

STUDENT & PARENT HANDBOOK

Unionville High School

2026-27 School Year

Student & Parent Handbook

Vision....2
Mission....2
Values....2
UCFSD Portrait of a Graduate....2
Board of School Directors....3
District Administration....3
School Administration....3
Communication....4
Orientation Programs....4
Safety....5
Bullying/Cyberbullying....5
Title IX Nondiscrimination....5
Academic Honesty....6
Discipline....6
Dress and Grooming....6
Schedule....6
School Closing....9
Attendance....10
Senior Privileges....13
Transportation....13
Drop-Off and Pick-Up....13
Breakfast and Lunch....15
Lunch & Learn....16
Closed Campus....16
Curricula....16
Testing Schedule....16
College and Career Readiness....17
College and Career Visitations....17
Special Programs and Services....18
Assemblies....20
Field Trips....20
Homework....20
Artificial Intelligence....20
Nursing....21
Wellness....21
Student Activities, Athletics & Performing Arts....21
Personal Electronic Devices....22
Personal Searches / Random or General Searches....22

Visitors and Volunteers..... 23
Homelessness Awareness.....23
Withdrawal From School.....24

Vision

Leading through excellence in education.

Mission

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

Values

- Educational Excellence
- Superior School Experience
- People-Centered Culture
- Principled Stewardship

UCFSD Portrait of a Graduate

The Portrait of a Graduate is our North Star to help inform our decisions as a District and guide our students on their journey through UCFSD and beyond. Our Portrait of a Graduate is the culmination of many thoughts and ideas shared by our community and the hopes and dreams they have for our students. It is used in meaningful ways to guide our District as we Empower our students to Succeed in Life and Contribute to Society.

Be Inspired To Learn

The joy of learning is a lifelong process. Expand upon the knowledge and skills you've acquired. Continue to be a critical thinker, use your problem-solving skills, and stay curious as you learn, grow, and pursue your passions. Apply what you've learned to seek understanding of the world around you.

Succeed In Life

Every journey to success is personal and unique. No matter your path, there are valuable life skills that will help unlock your potential. Collaborate well with others, communicate effectively, and demonstrate leadership and teamwork. These skills will serve you well in all settings throughout your life.

Contribute To Society

Opportunities to make a difference are all around you. Understand your ties to the community, and embrace your civic responsibilities within it. Engage in civil discourse, especially with those whose perspectives differ from your own. Have compassion for others and give back to your community in meaningful ways.

Take Care Of Yourself

Your personal health and wellness are essential. Find balance in all aspects of your life and tend to your physical, mental, and social-emotional needs. Lean on your support systems and accept help when needed. Strive for lifelong health and happiness.

Build Your Character

Strong character is admired and respected. Have high standards for your own character and set an example for others. Be ethical and act with integrity. Build resilience and hold yourself accountable for your actions. Treat others with respect and empathy, and always remember that kindness matters.

Board of School Directors

- Victoria Baratta, President
- Erin Talbert, Vice President
- Rashi Akki
- Jody Allen
- Susan Elks
- Joe Everett
- Sandra Litvin
- Brian Schartz
- Steve Simonson

District Administration

- Tim Hoffman, Superintendent
- Michael Audevard, Assistant Superintendent
- Pat Clark, Director of Student Activities
- Joe Deady, Director of Finance
- Amy Jenkins, Director of Curriculum & Instruction
- Nikki Laroya, Director of Communications & Community Relations
- Josh Leight, Director of Human Resources
- Rachel Lomas, Director of Pupil Services
- Nicholas Suchanic, Director of Technology
- James Whitesel, Director of Facilities

School Administration

- Pat Crater, Principal
- Natalie Carter, Assistant Principal
- Maribeth Lyles, Assistant Principal
- Eric Peoples, Dean of Students
- Joe Vogler, Athletic Director

Communication

The UCFSD website, www.ucfsd.org, is your most up-to-date source for information about district and school activities.

UCFSD and our schools use School Messenger to send you emails, text messages, and phone calls. To ensure our nurses have current health information and to reach you with critical updates, we need parents/guardians of returning students to complete Return Registration in the PowerSchool Parent Portal.

Academic progress should be monitored by both students and parents via PowerSchool. Teachers will contact 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.

Students are first encouraged to discuss academic concerns with their teacher. Parents should also feel free to contact the school if there is a problem that needs to be discussed pertaining to the education or welfare of a student. The following guidelines should help to expedite the process:

1. Contact the teacher to schedule an appointment.
2. Meet with the teacher to discuss the problem.
3. Together, develop strategies to address the problem.
4. If you are not satisfied with the results, contact the principal.

Orientation Programs

School Events for Parent/Guardians

For parents/guardians and students in 9th-12th grade who are new to the district, an orientation is provided near the start of each school year.

Unionville High School (UHS) provides a Back-to-School Night for all parents/guardians each fall. The purpose of this program is to give parents/guardians specific information concerning the programs and requirements for that school year. Parents/guardians are requested to attend without their children. This time is not intended for parent/guardian-teacher conferences.

Notices regarding Orientations, Back-to-School Nights, and other programs will be communicated with you. Attendance at these activities will help you better understand your child's school and program.

Safety

District employees are responsible for the safety of students in their charge within school buildings and on district property.

In accordance with Act 18 of 2019, UCFSD schools have established threat assessment teams. Student threat events are documented and reported to the Pennsylvania Department of Education at the end of every school year.

In the event of an emergency, the District will ask our staff and students to follow the Standard Response Protocol (SRP). In addition to our website and social media channels, we will communicate with parents/guardians directly by email, phone, and text message using SchoolMessenger. In these and other events, it is critical that we have the updated health and contact information provided during Return Registration.

In addition to community resources, please contact your principal or school counselor to connect with academic, behavioral, and mental health services at school.

For more information, see UCFSD Board Policies:

- UCFSD Policy 340 (Responsibility for Student Welfare)
- UCFSD Policy 218.1 (Weapons)
- UCFSD Policy 218.2 (Terroristic Threats)

Bullying/Cyberbullying

UCFSD is committed to providing a safe, positive educational experience for district students. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the environment necessary for student learning, and creates the possibility of additional serious incidents– and prohibits bullying both inside and outside a school setting.

Please report incidents of bullying to your child's principal or counselor.

For more information, please see UCFSD Policy 249 (Bullying/Cyberbullying)

Title IX Nondiscrimination

UCFSD is an educational entity that believes in ensuring a safe, nurturing, healthy, and non-discriminatory learning and teaching environment for all members of the school community. The District also believes in ensuring the opportunity for all members of the school community to reach their full potential through access and participation in all district educational activities and programs.

UCFSD does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, ethnicity, national origin or age in its education programs and activities. The protection against discrimination extends to employment.

For more information, please see UCFSD Policy 103.2 (Title IX Nondiscrimination).

Academic Honesty

UHS values academic honesty as a core component of citizenship and learning. Students must submit original, unassisted work for all assessments and properly cite any outside sources or previously submitted work. Collaboration is only permitted when explicitly specified by the teacher. Otherwise, assignments are assumed to be individual effort. Unauthorized assistance—including sharing work, using unapproved devices or AI, or distributing test details—is strictly prohibited and subject to disciplinary action.

Discipline

It is our goal to help each child develop an attitude of self-respect and self-worth as well as responsible attitudes and behaviors towards school and others. We appreciate parental support in reaching these goals. Under the supervision and direction of all teachers and staff, students are expected to follow the rules of the school, which are based on, and in support of, the Code of Conduct adopted by the UCFSD Board of Education.

For more information, see UCFSD Policy 218 (Student Discipline) and UCFSD Policy 218-AG-0 (Student Code of Conduct).

Dress and Grooming

The District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

For more information, see UCFSD Policy 221 (Dress and Grooming).

Schedule

Regular Schedule

Period	Time
1	8:00-8:45 a.m.
2	8:49-9:34 a.m.
3	9:38-10:23 a.m.
Lunch & Learn (4/5)	10:23-11:23 a.m.
6	11:27 a.m.-12:16 p.m.

7	12:20-1:05 p.m.
8	1:09-1:54 p.m.
9	1:58-2:43 p.m.

Students should not arrive at school before 7:25 a.m. No adult supervision is available prior to 7:25.

Two-Hour Delay Schedule

Period	Time
1	10:00-10:28 a.m.
2	10:32-11:00 a.m.
Lunch & Learn (4/5)	11:00 a.m.-12:00 p.m.
3	12:04-12:32 p.m.
6	12:36-1:07 p.m.
7	1:11-1:39 p.m.
8	1:43-2:11 p.m.
9	2:15-2:43 p.m.

Students should not arrive at school before 9:25 a.m. No adult supervision is available prior to 9:25.

Half-Day Schedule

Period	Time
1	8:00-8:23 a.m.
2	8:27-8:50 a.m.
3	8:54-9:17 a.m.
6	9:21-9:49 a.m.
7	9:53-10:16 a.m.
8	10:20-10:43 a.m.
9	10:47-11:10 a.m.

Students should not arrive at school before 7:25 a.m. No adult supervision is available prior to 7:25.

AM Assembly Schedule

Period	Time
1	8:00-8:37 a.m.
2	8:41-9:18 a.m.
3	9:23-10:08 a.m. or #1
3	10:14-10:59 a.m. or #2
Lunch & Learn (4/5)	10:59-11:59 a.m.
6	12:03-12:40 p.m.
7	12:44-1:21 p.m.
8	1:25-2:02 p.m.
9	2:06-2:43 p.m.

Students should not arrive at school before 7:25 a.m. No adult supervision is available prior to 7:25.

PM Assembly Schedule

Period	Time
1	8:00-8:37 a.m.
2	8:41-9:18 a.m.
3	9:22-9:59 a.m.
6	10:03-10:40 a.m.
Lunch & Learn (4/5)	10:40-11:40 a.m.
7	11:44 a.m.-12:21 p.m.
8	12:25-1:02 p.m.
9	1:07-1:52 p.m. or #1
9	1:58-2:43 p.m. or #2

Students should not arrive at school before 7:25 a.m. No adult supervision is available prior to 7:25.

Pep Rally Schedule

Period	Time
1	8:00-8:37 a.m.
2	8:41-9:18 a.m.
3	9:22-9:59 a.m.
Lunch & Learn (4/5)	9:59-10:59 a.m.
6	11:03-11:42 a.m.
7	11:46 a.m.-12:23 p.m.
8	12:27-1:04 p.m.
9	1:08-1:45 p.m.
Pep Rally	1:50-2:43 p.m.

Students should not arrive at school before 7:25 a.m. No adult supervision is available prior to 7:25.

Six-Day Cycle

We run a rotating six-day cycle (A, B, C, D, E, and F) with 42 minute class periods. This six-day cycle is repeated continuously throughout the year.

For more information, please see UCFSD Policy 804 (School Day).

School Closing

In the event of severe weather or other unsafe situations, the Unionville-Chadds Ford School District (UCFSD) may choose to change our school schedules, including through:

- Early Dismissal,
- Delayed Opening, or
- Closure (Flexible Instructional Day or Traditional).

UCFSD will communicate any changes as early as possible via website, social media, email, text message, and phone call. In addition, we share this information with our local news stations.

Please note that all UCFSD staff and parents/guardians with up-to-date contact information will automatically receive any emergency communications via email and phone call. To opt into text messages, text “Yes” to 67587 using the cell phone number you have shared with us.

As a reminder, please make sure your child has a designated place to go in the event of an emergency or early dismissal. It is very important that you discuss this with your child beforehand. Should the situation arise, your child will then already know where to go. It is very important for us to know that your child is in a safe place.

For more information, please see UCFSD Policy 804 (School Day).

Attendance

Students are permitted to be absent from school for up to ten days per school year with a valid parent excuse. If the school does not receive a parent excuse, or the excuse is not one of the permitted reasons, the absence is marked unexcused. For students under 18, this is considered an unlawful absence in Pennsylvania.

Reporting Absences

If your child will be absent from school, please notify your school’s attendance office within three days of your child’s return to school via one of the methods below. Excuse notes received after three days will not be accepted. A phone call does not count as an excuse note.

Email

- Unionville High School: uhsattendance@ucfsd.net

Parent Portal

Parents also have the option to submit an excuse note from within the PowerSchool Parent Portal on the day their child is absent. This can be done from a computer or a mobile device.

To submit an excuse note:

- Log in to the Parent Portal at https://ucfsd.powerschool.com,
- Select “Forms” on the left hand side
- Select the form called “Absence Excuse Form.”
- Complete the form with the applicable information and submit. It will be delivered to the school’s attendance office.

Written Note

Send in a written note including your child’s full name, grade level, date of absence, and reason for absence. Please sign and date the note before sending it to school. It is also helpful to include your contact information in case there are any questions.

Notification of Absences

Each day, our communication system emails and calls the parents or guardians of a student who is absent by 10:30 a.m. The email and phone call also contain procedures for submitting an excuse note for your child's absence.

Progressive Supports for Truant Students

When a student has been absent three times in a school year without a valid excuse, the student is considered truant. The parent will receive a warning letter from the school. If the child incurs a fourth unexcused absence, 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 to help support the student and family to get back to more consistent attendance. After six unexcused 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.

Absence Classwork Request

It is the student's responsibility to make up work missed due to absence from school. If excused, students will be given the number of days of the excused absence to make up work missed.

Unexcused absences, including cutting school, may result in students receiving a zero for the missed work.

Absence Homework Request:

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 their teachers the homework that will be missed during the time away from school.

Late Arrival to School (Tardies)

Expectation

Students must be in their Period One classroom when the bell rings at 8 a.m. District transportation is provided to ensure timely arrival.

Sign-In & Excuse Note

Late students must report to the Main Office, sign in, and obtain an admit slip. Failure to sign in may result in detention.

An excuse note must be submitted no later than the following day. Similar to Absences, Tardy Excuses are accepted via email at uhsattendance@ucfsd.net, PowerSchool, or written note.

Unexcused Reasons

Oversleeping, car trouble, and bad weather are not excused, even with a parent note. Only official lawful absence reasons are accepted.

Consequences & Thresholds:

- **Unexcused Latenesses:** Up to two per semester are permitted. Beginning with the 3rd unexcused lateness, detention may be assigned.
- **Class Cutting:** An unexcused arrival following Period Two is considered cutting school.
- **Excessive Lateness:** After 10 latenesses, a doctor's note may be required for all future incidents.
- **Academic Impact:** Unexcused tardies (TDU), cutting, or failing to submit an excuse note within one day may result in a zero for any missed work.

Early Dismissal Guidelines

Request Limit & Approvals

Students are permitted up to five early dismissals per school year, reserved strictly for urgent reasons (e.g., doctor/dental appointments that cannot be scheduled outside school hours or immediate family emergencies). Beyond five dismissals, a doctor's note and administrative approval are required. Extenuating medical needs are reviewed individually. Administration reserves the right to deny any early dismissal request.

Submission Deadline

Requests must be submitted to the Main Office by the end of Period One (8:45 a.m.) via email at uhsattendance@ucfsd.net, PowerSchool, or written note. Full student name, reason for the request, parent/guardian signature, and a phone number where a parent/guardian can be reached are required.

Departure Procedures

Classes will not be interrupted to call students down. Students must know their dismissal time and report on their own. Students must sign out at the Main Office Attendance Counter before leaving and must depart campus immediately.

Students sent home sick by the school are not permitted to return later that day for school, sports, or evening activities.

Extended Absences (Family Trips: 3–10 Days)

Extended absences count toward a student's maximum of ten cumulative parent-excused absences per year. Families are strongly encouraged to use official district vacation periods. Extended absences during Midterm or Final Exam periods are prohibited except for emergencies.

Approval & Agreement Process:

1. Submit a formal request to the grade-level Assistant Principal.
2. Upon approval, complete the UHS Extended Absence Agreement Form (signed by the student, parent/guardian, and all teachers).
3. Submit the completed form to the Attendance Officer at least 5 days prior to the trip.

Deadlines & Non-Compliance

All assigned work must be turned in on the dates specified in the agreement. Failure to comply results in an unlawful absence, potential denial of make-up work, and truancy consequences for students 17 and under.

For more information, please see UCFSD Policy 204 (Attendance).

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. Students with senior privileges must sign in daily in the main office before the end of first period, which ends at 8:45 am. 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 "Schedules" section, which includes various changes to first period class times.

Transportation

Transportation for students shall be provided in accordance with law and Board policy.

Your child will automatically be assigned transportation before the start of the school year.

As student ridership changes throughout the school year, bus schedules are sometimes modified to maintain the most efficient transportation system and to accommodate our many students.

For more information, please see UCFSD Policy 810 (Transportation).

Drop-Off and Pick-Up

Student Parking

Parking applications and regulations will be available in the main office at the beginning of each school year. 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. 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. Unlicensed motor vehicles are banned from school grounds at all times.

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.

Students driving cars to school are to observe traffic. 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.

For more information, please see UCFSD Policy 223 Use of Motor Vehicles. Student-driven vehicles are permitted only under procedures outlined by Board Policy 223.

UHS Parking Regulations

Student parking is a privilege and it is expected that students will demonstrate responsible behavior at all times while operating vehicles. Student drivers can have this privilege suspended or revoked. Also, note that student vehicles are subject to searches by school personnel. The tardy policy still applies to all student drivers.

1. Only 11th and 12th grade students are eligible for a parking pass. Sophomores are not permitted to drive to school or to enter the lottery even if they have a driver's license. Specific eligibility guidelines for 11th and 12th graders are included in the application.
2. Students are expected to operate vehicles in a safe and responsible manner. Please note that failure to follow driving/parking permit instructions is a Level Two Code of Conduct violation. Repeat parking offenses can be elevated to Level Three. Consequences for parking violations can include a temporary or permanent loss of driving/parking privileges.
3. All vehicles must have a valid permit visibly displayed on the rearview mirror at all times. Students who fail to display a valid permit will be warned once. Subsequent violations may result in Level Two Code of Conduct consequences.
4. All vehicles need to be registered with the main office. Students can add additional vehicles should they need to do so. Please contact the main office with any questions pertaining to new vehicles.
5. Students may not share permits. The student issued the parking permit must be the driver of the registered vehicle. This is a Level Two Code of Conduct violation.
6. Student vehicles parked on school property are subject to search by school officials. Parking privileges can be suspended for non-vehicle-related offenses if the administration determines that the loss of privileges is an appropriate consequence for a Code of Conduct violation.
7. Loitering in the parking lot or sitting in parked cars prior to school or during school hours is prohibited. Students are expected to enter the school building upon their arrival.

8. A student's driving privileges can be revoked for the remainder of the semester for any of the following:
    - If a student exceeds five unexcused latenesses to school,
    - If a student gives or sells his/her parking permit to another student,
    - If a student cuts school/is truant,
    - If a student leaves the school building or grounds without permission,
    - If a student drives recklessly on school property, or
    - If a student receives a Level Three or Level Four disciplinary consequence.

Students who are issued a parking pass agree to comply with all regulations that have been adopted by the UCFSD Board governing the use of vehicles on UHS grounds. Assignment of a parking permit indicates approval by the school for this automobile to be parked on school grounds. It is further assumed that the student will follow all rules and regulations pertaining to the safe operation of a motor vehicle. Failure to do so can result in the loss of this privilege.

For more information, see UCFSD Board Policy 223 (Use of Motor Vehicles).

Breakfast and Lunch

UCFSD believes that providing nutritious meals is essential for the overall well-being and success of our students. Our program is designed to offer balanced and wholesome meals that meet the dietary needs of growing children while also accommodating various dietary restrictions and preferences.

Breakfast is available daily for all high school students. Lunch is available during Lunch & Learn. Lunch is not available for half days.

Our menu is carefully planned to include a variety of foods from all food groups, ensuring that your child receives the essential nutrients needed for growth and development.

We strive to use fresh, locally-sourced ingredients whenever possible to provide the highest quality meals for our students.

Our menu rotates regularly to offer a diverse selection of meals, including vegetarian options, to cater to different tastes and preferences. Along with a daily hot entree, we offer a daily deli sandwich, entree salad, and cold pack (typically yogurt, cheese and crackers, or a peanut butter and jelly uncrustable). Fresh fruits and vegetables are offered daily. A monthly menu is available on the UCFSD website.

You may send cash or checks to your school's main office (labeled with your child's full name or ID number), send it to the cafeteria with your child, or pay online via RevTrak at ucfsd.revtrak.net. Free and reduced priced meals are available for families that qualify.

Students will use their student ID number on a pin pad at checkout.

Students may also choose to bring lunch from home.

The following procedures for all students in our cafeteria ensure better service and conditions. While in the cafeteria, Students will maintain a clean and respectable environment by:

- Returning used trays to the proper locations,
- Throwing food and trash in the trash receptacles,
- Maintaining an orderly line,
- Following the directional signs posted throughout the food service area,
- Keeping all food items in plain view until purchased,
- Refraining from cutting in line, moving, and/or sitting on furniture.

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.

Lunch & Learn

Lunch and Learn is an extended period in the day from 10:23-11:23 a.m. 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 & 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.

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. Students are expected to come to school prepared for the day including after school activities and sports. No items may be dropped off during the school day.

Curricula

UHS offers a variety of courses and seeks to guide students and parents in their selections. 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 UHS academic courses range from the following categories: Advanced Placement, Honors, Accelerated, Academic, and First Level. For a more detailed description of credits, grade reporting, grade scale and GPA calculation, graduation requirements, career and technical education programs, and more, please refer to the Unionville High School Course Selection Guide.

Testing Schedule

UHS administration will publish a testing schedule by the semester. To help students manage their workload and avoid multiple major tests on the same day, UHS follows a structured testing

schedule. The administration will publish the official testing schedule at the start of each semester. This system encourages communication between students and teachers and promotes effective study habits.

Testing Groups

- **Blue Testing Days:** English, Science, and Elective courses
- **Gold Testing Days:** Math, Social Studies, and World Language courses

Monday Testing Rotation

- Mondays will alternate between Blue and Gold Testing Days.
- One week, Monday will be a **Blue Testing Day** (English, Science, and Electives can test).
- The following week, Monday will be a **Gold Testing Day** (Math, Social Studies, and World Languages can test).

Weekly Testing Schedule

The testing schedule will switch in the second semester:

- **Semester 1:**
  - **Tuesdays & Thursdays:** Blue Testing Days *(English, Science, and Electives)*
  - **Wednesdays & Fridays:** Gold Testing Days *(Math, Social Studies, and World Languages)*
- **Semester 2:**
  - **Tuesdays & Thursdays:** Gold Testing Days *(Math, Social Studies, and World Languages)*
  - **Wednesdays & Fridays:** Blue Testing Days *(English, Science, and Electives)*

College and Career Readiness

The state of Pennsylvania requires all students to maintain a College and Career Readiness portfolio. The portfolio demonstrates the completion of assignments or field experiences related to four different college and career categories established by the state. The portfolio is maintained in Naviance. The four categories are:

1. Career Awareness and Preparation,
2. Career Acquisition,
3. Career Retention and Advancement, and
4. Entrepreneurship.

College and Career Visitations

11th and 12th grade students are permitted to use three excused absences for college and career visits. Written confirmation from the respective visited institution is required to excuse each absence.

Special Programs and Services

UCFSD Multi-Tiered System of Support (MTSS)

Pennsylvania's MTSS at UCFSD is a research-based, standards-aligned framework in which ALL students are on a continuum of growth that is personalized to their developmental learning path to ensure success based on fluid tiers of support in academic, behavioral, and social-emotional domains. The framework outlines a team approach that leverages data and evidence-based strategies to provide a cohesive system that addresses ALL students' needs.

Student Assistance Program (SAP)

UHS has a Student Assistance Program (SAP) as mandated by the state. 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. 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.

For more information, please UCFSD Policy 236 (Student Assistance Program).

Blended Learning

Blended Learning at Unionville High School combines traditional face-to-face instruction with asynchronous learning to support a personalized student experience. Organized around the six-day cycle, this model provides flexibility in the place, pace, and path of instruction. Blended courses align with their traditional counterparts in rigor, instructional demands, and required time. Reference the Course Selection Guide and contact your child's teacher, school counselor, or principal for more information.

Gifted Support Program

Students must meet the required criteria to qualify for these services. Contact your child's teacher, school counselor, or principal for more information.

Occupational Therapy and Physical Therapy

Students must meet the required criteria to qualify for these services. Contact your child's teacher, school counselor, or principal for more information.

School Counseling

The school counseling program at UCFSD 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; and
6. Career Education.

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. If a student is unable to attend or keep an appointment, they should contact the counselor's office to inform them of the cancellation. An alphabetical assignment for counselors can be found on the UHS website.

Formulating future goals is one of the most important tasks students consider during 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 school counselors support students through their academic, career, and personal development during their high school career. Information regarding colleges, universities, junior colleges, and specialized schools may be obtained from school counselors 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.

Reading Support

This program offers support to students who demonstrate the need for additional instruction in reading as a part of the regular education program.

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 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.

Special Education

Students must meet the required criteria to qualify for this service. Contact your child's teacher, school counselor, or principal for more information.

Speech and Language Therapy

Students must meet the required criteria to qualify for this service. Contact your child's teacher, school counselor, or principal for more information.

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.

Field Trips

Each trip is educational in nature and relates to the curriculum taught in your child's grade level.

For more information, please see UCFSD Policy 121 (Field Trips).

Homework

Homework assignments should complement classroom instruction. The assignments should promote student achievement and the development of study skills and productive work habits.

For more information, please see UCFSD Policy 130 (Homework) and related administrative guidelines.

Artificial Intelligence

By establishing a policy on Artificial Intelligence (AI), UCFSD's purpose is to ensure the ethical and responsible use of AI technologies to enhance teaching, learning, and administrative processes while safeguarding student privacy and data security. By establishing clear guidelines and procedures, UCFSD aims to promote transparency and accountability, while fostering a safe learning and working environment.

For more information, please see UCFSD Policy 815.2 (Artificial Intelligence).

Nursing

Student Health Services have been developed in accordance with the school laws of the Commonwealth of Pennsylvania and recommendations from the American Academy of Pediatrics to help all children as they develop physically, mentally, and emotionally. Please contact the school nurse any time you have a question or concern.

Injured or ill students should report to the school nurse. Parents or emergency contacts will be called if it is necessary for a student to be excused from school or if additional assessment or 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.

For more information, please see:

- UCFSD Policy 203 (Immunizations and Communicable Diseases) and related administrative guidelines,
- UCFSD Policy 209 (Health Examinations/Screenings),
- UCFSD Policy 209.1 (Food Allergy Management),
- UCFSD Policy 209.2 (Diabetes Management) and related administrative guidelines, and
- UCFSD Policy 210 (Medications) and related administrative guidelines.

Wellness

UCFSD recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

For more information, please see UCFSD Policy 246 (School Wellness/Nutrition).

Student Activities, Athletics & Performing Arts

All high school students are eligible to participate in the activities, athletics, and performing arts offered by UHS.

Activity fees will be posted directly your child's PowerSchool account once rosters are finalized for the season. Fees can be paid online through RevTrak. Activity fee payments may also be made with cash/check at either the UHS Main Office or UHS Athletics Office. Checks should be made payable to UCFSD Athletics. If these fees present a financial hardship, please reach out to an administrator or counselor to have the fee waived.

Attendance and Student Activities

- Students who are unexcused tardy but arrive before 8:35 a.m. are eligible to participate that day.

- Students who are unexcused tardy but arrive after 8:35 a.m. are ineligible to participate that day.
- Students who are excused tardy and arrive before 11:25 a.m. are eligible to participate that day.
- Students who are excused tardy and arrive after 11:25 a.m. are ineligible to participate that day.
- Students who have an excused early dismissal may return to participate in their 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.

For more information, see UCFSD Policy 122 (Extracurricular Student Activities) and visit the UHS website.

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 25 hours of community service yearly, complete one mandatory chapter activity, and maintain positive school citizenship. Students may be dismissed from the National Honor Society if they commit an offense of academic dishonesty. Details concerning academic dishonesty can be found in UCFSD Policy 218-AG-0 (Code of Student Conduct).

Personal Electronic Devices

The Board prohibits the use of any personal electronic devices by any high school student during instructional times during the school day. Personal electronic devices must be turned off when students are in classrooms and other locations where instruction is taking place, including study halls. Teachers may further require students to place their phones in a designated area in the classroom during instructional time at their discretion.

For more information, please see UCFSD Policy 237 (Personal Electronic Devices).

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.

UHS and 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.

For more information, please see UCFSD Policy 226 (Searches).

Visitors and Volunteers

All exterior doors are locked during the school day. Visitors must enter through the main office doors at the front of the building. **While in the building, please do not make unannounced visits to your child's classroom.**

For School Visitor information, please see UCFSD Policy 907 (School Visitors).

The district supports and encourages the involvement of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Position Volunteers who have regular and repeated contact with students and are responsible for the care, supervision, guidance, or control of students are required to complete the UCFSD Volunteer Application and submit the following three clearances. Volunteers should provide clearances to the principal. Clearances must be dated within one year of the start date of volunteering and are good for five years, at which time they need to be renewed.

1. AR-2 Volunteer Agreement
2. Pennsylvania State Criminal Background Check (Act 34)
3. Pennsylvania Child Abuse History Clearance from the PA Department of Child Welfare (Act 151)
4. FBI Criminal History Report

Guest Volunteers who work directly under the supervision of a school administrator, a teacher, or another member of the school staff and do not have direct volunteer contact are required to complete the UCFSD Volunteer Application only.

For more information on volunteers, please see UCFSD Policy 916 (Volunteers).

All parent visitors and volunteers must sign in and out at the main office upon entering the building. All schools are using the Raptor Visitor Management System. When visitors, volunteers, or contractors check-in, they will be asked to present a valid state-issued ID for entering into the system. A visitor's badge will be given and must be worn in the building.

Homelessness Awareness

UCFSD recognizes the challenges encountered by students experiencing homelessness, foster

care, and other educational instability. The District is committed to facilitating immediate enrollment; eliminating barriers to the attendance, education, and graduation; and providing additional supports in compliance with federal and state law, regulations, and Board policy, for such students.

For more information, please see UCFSD Policy 251 (Students Experiencing Homelessness, Foster Care, and Other Educational Instability).

Withdrawal From School

UCFSD affirms that even though law requires attendance of only students of compulsory school age, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school.

For more information, please see UCFSD Policy 208 (Withdrawal From School).