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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.

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 in order to insure the fulfillment of the district's vision/mission.

2010-2011 SCHOOL CALENDAR

<u>August</u>	Teachers' In-Service Teachers' In-Service Student's First Day	August 24, 2010 August 25, 2010 August 26, 2010
<u>September</u>	Labor Day Late Start Open House-Kistler Open House-Mapleton Open House-Shirley Township	September 6, 2010 September 20, 2010 September 23, 2010 September 23, 2010 September 23, 2010
<u>October</u>	Teacher's In Service. Late Start	October 11, 2010 October 25, 2010
<u>November</u>	Parent/Teacher Conf. (PM) Parent/Teacher Conf. Veteran's Day (no school) Early Dismissal Thanksgiving/Fall Recess	November 9 and 10, 2010 November 11, 2010 November 11, 2010 November 24, 2010 November 25-30, 2010
<u>December</u>	Early Dismissal Christmas Vacation	December 22, 2010 December 23 thru 31, 2010
<u>January</u>	In Service Late Start	January 17, 2011 January 31, 2011
<u>February</u>	Late Start	February 25, 2011
<u>March</u>	PSSA Testing	March 14-April 15, 2011
<u>April</u>	Easter Break	April 20-26, 2011
<u>May</u>	Act 80 ½ Day Memorial Day	May 20, 2011 May 30, 2011
<u>June</u>	Students' Last Day	June 2, 2011

Weather Make up order: April 20, April 26, April 21, April 25

ELEMENTARY SCHOOL INFORMATION

Mapleton-Union Elementary

13606 Smith Valley Road
Mapleton Depot, PA 17052
Phone: (814) 542-4401
Fax: (814) 542-7269
Head Teacher: Mr. David Hummel - dhummel@muasd.org
Secretary: Mrs. Amy Miles – amiles@muasd.org

A-Mount Union-Kistler Elementary

154 School Street
Mount Union, PA 17066
Phone: (814) 542-2595
Fax: (814) 542-3465
Assistant Principal: Mrs. Deb Goodman – dgoodman@muasd.org
Secretary: Mrs. Candace McNitt – cmcnitt@muasd.org

Shirley Township Elementary

14188 2nd Street
Mount Union, PA 17066
Phone: (814) 542-9381
Fax: (814) 542-5424
Assistant Principal: Mrs. Dawn Holesa – dholesa@muasd.org
Secretary: Mrs. Tierney Love – tlove@muasd.org

Superintendent, Dr. Brett Gilliland (814) 542-8631; bgilliland@muasd.org

Director of Elementary and Federal Programs: Mr. Frank Miller (814)-542-9381; fmiller@muasd.org

Director of Special Education: Mrs. Tonya DeVecchis-Kerr (814) 542-8631; tdevicchis-kerr@muasd.org

School Psychologist: Ms. Bambi Guentner (814) 542-8631; bguentner@muasd.org

Elementary Guidance Counselor: Mr. Rex Goss; rgoss@muasd.org

Elementary Nurse: Mrs. Renee Goodling; rgoodling@muasd.org

WELCOME LETTER TO 2010-11 SCHOOL YEAR

Welcome to the Mount Union Area School District, which includes Mapleton-Union, Mount Union Kistler and Shirley Township Elementary. We are delighted to have you as a member of our school family as we embark on the 2010-2011 school year. This Handbook provides you with some basic information about our programs and philosophy. Our intention is to create a stimulating environment in which all children grow academically, socially, emotionally and physically. We strive to prepare all children for success and productivity in a global society by encouraging the fulfillment of individual hopes and dreams.

Please review the contents of this handbook with your child and keep it in a location for easy access throughout the school year. After reading the handbook with your child, sign the enclosed form and return it to your child's teacher.

Parents are children's first teachers. They have the strongest and most permanent influence on their children's lives. We, therefore, invite all parents to be members of our school family and form positive partnerships with us to ensure success for all children. We look forward to working with our families as we begin a most important and exciting educational journey.

Building Time Schedule

Mount Union Kistler and Shirley Township Teacher reporting time is 7:40 AM.
Mount Union Kistler and Shirley Township students may enter the building at 7:45 AM.

Mapleton-Union Teacher reporting time is 7:45 AM.
Mapleton-Union students may enter the building at 7:50 AM.

Any Mount Union Kistler, Shirley Township or Mapleton-Union student who is eating breakfast at school must report to their homeroom by 8:00 AM.
All Mount Union Kistler, Shirley Township or Mapleton-Union students are expected to report to their homeroom classroom by 8:10 AM.

Students will be marked tardy after 8:10 AM.
Instruction will begin by 8:20 AM every day.

Mount Union Kistler and Shirley Township students will be dismissed at 2:50 PM.
Mapleton-Union students will be dismissed at 2:55 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. 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 head teacher or principal. Further inquiries should be directed to the Director of Elementary and Federal Programs.

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

Parents are welcome to visit the school. 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 visits to the classrooms must be prearranged with the teacher. All visitors must sign out in the office when leaving the building. Visitors' access to the elem. buildings will be limited to one entrance, which will be through the main office doors.

Important Note: Parents and/or family members must always report to the office to deliver a message, medication, homework, lunch or lunch money, supplies, etc. To promote independence, please allow your child to walk to his/her classroom with the other children.

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.

B-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 due to the fact that 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 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 buses.

C-STATE STANDARD FOR READING BOOKS

The Pennsylvania State Standards indicate that all students should read, or have read to them, 25 books per year. If we want children to improve their reading fluency, vocabulary and comprehension we must get them to read books at home every night. Your child should bring a good book home every night from school. There is a huge difference in the amount of time strong readers spend reading each night as compared to reluctant readers. Reading 20-30 minutes per night will make a difference in your child's academic performance this year and for the rest of their lives. We will recognize all students who reach this state standard.

SUPPORT SERVICES

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-6 and Title I mathematics services are offered for students in grades 3-6. Assessments are administered to students in September, January and June 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 Involvement Policy have been developed by our Parent Advisory Committee and are sent home with all Title I students in September. A Title I student progress report is also sent home with each Title I student in September, January and June.

INSTRUCTIONAL SUPPORT

Our IST program has been implemented to address the challenge of helping students who are experiencing academic, behavioral and/or social/emotional problems in school. The IST process follows specific assessment and intervention strategies to help remove educational and behavioral barriers that inhibit learning and positive interactions with others. Classroom teachers, area specialists, support staff, outside agencies, the building leader, and parents assist students to function successfully in the regular classroom, using a team approach.

If the IST believes modifications in the regular program have not satisfactorily addressed the needs of the student or that modifications have not addressed an individual student's need, the team will recommend a Multi-Disciplinary Evaluation (MDE) to determine if support services are appropriate. Prior to the evaluation, information is shared with the parents regarding who made the initial referral, why it was made, student records, procedures and types of evaluation to be used, the scheduling of the evaluation and rights regarding consent for evaluation.

Referrals to the IST may be made by parents or members of the school staff.

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 he 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.

SPECIAL EDUCATION

The Special Education Program is designed to meet the special needs of students identified as eligible and exceptional. Specially designed instruction may be provided in a variety of settings. To receive Special Education, the student must meet the eligibility criteria set by the PA Department of Education.

MULTI-DISCIPLINARY EVALUATION (MDE) TEAM

The multi-disciplinary evaluation incorporates information and input from a team consisting of parents, teachers, support staff, administrators/supervisors and the school psychologist. A certified school psychologist conducts the formal testing and the results are added to other relevant information. An Evaluation Report (ER) is issued with recommendations to the IEP team.

INDIVIDUALIZED EDUCATION PLAN TEAM

The IEP team determines the student's eligibility. If the student is determined to need specially designed instruction, the IEP team provides the student with a plan specifying the most appropriate educational program and placement.

An exceptional student's program and placement is re-evaluated every three years for most students with disabilities and every two years for students identified with mental retardation. This is to assure that the most appropriate educational program and placement is being provided to your child.

DUE PROCESS

Due process is a series of steps to assure students a free, appropriate public education. At each step in determining a student's needs for special education, parents have the right to disagree with the decisions of the IST, MDT and IEP. These decisions may be reviewed in a due process hearing with various teams, representatives of the administration and board, and/or state hearing officers.

LEARNING SUPPORT

This program is designed to support students with special needs in the regular classroom. Instructional modifications and adaptations are provided to enable these students to experience success. Small group and individual instruction is available in the resource room or in the regular classroom.

Students in this program may receive specialized instruction to meet their individual needs. The student-teacher ratio allows for individual and small group instruction. Students participate in regular education activities when appropriate.

EMOTIONAL SUPPORT

This program is designed to meet the social/emotional needs of eligible students whose behavior interferes with school performance. The IEP includes a behavior management program to develop, increase and/or maintain skills that will enhance the student's learning.

SPEECH AND LANGUAGE SUPPORT

This program is designed to support students with articulation, language, fluency and communication difficulties. The IEP includes goals and objectives, which will strengthen the student's proficiency in these areas. Small group and individual instruction is available. Community-based experiences are also used to support objectives.

GIFTED SUPPORT

This program is designed to meet the specialized needs of students identified as mentally gifted and talented in order to provide opportunities for them to realize their potential. Eligibility for gifted support is evaluated on a case-by-case basis. Contact your building principal/head teacher for additional details.

ANNUAL NOTICE TO PARENTS – CHAPTER 15

(Protected Handicapped Students)

In compliance with state and federal law, the Mount Union Area School District will provide to each "protected handicapped student," without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in, and to obtain the benefits of, the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a "protected handicapped student" the child must be of school age with an identified physical or mental disability which substantially limits or prohibits participation in, or access to, an aspect of the school program.

The services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information concerning the evaluation procedures and provisions of services to handicapped students, contact the Director of Special Education at (814) 542-8631.

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

(Revised July, 2010)

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 age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is considered when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact your educational agency.

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

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:

INTERMEDIATE UNIT	
Tuscarora Intermediate Unit 11 2527 US Hwy 522 S McVeytown, PA 17051	
SCHOOL DISTRICT OFFICES	
Central Fulton School District 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District Forbes Road High School 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District Administrative Office 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District Administrative Office HC 63, Box 7D Mifflintown, PA 17059
Juniata Valley School District Juniata Valley High School 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District Administrative Building 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District Administrative Center 28 West Market Street Mount Union, PA 17066	Southern Fulton School District Southern Fulton High School 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District Southern Huntingdon County High School 10339 Pogue Road Three Springs, PA 17264-9730	
CHARTER SCHOOLS	
Tuscarora Blended Learning Charter School 101 South Fifth Street Huntingdon, PA 16652	

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.

Tuscarora Intermediate Unit 11 – Special Education Services	Ms. Sandi Dinardi	814-542-2501
Central Fulton School District	Ms. Ginger Thompson	717-485-3195
Forbes Road School District	Ms. Robin Whitsel	814-685-3865
Huntingdon Area School District	Ms. Kelly Lawler-Zurybida	814-641-2104
Juniata County School District	Dr. Elise Hazel	717-436-2111
Juniata Valley School District	Ms. Kim Connelly	814-669-4401
Mifflin County School District	Ms. Tracey Jones	717-248-0148
Mount Union Area School District	Ms. Tonya DeVecchis-Kerr	814-542-8631
Southern Fulton School District	Ms. Diane Younker	717-294-3400
Southern Huntingdon County School District	Ms. Stacey Miller	814-448-3411
Huntingdon County Prison	Ms. Kelly Lawler-Zurybida	814-641-2104
Juniata County Prison	Ms. Kay Hughes	717-436-2111
Mifflin County Prison	Mr. Edward Curry	717-248-0148
Juvenile Corrections	Mr. Ronn Bargiel	814-658-4024
Pre-School Children (Ages 3 to 5)	Ms. Diane Galbraith Ms. Fran Merrifield	814-542 2501
Non-Public Schools Located in IU 11	Ms. Linda Dell	814-542-2501
Tuscarora Blended Learning Charter School	Ms. Daryl Smith	814-643-7112

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. Swearing and vulgar language **will not** be tolerated.
3. Walk while in the hallways or on the stairs.
4. Take pride in the school by not littering/vandalizing.
5. Practice non-violence by avoiding behaviors that are harmful to yourself and others such as: bullying, kicking, fighting, pushing, and wrestling.
6. Gum chewing is not permitted.

Discipline within the classroom will be the responsibility of the classroom teacher or teacher in charge. The teacher will notify parents of behavior concerns. Depending on the severity of the concern, a discipline report may be issued and submitted to the head teacher or principal.

Inappropriate behaviors will be modified through a series of consequences. Consequences can and may include: verbal warning, student conference with head teacher/building principal, phone conference with parent and student, face to face parent conference, recess detention, after school detention, Saturday detention, In-school suspension, out of school suspension, and alternative placement.

If Out-of-School Suspension (OSS) 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 Mapleton-Union, Mount Union Kistler and 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 continues over a period of time, 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.

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 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 unless they have written permission from their parents and one of the building administrators
- h. not use profanity or vulgar talk
- i. not carry or use tobacco products
- j. not carry or use drugs and/or alcohol
- k. not carry weapons of any kind
- l. not chew 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.

CONSEQUENCES FOR BREAKING BUS RULES:

The driver will give a written report to the head teacher/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. Misconduct on a school bus can place the lives and safety of other people in jeopardy, and school authorities treat it very seriously. Inappropriate behaviors on the school bus will be addressed through a series of consequences. Consequences can and may include: verbal warning, student conference with head teacher/building principal, phone conference with parent and student, face to face parent conference, recess detention, afterschool detention, Saturday detention, In-school suspension, out of school suspension, suspension of bus transportation and alternative placement.

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 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. Holly Fortney, Director of Transportation.

MECHANICAL/ELECTRONIC DEVICES

The unauthorized possession or use of any type of electronic or mechanical device which distracts or impedes the educational process is against policy. No unauthorized use of walkmans, boom boxes, recorders, CD players, beepers, iPod's, cell phones, etc., will be allowed during school hours.

Violation of this policy may result in the following:

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

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

Third Offense: 4 nights 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. Sandals, shoes, or some form of footwear must be worn at all times.
3. Shoes with wheels (Heelys) are not permitted to be worn.
4. Skirts, dresses and shorts must be of reasonable (fingertip) length.
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.
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. Please make sure children are appropriately dressed for physical education class.

ATTENDANCE POLICY

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 assure 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 [17]) or unexcused (for students over seventeen [17]).

Secondary students who have five (5) or more illegal/unexcused absences and elementary students who have ten (10) or more unexcused 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. 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 apply in writing to the Superintendent for approval. In this letter, the parent should give full information regarding the days that the student will be absent, the nature of the trip and an assurance that the student will keep up with academic work, will make up tests and will complete homework. This letter should be submitted at least one week in advance of the proposed trip so that the Superintendent can relay this information to the Attendance Officer and the Principal/Head Teacher. Trips that are not approved by the Superintendent are considered illegal absences.

FOOD SERVICE DEPARTMENT CHARGE GUIDELINES

1. When a student has a balance of less than **\$2.50** in his/her account, the cashier will remind him/her that they need to deposit money into their account.
2. When a student reaches a balance of **\$0.00** in his/her account, he/she will not be permitted to purchase any additional items other than a regular breakfast or regular lunch. This includes all items in the a la carte line and individual purchases in the regular line. Students with a negative account balance may not purchase Ala Carte items even with cash. Ala Carte items are a privilege and may only be purchased if a student's lunch account has sufficient funds to cover the purchase.
3. When a student reaches a balance of **-\$5.00**, the parent or guardian will be notified by phone of the status of the student's account balance. A log will be kept of date, time, and person with whom we discussed this situation.
4. When a student reaches a balance of **-\$10.00**, we will send a letter home. No student will ever be denied a lunch, but when the **-\$10.00** limit has been reached; the lunch will consist of a peanut butter and jelly sandwich, fruit, vegetable and a milk. It will remain in effect until the balance has been satisfied.
5. At the close of each marking period, report cards will be held until any balance of **-\$10.00** or greater has been satisfied.

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 has chosen to implement 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 through voice, email, and/or text messaging. Parents are able to view and modify their phone/messaging information over the Internet by connecting to One Call Now through the link on district home page. Parents can also contact the building secretary to make changes. With the implementation of One Call Now it is important that the school is notified of any changes in phone numbers.

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 need to discuss in advance with their child 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.

MARKING 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.

A	93-100	Outstanding
B	86-92	Very Good
C	78-85	Satisfactory
D	70-77	Below Average
E	69 and below	Unsatisfactory
I		Incomplete

Art, music, physical education in grades K-6 are graded as follows:

O	Outstanding
S	Satisfactory
U	Unsatisfactory

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

O	Outstanding
S	Satisfactory
U	Unsatisfactory

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

M=Met Expectations	N=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

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, third and seventh grades. Medical examinations are given to children in kindergarten, sixth and eleventh grades. Physical or dental defects discovered or suspected during these exams are reported on a written statement which is sent home with the child. The school nurse may also contact the parent by phone or in person.

All school children in grades K through 12 are weighed and their BMI (Body Mass Index) measured each year. These same children have their vision tested each year. Hearing tests are given in grades K through three and grades seven and eleven. The school nurse will send a note home with any student who fails these tests. Scoliosis screening is done in grades six and seven 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. Children who show signs of unusual skin eruptions, swelling about the neck, severe cough, sore throat, fever, vomiting or redness of the eyes, should not be sent to school.

COMMUNICABLE DISEASES IN SCHOOL CHILDREN

Children may be excluded from school for specified diseases and infectious conditions.

Each teacher, principal, superintendent, or other person in charge of any public, private, parochial, Sunday, or other school, college or preschool shall exclude students from school who have been diagnosed by a physician or are suspected of having the disease by the school nurse for the indicated period of time for the following diseases:

1. Diphtheria-two weeks from the onset or until appropriate negative culture tests.
2. Measles-four days from the onset of rash.
3. Mumps-nine days from the onset or until swelling is no longer present
4. Pertussis-four weeks from the onset or seven days from institution of appropriate antimicrobial therapy.
5. Rubella-four days from the onset of rash.
6. Chickenpox-six days from the crop of vesicles.
7. Respiratory streptococcal infections including scarlet fever-not less than seven days from the onset if no physician is in attendance or 24 hours from institution of appropriate antimicrobial therapy.
8. Acute contagious conjunctivitis (pink eye)-twenty-four hours from institution of appropriate therapy.
9. Ringworm-all types-until judged non-infective by the nurse or child's physician.
10. Impetigo contagiosa-until judged non-infective by the nurse in school, college, or preschool, or child's physician.
11. Pediculosis capitis (Head Lice)-until judged non-infective by the nurse.
12. Scabies-until judged non-infective by the nurse or child's physician.
13. Tonsillitis-twenty-four hours from institution of appropriate therapy.

EXCLUSION OF PUPILS SHOWING SYMPTOMS

Each teacher, principal, superintendent, or other person in charge of any public, private, parochial, Sunday, or other school or college or preschool shall exclude immediately any person showing an unusual skin eruption, having soreness of the throat, or having signs or symptoms of whooping cough or disease of the eyes. The exclusion and the reasons prompting it shall be reported to the health authority of the municipality or county in which the school is situated, together with the name and address of the person excluded.

READMISSION OF PUPILS SHOWING SYMPTOMS

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

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

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

All students who need to take medication during school hours will need to have a form completed by their doctor. This form must be given to the school nurse when medication is brought to school.

Parents should confer with the child's doctor to arrange medication time intervals to avoid school hours whenever possible. When medication MUST be given during school hours, the following procedures must be followed:

FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS:

1. The doctor must complete the prescription medication form.
2. The parents/guardian must sign the consent form for medications.
3. Any medication to be given during school hours must be delivered directly to the school nurse, building principal, head teacher, or school secretary by the parent/guardian or designee. The medication must be brought to school in the original prescription bottle and properly labeled. The medication must be identifiable to be given.
Never send medication to school with the child.
4. The building secretary will notify you in the absence of the school nurse.
5. Medication will be kept in a locked container in the Main Office or Nurses Office if proper storage is available (locked file cabinet or locked cabinet).
6. Students in grades K-12 will be responsible for reporting to the Main Office/Nurse's Office.

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 exist. 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

The Board recognizes that computer networks, including the Internet, are important resources that facilitate learning and teaching, thereby enhancing the district's instructional programs. The use of computers and computer networks, most especially the internet and email, are an integral part of society today and, hence, an integral part of the curriculum as outlined in the district Technology Strategic Plan. However, some users may find ways to access material that is illegal, defamatory, inaccurate, or offensive to some people or use the networks for non-intended purposes.

The Board is aware of these potential problems but still believes that the benefits that users derive from network access outweigh the disadvantages. To help prevent potential problems, the Board expects administrators, teachers, and staff to work together to help students develop the intellectual skills necessary to discriminate among available information sources, identify information appropriate to their age and developmental level, and evaluate and use obtainable information to meet the educational goals of the adopted curriculum.

The Board emphasizes that access to the Internet and other computer networks is a privilege, not a right. Any inappropriate, unauthorized, or illegal use will result in the cancellation of privileges and appropriate disciplinary action. The Technology Steering Committee shall periodically review this policy and guidelines and recommend revisions as necessary to the Board for adoption.

The use of the district network, the World Wide Web, and email is a valuable part of education today and all staff shall use these and other technologies in their curricula. Therefore, all students and staff will not be permitted to use the Internet, until the signed Acceptable Use Policy Permission Form is returned to the school district. This form shall be distributed to all students on their first day of school each school year. Every employee of the school district shall be required to sign and submit an Acceptable Use Policy form to be kept in their permanent file.

This policy shall be published annually in the student and staff handbooks. The following guidelines shall govern the use of the district's computer networking facilities.

General

1. The district shall not:
 - a. Endorse the content or quality of any information received by students and staff.
 - b. Guarantee the accuracy of information received via the various networks.
 - c. Be responsible for any information that may be lost or damaged.
 - d. Guarantee the availability of any information or online resource.
 - e. Be responsible for any unauthorized charges or fees resulting from access to the various networks.
2. The district reserves the right to log network use, and to randomly monitor and periodically read and review e-mail messages and web sites visited by all users.
3. Students and staff have the responsibility to respect and protect the rights of other users both in the district and on the various networks.

SPECIFICALLY PROHIBITED USES OF COMPUTER NETWORKS

The following uses of the computer networks are prohibited by both students and staff:

1. The facilitation of any illegal activity.
2. Commercial or for-profit activities.
3. Product advertisement.
4. Hate mail, discriminatory remarks, and offensive or inflammatory language including profanity.
5. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
6. Accessing or distribution of obscene or pornographic material or child pornography.
7. Intentionally obtaining or modify files, passwords, or data belonging to other users.
8. Impersonation of another user, anonymous communications, and/or the use of pseudonyms or quoting personal communications in a public forum without the original author's prior consent.
9. Disrupting the work of other users.
10. Destruction, modification, abuse, or unauthorized access to network hardware, software, or files.
11. Access by users to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
12. Inappropriate language or profanity.
13. Transmission of material likely to be offensive, threatening, or objectionable to recipients.
14. Copying, communicating, or modifying materials in violation of copyright laws.
15. Loading or using unauthorized games, programs, files, or other electronic media.
16. Creating or intentionally uploading viruses.
17. Plagiarism - Failure to properly document material that is copied and pasted from an online resource is plagiarism.

NETWORK OVERVIEW

The Internet is a widely recognized form of communication. The district web site is intended to be a source of information for the entire school community, including all school staff, parents, and students. As part of the initiative to relay as much information as possible to the community, it may be necessary to publish photographs and student projects on the web site. Students shown in photographs that are published on the web site will not be identified. Captions may identify some photographs, but these captions will not include student names.

Mount Union Area School District has several safeguards in place that protect students from accessing information that is not suited for educational purposes, including:

1. In order to remain eligible for certain federal funds, to comply with the Children's Internet Protection Act, and to provide a safeguard to help prevent the accidental access of inappropriate material, Internet access will be filtered using filtering software. Use of a filtering program does not remove the responsibility of network users to restrict their online activities that comply with the guidelines and standards of the acceptable use policy.
2. Server permissions that limit students to access folders and/or computers set forth by the network administrator.

USE OF EMAIL

Students are not permitted to send or receive email or other forms of electronic communication without the specific approval of a teacher or administrator. Email accounts shall be provided for all MUASD employees and shall be used to support education, district administrative operations and to improve communication between staff members and parents. Electronic mail and files stored on MUASD.org servers are not guaranteed to be private. Antivirus software will be used to reduce the spread of unwanted and/or malicious files. Each user must take steps (verify that antivirus software is installed, do not open attachments from unknown servers) to reduce the spread of viruses and malicious files throughout the MUASD.org network.

STORAGE OF FILES

File storage on MUASD.org servers is provided for individuals with MUASD.org user accounts. Storing files on a server allows a user to access the files from any computer in the school district that is connected to the MUASD.org network. Users are encouraged to use the network drive to save files or as one method of backing up files (backups may also be stored on local hard drives when network drives are used for primary storage).

As with all other areas of computer use, use of the MUASD.org servers must be in support of education, academic research, or district administrative operations and must be consistent with this acceptable use policy. Files stored on MUASD.org servers are not private. The network administrator may periodically conduct searches of network files in order to identify files that require large amounts of storage space or are in violation of this policy. Files that violate this acceptable use policy may be deleted without warning under the direction of the network administrator.

SECURITY PROTOCOL THAT USERS SHALL FOLLOW

1. System security is protected through the use of passwords. Each user will be issued a password. Because failure to adequately protect or update passwords could result in unauthorized access to personal or district files, employees and students shall not reveal their passwords to other individuals.
2. Network accounts shall be used only by the authorized owner of the account. Users shall not use a computer that has been logged in under another student's or staff member's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users who identify a security problem shall notify the network administrator, a teacher, or school building administrator. The discovering user shall not demonstrate the finding to other users.

PROTECTION FROM HARRASSMENT AND/OR UNWANTED OR UNSOLICITED COMMUNICATION

1. Any network user who receives threatening or unwelcome communications shall immediately report them to a teacher, school building administrator, or the network administrator.
2. Network users are reminded that electronic mail is not guaranteed to be private. The release of information such as personal address and telephone numbers by the user on the Internet shall only be permitted under limited circumstances.

CONSEQUENCES FOR INAPPROPRIATE USE

1. Each user shall be responsible for damages s/he causes to the equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of the network, intentional deletion, or damage to files of data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. Loss of access and/or other disciplinary actions shall be the consequence for any behavior that does not conform to accepted rules of network etiquette, federal and state laws, or stipulations of this policy.
4. Vandalism will result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks and equipment. This includes, but is not limited to, the uploading or creation of computer viruses.
5. The network administrator may at any time close an account of a user who is violating this policy or upon the request of a building administrator, faculty member, or staff member who is aware of a user who is violating this policy.

ACCOUNT TERMINATION

Authorized MUASD employees may disable or terminate an account at any time it is deemed necessary as students withdraw from the district or graduate, faculty, staff members and guests who leave the district.