

# UNIONVILLE HIGH SCHOOL

## *Student Handbook 2017-18*



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## 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.

### PERSONAL 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

## 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.
- 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 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).

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 cheating will result in a **ZERO** on the academic assignment and attendance at a Saturday detention.
2. Second offense in any course will result in a **ZERO** on the assignment and a three-day suspension. The second offense in the same course may result in the student being removed from the course and failing the course.

3. The third offense in any course will result in a ten-day suspension. Should a third offense occur in a given course it will result in the student being removed from the course and failing the course.

## **ACADEMIC PROGRESS**

Academic progress should be monitored by both students and parents via the Student Access Manager (SAM). 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.

## **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 who are academically ineligible may not participate in their athletic activity. This participation is to include: practice, contests, weight training, and chalk talks.
- Students must be in attendance before 11:00 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.

## **UNIONVILLE HIGH SCHOOL ACTIVITIES**

Academic Competition Team  
Animal Activist  
Apne Aap  
Best Buddies  
Biology Society  
CAPPIES  
Club Impact U  
Club Library  
Creative Fiction Writing Club

Dance Team  
Dungeons and Dragons  
E.C.H.O.  
Earth Club  
F.B.L.A.  
Fall Play  
Fly Fishing  
French Honor Society  
Friends of Tick Tock  
Gay-Straight Alliance (GSA)  
German Honor Society  
Give and Create  
Habitat for Humanity  
Heifer International  
Ice Hockey Club  
*Indian Post*  
Interact Club  
International Club  
Invisible Children  
K.I.V.A  
L.I.N.K.  
Math Club  
Minecraft Club  
Mock Trial Team  
National Honor Society  
One World Fútbol Project  
Operation Smile  
Peer Outreach  
Peer Tutoring  
*Portals* Literary Magazine  
Pulsera Club  
Relay for Life  
Ronald McDonald House  
Rugby Club  
S.A.D.D.  
S.H.O.C.  
Science Olympiad  
Science Research Competition  
Ski Club  
Spanish Honor Society  
Speech and Debate Team

## **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.

## **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.

## ATHLETICS

Unionville High School is proud of its outstanding athletic program. Yet, it must be recognized that the academic program is the primary responsibility of each student.

### ***A. Health***

A physical examination is required prior to beginning practice in athletics. Smoking, drinking, or illegal use of drugs may result in suspension from the squad.

### ***B. Eligibility for Participation***

#### **1. P.I.A.A. and Ches-Mont Eligibility**

The athletic program at Unionville High School consists of varsity, junior varsity, and, if possible, 9th grade sports. Unionville is a member of both the Pennsylvania Interscholastic Athletic Association (PIAA) and the Ches-Mont league. In order to be consistent with P.I.A.A. and Ches-Mont league policy, the following rules govern athletic eligibility:

- A student shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years, with the following exception: If the age of **19** is attained on or ***after July 1st*** the pupil shall be eligible to compete through that school year.
- Parental/Guardian consent is necessary to compete in athletics.
- A completed and up-to-date physical examination form (furnished by the PIAA) must be completed by an authorized medical examiner prior to the beginning of practice for any sports season.
- Athletes must be amateurs who are regularly attending UHS or are being homeschooled as per UCFSD Board Policy #137.
- An athlete must be passing the equivalent of **FOUR** full-credit subjects in the current marking period to be eligible to participate in interscholastic contests.
- It is the responsibility of the student if he/she disagrees with a grade that is reported to the athletic office to talk to the teacher and bring an updated note signed by the teacher with the updated grade. The eligibility report will be shared with the coach.
- Once the school year begins, athletic eligibility shall be determined on a weekly basis. A power school grade report is run every Friday to determine failures for the week. When an athlete's cumulative work from the beginning of the marking period to any given Friday does not meet the standards provided for by the UCFSD policy, that athlete will become ineligible from that immediate Sunday through the next Saturday.
- An athlete must have passed the equivalent of **FOUR** full-credit subjects in the previous marking period to be eligible to participate in the subsequent marking period. In cases where an athlete's work in any preceding marking period does not meet the required

academic standards provided by UCFSD policy, said athlete shall be ineligible to participate in interscholastic contests for at least **15** school days of the next marking period beginning on the day report cards are issued.

- At the end of the school year, the athlete's final grades for each subject shall be used to determine the athlete's eligibility for the first marking period of the next school year. In cases where an athlete's final grades for the year do not meet the standards provided for by the UCFSD Policy, said athlete shall be ineligible to participate in interscholastic contests for at least **15** school days of the marking period beginning on the first student day of the next school year. These athletes may participate in preseason practices prior to the first student day. Athletes that do not meet the eligibility requirements for the next school year may attend summer school to correct their deficiencies.

## 2. Unionville High School Requirements for Eligibility

Integrity of student work and effort embodies what is important in our mission to empower students to succeed in life and contribute to society.

### Definition of *Honesty*:

The word "honest" is defined in *Webster's Dictionary* as being "marked by or displaying truthfulness and integrity." Honesty also implies a refusal to lie, mislead, cheat or steal.

### Definition of *Academic Honesty*:

As allowed by the PIAA, the Unionville-Chadds Ford School District has the right to set more stringent academic requirements for athletic eligibility. In addition to passing the equivalent of **4** full-credit subjects, the UCFSD has established the following rules to govern athletic eligibility:

- During the school year, any athlete who is failing **TWO** subjects in any week shall be ineligible for athletic participation for the next week as defined by the PIAA.
- Any athlete who is failing **TWO** subjects at the end of the **1st, 2nd, or 3rd marking period** shall be ineligible for athletic participation for the next **15** school days as defined by the PIAA.
- Any athlete, who has failed **TWO** subjects at the end of the school year, shall be ineligible for athletic participation for the first **15** days of the following school year as defined by the PIAA.
- No athlete may play, practice, weight train, or be part of any team meeting during a period of ineligibility. Athletes may participate in open tryouts for team selection, but may not scrimmage against another school.
- After the period of ineligibility is completed, an athlete may participate in the practices or games immediately, at the discretion of the supervising adult.
- No athlete may participate in a sports season until they pay the sports fee established by the UCFSD. The administration reserves the right to waive this fee on an individual basis.
- No athlete may participate in another sports season until all obligations, including the

returning of equipment, have been met for the season that s/he has concluded.

- There are **THREE** sport seasons per school year: Fall, Winter, and Spring. An athlete may not be a member of **TWO** teams in one season without the consent of both coaches.

### 3. Attendance

The most acceptable attendance for a student participating in an activity is to attend school for the entire day. A doctor's note or verified written note must accompany an excused tardy or early dismissal request. The following are stipulations to the attendance policy for eligibility:

- Athletes who are unexcused tardy but arrive before 8:35 a.m. are eligible to participate on that day. However, athletes who have exceeded the maximum number of tardies for the year must have a doctor's note when they report to school to be eligible to participate that day.
- Athletes who are excused tardy, but arrive before 11:25 a.m. are eligible to participate that day.
- 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 who are going to be absent from school during their season for reasons such as a college visit, bereavement, or 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. Without prior approval, athletes may not participate in any sport activity on that date.
- ***\*No athlete will be penalized because of lateness due to staying for after-school help, provided that his or her coach gives prior approval***

### 4. Suspension

If a student is suspended out-of-school, he or she is not eligible to participate on the day of the suspension. If a student is levied out-of-school suspensions for a Friday and a Monday, then he or she is not eligible for the weekend between the two days of out-of-school suspension.

Extended detention and Saturday detention are not suspensions. Therefore, a student is eligible to participate in his/her activity after fulfilling their detention obligation. Students who miss detentions but do not miss their activity on the same day are subject to out-of-school suspensions.

A student who has been suspended for a Level F offense, or expelled in accordance with this policy, shall not attend or participate in any school-related or school-sponsored activity during the period he or she has been excluded from school.

This prohibition of participation in extra-curricular activities shall not be diminished by the

ending of a school year, but shall extend to the next school year. In the case of a twelfth-grade student, the prohibition shall extend to an appropriate date following the end of the school year, to be determined at the time of his/her suspension or expulsion. he or she has been excluded from school.

The school does not condone the use of tobacco in any form. Our coaches all agree that tobacco is harmful to the performance of the individual, and therefore affects the team. Athletes who are caught in possession of any tobacco product will receive the requisite school suspension, and will also be held accountable by their coach.

## **5. Drug and Alcohol Policy**

The school policy for a drug or alcohol offense is an automatic ten-day suspension. Re-admittance to school is through the Superintendent or designee.

A student who has been suspended or expelled in accordance with this policy shall not attend or participate in any school-related or school-sponsored activity during the period.

### ***C. Sportsmanship at Athletic Contests***

Students are expected to demonstrate proper behavior at sporting events by respecting all involved, by cheering on and commending players, and by showing self-control at all times. Any disrespectful or improper behavior will result in disciplinary action. Sporting events are excellent opportunities to display school pride, and students are advised to take advantage of these opportunities.

### ***D. Club Sports***

Club Sports teams meet the same requirements as interscholastic sports teams.

## **ATHLETIC AWARDS**

Awards will be given at the discretion of each coach in consultation with the Athletic Department. One letter per career for varsity sports and one letter per career for junior varsity sports may be awarded. In addition, pins will be awarded to each varsity letter winner designating the sport in which s/he participates. Athletes will receive a certificate for each season that they participate in a sport.

Athletic awards are presented to the senior boy and girl who have demonstrated the best all-around athletic ability throughout his/her senior year. These awards are determined by athletic ability only, and are presented by the coaches. A minimum of two sports played during the athlete's senior year is required to be considered for this award.

## **ATTENDANCE REGULATIONS**

Pennsylvania State Law requires all persons under 17 years of age to attend school full-time and assigns responsibility for regular attendance upon the parents of the student.

The only absences approved by the school are:

- (1) Verified illness
- (2) Medical, dental or optometrical services
- (3) Family trip approved prior to the dates of absence, and under adult supervision  
*\*One trip per year not to exceed 10 school days per UCFS Policy*
- (4) Quarantine by health officers
- (5) Bereavement
- (6) Court summons by warrant
- (7) Religious holidays

Such excuses should be dated, signed by parent or guardian, and should state definitely 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 baby-sitting, family illness, or any reason other than those listed above, will normally be considered unapproved absences. Habitual unauthorized absence can result in legal action with required court appearances by the offender and his parents. When a student is found to be truant from school, the parent will be contacted and informed of the truancy. Upon return to school, the student will be disciplined according to the Discipline Code.

#### **Procedure for Excusing Absences:**

A student returning to school following an absence must present a valid excuse note to the Attendance 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 slip is presented to his or her classroom teacher(s). As a courtesy, the Attendance 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.

*\*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 sixteen years of age or younger, this will be considered an illegal absence; legal action will be taken following a 3rd illegal absence. After the 5th day, a letter will be mailed home.*

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

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. Students will be given the number of days excused absent to make up work missed; i.e. if absent two days, two days will be given to make up work upon return.

#### **Procedure for Excusing Lateness:**

In the event a student is late in arriving to school, the student must report to the Attendance Counter in 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.

*\*An Unexcused lateness following second period will be considered as cutting school*

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

additional latenesses. 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.

## **BULLYING**

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. On an annual basis, students will be informed of specific individuals to whom complaints of bullying should be reported. In addition, complaints may be reported to a classroom teacher, school administrator, or the Superintendent of Schools.

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. 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.**

***\*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 Policy 249 and the attached Administrative Guidelines located on the UCFSD website Policy Center at <http://www.ucfsd.org>.***

## **CAFETERIA**

A wholesome and varied lunch is served in the cafeteria on school days. During the three lunch periods, the cafeteria will be a **CLOSED** area. Teachers and paraprofessionals are in charge of cafeteria supervision during the lunch periods. 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:***

- Leave the cafeteria for any reason unless they have a signed pass from a teacher or guidance counselor. Students must use the lavatories in the cafeteria.
- 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.

***\*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. Entrance is through double doors and exit is through register doors only. Students must keep all food items in plain view until purchased.
- Sit on top of tables or move furniture around.

***\*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.***

## CANCELLATIONS/LATE STARTS

In case of a cancellations, late starts due to inclement weather, or emergency situations , parents will be contacted by the UCFSD Auto-Dialer. Please also refer to the Unionville-Chadds Ford District Web Site----[www.ucfsd.org](http://www.ucfsd.org) and the eNews Alerts, as well.

## 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.

## CLASS DUES

Student class dues are paid to their Class Treasurer. 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.**

## 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.

## 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.

## COMMUNITY SCHOLARSHIPS

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 paid 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.

### **COUNSELING APPOINTMENT**

Students are to keep appointments with their counselor. If the student is unable to attend, s/he should contact the counselor's office to inform her of the cancellation. The following are the alphabetical assignments for counselors:

<b>2017-2018 Counselors</b>	<b>Class of 2018 Seniors</b>	<b>Class of 2019 Juniors</b>	<b>Class of 2020 Sophomores</b>	<b>Class of 2021 Freshmen</b>
Blocher	A - Cli	A - Dao	A - Dao	A - Ch
Findora	Cli-Har	Dap-G	Dap - Har	Ci-G
Stewart	Has - Le	H- Le	Has - Le	H-L
Lyles	Lf - McC	Lf - Meg	Lf - Meg	M-Mc
Elfreth	McD - Schn	Meh - Sc	Meh - Sha	Md - Sha
Spiegel	Scho- Z	Sd - Z	Shb - Z	Shb-Z

Counselors will attempt to schedule all of the selected 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.

### **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 is begun 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.

#### **A. 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 Booklet. 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, **WF** when the student is failing. **ME** is a medical excuse that allows the student to receive credit.

***\*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. The SAM program 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.

## ***B. Grading Policy***

The UCFSD has adopted the grading scale as shown below:

<b><i>A:</i></b>	<b><i>90 – 100</i></b>
<b><i>B:</i></b>	<b><i>80 – 89</i></b>
<b><i>C:</i></b>	<b><i>70 – 79</i></b>
<b><i>D:</i></b>	<b><i>60 – 69</i></b>
<b><i>F:</i></b>	<b><i>Below 60</i></b>

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.

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

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

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

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**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:

<u>Academic/First Level/Non-Levelled</u>	<u>Honors</u>	<u>Advanced Placement</u>
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:**

$$(\text{Grade Value} \times \text{Credit Value}) = \text{Quality Points}$$

<i>Course Name</i>	<i>Course Grade</i>	<i>Grade Value</i>	<i>Credit Value</i>	<i>Quality Points</i>
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	<u>.25</u>	<u>.75</u>
			6.25	22.65

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

	GPA = Total QP	22.65
Total Credits	6.25	GPA = 3.624

## 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 vocational-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 Student Course Catalogue*, located on the Unionville High School website.

### ***Technical and Vocational 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.

## DANCES AND OTHER SCHOOL SOCIAL FUNCTIONS

- Guest passes may be secured from the office of the Assistant Principal up until 2:30 p.m. on the day of the function or in the case of an activity held over the weekend, up until 2:30 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 school dances or socials are cleared through the office of the Assistant Principal.

## DISCIPLINE

At Unionville High School, we have high expectations for behavior. Rules and explanations for disciplinary offenses and responses are contained in the *Unionville High School Student Disciplinary Policy*, located on the Unionville High School website.

## 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.

## **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. In the event the administration determines a student's dress is inappropriate for school in accordance with these guidelines, the administration will then require the student to change their clothing item(s) that violate the following guidelines.

### ***SECTION I - GENERAL***

- A. Tattered, torn, or ripped clothing is prohibited.
- B. Excessive baggy pants or baggy clothing is prohibited.
- C. Under clothing may not be exposed.
- D. Skin-tight clothing is prohibited.

### ***SECTION II - TOPS***

- A. The following items are unacceptable: Muscle shirts, spaghetti strap/halter/mesh tops, see-through blouses or shirts, tube tops or crop tops. Tops should completely cover undergarments. Tank tops must be worn with undergarments that are completely covered. As a judgement, the width of 3 fingers should be used.
- B. Any top that is skin tight, or allows the midriff, cleavage, undergarments, or bare back to be exposed is not permitted.
- C. Coats, jackets, or garments designed for protection from outside weather are not to be worn in school and should be secured in lockers during the school day.

### ***SECTION III - PANTS, SHORTS, SKIRTS, SKORTS***

- A. Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding, sag style is not permitted.
- B. Length of pants should not extend beyond the bottom of the shoe, and should not drag on the floor to a point of being unsafe.
- C. Tear-away pants and boxer shorts worn as outerwear are permitted only if worn over other clothing.

- D. All shorts, skirts, skorts, and slits in skirts must touch the bottom of the fingertips with arm fully extended.
- E. Cutoffs or clothing with holes of any type are not permitted.

#### ***SECTION IV - OFFENSIVE DRESS***

- A. Clothing, patches, buttons, pins, jewelry, backpacks are not permitted if they: Have sexually suggestive writing/pictures; advocate violence, advertise or promote the use of tobacco, alcohol, or drugs; have double-meaning wording or obscene language/gestures, are disrespectful, or are satanic in nature.
- B. A tattoo must be covered if it: has sexually suggestive writing/pictures, advocates violence; advertises or promotes the use of tobacco, alcohol or drugs, is disrespectful, prejudicial, or satanic in nature.

#### ***SECTION V - FOOTWEAR***

- A. Appropriate footwear must be worn at all times.
- B. Any shoe that possesses a safety hazard is not permitted.
- C. Shoes with laces must be tied.
- D. Sandals and flip-flops are permitted unless prohibited by special class activities as determined by the teacher

#### ***SECTION VI - JEWELRY***

- A. Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard are not permitted.

#### ***SECTION VII - HEADWEAR***

- A. Hats, caps, bandanas, sunglasses, visors, and sweatbands are not permitted.

#### ***SECTION VIII - HEALTH AND HYGIENE***

- A. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
- B. Each student is expected to maintain good personal hygiene.

***\*The administration will give consideration to the appropriateness of the above for "Spirit Days" and special school events.***

### **EARLY DISMISSAL**

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

#### ***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 homeroom 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's
  - 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.
  
- 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.

***\*Classes will not be interrupted to call students to the office for an early dismissal.***

## 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.

***\*Any unauthorized student riding the elevator will face a disciplinary consequence***

## 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.

## 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 a 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.
- Due to the nature of the school district calendar, with snow days being added onto 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***).

## 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.

### FINANCIAL RESPONSIBILITY: STUDENT

Students in art, home economics, and industrial arts 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.

## FLAG SALUTE

During homeroom each day, there will be a flag salute. All students are expected to stand 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.

## FOOD AND BEVERAGES IN CLASSROOMS

Food and beverages, on a daily basis, are not permitted in classrooms. Teachers should make policies known to classes when discussing other classroom procedures; With teacher approval, water may be allowed. 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.

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

## GRADUATION REQUIREMENTS

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

<i>Units of Credit</i>	<i>Course</i>
4.0	English
4.0	Social Studies
3.0	Mathematics
3.0	Science
1.0	Arts or Humanities
1.5	Health and Physical Education
0.5	Essential Computer Applications (ECA)
<u>5.0</u>	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

Good mental and physical health are essential for a successful and happy school life. A strong effort is made to protect and to improve the health of students. Students must have a pass from a teacher to go to the Nurse's Office. If a student is ill, s/he must have permission from the Nurse in order to be sent home. If the Nurse is not available, students are expected to return to class or report to the Main Office.

Parents/Students are to adhere to the following district procedures (Policy 210) regarding medications:  
"For purposes of this policy, *medication* shall include all medicines prescribed by a physician, any patent drug, aspirin, and cough medications.

***In all cases of the administration of medication:***

1. Written authorization shall be obtained from a parent or guardian
  - a. Non-prescription medication -- The authorization shall name the medication, its dosage and timing.
  - b. Prescription medication -- The authorization shall refer to the current prescription information including the physician's name, the date, and the prescription number. The medication shall be in a container that has been labeled by a pharmacy or physician.
2. The authorization shall indicate the date(s) on which and special circumstances (if any) under which the medication is to be administered.
3. The above information is to be maintained as part of the student's health record."

***\*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.***

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.

## **HELP TEAM**

Unionville High School has developed a HELP program that is available to all students. The HELP TEAM (Student Services Committee) consists of educational professionals who have completed Student Assistance Program (SAP) training. This team meets weekly and provides a mentoring/support service to students who may be experiencing a variety of social, emotional, or academic difficulties. There is a HELP team referral box with referral forms in the **Counseling Center, Main Office, and Nurse's Office**. Students, teachers, parents, and staff members may refer students for whom they have concerns to the HELP team. The HELP team will treat all individuals with dignity, respect, empathy, and compassion. Information will be treated confidentially and will be shared with only those professionals who will act appropriately.

## **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 guidance counselor for coordination.

## **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 Student Course Catalogue*, 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. 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.

## HONOR ROLL

*The honor roll is published at the end of each marking period. Eligibility is as follows:*

- A student must earn **A's, B's, and C's** in all major and minor subjects. Receiving a grade of **D, F, or I** will eliminate a student from honor roll consideration.
- Vo-tech and work experience students must have at least **2** major subjects. All other students must have at least **3** major subjects.
- To be included on the honor roll, a student must earn an average of **3.00** or better in all subjects on a scale as follows: **A=4, B=3, C=2.**

*\*All A's or a 4.00 and above average earns a student "Distinguished Honors", 3.60 to 3.99 is "High Honors," and 3.00 to 3.59 is "Honors."*

## 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 is 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.

## LOCKERS

Personal 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 office. Each locker must be cleaned out by the last day of school.

## LOST AND FOUND

Books and other articles found around the school building should be returned to the Main Office where the owner may reclaim them.

#### **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 absent 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 an 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.

#### **MASTER CALENDAR**

All school events are recorded on a master calendar located in the main office. Any approved activity must be placed on this calendar. This includes major club and class events. It is the responsibility of the person scheduling an event to see that it does not conflict with an activity previously scheduled. An event should be placed on the master calendar at least a week prior to the event and sooner if possible.

#### **MEDIA CENTER INFORMATION**

The Library/Media Center opens at 7:15 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 copier is available for student use at the cost of 10 cents a copy. 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 Moodle 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 Moodle 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/UHSLibraryindex.php>. The web page may also be accessed from the Unionville High School web page.

The Library's print collection includes over 10,000 books, 30 magazine subscriptions, newspapers, DVDs, VHS tapes, 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 each semester 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.

## MEDICATIONS

*Please refer to the "Health Office" section*

## 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.

## MISSED EXAMINATIONS

In order for a student to have permission to miss a semester examination (either a Mid-Term 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 on a make-up basis during a week designated for this purpose during the summer.

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 2016 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 2016.

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.

## MOTOR VEHICLES

Student driven vehicles are permitted only under procedures developed by the School Board. 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 may result in a loss of permit and parking privileges.

From the time of arrival until the designated time of departure, students shall not enter these 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 or in the Middle School lots. 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.

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

## **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.

## **PERSONAL ELECTRONIC DEVICES**

Unionville High School is a BYOD (Bring Your Own Device) school. Students are encouraged to bring 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.

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

## **PERSONAL 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.

## **PRINTED MATTER: PUBLICATION AND 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.

- Material cannot be of a sectarian or denominational nature.
- 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.

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

## 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 must inform the principal in writing two weeks prior to the holiday. Makeup work will follow existing Excused Absence guidelines.

## 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.

## SCHEDULE OF CLASSES

<i>HOMEROOM</i>	8:00-8:08	
<i>1ST PERIOD</i>	8:13-9:00	
<i>2ND PERIOD</i>	9:05-9:52	
<i>3RD PERIOD</i>	9:57-10:44	
<i>Lunch 4: 10:44-11:15</i>	<i>Pd 4/5: 10:49-11:36</i>	<i>Pd 4/5: 10:49-11:36</i>
<i>Pd 5/6: 11:20-12:07</i>	<i>Lunch 6: 11:36-12:07</i>	<i>Pd 6/7: 11:41-12:28</i>
<i>Pd 7/8: 12:12-12:59</i>	<i>Pd 7/8: 12:12-12:59</i>	<i>Lunch 8: 12:28-12:59</i>
 <i>9TH PERIOD</i>	 1:04-1:51	
<i>10TH PERIOD</i>	1:56-2:43	

## 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.

The counselor will confer with the student at least once a year, at which time present progress and future plans of the student will be discussed. The 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 the counselors, the Futures Planning Center, or the library. Also, representatives from various colleges, trade and technical schools, professions, and the military meet with juniors and seniors and give additional services.

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 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

## **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.

## **SENIOR PRIVILEGE**

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.

## **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.

## **STUDENT SEXUAL HARASSMENT**

Sexual Harassment will not be tolerated at any time, or for any reason. The Unionville Chadds-Ford School District adopted Policy #248 to address the issue of sexual harassment. Please refer to the UCFS District Policy Center on the district website for the specific guidelines.

## **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, no level "E" or "F" discipline offenses during that time, and no outstanding obligations (financial or otherwise). 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.

## **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.

## **VISITS BY AN 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 in

- All dances or parties shall conclude no later than 10 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 the public schools for such

persons or organizations. For the purpose of this policy, the school day is defined at 7:25 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.

### **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.

### **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.