

# UNIONVILLE HIGH SCHOOL

## *Student Handbook 2022-2023*



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**UHS Website**  
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<http://www.ucfsd.org>

## STATEMENT OF PHILOSOPHY

Unionville High School sees its mission as empowering students to live successfully in a dynamic world. Students need to develop the skills to acquire knowledge necessary to make sound judgments and to act responsibly upon those judgments. Preparing students to become responsible citizens includes an awareness of the functioning of ecological, economic, cultural, and technological systems. Such understanding will include the ability to work with the arts, humanities, sciences, and technologies as diverse yet interrelated fields.

Students will be challenged to explore the broad spectrum of human endeavors and achievement found in their local, national, and world communities. Knowledge will be used to solve problems, to envision new possibilities, and to enrich life. Students will learn to share their knowledge through cooperative research and problem solving. The responsibility for accomplishing this mission is shared by all members of the school community - students, parents, professional educators, commercial enterprises, and the general citizenry.

The aim of the school is threefold: to help each student learn how to learn; to nurture learning as a lifelong habit; and to develop an awareness of the dynamic nature of the world.

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## MISSION STATEMENT

*Empower each student to succeed in life and contribute to society.*

*AT UNIONVILLE HIGH SCHOOL, WE WILL:*

- APPRECIATE each other and the work of others
  - BROADEN our own educational horizons
  - COLLABORATE with our colleagues
  - DEDICATE ourselves to greatness
  - EMPHASIZE the positives in all that we do
  - FOSTER a life-long love of learning
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## ACADEMIC HONESTY

The faculty and administration of Unionville High School place premium value on academic honesty because of its paramount importance in our curricular program. The honest accomplishment of academic endeavors is a foundation that students begin to build at Unionville High School, and that they will carry with them into the future. Honesty in academic work is a vital component of citizenship. For all assignments, exams, tests and quizzes, students are expected to submit original work conceptualized, prepared, and completed for the particular assignment, exam, test, or quiz. Original work reflects the skills, intellect and efforts of the individual student. If the student includes work from another source, including the student's work from a prior assignment, whether copied directly or paraphrased, that source must be cited. If students collaborate on assignments, the names of all students who partnered to produce the work must appear on the submitted work.

### *Student / Teacher Responsibilities:*

- When taking exams, tests and quizzes, students will perform honestly, using only acquired knowledge or other resources specifically permitted by the teacher. Examples of other resources may include approved note cards and calculators. Any form of cheating including copying work, taking answers from another student's work, looking at unauthorized resources ( a phone or other device), or changing an answer on a graded assessment is a violation of the academic honesty policy.
- Written assignments, including homework, will reflect original student work unless otherwise approved in writing. If written information includes ideas or words quoted or paraphrased from other sources or is work previously submitted for another class, those sources must be credited appropriately.
- Teachers may specifically assign collaborative work, which will include written instructions on how the work is to be completed and how it will be graded. In the absence of written instructions, the work will be considered individual work, and should be completed without collaboration.

### *Definition of Academic Dishonesty:*

Dishonesty occurs when a student attempts to enhance the substance or quality of original work by including material or **using information** that is not generated specifically by honest effort and has not been credited to the appropriate source. Dishonesty also includes providing unauthorized assistance to another student(s). ***Unauthorized assistance can include, but is not limited to, photos, messages, or discussions regarding assessment questions and/or answers, shared work that another student can present as his or her own, allowing another student to copy your work, providing electronic access to student work (sharing documents, files or attachments) so that another student can benefit and any other sharing of information that allows a student to gain an unfair academic advantage.***

**NOTE: Information found on the world wide web may violate the UCFSD Academic Honesty guidelines. It is imperative that students consider the source, the content, and the intent of the information prior to deciding to use a document as any part of an assignment or assessment.**

Individual teacher expectations regarding collaborative work may vary because of the nature of the assignment and desired student performance. Teachers are instructed to present all assignment expectations clearly to insure student compliance. Students are responsible for complying with teacher

guidelines and for seeking clarification if needed. Violations of academic honesty will be considered serious infractions and will be handled according to procedures set forth in the student discipline policy.

***Consequences for Academic Dishonesty:***

1. First offense of academic dishonesty is a Level 2 offense.
2. Second offense of academic honesty is a Level 3 offense. The second offense in the same course may result in the student being removed from the course and being assigned a failing grade.
3. Third offense of academic dishonesty will result in a Level 4 offense. Should a third offense occur in a given course, it will result in the student being removed from the course and being assigned a failing grade.

Consequences of Academic Dishonesty are contained in *Policy 218-AG-1* Code of Student Conduct. *Policy 218-AG-1* can be found on the Unionville-Chadds Ford District website under Board or at the following link [Policy 218-AG-1](#).

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## **ACADEMIC PROGRESS**

Academic progress should be monitored by both students and parents via the school information system, PowerSchool. If a discrepancy or academic concern is observed, please discuss the issue with the classroom teacher. Likewise, teachers will be contacting students and parents if they notice a significant change in a student's performance or if the overall performance of an individual student is unsatisfactory. Although it is desirable that communication between home and school be made prior to the issuance of a failing grade, it is not a requirement and therefore a failing grade can be issued even if prior notice of the failing grade has not been provided.

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## **ACTIVITIES**

The policy of the school administration is to support and to encourage extra-curricular activities when students are willing to assume the responsibility for seeing that such extra-curricular activities are a contribution to school life, and can be looked upon with favor by the community. Any activity that fails to meet this criterion will be canceled. The extra-curricular program is regarded as an enriching part of school life. Students are urged to give consideration to at least one such activity but are cautioned not to participate in an excessive number to the possible detriment of the study schedule.

***Eligibility for Participation:***

- Students must be in attendance before 11:25 a.m. with an excused lateness if tardy in order to participate in any activity.
- Students sent home ill from school will not be permitted to return to school or to participate in any school related activity the same day.
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***Unionville High School Activities:***

A list of activities can be found on our website at <https://uhs.ucfsd.org/for-students/activities>.

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## ADDRESS CHANGES

Any change of address should be reported to the Registrar in the District Office along with proofs of residency so that records may be corrected.

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## ASSEMBLIES

Assemblies provide opportunities for events, enrichment activities, and dissemination of information beyond the regular classroom. All assemblies are scheduled pending administrative approval. Proper behavior is expected, and any improper behavior will result in disciplinary action.

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## ATHLETICS

The Unionville High School Athletics Handbook contains all policies and procedures relevant to UHS athletics and student-athletes. The handbook can be accessed here:

<https://www.ucfsd.org/athletics-home>

**Complete information regarding athletic eligibility and participation can be found at the link above. This excerpt from the Athletics Handbook is intended to highlight the school attendance rules that pertain to student-athletes.**

### **Student-Athlete Attendance at School**

The safest and most acceptable attendance practice for an athlete participating on a sports team is to attend school all day. However, we understand that there are situations when a student-athlete needs to be late or absent from school. Unionville High school has established the following attendance guidelines relating to after school activities:

#### **Lateness to school**

- Athletes who are unexcused tardy but arrive before 8:35 AM are eligible to participate that day.
- Athletes who are unexcused tardy but arrive after 8:35 AM are ineligible to participate that day.
- Athletes who are excused tardy and arrive before 11:25 AM are eligible to participate that day.
- Athletes who are excused tardy and arrive after 11:25 AM are ineligible to participate that day.

**Please note: Athletes that exceeded (10) tardies (excused & unexcused) for the year may be required to provide a doctor's note when they report to school in order to be eligible to participate that day.**

### Early Dismissal from school

- Athletes who have an excused early dismissal may return to participate in their athletic activity later that day.
- **Athletes who leave school because of illness may not participate in their athletic activity later that day without administrative approval. Athletes dismissed through the Nurses' office may not participate in their athletic activity later that day.**

### Absences

- Athletes who are absent from school are ineligible to participate that day. However, athletes who are going to be absent from school during their season for reasons such as a college visit or an award ceremony must get approval from their assistant principal prior to the date of the absence in order to be able to participate in their sport activity on that date. To get approval, athletes must provide a written note from the parent/guardian explaining the reason for the absence.

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## ATTENDANCE REGULATIONS

Pennsylvania State Law requires all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner.

**The only absences approved by the school as excused** are listed in [Board Policy 204](#). Below is the excerpt from the policy.

### Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Non School-sponsored educational tours or trips not to exceed ten (10) school days, if the following conditions are met one (1) week prior to the dates of absence:
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

*(PLEASE SEE THE SECTION BELOW REGARDING EXTENDED ABSENCES)*

11. College or postsecondary institution visit, with prior approval. (11th and 12th grade students only)
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

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

Such excuses should be dated, signed by a parent or guardian, and should identify the exact day(s) and/or period(s) the student was absent and the reason for absence. Absence from school with the parent's knowledge for babysitting, family illness, or any reason other than those listed in *Board Policy 204* will normally be considered unapproved absences. Habitual unauthorized absence can result in legal action with required court appearances by the student and his/her parents. When a student is found to be truant from school, the parent will be contacted and informed of the truancy.

***NOTE: A written excuse note provided by the parent may not be accepted as reason to legally excuse the absence if it does not meet one of the criteria above.***

### Procedure for Reporting Absences:

A responsible adult should call the main office 610-347-1600 (option #4) and/or send email to [uhsattendance@ucfsd.net](mailto:uhsattendance@ucfsd.net) before 7:45 AM. Each day, the School Messenger system will call parents of absent children who have not left a message.

**In addition to alerting the school of an absence, a written note to return to school is also required.**

### Procedure for Excusing Absences:

**A student returning to school following an absence must present a valid written excuse note to the Main Office in order to receive an excused admit-to-class slip.** No missed work can be made up by a student unless an excused admit-to-class slip is presented to his or her classroom teacher(s). As a courtesy, the Main Office will send a reminder to the student to submit his/her absent note within the required THREE days, however, non-receipt of a reminder does not preclude the student from submitting his/her note within the required THREE days.

Students will be given the number of days an excused absence to make up work missed; i.e. if absent two days, two days will be given to make up work upon return. The exception to this is if a student is absent one day, the student is expected to make-up the work the day they return to school: i.e. if a student is absent on Tuesday and has a test on Tuesday, he/she would be expected to take the test on Wednesday upon their return to school.

**A student with more than 10 unexcused and/or excused absences may be required to submit a doctor's note for additional absences.**

*Note: **If the absence is not excused with a note within a three-day time period following the absence, it will become an unexcused absence. For a student eighteen years of age or younger, this will be considered an unlawful absence.***

### UNLAWFUL ABSENCES and TRUANCY

*When a student has been unlawfully absent **three times**, he/ she is considered truant. The school is then required to initiate a School Attendance Improvement Conference (SAIC), as mandated by the State. At the SAIC, a Student Attendance Improvement Plan (SAIP) is created. After **six unlawful absences**, a student is considered habitually truant. Students considered habitually truant will be referred to county or community based attendance improvement programs. Other options can include a referral to Children and Youth Services or filing a citation with the local district magistrate. Board Policy 204 contains a complete explanation of procedures relating to truant students.*

No student will be allowed to make up work missed or due on a day of an illegal or unexcused absence. Students will receive a ZERO for any work missed in class on a day of an illegal or unexcused absence. Such absences also include cutting school, full or partial day, or failure to bring in an excuse note within three (3) days.

## EXTENDED ABSENCE FROM SCHOOL

Unionville High School students and their parents are requested to utilize the UCFSD vacation periods for extended absences from school. While schoolwork may be done away from school in the event of an extended absence, a student will be missing vital classroom instruction that can have a significant impact on their grade in a course.

**If a student still needs to be absent from school for the purpose of a family trip, between 3-10 days in length, the following procedure must be followed:**

- Upon receiving a note from home, an Extended Absence Agreement Form should be completed and returned to the Attendance Counter in the Main Office five days prior to the trip. Once the Assistant Principal approves the agreement, the student must have the form signed by all of his/her teachers. All work assigned over the extended absence period must be submitted on the date specified the Extended Absence Agreement Form.
- Failure to comply with this policy will result in an unexcused absence for the days in question and denial of the right to make up missed work. In the case of a student sixteen years of age or under, this will also be considered truancy.
- It is very important that students not be out of school for an extended absence during the Midterm Examination or Final Examination period. Only emergency situations should cause such an absence. Please note that exams will be made up upon the student's return. Students may have to make arrangements to take exams over the summer. (Please see MISSED EXAMINATIONS section for more details)
- Due to the nature of the school district calendar, with snow days being added on to the calendar in June, no vacations should be planned earlier than a week after the final student day in June. A student who needs to be absent during the end of a semester, which interferes with examinations, must secure permission for this two weeks prior to the end of the semester. Such absences are not encouraged since most students have difficulty academically with an extended absence during this period. Emergencies should be discussed with a school administrator. Missed examinations must be taken on a makeup basis (See "Missed Examination" section).

## LATE ARRIVAL TO SCHOOL (*Seniors should review the Senior Privileges section for specific rules pertaining to Senior Privileges*)

It is expected that students arrive at school on time. The school district provides transportation for all students. District transportation will safely deliver your child to school and help to ensure that your child arrives on time.

### Procedure for Excusing Lateness:

In the event a student is late in arriving at school, the student must report to the Main Office, sign in, and obtain an admit-to-class slip. A student must submit an excuse note no later than the following day or discipline will be assigned. Please note that only those circumstances listed under Excused/ Lawful absence will be accepted to excuse lateness to school.

*Please Note the following:*

- *An Unexcused lateness following second period will be considered as cutting school .*
- *Students may have up to two unexcused latenesses to school per semester. Beginning with the*

*third unexcused lateness to school, students can be assigned detention.*

- *Excuses for reasons such as oversleeping, car trouble, or bad weather will not be excused by the office, even if a note is provided.*
- *Failure to sign into the office upon arrival to school may result in a detention being assigned.*

**A student with more than 10 latenesses may be required to submit a doctor's note for all additional latenesses.**

## **MINIMUM DAY REQUIREMENTS FOR ATHLETICS AND ACTIVITIES**

**Any student who does not report to school before 11:25 a.m., and has not made previous arrangements with the school administration, may not attend school activities occurring on the afternoon or evening of his/her lateness. Please reference the *ATHLETICS* section of the Student Handbook for more information regarding student athlete attendance policies.**

### **EARLY DISMISSAL**

No student will be permitted to leave the building before the close of school unless a written request from a parent or guardian is presented in advance and approved by the administration.

***Students who are sent home due to illness during the school day are not permitted to return to school for the remainder of the school day, as well as afternoon or evening activities and sports.***

#### ***Early Dismissal Guidelines:***

- All early dismissal requests must be written, signed by a parent or guardian, and submitted to the Attendance counter in the Main Office by the end of first period or when a student arrives to school if the homeroom period has passed.
- The early dismissal request must have the following information:
  - Full student name
  - Signature by parent/guardian
  - Reason for request
  - Home phone number or a number where the parent or guardian can be reached
- Early dismissals will be verified by phone with the originator of the request. Students will not be granted early dismissal unless verification is received.
- All students who have been granted an early dismissal must sign out at the Attendance counter in the Main Office before they depart from the building. ***Note: Classes will not be interrupted to call students to the office for an early dismissal.*** Please make sure that your child is aware of his or her dismissal time.
- The administration has the right to deny any request for early dismissal.
- Urgent reasons for early dismissals are limited to doctor or dental appointments, which cannot be made outside school hours, or immediate family emergencies.
- Students who are granted early dismissals should leave the building immediately. Work experience students are also early dismissal students, and they must also leave the building immediately. Work experience students who fail to leave school immediately, or who return to school before dismissal, may have their work experience privilege revoked.
- **A student will only be permitted five early dismissals per year.** These should be reserved for

urgent reasons. Extenuating medical needs will be reviewed on an individual basis. A doctor's note and administrative approval are required for early dismissals beyond five per year.

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## **BULLYING** ([Board Policy 249](#))

The Unionville-Chadds Ford School District strives to maintain a productive, pleasant, safe, non-hostile learning environment that fosters the educational process. Therefore, it shall be the policy of the district to maintain an educational environment that is intolerant of bullying in any form.

To ensure such an environment, the Unionville-Chadds Ford School District strictly prohibits any conduct by any student or non-student that creates or is intended to create an intimidating, threatening, offensive or hostile learning environment. All students and adults have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes bullying.

Bullying is a form of discrimination prohibited by the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments to same, the Pennsylvania Human Relations Act, and Student Rights and Responsibilities, 22 Pa. Code §12.4.

Retaliation taken against any student who brings a bullying complaint, or any individual who assists in investigating such complaint or who provides a witness statement in connection with such complaint, is strictly prohibited.

The district shall inform students, staff, parents, independent contractors and volunteers that bullying of students will not be tolerated. This notice may be by any of the following means:

1. distribution of written policy
2. publication in handbooks
3. presentation at an assembly
4. training sessions for students, parents and staff
5. posting of notice/signs.

Bullying includes, but is not limited to, verbal, graphic or physical conduct, or threats of such conduct, directed at a student as a result of, related to or regarding the student's personal appearance, socioeconomic level, race, ethnicity, ancestry, national origin, gender, religion, academic ability, speech or speech patterns, sexual orientation, disability, or relational associations. Examples of prohibited bullying can include, but are not limited to, the following:

1. physical conduct such as hitting, pushing, pulling hair
2. cyber communication of a harassing nature
3. intimidation or threats
4. verbal conduct such as name calling, sexist or racist comments, threats of harm, jokes about another's appearance or other attributes, or unreasonable and unwelcome "teasing."

### ***Reporting Procedures:***

Any student who feels s/he has been bullied shall have the right to file a complaint of such bullying.

Complaints may be reported to a classroom teacher, school administrator, or the Superintendent of Schools. Students and parents can access [Board Policy 249](#). The form to complete a report of bullying, found in [Board Policy 249](#), should be completed and submitted to the High School office.

The Superintendent shall designate staff throughout the school to receive bullying complaints from students. The individuals designated, as well as all staff, will have the responsibility of reporting complaints to the Superintendent and/or his/her designee. It shall be the responsibility of the Superintendent and/or his/her designee to investigate promptly and thoroughly any and all bullying complaints received or referred by other staff and to make recommendations based upon that investigation. In determining whether alleged conduct constitutes bullying, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of bullying, the district shall take prompt corrective action to ensure the bullying ceases and will not recur.

The Superintendent or his/her designee shall investigate immediately all complaints referred to the Superintendent or his/her designee. The investigation shall include, but not be limited to, the following:

1. interview of the reporter/victim
2. interview of accused
3. interview of any other persons with personal knowledge of the allegations of the complaint.

In all cases investigated by the Superintendent and/or his/her designee, the results of the investigation shall be reported in writing. Such report shall include a summary of the investigation, a conclusion and summary of the facts upon which such conclusion is based, and a recommendation as to remediation, if applicable.

Neither the charging party nor the person accused will receive a copy of the final administrative report, although the investigator(s) will review the findings with any party, at the request of that party.

### ***Confidentiality:***

Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of persons involved in the complaint will be kept as confidential as possible, consistent with the Unionville-Chadds Ford School District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where bullying has occurred. In these instances student/staff communications with students' parents is expected and permissible. Officials from districts sending students to the Unionville-Chadds Ford School District for athletic or other education related activities may be notified of complaints and the resolution thereof when the Superintendent deems such action necessary.

### ***Disposition Of Complaint/Consequences Of Violation:***

All reports of bullying shall be promptly, thoroughly and confidentially investigated, and corrective action may be taken as deemed appropriate. A substantiated charge against a district staff member shall subject such staff member to disciplinary action, up to and including discharge.

Any student who is found to have engaged in conduct constituting bullying may be referred for a mandated psychiatric risk-assessment, therapeutic counseling services, up to and including outside placement and/or disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required, as part of any discipline imposed, to participate in educational activities and/or counseling services related to bullying. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of each individual situation, considering the following factors, and any others that seem pertinent:

1. severity of the misconduct
2. pervasiveness or persistence of the misconduct
3. effect on the victim or victims
4. intent of the perpetrator
5. recognition of age, developmental stage, and documented exceptionalities of the perpetrator.

*Note: Any disciplinary action shall be subject to limitations of applicable law and reflective of IDEA (Individuals with Disabilities in Education Act).*

If the Superintendent and/or his/her designee conclude that no bullying has occurred, the parties shall be so notified. Under no circumstances shall any record of a complaint that is found to be without basis be placed in an accused student's record or released to any person other than the accused, the Superintendent, or the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.

If the investigation is inconclusive, the Superintendent and/or designee shall so state in his/her report. The Superintendent, at his/her discretion, may require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation.

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:***

If the complainant or accused is not satisfied with the determination, s/he may file a written appeal to the Board of Directors of the Unionville-Chadds Ford School District. Please refer also to [Board Policy 249](#).

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## **CAFETERIA**

A wholesome and varied lunch is served in the cafeteria on school days. Lunch items will also be available at various satellite locations during the Lunch and Learn hour. Teachers, paraprofessionals and food service are in charge of cafeteria area supervision during the Lunch and Learn period. Students will obey all instructions given them by members of the school staff. The following policies for all students participating in the cafeteria program insure better service and conditions:

While in the cafeteria, Students will NOT:

- Create any type of mess, i.e., leaving trays or throwing food or objects. Trays, dishes, and paper refuse must not be left on tables, but must be taken to the window located at the front of the

cafeteria.

*Note: Students have a responsibility to clear their lunch table and/or the floor surrounding the table of any refuse. Failure to clean up will result in a disciplinary consequence.*

- Cut into line. Students are to follow the directional signs posted throughout the food service area. Students must keep all food items in plain view until purchased.
- Sit on top of tables or move furniture around.

*Note: The parking lot is off limits during the school day. A student must seek permission from an administrator to go to the parking lot at any time.*

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## CANCELLATIONS/LATE STARTS

In case of a cancellation, a late start due to inclement weather, or an emergency situation, parents will be contacted by the UCFSD School Messenger system. Please refer to the Unionville-Chadds Ford District Website ([www.ucfsd.org](http://www.ucfsd.org)) and the eNews Alerts, as well.

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## CAREER CENTER

Formulating a career plan is one of the most important decisions a student makes in high school. To do it wisely, a student must first assess not only interests but also abilities and values. Then, the student must select the high school courses that offer the best opportunity to progress toward this goal. Such significant decisions deserve serious thought and careful judgment. Those whose wisdom may help most in making these choices are parents, counselors, teachers, and persons who have attained some success in the profession the student hopes to enter. The Career Center, located in the Counseling Center, contains educational and career materials of value to the student who is exploring career goals. The center will be a comprehensive source of college scholarship, financial information, and career information for the student.

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## CLASS DUES

Student class dues are paid in the Main Office. Dues are collected each year, to assist in funding class activities during a student's career. All checks should be made payable to "UHS Activities." The following are the amount of class dues paid each year: **9th - \$30.00; 10th - \$25.00; 11th - \$20.00; 12th - \$15.00.**

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## CLOSED CAMPUS

No student may leave the campus or the school building during the hours between the approved arrival and departure time, except by administrative approval. Students will not be permitted to leave campus during the Lunch and Learn hour.

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## COLLEGE VISITATIONS

11<sup>th</sup> and 12<sup>th</sup> grade students are permitted to make THREE official visits to post-secondary schools, colleges, and universities during each school year. Written confirmation from the respective visited institution is required to excuse each absence.

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## COMMUNITY SCHOLARSHIP

The Unionville-Chadds Ford Community Scholarship Fund seeks to encourage high academic achievement by awarding scholarships to outstanding students; it gives as many grants for post-secondary education as the community is willing to support. It is significant that this plan seeks to reward academic and extra-curricular excellence through local efforts without resorting to state or other funds. An individual's contribution to this fund indicates his/her willingness to help this community's school in its quest for high achievement on all levels. The number of residents participating, is therefore, more important than the size of any one contribution.

Grants are awarded to outstanding students who wish to continue their education beyond high school. Students are judged on: scholarship, creativity, communication (a written essay), and extracurricular participation. The applications for these awards are available in the Counseling Center.

All money is given to the individual upon receipt of tuition bills exceeding the scholarship award. The full scholarship grant is applied to the first year's expenses, unless deferred by special permission of the scholarship committee.

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## COUNSELING APPOINTMENT

Students will meet with school counselors annually to discuss scheduling and post-secondary planning. If the student is unable to attend, s/he should contact the counselor's office to inform him/her of the cancellation. An alphabetical assignment for counselors can be found at <https://uhs.ucfsd.org/counseling>

PowerSchool along with the Counseling Center will attempt to schedule all of a student's requested courses but cannot guarantee enrollment. All course changes must be arranged through the student's counselor.

For course changes during the school year, the course change procedure is listed in the Course Selection Guide. Courses may only be added during the first two cycles of the course. Courses dropped after the 20th day of the beginning of the course will be shown as withdraw-failing (WF) or withdraw-passing (WP) on the student's transcript. Students may not withdraw from any course after the midpoint of that course. To be a full-time student, a minimum of 5.5 credits and 30 class periods per cycle each semester must be scheduled.

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## CUMULATIVE RECORD

The school is constantly answering inquiries or questionnaires sent out by prospective employers, junior colleges, universities, or special schools in reference to former students of Unionville High School. In answering such requests for information, the school refers to the cumulative record of the former student. In that record are filed grades, testing data, and attendance. The cumulative record begins in the elementary school, maintained through high school, and then filed for future reference. In reality, it is a digest of one's entire school career. A good school record consequently assures good recommendations. Student records have been classified and collected, and are maintained according to law. Student records conform with the student records policy for the Unionville-Chadds Ford School District.

### *Credits:*

Twenty-two (22) units of credit are required for graduation. Subjects offered and the credit value of each has been published in the Course Selection Guide. Makeup credit guidelines are available in the Counseling Center. Students seeking original courses outside the course offerings of the school day need to follow the procedures established in the Counseling Center.

### Explanation of Grades

A grade of **A** is given for excellent work and should be expected by a student when work of exceptional quality has been completed. A grade of **B** is given for strong work, and a grade of **C** indicates work that is average. **A, B, C** grades are worthy of recommendation to college. A grade of **D** indicates barely passing while a grade of **F** indicates failure. A grade of **F** can be improved only by repeating the work in class. A grade of **WP** is given when a student withdraws from a class with a passing average, A grade of **WF** is given when a student withdraws from a class with a failing average. A grade of **ME** is given as a medical excuse that allows the student to receive credit.

*Note: All subject failures are noted on the transcript.*

All grades on record must have been earned by taking the subject in a regular class or by instruction or examination approved by the administration.

Incomplete grades are represented by the letter **I** on the report card. An incomplete grade is given in the case of illness, excused absence, or where the student is placed on an individualized schedule with the approval of an administrator, parent, teacher, and guidance counselor. The student who receives an **I** must make up work within two weeks (14 calendar days) from the date of the end of the marking period that needs to be completed, or the student will receive a grade of **F**.

### Grade Reporting

Grade calculations are adjusted every time a new assessment is entered. PowerSchool will display this dynamic percentage out to two decimal places, through the web portal, for continuous access to parents and students. If a student earns a .5 or higher as a result of their end of a course grade calculation, then the final percentage will be rounded up to the next whole number prior to assigning a final letter grade.

Courses are worth 1 credit for year-long courses, .5 credit for half-year courses, .25 credit for physical education, and .25 credit for health. All courses, regardless of credit designation, are included in the calculation of GPA.

**Grading Policy:**

The UCFSD has adopted the grading scale as shown below:

A	90 – 100	D	60 – 69
B	80 – 89	F	Below 60
C	70 – 79		

Marking period, midterm exam, and final exam grades will be reported as percentages. Completed course grades will be reported as percentages and letter grades on report cards. Transcripts, however, will only display the requisite letter grade.

Pluses (+) and minuses (-) will be used to indicate the student’s standing within each letter grade range.

A+	97 – 100	C+	77 – 79
A	93 – 96	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 – 62
		F	Below 60

The formula for calculating final course grades for full-year courses is as follows (semester course grades are divided by 5):

$$(2) \times 1\text{st MP} + (2) \times 2\text{nd MP} + (1) \times \text{Midterm Exam} + (2) \times 3\text{rd MP} + (2) \times 4\text{th MP} + (1) \times \text{Final Exam}$$

Grade Point Average (GPA) Calculations are based on a weighted system. AP and Honors level courses are weighted by adding quality points to the final grade. One quality point is added for AP Courses and .50 quality point is added for honors courses. Please refer to the scale below:

Academic/First Level/Non-Leveled	Honors	Advanced Placement
A+ = 4.3	A+ = 4.8	A+ = 5.3
A = 4.0	A = 4.5	A = 5.0
A - = 3.7	A - = 4.2	A - = 4.7
B+ = 3.3	B+ = 3.8	B + = 4.3
B = 3.0	B = 3.5	B = 4.0
B - = 2.7	B - = 3.2	B - = 3.7
C+ = 2.3	C+ = 2.8	C+ = 3.3
C = 2.0	C = 2.5	C = 3.0
C - = 1.7	C - = 2.2	C - = 2.7
D+ = 1.3	D+ = 1.8	D+ = 2.3
D = 1.0	D = 1.5	D = 2.0
D - = .7	D - = 1.2	D - = 1.7
F = 0	F = 0	F = 0

To calculate a GPA, determine the quality points earned by multiplying the grade value for each course, by the number of credits for that course. Add up the quality points, and then divide the total quality points by the total number of credits.

*Example:* (Grade Value x Credit Value) = Quality Points

Course Name	Course Grade	Grade Value	Credit Value	Quality Points
Honors English	B+	3.8	1.0	3.8
Algebra II	B+	3.3	1.0	3.3
AP US History	B+	4.3	1.0	4.3
Honors Chemistry	C+	2.8	1.0	2.8
Academic French III	A-	3.7	1.0	3.7
3-D Academic Art	A	4.0	.50	2.0
Academic Photography	A	4.0	.50	2.0
PE	B	3.0	.25	.75
			6.25	22.65

(Total credits earned are: 6.25, Total Quality Points earned are: 22.65)

GPA =  $\frac{\text{Total QP}}{\text{Total Credits}}$  =  $\frac{22.65}{6.25}$  = 3.624

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## CURRICULA

Upon entering high school, students should carefully plan their educational program up to graduation. Students need to determine whether they intend to enter the technical program, to attend a college, or to work after graduation. These decisions, tentative as they may be, will largely determine subjects of study in high school. Unionville High School offers a variety of courses, and seeks to guide students and parents in their selections so that graduation will not find students with a number of entirely unrelated subjects. Necessary adjustments should be made in the program of studies as students progress from year to year. Each year's program should be a logical part of the total high school course, and each course should have a bearing upon the student's goals. At Unionville High School, academic courses range from the following categories: Advanced Placement, Honors, Academic, and First Level. For a more detailed description of each course offering, please refer to the Unionville High School Course Selection Guide, located on the Unionville High School website under the Academic Planning and Resources section on the Counseling page.

### ***Career and Technical Education Programs:***

The Technical College High School, located in Jennersville, PA and associated with Delaware County Community College, provides a high quality program to help students of all ages and abilities find a satisfying occupation. To apply, a student must file an application obtained from the Counseling Center. Descriptions of all courses may be found in a separate brochure published by the Technical College High School.

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## DANCES AND OTHER SCHOOL SOCIAL FUNCTIONS

Guest passes may be secured from the office of the Assistant Principal up until 3:00 p.m. on the day of the function or in the case of an activity held over the weekend, up until 3:00 p.m. on the last school day immediately preceding the social function. The admittance of guests to club functions is also subject to the approval of the Administration. A student bringing a guest assumes responsibility for the conduct and proper grooming of the guest. Middle School students may NOT attend high school dances.

- All dances or parties shall conclude no later than 10:00 p.m. except by special permission. No one will be admitted to a dance later than 1/2 hour after the dance begins. No one will be permitted to leave the dance prior to 1/2 hour to the end.
- All school regulations concerning conduct and social habits shall be strictly enforced. Failure to comply with these regulations shall be considered just cause for suspension of the offender.

Faculty members at the door have the right to deny admission to the dance or social event. Guests will be admitted to a student social function by presenting a guest pass at the public schools for such persons or organizations. For the purpose of this policy, the school day is defined at 8:00 a.m. until the end of all school-sponsored activities. A school official is defined as any current Unionville High School administrator or faculty member.

All school dances or socials are cleared through the office of the Assistant Principal or through the Dean

of Students.

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## **DISCIPLINE**

At Unionville High School, we have high expectations for behavior. Rules and explanations for disciplinary offenses and responses are contained in *Board Policy 218 Student Discipline*. *Board Policy 218* can be found on the Unionville Chadds-Ford School District website under “Board” or at the following link [Board Policy 218](#).

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## **DISPLAY CASES**

Display cases and bulletin boards are located in various areas of the school. Permission for their use may be secured in the office or from the teacher in charge. Display cases do not constitute an open forum and are not available for use by outside organizations.

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## **DRESS CODE**

The Unionville-Chadds Ford School District considered basic guidelines when determining appropriate school attire. These guidelines include:

1. modesty
2. cleanliness
3. health
4. preservation of the educational environment
5. safety.

The Unionville-Chadds Ford School District believes that student dress and overall appearance should foster a positive and productive environment, and should reflect pride in one's self as well as our school. We further believe that student dress and appearance is a shared responsibility of the home and the school. The administration will make the final judgment on the appropriateness of clothing and/or appearance, and reserves the right to prohibit students from wearing any articles of clothing or other items that lead or may foreseeably result in the disruption of, or interference with the school environment.

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## **ELEVATOR**

A student who has a physical disability may request the use of the elevator. A \$10.00 deposit will be required for the use of the elevator key. A physically disabled student may require the assistance of ONE peer to carry books to class; S/he may ride the elevator with the disabled student. When the need for the elevator is completed, the student must return the key to the nurse.

*Note: Any unauthorized student riding the elevator will face a disciplinary consequence.*

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## **EVACUATION REGULATIONS**

The purpose of a specified evacuation procedure is to insure that all students will quickly and safely exit the building. During evacuation drills, students must quietly exit the building, and stay with their teacher and other classmates. Each teacher has been designated a specific location outside of school during an evacuation drill. Therefore, students must go to that location and stay with their teacher for the duration of the drill.

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## **FINANCE**

School law requires the local School Board to be responsible for the financial affairs of all student organizations. The Board has delegated this responsibility to the principal. Purchases and expenditures must be authorized by the treasurer of the school organization, and then submitted to the principal for financial approval. Funds must be deposited promptly in the Main Office, and requests for checks must be made in the Main Office. This procedure is for all club and UHS Activities.

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## **FINANCIAL RESPONSIBILITY: STUDENT**

Students in Art, Technology Education, and Family and Consumer Science classes are urged to stay within their means in providing materials for projects. If the student does not wish to work on personal projects, little expense need be incurred. Questions arising in the field of student expense should be discussed with the teacher in charge.

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## **FOOD AND BEVERAGES IN CLASSROOMS**

Food and beverages are not permitted in classrooms during instructional time. However, teachers may allow food during Lunch and Learn. Teachers should make policies known to students when discussing other classroom procedures. Parties and other celebrations involving food should be limited. If held at all, they should be related to the curriculum. Parties and pizza orders cannot be a study hall activity. Please refer to *Board Policy 246* for additional information on Student Wellness.

*Note: Students should not leave or be sent from classes or study hall to obtain food or beverages from the cafeteria.*

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## **GRADUATION REQUIREMENTS**

Each student must earn a minimum of 22.0 credits in Grades 9 through 12. Distribution requirements are listed below:

Units of Credit	Course
4.0	English
4.0	Social Studies
3.0	Mathematics
3.0	Science
.5	Health
.75	Physical Education
0.5	Business Applications
6.25	Electives
<b>22.0 TOTAL</b>	

To be in:

10th grade homeroom - minimum 5.5 credits earned

11th grade homeroom - minimum 11.0 credits earned

12th grade homeroom - able to schedule all courses and credits needed for graduation

## HEALTH OFFICE

Student Health Services have been developed in accordance with School Laws of the Commonwealth of Pennsylvania to help all children as they develop physically, mentally and emotionally. Please contact the school nurse anytime you have a question or concern.

**Ill or Injured students should report to the school nurse.** Students must have a pass from a teacher to go to the nurse's office. Parents or emergency contacts will be called if it is necessary for a student to be excused from school or if treatment is needed. In the event of a severe illness or injury, emergency services will be called and the student will be transported to the nearest hospital.

**These symptoms indicate that a student should not attend school:**

- Fever in the last 24 hours ( 100 degrees or above) without fever-reducing medication.
- Vomiting in the last 24 hours
- Diarrhea in the last 24 hours
- Unidentified rash
- Draining eye/eyes

Documentation from a healthcare provider should be given to the school nurse following illnesses or injuries causing limitations to physical activities.

**Screenings** for height, weight, and vision are completed throughout the school year and anytime on request.

- Height and weight: every year
- Vision: every year

- Hearing: Grades K, 1, 2, 3, 7 and 11.

An annual “District Health Screenings Report” will be sent home as a record of all screenings and body mass index (BMI) performed during the school year. Referrals are sent home when any possible problem is found with vision or hearing.

**Physical and Dental Exams** are required in grades as explained below and forms are available in all schools or downloaded from the school’s website. After completion, the examination forms must be submitted to the school nurse.

- A physical examination **within the past year** is required for all kindergarteners, 6th graders, 11th graders and all students new to Pennsylvania schools. This exam can be completed by your private healthcare provider or by the school doctor at no charge.
- Pennsylvania requires a dental examination, **within the past year**, for all kindergarteners, 7th graders and all students new to Pennsylvania schools. This exam can be completed by your family dentist or by the school dentist at no charge.

**Immunization requirements** must be met for children to attend school. Please provide updates to the school nurse's office whenever your child receives a new immunization. Exceptions can be made for certain medical or religious reasons. Written requests for exceptions must be on file in the nurse’s office. Please refer to the Nurse/Health Services page on the UHS website for immunization requirements. <https://uhs.ucfsd.org/for-parents/nursehealth-services>

**Parents/Students are to adhere to the following district procedures [\(Board Policy 210\)](#) regarding medications:**

"For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

In all cases of the administration of medication:

1. Written authorization shall be obtained from a parent or guardian
  - a. Non-prescription medication must be delivered in its original packaging and labeled with the student’s name.
  - b. Prescription medication must be delivered in its original packaging and labeled with:
    - i. name, address, telephone and federal DEA number of the pharmacy
    - ii. student’s name
    - iii. directions for use (dosage, frequency and time of administration, route, special instructions)
    - iv. name and registration number of the licensed prescriber.
    - v. prescription serial number.
    - vi. date originally filled.
    - vii. name of medication and amount dispensed.
    - viii. controlled substance statement, if applicable.
2. All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber’s Medication Order Form, or other written communication from the licensed prescriber.
3. The above information is to be maintained as part of the student's health record.

*Note: All medications are to be delivered to the Health Office by a parent /guardian. No more than a*

*thirty (30) school day supply for any one medication should be stored at school. Students MAY NOT have any medications, prescription or non-prescription, in their possession during the school day. There is an exception for Inhalers and Epipens. The exception can be found in Board Policy 210.1.*

Students suffering from a concussion must bring a doctor's note to the nurse. The concussion form must be completed and submitted to the nurse's office. Once all documentation is received the concussion management team will meet to discuss doctor recommendations.

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## **HOMEBOUND INSTRUCTION**

If an extenuating medical situation will cause an absence from school in excess of 10 consecutive school days, homebound instruction is available. Please contact the student's school counselor for coordination.

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## **HOMELESS AWARENESS PROGRAM**

The Unionville-Chadds Ford School District Homeless Awareness Program is in place to address and support the educational needs of students who find themselves in temporary or transitional housing during the school year. The program reduces the barriers of homelessness, so students and their families feel supported and encouraged while they secure permanent housing.

### **The McKinney-Vento Act**

This act is funded by the federal government and comes to the school district as part of the Unionville-Chadds Ford School District Title Funds allocation. Each year the school district is required to set aside funds to support students covered by McKinney-Vento Act provisions.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular and adequate nighttime residence". The act provides examples of children who would fall under this definition:

- Sharing housing due to loss of housing, economic hardship, or similar reason
- Living in motels or campgrounds due to lack of alternative accommodations
- Living in emergency or transitional shelters
- Sleeping locations not usually used as a sleeping accommodation
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations

Under federal law, homeless children and youth are entitled to immediate enrollment in school and educational stability.

The act ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first became homeless) regardless of what district the family resides in.

It requires schools to register homeless children if they lack normally required documents, such as immunization records or proof of residence.

### **School District's Responsibilities**

The Unionville-Chadds Ford School District must appoint a liaison to ensure school staff are aware of the McKinney-Vento Act, to provide public notice to homeless families, and to facilitate access to school and transportation services.

The position serves as liaison between the school, parents, students, and community agencies to meet the educational needs of the students.

If you have a student/child who may qualify for our program's assistance and services, or would like more information, please contact our Homeless Education Liaison, Dr. Leah Reider, Director of Pupil Services via email at [lreider@ucfsd.net](mailto:lreider@ucfsd.net) or via phone at 610-347-0970 extension 3326.

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## **HOMEWORK**

A full daily schedule does not provide sufficient time for the proper preparation of assigned work, and for this reason, students must plan for home study. The amount of homework necessary varies with the year of the subject and the nature of the course. Students should refer to the Unionville High School Course Selection Guide, located on the Unionville High School website, for a more detailed description of homework expectation per course. Homework requests should be made to the teacher via email during the period of a student absence or students should check Canvas. For any planned extended absences (medical, family trip, etc.), a student MUST obtain an "Extended Absence Form" from the Main Office, and discuss with his/her teachers the work that will be missed during the time away from school.

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## **HONOR ROLL**

The honor roll is published at the end of each marking period. Eligibility can be found on the UHS counseling website at <https://uhs.ucfsd.org/counseling>

Distinguished Honors = equal to or greater than 4.0

High Honors = 3.6 - 3.99

Honors = 3.0 - 3.59

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## **INSURANCE AND REPORTING INJURIES**

Every effort is made to provide a safe environment and competent supervision. However, in a situation involving a large number of students, there are always possible hazards. It is recommended that every student be covered by some type of protective insurance. The plan adopted by the school provides for

voluntary participation by all students except those participating in athletics. Students participating in athletics must be covered by pupil protective insurance, for which the student is to assume the premium, or must present evidence of other insurance coverage. It is the student's responsibility when injured on the school grounds, no matter how trivial the injury may seem, to report it immediately to the instructor in charge. First aid treatment may be administered by the instructor and/or school nurse. An injury report must be filed in the nurse's office. If the injury must be cared for by a physician, the school will contact a parent or guardian so that the student may be taken to the family physician. If a parent or guardian is unable to be reached, the student will be taken to a hospital. The school district does not assume financial responsibility for care needed by a student.

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## **LOCKERS**

Personal lockers, including gym and hallway lockers, are provided for storage of books, notebooks, gym clothes, shop materials, and lunches. They are not intended to be strong boxes for money or other valuable items. Lockers remain the property of the school and are loaned to students for their use. The school reserves the right to check lockers at any time. Lockers are provided for student convenience, and the student, not the school, is responsible for items lost or stolen from them. Students must keep their lockers locked, must not inform other students of the combination, and must not allow other people to use their lockers. Broken or inoperative lockers are to be reported to the Main Office. Each locker must be cleaned out by the last day of school.

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## **LOST AND FOUND**

Books, backpacks, jewelry and electronics found around the school building should be returned to the Main Office where the owner may reclaim them. Articles of clothing and additional lost and found items are located in the cafeteria. Items not claimed by the end of each semester will be donated.

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## **LUNCH AND LEARN**

Lunch and Learn is an extended period in the day from 10:27-11:27. Lunch & Learn will provide students with multiple opportunities to eat lunch, meet with teachers and peers, and decompress before the second half of their instructional day.

- Students are expected to use their time wisely. Students will be able to manage their time and to make decisions based upon their own academic needs.
- Students who need assistance managing their Lunch and Learn time may be asked to meet with an administrator to help with time management and to design a schedule that promotes student success.
- Students are expected to clean up after themselves. Please help us to keep the building clean by throwing away trash and returning trays to designated locations.

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## **MAKE-UP WORK**

It is the student's responsibility to make up work missed due to absence from school. No student will be allowed to make up work missed or due on a day of an illegal or unexcused absence. Students will be given the number of days excused absence or suspended from school to make up work missed; i.e. if absent two days, two days will be given to make up work upon return. The exception to this, is students that miss one day of school on a test. If extenuating circumstances exist, the Principal may grant a waiver to this requirement.

For test make up, if a student is absent on the day of the test, the expectation is that the test will be made up on the day the student returns. For example, a student is absent on Monday when a test is given. The student returns on Tuesday, he/she will make up the test on Tuesday. If a student is absent 2 or more days, he/she will be given the number of days absent to make up the test. For example, a student is absent Monday and Tuesday and a test is given on Monday. The student will make up the test on Friday. Please remember the test make up is in addition to the tests that are given according to the testing schedule. So a student that is absent may have to take 3-4 tests in a day.

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## **MEDIA CENTER INFORMATION**

The Library/Media Center opens at 7:30 a.m. and closes at 4:45 p.m. each school day. The Library is equipped with computers offering Internet access, a variety of software applications, online access to the library catalog and information resource databases. A black and white copier is available for student use. The library has two laser printers from which students may print materials at no charge for school research. The library has one color laser printer from which students may print materials for \$1.00 per page.

The Library maintains a web page and a Canvas course page with access to over 40 subscription databases and numerous e-books in all content areas. Login and passwords to use the databases from home can be obtained in the Library or from the Library's Canvas course page.

Students are encouraged to continue their research during non-school hours by accessing these online pages and the resources they contain from their home computers. The library web page is located at: <http://uhs.ucfsd.org/library>. The web page may also be accessed from the UHS web page.

The Library's print collection includes over 10,000 books, 30 online magazine subscriptions, newspapers, DVDs and audio books. Books may be borrowed for 3 weeks; reference books and videos may be borrowed overnight. Overdue fines for books are 10 cents a day and overnight materials are 50 cents a day. Books must be returned and fines paid at the end of the school year or library privileges may be suspended.

Students may use the Library during their study hall periods, as well as before and after school, for research, quiet work, or reading. Classes use the library for research several periods every day, so students must obtain a library pass from their study hall teacher.

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## **MEDICATIONS**

Please refer to the “Health Office” section.

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## **MINIMUM DAY REQUIREMENTS**

Any student who does not report to school before 11:25 a.m., and has not made previous arrangements with the school administration, may not attend school activities occurring on the afternoon or evening of his/her lateness.

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## **MISSED EXAMINATIONS**

In order for a student to have permission to miss a semester examination (either a Midterm or Final), it will be necessary for that student to present a letter, from his/her parents, to the assistant principal 2 weeks prior to the date of the examination(s) being missed. There will be no early make-up of exams, except when a 12<sup>th</sup> grader’s first semester of college begins before our exams are scheduled.

- Mid-Term Examination - The student will be required to make up all missed examinations within one school week (5 school days) of his/her return to school.
- Final Examination - The students will be required to make up all missed examinations during the summer. Students will need to set an appointment so administrators and office staff are aware of the testing dates.

A missed midterm or final exam will result in an incomplete examination grade being placed on the report card. For a semester course, a final course grade will not be received until the missed examination is made up. For a missed final examination (including a semester course) the final average will not be calculated until the final exam is taken, and at the time of the next calculation of these averages (final average -fall of next year). Example: if a student misses a final exam in June of 2019 and takes a makeup exam during the summer, the final grade for the course, and the removal of the "incomplete" will take place in the Fall of 2019.

The high school administration has the right to determine whether or not permission can be granted to miss the test. Parents should carefully consider the consequences of their child's missing examinations prior to requesting this permission.

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## **MOTOR VEHICLES AND STUDENT PARKING**

Student driven vehicles are permitted only under procedures outlined by Board Policy 223. A parking permit will be issued by the office for a fee. This permit must be displayed on the car in a conspicuous place. Violations of the student code of conduct, including repeated lateness to school, may result in a loss of permit and parking privileges.

NOTE: UHS will guarantee parking for seniors in good standing, as long as students follow the procedures on the application and pay the required parking fee.

Depending upon enrollment, parking will be provided to a certain number of juniors using a lottery system. Juniors who receive assigned parking via lottery will have the privilege for one semester (either fall or spring). Limited, temporary parking (up to 5 instances) may be provided to students with advance notice, as long as space permits.

SOPHOMORES will not be permitted to drive to school for any reason.

Parking applications and regulations will be available in the main office at the beginning of each school year.

***Student parking is a privilege. Certain disciplinary offenses may include the suspension or revocation of student parking. Parking on campus without a permit is a violation of our Code of Student Conduct and students may receive disciplinary consequences, including losing the right to park at a future date.***

From the time of arrival until the designated time of departure, students shall not enter their vehicles. Permission to go to one's car will be granted by the Principal or Assistant Principal only in case of emergency. Loitering in the parking lot is not permitted at any time.

Pupils driving cars to school are to observe traffic and safety regulations at all times. Cars and motorcycles are to be parked in the student parking lot upon arrival in the morning, and are not to be moved until after school dismissal. No student cars are to be parked in the faculty lot in front of the building. Permission to drive vehicles to school will be rescinded if violations occur. Students driving without permits may be banned from driving for the remainder of the school term. Unlicensed motor vehicles are banned from school grounds at all times.

***Note: Cars are subject to search while parked on school property.***

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## NATIONAL HONOR SOCIETY

The purpose of the National Honor Society, which was founded by and is under the direction of the National Association of Secondary School Principals, is to recognize and to encourage the development of qualities that make for good citizenship. The qualities chosen as a basis for selection for membership are character, scholarship, leadership, and service. Please refer to the National Honor Society website for information pertaining to the criteria for admission and other frequently asked questions. Once inducted into the National Honor Society, members must maintain a cumulative GPA minimum of 3.5, serve a minimum of 15 hours of community service yearly, complete one mandatory chapter activity, and maintain positive school citizenship.

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## **NONDISCRIMINATION/ DISCRIMINATORY HARASSMENT**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Board Policy 103 establishes procedures to address discrimination.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

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## **PERSONAL ELECTRONIC DEVICES**

Students are allowed to bring personal electronic devices to school for academic work. Students may use the devices during class periods with teacher approval. Students can also use devices in the hallways during passing time, in the cafeteria or courtyards during lunch, before and after the school day.

*Note: Please reference Board Policy 815 - Acceptable Use of Electronic Communications Systems for further details.*

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## **PERSONAL SEARCHES / RANDOM or GENERAL SEARCHES**

School officials stand *in loco parentis* to pupils under their supervision for disciplinary action. This is consistent with the need to maintain an effective educational atmosphere. Where "reasonable suspicion" exists, a search of a student by a staff member, with a witness, may be made.

Unionville High School and the UCFSD may conduct random or general searches of hallways, student lockers, classrooms, locker rooms, other areas of the building, and parking lots in order to assist in providing a safe environment for students and staff. Such searches normally will be conducted in a

minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology.

[UCFSD Policy 226](#) explains searches conducted on school district policy.

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## **PLEDGE OF ALLEGIANCE**

During homeroom each day, there will be a flag salute. All students are expected to be respectful during the salute to the flag. Students who do not wish to recite the pledge may refrain, but must not cause a disturbance and/or disrupt other students who are participating. If students are in the halls during the pledge, they must stop moving until the pledge salute has been completed.

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## **PRINTED & ELECTRONIC MATTER: PUBLICATION & DISTRIBUTION**

Students have considerable freedom in determining what is appropriate for publication. Criteria for determining what is appropriate include the following:

- Material cannot be libelous or in any way defame the name of an individual or a specific institution.
- The rights of all people must be considered, and the right to express opposing viewpoints must be guaranteed.
- Vulgarity is not permitted.
- All news items should include a by-line and all editorials and expressions of opinion should be signed in order to indicate that these are the opinions of the writer. These include letters to the editor and reviews of student activities.
- Any article taken from another source, either directly quoted or paraphrased, should include the source of the material. Any direct quotation must be cleared by the individual being quoted.
- The faculty advisor should advise but not censor unless an established criterion is violated.

*Note: Any official publication that does not meet these criteria may not be distributed in the school.*

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## **RELIGIOUS HOLIDAYS**

The Unionville-Chadds Ford School District recognizes that there are several religious holidays on days when school is being held that affect students and families of the school community. Students or parents of students who plan to observe a religious holiday will be granted an excused absence from school with parent permission. Makeup work will follow existing Excused Absence guidelines.

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## SALES

No articles may be sold in the school without the approval of the Administration, nor may any school organization sell in the community without such approval.

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## SCHEDULE OF CLASSES

### NORMAL SCHEDULE:

PERIOD 1	8:00 – 8:49
PERIOD 2	8:53 – 9:38
PERIOD 3	9:42 – 10:27
LUNCH & LEARN 10:27 – 11:27	
PERIOD 4	11:31 – 12:16
PERIOD 5	12:20 – 1:05
PERIOD 6	1:09 – 1:54
PERIOD 7	1:58 – 2:43

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### A.M. ASSEMBLY SCHEDULE:

PERIOD 1	8:00 – 8:39
PERIOD 2	8:43 – 9:20
PERIOD 3	9:24 – 10:09 OR ASSEMBLY #1
PERIOD 3	10:14 – 10:59 OR ASSEMBLY #2
LUNCH & LEARN 10:59 – 11:59	
PERIOD 4	12:03 – 12:40
PERIOD 5	12:44 – 1:21
PERIOD 6	1:25 – 2:02
PERIOD 7	2:06 – 2:43

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### P.M. ASSEMBLY SCHEDULE:

PERIOD 1	8:00 – 8:39
PERIOD 2	8:43 – 9:20
PERIOD 3	9:24 – 10:01
LUNCH & LEARN	10:01 – 11:01
PERIOD 4	11:05 – 11:42
PERIOD 5	11:46 – 12:23
PERIOD 6	12:27 – 1:04
PERIOD 7	1:08 – 1:53 OR ASSEMBLY #1
PERIOD 7	1:58 – 2:43 OR ASSEMBLY #2

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**TWO-HOUR DELAY SCHEDULE:**

PERIOD 1	10:00 – 10:31
PERIOD 2	10:35 – 11:03
LUNCH & LEARN	11:03 – 12:03
PERIOD 3	12:07 – 12:35
PERIOD 4	12:39 – 1:07
PERIOD 5	1:11 – 1:39
PERIOD 6	1:43 – 2:11
PERIOD 7	2:15 – 2:43

**THREE-HOUR DELAY SCHEDULE:**

PERIOD 1	11:00 – 11:20
LUNCH & LEARN	11:20 – 12:20
PERIOD 2	12:23 – 12:43
PERIOD 3	12:47 – 1:07
PERIOD 4	1:11 – 1:31
PERIOD 5	1:35 – 1:55
PERIOD 6	1:59 – 2:19
PERIOD 7	2:23 – 2:43

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**HALF-DAY SCHEDULE:**

PERIOD 1	8:00 – 8:25
PERIOD 2	8:29 – 8:57
PERIOD 3	9:01 – 9:26
PERIOD 4	9:30 – 9:55
PERIOD 5	9:59 – 10:24
PERIOD 6	10:29 – 10:54
PERIOD 7	10:58 – 11:15

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## **SCHOOL COUNSELING**

Unionville High School counselors offer a variety of services to students, to parents, and to staff members. Possible reasons for conferring with a counselor may include assistance with: self-awareness, career opportunities, decision-making, course selection, study skills, communication skills, personal concerns, and post-high school educational and job planning. Both individual and group approaches to guidance and counseling are used as necessary.

School Counselors will confer with a student at least once a year, at which time present progress and future plans of the student will be discussed. The School Counselor is available to the student by appointment at other times during the year, and parents are invited to attend important conferences.

Information regarding colleges, universities, junior colleges, and special schools may be obtained from

School Counselors, the Futures Planning Center, or the library. Also, representatives from various colleges, trade and technical schools, professions, and the military visit with juniors and seniors and give additional information.

The school counseling program in the Unionville-Chadds Ford School District is based on the beliefs that: school counseling should benefit all students; all students need individual attention; children have stress, conflict, and times of crisis; and developmental guidance and counseling programs meet the needs of students more effectively and efficiently.

The school counseling program assumes that by the coordinated efforts of School Counselors, parents, administrators, and teachers, the students will benefit. A developmental program, addressing the needs of all students, will provide the greatest number of options to students upon graduation.

The six goals of the K-12 counseling curriculum are as follows:

1. self-awareness, self-understanding, and self-esteem
2. understanding others including the family
3. effective communication skills
4. self-respect and self-direction
5. decision making, problem solving, and coping
6. career education.

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## SCHOOL SEAL

The seal consists of a shield bearing the symbols indicative of the activities that are essential to the development of a well-educated individual: the knowledge of a well educated individual, the knowledge gained from books, the participation and enjoyment of wholesome athletics and recreation, and a knowledge and appreciation of art and music. The shield is surmounted with the symbolic lamp of learning. The date, 1921, indicates the year in which the joint school was formally Organized.

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## SENIOR PRIVILEGES

Seniors who have a scheduled first and/or last period study hall may qualify for late arrival/early dismissal in lieu of attending those study halls. Guidelines will be provided to eligible students at the beginning of each semester.

NOTE: Students with senior privileges must sign in daily in the main office prior to the start of 2nd period. Failure to sign in may result in disciplinary consequences. Seniors may lose senior privileges for both academic and/ or disciplinary reasons. On days when there is an altered schedule (assembly schedule, delayed opening, etc.) seniors are still expected to arrive and sign in before the start of the second period. It is the student's responsibility to be on time when the bell schedule is adjusted. Please see the "Schedule of Classes" section, which includes various changes to first period class times.

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## **SOCIAL WORK SERVICES**

School Social Work Services are provided to students on an as needed basis. Students are referred to social workers through their school counselor. School social workers interact with students to address a wide range of concerns that have the potential to negatively impact their academic performance. Some of these concerns could include, but are not limited to: emotional/social/behavioral issues, drug and alcohol issues, stress, and anxiety.

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## **STUDENT ASSISTANCE PROGRAM (SAP) TEAM/ INSTRUCTIONAL SUPPORT TEAM (IST)**

Unionville High School (UHS) has a Student Assistance Program (SAP) as mandated by the state and outlined in UCFSB Policy 236. The SAP team uses a systematic process of effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. The SAP Team consists of educational professionals who have completed Student Assistance Program (SAP) training. This team meets weekly and provides mentoring/support services to students who may be experiencing a variety of barriers such as social, emotional, medical or academic difficulties. Students, teachers, parents, and staff members may refer students for whom they have concerns to the SAP team through their School Counselor or through the School Counseling website by completing a SAP Referral Form. The SAP team will treat all individuals with dignity, respect, empathy, and compassion. Information will be treated confidentially and will be shared with only those professionals.

As part of Unionville High School's Multi-Tiered System of Supports, the Instructional Support Team (IST) supports students who may need a higher level of intervention and support. The goal of IST is to help maximize the success of a student who may be struggling in the regular education classroom academically and/or behaviorally. The IST consists of cross-disciplinary individuals who work together with parent/guardian and student to determine what methods, learning strategies, special techniques or programs best address the student's area(s) of need. The IST uses specific assessments and intervention techniques to assist with educational and behavioral growth in the regular education classroom. It also serves as a screening process for students who may be in need of additional services. The IST seeks to identify what resources can be used to increase the student's chance for success through a team approach that complements existing curriculum and instructional programs. Students are referred to the Instructional Support Team through the SAP team. For additional information regarding the Instructional Support Team and process please refer to the School Counseling Website.

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## **STUDENT SEXUAL HARASSMENT**

Sexual Harassment will not be tolerated at any time, or for any reason. The Unionville Chadds-Ford School District adopted Board Policy 103.2 to address the issue of sexual harassment. Please refer to the UCFSB Policy Center on the district website for the specific guidelines.

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## STUDENT COUNCIL

We believe student responsibility entails the participation in the process and the practice of democratic principles and involvement in student government. Officers of Student Council are specified in its constitution. Prior to the Student Council Elections, anyone who wishes to become an officer must obtain a petition to the office. Qualifications must include a scholastic average of 2.0 or better in the year in which you run or hold office and no level "E" or "F" discipline offenses during that time. If a student wishes to be nominated for representative, he or she must submit a signed petition consisting of twenty-five names to the Student Council advisors. General elections will be held at each grade level by Student Council in May, and students at each level will be entitled to vote for as many representatives as there are positions for that grade. General elections will be held only if there are more candidates than the number of homerooms per class. Elections will be held by secret ballot, and candidates polling the highest number of votes will be the elected representatives. Qualifications are the same for a representative as for an officer.

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## TELEPHONE

**Classroom telephones are not to be used by students.** Students will not be called from class to answer phone calls, but important messages will be relayed to them.

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## TESTING SCHEDULE

Unionville High School administration will publish a testing schedule for the school year. This testing schedule will limit the number of tests that students will have in a school day, and will continue the dialogue between students and teachers about their courses.

**\*Any teacher may choose to assess his/her classes on a day that he/she deems appropriate, if it is essential and necessary to the learning in the course.**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<i>Makeups</i>	<i>Electives<sup>1</sup></i>	<i>World Language</i>	<i>Electives<sup>1</sup></i>	<i>World Language</i>
	<i>Science<sup>2</sup></i>	<i>Math</i>	<i>Science<sup>2</sup></i>	<i>Math</i>
	<i>English</i>	<i>Social Studies</i>	<i>English</i>	<i>Social Studies</i>

<sup>1</sup> Classes meeting 3 out of 6 days will be exempt from this schedule.

<sup>2</sup> **AP Class exception** - if a science class needs to use a double lab period (infrequently) then we will attempt to schedule science on two subsequent days - students with three or more tests on a day may request putting off a test by one day.

**\*Student Absences:** Makeup for student excused absences will follow the guidelines in the “Makeup Work” section.

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## **VISITS BY OUTSIDE ORGANIZATIONS**

Individuals or organizations that are not officially affiliated with the Unionville-Chadds Ford School District are not permitted on school property during the school day without a specific invitation from a school official. Furthermore, persons or organizations that espouse a political, religious or ideological position shall not be invited to the school unless their visit is for a bona fide educational purpose. This limitation is based on the recognition that a controlled educational setting is the only proper forum.

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## **VISITORS**

It is necessary for each visitor to Unionville High School to provide a government issued identification to gain access into the building. Visitor badges are to be displayed at all times while in the building and returned at the conclusion of the visit. Students from schools in adjacent districts or nearby private schools will not be granted a visitor pass without approval from the administration.

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## **WITHDRAWALS**

When a student withdraws from school for any reason, on the last day s/he attends, s/he must pick up a withdrawal form in the Counseling Center. Using the form, s/he must return all textbooks and reconcile all outstanding balances. At the end of the day, the withdrawal form must be returned completed to the Counseling Center. No records will be forwarded to any school or employer for students who leave with unsettled bills or unreturned materials.