting any member of the traveling group.
- Spitting or throwing trash on the floor of the school vehicle.
- Bringing or possessing disagreeable or hazardous objects or materials on the school vehicle.
- Refusing to sit in the seat assigned by the driver.
- Pushing or disorderly behavior loading or unloading the school vehicle.
- Possessing or distributing obscene pictures or materials while on the school vehicle.
- Placing arms or parts of the body from window.
- Moving about on the school vehicle while it is in motion.
- Boisterous and annoying yells to the passing public.
- Marking or destroying any part of a school bus shelter.
- Any violations of the Uniontown Area School District's drug policy.
- Any act committed by a student, which in the judgment of the school administration would cause a hazardous and/or dangerous and/or unsafe condition to exist while transporting.

Any violation of the Bus Conduct Policy may subject the student to the following disciplinary actions:

- **1st Offense** - warnings and/or detentions
- **2nd Offense** - suspension of the privilege to ride the bus
- **Additional Offenses** - a one to ten school day suspension

***If in the judgment of an administrator, the severity of the offense warrants more serious punishment, it will be administered.**

Students denied transportation privilege must attend school to prevent being marked illegally absent from school and subjecting parents to fine or arrest – under the school code of Pennsylvania. Students transferring from one school to another are not permitted to leave school property. The above rules are established for your safety and the concern we have for all children who ride school vehicles.

Transportation Changes

Temporary changes in transportation may be granted under the following circumstances:

- Written notification is provided by parents/guardians
- In cases when one student is riding with another, both sets of parents/guardians must provide written notification.

Dress

It is expected that Uniontown Area School District students will use good judgment in choosing school attire. Students are to wear clothing that is appropriate and conducive to a good educational atmosphere. An individual student's dress, personal appearance, and cleanliness should reflect sensitivity to and respect for others. Special attire may be required to insure the health or safety of the student. In accordance with law, students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where health and safety is a concern.

According to Chapter 12 of the regulations of the State Board of Education concerning Student Rights and Responsibilities, school officials may prohibit student dress or grooming practices that adversely affect the educational program of the school or the health and safety of the student or others.

Inappropriate attire includes but is not limited to:

- **Shirts** - Tank tops. Halter tops. Bare midriffs. Plunging neck lines.
- **Sayings** - on any part of the clothing (inclusive of face coverings/masks) or body, which denote drugs, alcohol, or ethnic intimidation or have a double meaning.
- **Hats** - Refusal to remove a hat or head covering when asked by the teacher will result in disciplinary action.
- **Shorts/Shirts** - Shorter than fingertip length.
- **Accessories** - Items constituting a hazard to others (chains, sharp rings, etc.)
- **Footwear** - Any shoes/foot wear that poses a safety risk. (This includes flip flops.)
- **Hooded Sweatshirts** - may be worn, but only if hood remains down. If a student pulls the hood up during the school day, it will be considered insubordination as defined in the student code of conduct.
- **Sunglasses** – Sunglasses are not be worn in school. Prescription transition glasses and sunglasses necessary due to a medical condition would not apply.

Offense: Verbal warning; change clothing, if no clothing is available the student will be sent home. Repeated offenses may result in disciplinary action.

Early Arrivals - Regulations

Students are not to arrive earlier than the regular school starting time. Students are not permitted to loiter outside the building, including the parking lots or surrounding streets, upon arrival. Loitering in the halls, stairwells, or restrooms is not permitted. No games are to be played in the gym at any time without the supervision of a teacher.

Elevator (where applicable)

A student may use the elevator by following these rules:

- Present a doctor's excuse to a principal
- Submit a \$15.00 deposit for the key. The \$15.00 will be refunded once the key is returned. If you should lose this key, inform your principal at once. He/she then is to notify the Superintendent's office. Any person losing this key will not be refunded the \$15.00.
- Do not give, lend or let anyone else use this key for any reason.
- Do not have a duplicate of this key made.
- Any key holder will not be permitted to let any unauthorized person(s) ride.
- Anyone not following these rules will forfeit the use of the key.

Cell Phones and Other Electronic Devices

Cell phones and other electronic devices can be disruptive to the educational process. They should only be used under the direction of the classroom teacher during school hours. Failure to adhere to the above may result in disciplinary action and confiscation of the device. Parent/guardian may be required to pick up the device.

Lockers (where applicable)

Each student will be assigned a locker during the first week of classes. All lockers are the property of the Uniontown Area School District and the District reserves the right to inspect the lockers at its discretion. All lockers must be locked at all times. Students who leave lockers open do so at their own risk. Students must not give their locker combination to any other student. The Uniontown Area School District is not responsible for the safety of items placed in student lockers.

Searches of Persons and Lockers

- Lockers belong to the District and students who are given permission to use them have no absolute right to privacy.
- Canine searches may take place, with or without prior notice, before, during, or after school hours. Trained canines, handled by local or State Police, may be used to sniff lockers and any other items that could be used to conceal unauthorized materials.
- If it is determined as a result of a canine search that there is reasonable cause to believe that a student owns or is possession of any illegal material, a further search may be conducted as hereinafter outlined. Any such further search, the police officer or officers who conducted the canine search shall be present.
- School authorities may search student lockers under the following circumstances and in the following manner:
 - School personnel, with or without reasonable suspicion may search student lockers.
 - Prior to a locker search without reasonable suspension, the student to whom the locker has been assigned shall be notified and given an opportunity to be present.
 - The building principal, or his designee, in the presence of the student (should the student choose to be present) and another member of the school's teaching or administrative staff agreeable to the student, may search the student's locker. If the student refused to agree upon a member of the school's teaching or administrative staff to be present, then the principal, or designee, shall select such person to be present.
 - If school authorities desire to search a student's locker when they have reasonable suspicion to believe that the locker contains materials which pose a threat to the health, welfare, and safety of students and/or school personnel, that search may be made as set forth at (2) and (3) hereof, or it may be made by the principal, or designee, in the presence of another member of the school's teaching or administrative staff without the student being present.
- The search of a student's person shall be permitted only when there is a reasonable belief that said student has on his or her person items either in violation of Federal, State, or local laws, or materials, which pose a threat to the health, welfare, and safety of students in school. Such a search shall consist of a pat down only and shall be conducted by a designated school official of the same sex in the presence of another member of the school staff, also of the same sex, who is agreeable to the student. If the student refuses to agree upon a member of the school's teaching or administrative staff to be present, then the principal, or designee, shall select such person to be present.
- School authorities may seize any illegal materials discovered during the search of a student's locker or person, and such materials may be used as evidence against the student in disciplinary proceedings instituted against the student.

Valuables

Students should make a habit of not leaving valuables where they may disappear. A desk or an unlocked locker is not a safe place. Students are to report any loss to the teacher and to the office immediately. In no way will the school accept responsibility for lost items. Students should not bring large sums of money to school.

Visitors

Authorized visitors must sign in and obtain a badge from the school office. No unauthorized visitors will be permitted to visit the classrooms during the school day. Younger brothers/sisters are not permitted to visit due to liability constraints. This includes instructional and special event days. Classroom visitations may be granted by the building administrator when requested with a 24 hour notice.

School Cancellation

If school is to be canceled or delayed for any reason (snow days, etc.) announcements will be made over local radio and TV stations, posted on the District website www.uasdraiders.org. Individuals may also call (724)438-4501 and follow the instructions to access cancellation information.

Parent Involvement Organizations

District schools have active parent/teacher organizations. Information regarding these organizations is sent home at the beginning of the school year and can also be found on the District website.

Medical Insurance Available

If the children in your family have no health insurance and are not eligible for medical assistance, you can get free or affordable health care coverage through the Caring Program for Children and Blue CHIP. The health care Coverage has excellent benefits, including free doctor visits and immunizations, dental and eye coverage, \$5.00 prescriptions and more. You can apply by mail. The call is free, 1-800-543-7105.

Student Wellness

Uniontown Area School District has adopted a Wellness Policy that guides the district efforts to create supportive nutrition and physical activity environments. This policy includes goals for nutrition promotion and education, physical activity, and other school based activities that promote student wellness. The policy ensures that nutrition guidelines for all foods and beverages that are sold or made available to our students on each school campus during the school day that are consistent with federal regulations for school meals and Smart Snacks in Schools' nutritional standards. The entire Wellness Policy can be found on the District website.

Body Mass Index

School health services provide for the screening of growth for each child of school age by annually measuring the height and weight of our students. For many people being overweight begins in childhood and tracks into adulthood. Once a person becomes overweight, weight reduction and maintenance are extremely difficult. Therefore, prevention is by far the most effective solution to the problem.

BMI (Body Mass Index) is a weight for stature index that can be used to determine a student's growth pattern. The BMI growth charts will allow school health professionals to detect at an early age, the students who show signs of being at risk for being over/under weight.

Beginning with school year 2005-2006 BMI's were done on students by the school nurse. If you are interested in your child's results, please notify the school nurse in writing to request this information.

Cafeteria

The school will provide breakfast and lunch for students. **Please note when school is delayed, breakfast will not be served.**

Beginning with the 2020-21 school year, all Uniontown Area School District schools are participating in Community Eligibility Provision(CEP). A healthy breakfast and lunch will be provided daily at no cost. Parents will no longer need to complete lunch applications.

The staff of UASD Food Service is committed to implementing a nutrient rich program that operates within the guidelines of the National School Lunch and Breakfast Programs that allows each student to reach their full academic potential, full physical and mental growth and achieve life lasting health. We encourage parents/guardians who chose to pack their child's lunch to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards.

Student Services

- **Guidance Services**

School Counselors maintain academic records, coordinate and administer standardized tests, and provide a friendly, understanding, and safe atmosphere where students can talk about concerns. Counselors work toward developing students' social skills and self-concepts, recognizing and avoiding potential problems, achieving academic success and preparing for higher education and careers.

- **Raider Assistance Program**

In Pennsylvania, every middle and high school and some elementary schools have a Student Assistance Program (SAP). In Uniontown Area School District this program is known as the **Raider Assistance Program (RAP)**. The **RAP** teams are comprised of school staff and community agency professionals that work together to help you and your child access school and community services.

- If your child is having trouble in or out of school, the **RAP** team can develop a plan of actions to help your child achieve success in school. A student's drop in grades, withdrawing from family and friends, lack of interest in activities, poor study habits and aggressive behavior are just a few reasons that a child would benefit from **RAP**. Participation in the **RAP** program does require parental consent and parental involvement. If you are interested in this program, call your child's school and ask to speak with a guidance counselor.

- **Social Services**

The School Social Worker assists families in maintaining good attendance, arriving at school on time, completing assignments, developing interpersonal relationships, aids families in utilizing school and community programs, and helps students reach their fullest potential.

- **Psychological Services**

The District school psychologist is available to administer individual, psychological examinations to help determine individual and/or academic strength and weaknesses. The psychologist consults with parents regarding their child's academic progress and helps to determine if specialized education programs are needed.

- **Health Services**

School Nurses monitor occurrences of communicable disease, maintain health and immunizations records, provide students with annual height, weight and vision screening: Hearing Tests in Kindergarten and grades 1, 2, 3, 7, and 11; Dental Examinations in Kindergarten and grades 3 and 7; Scoliosis screenings in grades 6 and 7; and Physicals in Kindergarten and grades 1, 6, 11 and prior to participation in extra-curricular athletics. TB testing is done periodically.

- **Threat Assessment**

The Uniontown Area School District has adopted a Crisis Management / Threat Assessment Team. The Threat Assessment Team is a multidisciplinary group of professionals responsible for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. Every school employee will be informed of the existence and purpose of the Threat Assessment Team as well as every student. Information will also be made available for parents and families regarding the threat assessment process and their role at their child's school.

Medication Policy

As per the Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, no medications are allowed to be given at school without the Student Medication Procedure form completed by both Parent / Guardian **and Physician**. **This includes any and all over the counter medications.** This information can be found on the District website.

Please be advised that:

- No medications are allowed to be brought to school on the bus
- Parent/Guardian, or responsible adult designated by the Parent/Guardian, should deliver medication(s) to the school
- Medication must be in the original pharmacy labeled container

In the event that a school nurse is not able to be in the building to administer a medication, it is the parent's responsibility to administer the medication. The school will attempt to give prior notification to parent. If you have any questions, please contact the school nurse.

Changes in Status

Parents are to notify the school regarding a change of address, phone number, emergency contacts, or any information that affects the student's record.

Apple iPads and Textbooks

All Apple iPads and textbooks are the property of the Uniontown Area School District. All Apple iPads and textbooks must be returned and all fines must be paid before a report card is issued or transfer of records complete.

Fire, Weather, and Emergency Drills

Students will be instructed in the method of leaving the school building in a safe and quick manner. Parents should convey the importance of this exercise to their child. Students must assume the responsibility of leaving the building safely and quickly.

After Hours Use of School Building

To use a school building for activities after school hours, you must complete and have approved a Building Use Permit available from the building principal. Fees may apply.

Academic Support and Tips

Building Good Study Habits

- Make a study kit with supplies. Include paper, pens, pencils, erasers, ruler, paper clips, note cards, highlighters and a dictionary in your kit.
- Listen carefully in class and take notes on important facts that you will need to remember.
- Ask questions in class about things you don't understand.
- Write down any homework assignments and include the due date.
- Make a special time each night for homework.
- Find a quiet place to study.
- Allow more time for subjects that are more difficult for you.
- Check off each homework assignment as you complete it.
- Complete homework assignments, review your notes, and prepare for the next day.

Tips for Taking Tests

- Listen carefully to directions from your teacher.
- Carefully read all questions on the test before you begin.
- Answer the questions you know best and save the hardest questions for last.
- On some tests you must choose from several answers. If you don't know the answer, eliminate the ones you know are most likely wrong. Carefully consider what may be the correct answer, then make your choice.
- Check over the test when you are finished.

Parenting Tips

Encouraging Your Child to Learn

Parents can be their child's most important teacher. Special training in the art and science of teaching or a stockroom of teaching supplies and equipment aren't necessary. Parents need to review and assist in practicing skills introduced in the school.

Here are the key steps to being your child's most important teacher (In fact, many of them may already be a part of your family routine.):

- **Show a Respect for Learning.** Your child's attitude toward school and learning is based largely on the example set at home. Show an interest in your child's school work and demonstrate an interest in learning about new ideas.
- **Connect Learning to the Real World.** Use every opportunity to find everyday examples to connect to your child's studies, like counting dishes as you put them away, plotting a vacation trip on a map, or visiting a farm on the weekend.
- **Read Aloud, Read as a Family.** This is the most effective way to motivate your child to read and build skills. Set aside a specific time every day for shared and independent reading. Remember, it is beneficial to read to children of all ages!
- **Emphasized the Positive.** Focus on what was done right, rather than the errors. Offer praise when it's deserved. Build your child's confidence. Use every opportunity to encourage your child in discovering his or her ability to learn.
- **Model Responsible Behavior.** Your child will follow your lead. Involve him or her in your thinking as you set personal goals and priorities, meet commitments, anticipate the consequences of your behavior and act in responsible ways.
- **Nurture Your Child's Curiosity.** Respond with enthusiasm to your child's interests whenever they are expressed. Provide books and other materials that will encourage pursuing positive interests.
- **Communicate With the School.** Share your insight and understanding about your child with the school. The teacher will be better able to build a program that meets your child's needs. Inform the teacher when there are special concerns so the school can be as supportive as possible.
- **Be Patient.** Above all else, remember that learning takes time and, in most circumstances, should not be rushed. Given the right experiences, your child will learn best when he or she is developmentally ready. Additional resources for improving student achievement can be found on the District website.

Online Reading, Math, and Science Support

For students in K-8 please go to the "Parent and Students" tab of our district's homepage (uasdraiders.org) for links and information about student programs and textbooks used in our classrooms.

Resolving Concerns

The Uniontown School Board of Directors is continuously looking for ways to improve the manner in which parental concerns are resolved. On many occasions, parents/guardians make individual board members or central administration staff their first point of contact. The Board has determined the most efficient way of resolving issues is to do so at the lowest level of authority.

When a problem or concern arises, please follow the steps listed below:

- Parents should first contact their child's teacher.
- If a satisfactory solution is not reached with the teacher, the parent should contact the building principal.
- The parent should contact a supervisor or central office administrator if a satisfactory solution is not reached with the building principal.

All District staff members have been informed of this process.

Notice to Parents

Right to Review Teacher Qualifications

As a parent of a student in the Uniontown Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it.

All teachers in the Uniontown Area School District meet or exceed the ESSA requirement of "highly qualified." However, if you would like to know the qualifications of your child's teacher, you may inquire at the Superintendent's office.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualification.

If you would like to receive any of this information, please call Ms. Jaclyn Blackson at 724-438-4501 ext. 1606.

Special Education Services Annual Notice

Uniontown Area School District provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities as set forth in Pennsylvania State Standards: Specific Learning Disability, Emotional Disturbance, Autism, Visual Impairment, Deaf / Blindness, Deaf and Hard of Hearing, Intellectual Disabilities, Multiple Disabilities, Traumatic Brain Injury, Other Health Impairment, Orthopedic Impairment, Speech/Language Impairment. To find information regarding appropriate developmental milestone descriptors for infant and toddler, please contact the Center for Disease Control (CDC) <http://www.cdc.gov> , or the National Dissemination Center for Children with Disabilities (NICHCY) <http://nichcy.org>. Additional information regarding signs of developmental delay or other disability is available through UASD. Please contact the Supervisor of Special Education, 724-438-4501, or building Guidance Counselor. To review the complete District annual notice, please refer to the District website link.

Education for Children and Youth Experiencing Homelessness

Federal guidelines, as set forth in the Every Student Succeeds Act of 2015, require that School districts identify children who are homeless. The federal mandate, and the intention of Uniontown Area Schools is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children.

Homeless children may be identified as living in the following situations:

- Public or private shelters
- Public or private places not designated for/or ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, camp-grounds, etc.

- Living with a parent in a domestic violence shelter
- Individuals and/or families living with relatives or friends due to the lack of housing
- Living in transitional housing programs
- Runaway children (under age 18) and children who have been abandoned or forced out of the home by parents or other caretakers. They may be in temporary shelters awaiting assistance from social services agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances. This also includes such youth from 18 to 21 years of age who may still be eligible for educational services in regular or specialized education.
- Children of migrant families who lack adequate housing.
- Children abandoned in hospitals or awaiting foster care.
- School-aged unwed or expectant mothers living in houses for unwed mothers when they have no other available living accommodations.

Children who are homeless at any time during the school year or who become homeless over the summer, may qualify for assistance with school lunches, school supplies/materials, tutoring and with transportation so they can remain in the school of origin. If you believe your child may qualify for this service, please contact the principal of your child's school. You may also contact our **Homeless Liaison, Chief Donald Gmitter at 724-438-4501 X 1611.**

Hazing Policy 247

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The Uniontown Area School District does not condone or permit hazing. Our hazing policy can be found on our district website.

Bullying/Cyberbullying Policy Policy # 249

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying of district students. Early intervention, reinforcement of a consistent message and follow through from students, parents/guardians, staff and administration can ensure that everyone's right to learn and work in a safe environment is respected.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: <http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInId=0&smthLwInd=0&act=14&chpt=13A&sctn=3&subsctn=1>

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority

The Board prohibits all forms of bullying of district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying 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 reports of bullying.

Delegation of Responsibility

All students, district employees, vendors, and visitors including parents/guardians, shall conduct themselves in a manner consistent with this policy by respecting the rights of others and ensuring an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Conduct.

UASD Bullying Prevention Program

WHAT IS BULLYING?

The goal of the Uniontown Area School District is to prevent bullying. A student is being bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more students (Olweus). It is a negative action when someone intentionally inflicts injury or discomfort upon another. Behavior is clearly bullying when 1) there is intent to harm and 2) there is intensity and duration. The following is a non-exhaustive list of examples of bullying:

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 or in print), by threatening, taunting, etc.

Indirect Bullying- Making dirty gestures, intentionally excluding someone from a group, spreading rumors, etc.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of Retaliation:

Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING OF SUSPECTED BULLYING

Student Report:

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, or submit a bully report form.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the guidance counselors. **Students can also anonymously report bullying, forms can be found in every school's office.**

BULLYING REPORT

Bullying forms and a submission box are available in the main office.

INVESTIGATION OF REPORT

Reports will be investigated promptly and appropriate actions will be taken to address the alleged incidents.

Counselors investigating the report will:

1. Interview the reporter.
2. Interview the victim.
3. Speak with any teachers that may have information regarding the report.
4. Speak with the accused.

If there is evidence of bullying, counselors will:

1. Inform the parents/guardians of the victim.
2. Inform the parents/guardians of student that was bullying.
3. Have the student that was bullying read and sign a Cease and Desist Form.
4. Enter the bullying incident and disciplinary action into CSIU discipline.

CONSEQUENCES

1 st Offense:	Warning given by counselor. Cease and Desist Form signed.
2 nd Offense:	Discipline report submitted. Student subject to suspension.
3 rd and Subsequent Offenses:	Discipline report submitted. Student subject to suspension and citation.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the guidance counselor shall promptly notify the parents of the victim and of the student who engaged in bullying.



**UNIONTOWN AREA SCHOOL DISTRICT
ELEMENTARY/MIDDLE SCHOOL
BULLYING PREVENTION RUBRIC**

Behavior	First time	Second time	Third time
Teasing (name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Written warning Parent Call	(1 day) After-school detention. Student calls parent.	Discipline Referral principal. *Parent conference with committee
Hitting (pushing, slapping, grabbing)	(1 day) After-school detention. Student calls parent.	(1 day) Out-of-school suspension. Student calls parent.	Discipline Referral to principal *Parent conference with committee
Severe hitting (punching, kicking, and similar behavior that may injure others) Threat of serious violence Harassment (racial, ethnic, or sexual name calling or other severe harassment)	Discipline Referral to principal	Discipline Referral to principal	Discipline Referral to principal *Parent conference with committee

School Safety

In emergency situations, schools will follow building specific procedures. In order to ensure your child's safety, the Uniontown Area School District conducts fire, emergency, and weather related drills.

All visitors are required to pass through a metal detector prior to entering the building.

The Uniontown Area School District is committed to the safety and security of students, faculty, staff, and visitors in its campuses. In order to support that commitment, the Administration has promulgated policies requiring the development of an All-Hazards Safety Plan. Through collaboration with law enforcement and other emergency personnel, we shall persist to increase the effectiveness and efficiency of our safety and security guidelines and procedures. All students, faculty, staff and community members

contribute to making the schools of the Uniontown Area School District a safe, nurturing environment for learning.

	
<h3>You have a voice.</h3>	
<p>Safe2Say Something is school safety program that will save lives.</p> <p>Really? Yes! The Safe2Say system is an anonymous way for you to submit a tip to your school. You do not need to share your name, phone number or anything unless you want to.</p>	
<p><i>What types of things should I report?</i></p> <p>If it makes you uncomfortable, submit a tip. It will be up to your school to determine what the next steps are. Do you think someone is going to harm themselves? Did you see something scary that concerns you online? Submit this kind of thing.</p>	
<p>Safe2Say Something is the easiest way to let someone know that there is a problem and let them handle it. The best part is, they will never know who it was that submitted it. It's that simple.</p>	
https://www.safe2saypa.org/	1-844-SAF2SAY