



Union Hill Bearcat Policies and Procedures 2019-2020

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Joe Limov, Principal
(revised 6/12/19)



Union Hill Bearcats - A Tradition of Excellence
Be A Bearcat of Character. Bearcats.....



	Are Respectful	Are Responsible	Are Ready to Succeed
Before and After School	<ul style="list-style-type: none"> • Use polite language • Be kind and caring • Include others in activities • Listen to adults • Play in grade level areas • Turn off phones and put away between 8:10 - 3:10 	<ul style="list-style-type: none"> • Arrive between 8:10 a.m. and 8:35 a.m. • Place backpack near classroom before playing • Follow directions • Line up for class at 8:35 a.m. • Watch for ride at day's end in the pick-up zone 	<ul style="list-style-type: none"> • Bring your backpack and needed school materials with you at start of day • Place backpack near classroom after 8:10 a.m. • Take school work home to be completed
Classroom	<ul style="list-style-type: none"> • Raise your hand to speak • Use inside voice • Keep hands, feet, objects to yourself • Cooperate with your teacher and others 	<ul style="list-style-type: none"> • Be in your seat and ready to work at the 8:40 bell • Pay attention to teacher • Follow directions • Raise your hand to ask questions or to comment 	<ul style="list-style-type: none"> • Have necessary materials • Follow written and verbal instructions • Be organized • Have a positive attitude • Be ready to learn
Moving Between Rooms	<ul style="list-style-type: none"> • Walk • Be aware of others • Stay in line • Use quiet voices 	<ul style="list-style-type: none"> • Go directly to your destination • Have needed materials 	<ul style="list-style-type: none"> • Listen and follow directions • Stay focused and moving forward • Use positive interactions
Lunch Room	<ul style="list-style-type: none"> • Use good manners • Wait your turn in line • Say please and thank you • Touch and eat only your own food 	<ul style="list-style-type: none"> • Scan lunch card • Make healthy food choices • Recycle, compost and clean up around you 	<ul style="list-style-type: none"> • Sit in assigned area • Remain seated until dismissed • Use a calm, quiet voice • Raise your hand for help
Media Center/Library	<ul style="list-style-type: none"> • Follow Media Center/Library rules • Handle books with care • Access appropriate web sites only 	<ul style="list-style-type: none"> • Follow directions • Use quiet inside voice • Return library books on time 	<ul style="list-style-type: none"> • Bring required materials • Use equipment properly • Read for enjoyment and learning
Restrooms	<ul style="list-style-type: none"> • Give others privacy • Use a quiet voice • Keep restroom uncrowded • Wait your turn 	<ul style="list-style-type: none"> • Flush toilets • Wash and dry hands • Throw away trash in cans • Report any problems 	<ul style="list-style-type: none"> • Use hall pass during class • Enter and exit quietly • Return to class promptly
Playground/Field	<ul style="list-style-type: none"> • Be a good sport • Invite others to play • Listen to adults • Follow playground rules 	<ul style="list-style-type: none"> • Put safety first • Report unsafe behavior • Put equipment away 	<ul style="list-style-type: none"> • Follow instructions • Be aware of others • Line up at the appropriate time
Busses	<ul style="list-style-type: none"> • Follow driver's instructions • Follow bus expectations • Use calm, quiet voice 	<ul style="list-style-type: none"> • Scan bus card • Wear seat belt • Keep body and personal items inside bus 	<ul style="list-style-type: none"> • Remain in your seat • Be prepared to board and depart bus at your stop • Put Personal items away
Assemblies	<ul style="list-style-type: none"> • Be an attentive listener • Use "Bearcat" applause • Enter and exit quietly 	<ul style="list-style-type: none"> • Stay in your seat • Be a good listener • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Learn from the speaker • Respond to adult requests

Absences and Tardies – If a student is absent, the student needs to be the person responsible for putting in the effort to get his/her work as follows:

- On the day the student is absent, the teacher will place the absent student's work in the student's/classroom absent work folder, or other system as outlined by the teacher.
- Upon request, parents may obtain work for students absent in excess of one day by contacting the school office. In most cases the teacher will have the work from the previous day available in the office by 8:30 the following morning.
- Upon returning from an ***unexcused absence***, the student will have the same number of days he/she was absent to complete the work. If the student fails to turn in the make-up work within the allocated days, he/she may still turn in the work, but it will be subject to the teacher's late work policy.
- Upon returning from an ***excused absence***, the student will have the same number of days he/she was absent to complete the work. Based upon the nature of the excused absence, the teacher may extend the number of days the student will have to complete the work. If the student fails to turn in the make-up work within the allocated days, he/she may still turn in the work, but it will be subject to the teacher's late work policy or may not be accepted.
- Long-term assignments are due the day the student returns, unless additional instruction regarding that assignment occurred while the student was absent.

Arrival and Dismissal – The bell rings at 8:35 a.m. and classes for Union Hill 1st - 8th grade students begin at 8:40 a.m. **Students are not to arrive at school before 8:10 a.m.** If students are participating in a school program that meets prior to 8:10 a.m., they must be under the direct supervision of the teacher.

Junior K/AM Kindergarten	8:30 a.m. – 11:50 a.m. (1:30 p.m. dismissal for K's in Combo)
PM Kindergarten	11:55 a.m. – 3:15 p.m.
1 st – 3 rd grades	2:25 p.m. dismissal
4 th – 8 th grades	3:10 p.m. dismissal

If students use bicycles, skateboards, scooters, rollerblades, etc. to get to school, they will need to obey all traffic laws, make safe choices, listen to the crossing guard, and check their equipment into the school office upon arrival.

Students who walk home must use the pedestrian crosswalks and wait for the crossing guard before crossing the street. For safety, we do not allow the students to cross Highway 174 at the 2:25 dismissal. Students who ride bikes to school must walk their bikes from the bicycle parking area to the crosswalk and across the intersection. We do provide a crossing guard at the 3:10 dismissal.

All students are expected to leave school after they are dismissed. If students have not left campus by 3:30 p.m., they are to report to the office until they are picked up. The adult responsible for an after school program must supervise students waiting for a sporting event or a sibling in another after school program. If the adult is unable to supervise the student, the student will not be allowed to remain on campus.

While students are on campus, whether waiting for their parents to pick them up or in the presence

of their parents, they are expected to follow school rules.

Assemblies – Assemblies are scheduled at various times throughout the school year for various grade levels. We teach students to show respect for the guests or presenters who visit or perform at our school. Student expectations include:

- Entering and exiting the gym in a quiet and orderly fashion
- Sitting properly with respective class, keeping hands, feet, and objects to self
- Listening attentively during the program
- Showing appropriate appreciation (polite clapping or the Bearcat Clap only)
- Following teacher’s directions upon dismissal
- Whistling, yelling, or improper noises are not allowed.

Athletics – Students in grades 4-8 are eligible for participation in various sports/activities. All student athletes and parents are required to read and sign the athletic handbook. Inside this document, there are very specific agreements and requirements for eligibility of participation. Health insurance is required for participation. It is also the desire of the district that a student attend school for the majority of the school day in order to participate in athletic practice or competition on that day. Please see “Eligibility” sections as outlined below for more details of participation in athletics.

Attendance – As you know, districts receive money from the state based on daily student attendance. When a student is absent, whether it is excused or unexcused, the district loses its apportionment (money) for that day. Obviously, the child's missing school is undesirable both from an educational and a financial point of view. Excused absences, of course, are unavoidable; we certainly do not recommend that a child come to school if he/she is ill. Unexcused absences, however, are another matter.

Regular school attendance is important to your child's progress. When it is necessary for your child to be absent from school or come to school late, please call the attendance line at 273-8456, ext. 250 anytime to leave a message or send a note explaining the reason for the absence or tardy. If the parent fails to contact the school within three days to verify the absence, the absence will be recorded as “Unexcused.”

If you plan to take your child out of school for five or more consecutive school days, you must let the school office know at least one week in advance. An Independent Study Contract will be set up which will help maintain continuity in your child's studies and will excuse the absence. All assignments are due upon your child’s return.

- If your child has partial attendance: A child is counted as present if he/she is in school *for any portion of the day*. This is not to say that we want you to send a sick child to school then take him/her home (please don't). However, if your child is absent for part of the day for any reason, it is better to bring him/her to school for the other part of the day rather than have him/her miss the entire day.
- If your child is tardy to school: The student must report to the office where an admit slip will be issued. The student will not be able to enter the classroom without an admit slip. In order for the tardiness to be excused, he/she should present a note from home that gives a satisfactory explanation. Missing the school bus is not a valid excuse. Illness earlier in the

day or a medical or dental appointment are satisfactory excuses if verified by parent or physician.

- If your child is to leave school early: He/she must bring a note from the parent or guardian stating the reason and the time he/she is leaving. This note must be presented to the student's teacher at the beginning of class. The student will be called from the classroom once the parent/guardian has signed him/her out. **Parents must come to the school office to sign students out of school early.**
- Students must maintain an 80% cumulative attendance record in each class in 7th & 8th grade as a part of their graduation requirement.
- School Attendance Review Board (SARB): The school is required by law to report student truancy to the SARB Board. The California State Education Code Section 48260 considers a student to be truant from school when that student has accrued three unexcused absences, excused absences in excess of 10% of the school days, or three or more tardies. Students who are not in compliance with the state's attendance requirements will receive notices from the school in an effort to correct the problem. Continued noncompliance will result in a referral to the SARB Board.

Bearcat of Character – Bearcat of Character is our character education program that includes monthly themes and activities. We have combined these themes, the Olweus Bullying Prevention Program, Second Step, and Positive Behavior Intervention and Supports (PBIS) to create a program that is tailored to our school community. Our goal is to make the school environment safe for all students, both physically and emotionally. We strive to develop students who make good choices and support their classmates in making good choices. "Caught You Being Goods" are handed out to reinforce appropriate behavior. Class meetings are held weekly at every grade level and are an integral part of our school's program.

The Bearcat Character Pledge

I will strive to be a Bearcat of character.

I will be worthy of trust;

I will be respectful and responsible, doing what I must.

I will always act with fairness;

I will show that I care;

I will be a good citizen and always do my share.

The following are Union Hill School's Bearcats of Character objectives:

1. To develop the wisdom and good judgment to make thoughtful decisions
2. To develop a sense of justice that is informed by fairness, honesty, and civility
3. To develop and demonstrate respect for self, respect for others, and respect for property
4. To demonstrate tolerance and understanding of others
5. To demonstrate compassion for others through empathy, kindness, and service
6. To demonstrate discipline and responsibility by exhibiting self-control and the willingness to admit mistakes and correct them
7. To develop a positive attitude that reflects hope, enthusiasm, flexibility, and appreciation
8. To demonstrate pride in oneself and others by doing the best for self, family, school, and community and by respecting the achievement of others
9. To exhibit personal and academic integrity through honesty, expressing beliefs in appropriate ways, and working to one's full potential

Bicycle Regulations – Bicycles shall be walked on walkways, parking lots, and playground areas. Students riding bicycles to school will park them at the bicycle racks as soon as they arrive at school and are not permitted to go into the bicycle parking area during the school day. Students are to obey all traffic laws when riding bicycles to and from school. This includes wearing safety helmets.

Board Meetings – Board meetings are the second Tuesday of every month. Students and parents are welcome to attend. They are held in the district office and usually start at 6:00 p.m.

Bullying –

Our School’s Anti-Bullying Rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that someone is being bullied, we will tell an adult at school and at home.

A student or a parent report of bullying will lead to an immediate investigation, interventions, and consequences based on the grade level and the severity or frequency of the bullying incident. If the student or parent feels that the incident was not adequately resolved, he/she should contact the administration to discuss his/her concerns.

Cyber-bullying: Any student involved in cyber-bullying, either at school or away from school, will be subject to the school’s bullying policy. If a student participates in cyber-bullying, he/she may lose his/her privilege to use any school computers for the remainder of the year.

UHSD expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” will mean using messaging services and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images
- Threatening others
- Excluding or attempting to exclude others from activities or organizations
- Starting or passing on rumors about others or the school system
- Harassing or intimidating others
- Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group
- Sending or posting harmful, untrue, or cruel statements about a person to others
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger
- Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images
- Engaging in tricks to solicit embarrassing information that is then made public
- Using camera and/or video enabled devices to bully another person or to invade another’s privacy

Bus Rules – The state law provides that the bus driver has complete responsibility for student safety and conduct on the bus. Student misbehavior constitutes a serious safety hazard on the bus. Students not conducting themselves properly will be cited by the bus driver and referred to the school administration. **Continued misconduct will result in suspension or denial of transportation privileges.** Many students believe that they have an irrevocable right to ride a school bus; however,

state law clearly states that riding a bus is a privilege, which may be withdrawn for misbehavior or unsafe behavior.

- In order to maintain schedules, students are to be at the bus pick-up point, waiting for the bus.
- Students must obey the bus driver at all times.
- Students must stay in their seats at all times, facing forward, keeping the aisles clear.
- Students are not permitted to put any part of their body outside of the bus window.
- Students may not eat, chew gum, or drink beverages on the bus during normal transportation. Eating on the bus may be arranged for field trips. Water in plastic containers is permitted. Glass objects may not be transported on the bus.
- Students will not be allowed to get off the bus, except at their regular stops, without a note from their parent or from the school office.
- Students are not to throw objects of any kind from bus windows nor make offensive remarks or gestures to pedestrians or motorists.
- Students should talk quietly: no loud talking or yelling.
- Transporting of live animals, reptiles, or insects is not permitted on the school bus.
- Electronic devices such as cell phones and hand-held games may not be used on the bus. Students may use iPods and other types of MP3 player devices on the bus.
- K-3 students must have an adult waiting at the bus stop for drop off and pick up.

Cafeteria Conduct – While in the cafeteria students are encouraged to display respectful behavior. We hope the students will consider themselves dining in a self-serve “restaurant” atmosphere, where they remain in their assigned seat until dismissed, eat their own food in a polite manner, enjoy their company quietly and not shout, and certainly clean up their own trash. Students in the cafeteria must display respectful and proper behavior.

- Students will remain at their assigned tables until dismissed by the cafeteria supervisor.
- Students are to eat their own lunch and not share with friends.
- Students may talk quietly at their table. Shouting from one table to another is unacceptable.
- Students are to throw their trash away and recycle. The floor and tables must be free of litter before students are excused for recess.

Cell Phones – Students may use cell phones to communicate with their parents before and after school. From 8:10 a.m. through 3:10 p.m. cell phones should be turned off and stored away invisible and out of sight. Using cell phones to take pictures, listen to music, or text message friends is inappropriate. Staff may confiscate a student’s cell phone if the phone is visible, used inappropriately or disrupts the educational environment at any time. Parents must pick up confiscated phones from school office staff.

Closed Campus – Union Hill operates a "closed campus" which means that once students arrive on campus in the morning, they must remain on campus until excused from their last period class or by parental consent. All visitors must check in at the office.

Communicable Diseases – If your child is absent because of one of the following diseases, please notify the school office immediately: chicken pox, mumps, red measles (Rubeola), German measles (Rubella), pneumonia, impetigo, pinkeye, ringworm, pertussis, or lice. If your child has not been free of fever for at least 24 hours, he/she should be kept home for observation.

Any child with a temperature of 100 degrees or over (*orally*) will be sent home.

Communications – One of the key components to student success in school is the communication between the student, teacher, and parent. To help facilitate this communication, the school utilizes the following communication tools:

Student Planner and Handbook: Each student is provided with a student planner that outlines the school policies and provides a daily calendar page for writing down assignments and making notes to parents. Each school day teachers require or encourage students to write their daily assignments, homework, or long-range projects in the planner and to share this information with their parents each day after school. Many teachers require students to have their planners signed by their parent each night as well. In middle and upper grades, ultimately it is the student's responsibility to use the planner in the most effective way to communicate the information from school to home.

Progress Reports and Trimester Report Cards: Union Hill School sends home a digital report card for 1st - 8th grade at the end of each trimester. At the midtrimester a digital progress report is sent home for 6th - 8th grades. Teachers may send home progress reports on a weekly or biweekly basis and/or post grades online. Parents may request a progress report from their child's teacher if they are concerned about their student's progress. It is each student's responsibility to take the weekly progress report form to the teacher and have it completed, and it is the parents' responsibility to follow up with their child to insure that the progress report is brought home. Parents and students can log into Powerschool to request regular notifications of student grades. Teachers will only be accountable to insure that each parent receives a mid-trimester report and trimester report card.

The Weekly Bearcat Bulletin: The Weekly Bearcat Bulletin is sent by email to all families on Sunday night with the important activities for the upcoming school week.

Union Hill School District Website: Parents and students may access the District website at <http://unionhillschooldistrict.org/> to find information regarding activities, calendars, and policies. The website also provides links to other educational resources such as the California Department of Education. There is a computer in the school office for parents and students to access websites.

Classroom Website: Each teacher has his/her own individual link on our district website. All teachers' website addresses can be found at <http://unionhillschooldistrict.org/>, or refer to the front page of this handbook, where there is a space to write in the address. Teachers will provide this information for the students. There is a computer available in the school office for parents and students to access classroom websites.

Accessing Grades: Grades and attendance are accessed online at: <https://unionhill.powerschool.com/public/>
Student Access: The username is your child's five digit school id. The password is your child's eight digit date of birth. Clicking on a grade will show you additional details. There is a computer available in the school office for parents and students to access classroom websites.

Parent Access: Parents must create a PowerSchool Parent Portal to enroll their student each year, view grades and attendance, lunch balances, and request grades to be emailed on a regular basis. Please contact the school office at 530-273-8456 x133, for login information, if you do not have a Parent Portal account. There is a computer available in the school office for parents and students to access classroom websites.

School email: Each staff member has a school email address. If you would like to communicate with your child's teacher via email, please contact the school office or refer to the student directory for the teacher's email address.

School Phone System and Voice Messaging Center: Parents may contact the school office at 273-8456. The phone will be answered by the automatic attendant during the hours of 7:45 a.m. - 4:15 p.m. Outside of these hours parents may leave a message on the school voicemail system. As a general rule, teachers are unable to communicate with parents during instructional time but will make an effort to return their calls as soon as possible.

Complaint Procedure – Union Hill School District has a complaint procedure for programs, services, and personnel issues. The Superintendent has been appointed to process claims, investigate, and ensure compliance with the law. The Uniform Complaint Procedure may be obtained from the district office.

Conflict Mediation – A safe, confidential process is provided by our school counselor for 3rd-8th grade students to work through conflicts that they may have with other students. There is an opportunity to work through student led conflict mediation before having an adult intervene. This process has been proven to be highly effective.

Copy Machine – We do not provide copies for students' personal use. Teachers will work with their students to provide copies of curricular materials based on student needs and circumstances. It is important that students understand that each copy has a cost associated with it, as well as an impact on the environment.

Counselor – Scott Mertz, our school counselor, is available to students who wish to discuss personal, family, or school issues. Parents/guardians, staff members, or students themselves can refer students to Mr. Mertz through the school office.

Dance Policies – In order to provide an experience that is enjoyable and safe, the following are expectations for students who attend school dances:

- Students are to arrive at the dance no earlier than 6:00 p.m. Students who are assisting a staff member with the setting up of the equipment may arrive earlier. Students must be picked up promptly at the end of the dance, which is 9:00 p.m., with the exception of the 8th grade graduation dance, which ends at 10:30 p.m.
- Students may not leave the dance after it begins unless a parent picks them up at the door.
- The school dress code will be enforced at all dances. Dresses must have at least a one-inch strap on the shoulders and a back that covers up to the mid-back line (bra line). In addition, the dress front may not be low-cut. Students may wear dresses of a modest nature with spaghetti straps to only the 8th grade graduation dance. Boys must wear collared shirts and slacks.
- All forms of roughhousing are inappropriate at the dance.
- Restrooms next to the multipurpose room are open during the dance; students cannot leave the area directly in front of the multipurpose room doors.
- Only currently enrolled Union Hill School students may attend.
- Inappropriate displays of affection will not be permitted.
- Students on the non-privilege list are not eligible to attend.

Music Selection: Music for the dance is screened for appropriateness. Students who wish to provide music for the dance must submit their music selections to the sponsoring teacher no later than four days prior to the dance.

Parent Participation at the Dance: Union Hill School staff members provide dance supervision. For the comfort and safety of all students, parents are required to remain in areas designated by the school staff and are not permitted to dance or socialize with students, with the exception of the traditional graduate/parent dance at the beginning of the 8th grade graduation dance.

Deliveries to Students – Students will not be called to the office to pick up delivered items such as lunches, homework, or clothing. Students may obtain a pass and check the office during recess and lunchtime only if they are expecting a delivery.

Detention – Detention, which may be assigned to 4th through 8th grade students, is intended to help students improve their attitude and behavior at school. Staff members may assign a detention for improper conduct, poor attitude, or lack of effort. Other interventions are implemented before assigning a detention.

Students who are assigned detention prior to lunch must serve detention that day. Students assigned detention after lunch must serve detention the next day. Parents will be communicated with about the detention by phone, e-mail or requesting a parent signature on an Office Discipline Referral (ODR) form.

Students who receive a third detention within a single trimester will be required to write a reflection paper. Students who receive a fourth detention will be placed on the non-privilege list for 15 school days. Students who receive subsequent detentions will be required to conference with the principal or designee for restitution and/or community service.

Discipline – The following matrix details examples of Level 1, 2, and 3 behavior violations and some typical interventions. **Staff/Teacher discretion is always the first step in identifying the appropriate intervention.**

	Offense	Intervention
		Interventions can include, but are not limited to:
Level 1	Quiet zone violation, inappropriate use of play structure, disrespect for school grounds (eating in stairs or hallways, or on play structure), gum, bringing unauthorized toy, electronic or other item to school, disrespect to a peer, final recess bell violation, throwing snow, dress code violation, etc.	Office Discipline Referral (ODR). Review rules and positive behavior expectations with student. Attempt to meet student's basic needs. Modify task/activity. Loss of preferred activity. Reflection form. Removal of unauthorized item. Contact parent.
Level 2	Defiance, damaging school/student property, lying, cheating, plagiarism, disrespect to a peer, inappropriate language or gesture, rough play, gambling, activating a fire alarm, inappropriate use of cell phone or other electronic device, any use of cell phone during the hours of 8:10 a.m.-3:10 p.m.	Any of level 1 interventions. Referral to school principal. Restorative process, restitution, community service, in-school suspension, out-of-school suspension.
Level 3	Fighting, bullying, possession of a dangerous object, tobacco, nicotine products, nicotine delivering devices, matches, lighter, or other illegal substance, damaging school or student property, sexual harassment, theft, endangering persons or property, providing ANY medication, sales of any item unsanctioned through the school or other	Any of level 1 or 2 interventions. Referral to school principal. Restorative process, restitution, community service, in school suspension, out of school suspension.

	non-profit organization, committing any act with the attempt to harm.	
Ed Code	48900.2 Sexual Harassment, 48900.3 Hate Motivated Behavior, 48900.4 Intimidating/Harassing Behavior	Suspension, expulsion, interdistrict agreement revoked

Dress Code – Students are encouraged to view school as their “profession” and to dress accordingly. We believe that attention to appropriate school appearance and attitude is an important part of school success and earning respect. Our desire is to help guide students in making choices that don’t interrupt the educational process, draw undue attention to the wearer, or have inappropriate graphics or subject matter. (This includes, but is not limited to, anything related to illicit material, violence, obscenity, etc.) We ask and expect that parents will support the dress code by monitoring what their student wears to school. The following list is a guideline, but naturally cannot encompass every style that is prohibited, and the administration will make determinations of dress code violation as needed.

- Safe and appropriate footwear must be worn at all times. Please remember to bring appropriate shoes for P.E. Due to safety concerns, flip-flops are only permissible for grades 7 and 8.
- Shorts and skirts must be of a modest and sensible length and not revealing in any manner, whether the student be standing, bending or sitting. The hem should clearly be no shorter than mid-thigh in length. This expectation applies even with tights/leggings underneath. If there is a question whether the hem length is acceptable for students grades 4-8, it will be verified that the inseam is at least 3” in length.
- Pants that are form fitting (yoga pants, leggings, etc.) should not be transparent and underwear should not show. **Undergarments should not be visible through form fitting clothes.**
- All waistlines are to be worn at the waist. No undergarment or area of the body that is covered by a one-piece bathing suit should show. No holes within the shoulder to knee area “strike zone” are permitted. Modesty is essential: no cleavage is to be visible, and tank tops shall be “unisex” and have at least a **1-inch** strap.
- Objects such as spikes, safety pins, bullets, etc. may not be worn. Wallet chains or chains hanging from clothing are not permitted.
- Gauged ears (stretched earlobes) are considered a distraction and are not permitted.
- Clothing with negative or disrespectful messages is discouraged. Clothing promoting drugs, alcohol, tobacco, nicotine products, or nicotine delivering devices is not permitted. No gang-related colors or bandanas are to be worn.
- Piercings will be limited to the ear area only. Earrings should be of a safe length.
- Hair color and style should not be a distraction to the educational process.
- Hair color is to be in the “natural” range of colors. Vivid colors such as orange, pink, blue, and green or styles that are distracting to the educational process/environment are not allowed.
- Head coverings, including hats, beanies and hoods shall not be worn inside school buildings except where there are specific instructional, safety, or religious reasons. Billed hats must be worn facing forward at all times.
- Certain exceptions may be made for dress code enforcement with advanced directive: Halloween (Costumes must be appropriate for all ages: no blood, gore, weapons, or scary masks), spirit days, biographical dress up days, etc. The classroom teacher will communicate all of these occasions, and all questions for special circumstances must be communicated **PRIOR** to the day of the event.

Education Code Violations – The California Education Code, Section 48900 names the following behaviors which constitute grounds for suspension/expulsion.

According to the Ed. Code: "A pupil shall be suspended from school if the principal determines that the pupil, while on school grounds or during an activity off school grounds related to school attendance, has:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is supported by the principal or the designee of the principal.
- C. Brandishing a weapon/knife at another person EC§48915(c)(2).
- D. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, e-cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products, with written permission from physician.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 1104.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266, 286, 288, or 289 of the Penal Code or committed a sexual battery as defined in Section 243 of the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold a prescription drug.

- Q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- S. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following. (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school sponsored activity. (t)
- T. A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Ed. Code violations will result in a probable one or two day suspension for a first infraction. More serious infractions may result in up to a five-day suspension. A second infraction will result in further disciplinary action. Any violation of the public law will result in law enforcement being involved.

Eighth Grade Graduation Requirements – In order for a student to participate in the 8th grade banquet/dance and the 8th grade commencement exercises and to receive a Union Hill diploma, the student must complete all requirements as listed below:

Grade Point Average (GPA):

- Students must maintain a *cumulative* GPA of 2.0 during their 7th and 8th grade years.
- Students who receive an "F" grade at trimester in any core class or graduation requirement during their seventh and eighth grade years must successfully demonstrate sufficient standards mastery of the course by completing a project, assessment or both designed by the teacher who issued the failing grade. The student must complete the project and/or assessment with a grade of 70% or better; however, the highest grade the student will receive for the course is a "C." The student will remain on the non-privilege list until a passing grade is achieved and until the next grading period report card. Any seventh grade student who fails to demonstrate sufficient standards mastery before the end of the school year will be required to attend the Union Hill School's summer school program to make up the failing grade.
- Any "Incomplete" grade on a report must be cleared before the end of the next grading period (approximately six weeks). If this timeline is not met, any missing work will receive zero points.

Course Requirements:

- Seventh and eighth grade students must successfully complete the following classes with a passing grade (D or better): Language Arts/Literature, Mathematics, Social Science, Science, Physical Education/Wellness, Technology, Speech, and Spanish.

- Constitution Test: All 8th grade students are required to pass both the objective and essay sections of the United States Constitution Test with a score of at least 70%.
- Students must maintain an 80% cumulative attendance record for seventh and eighth grade. (A waiver process will be available for students who experience special circumstances but must be completed and approved prior to the start of the third trimester of the eighth grade year.)
- Eighth Grade Community Service Project: Students must successfully propose and complete an 8th grade community service project that includes the following components:
 - a. Develop a proposal during the first trimester for a community service project.
 - b. Complete 10 hours of community service that corresponds to the project.
 - c. Submit verification of completion of the project.
 - d. Service projects shall be in conjunction with non-profit 501(c) 3 organization. Exceptions may be permitted with approval from the project coordinator.
 - e. Community Service hours will only count on pre-approved projects (with a teacher signature).

Electronic Devices – Please refer to individual classroom teacher policies. The use of electronics must be compliant with the school cell phone policy and the Internet Usage Agreement.

Eligibility For Extracurricular and School Activities/Non-Privilege (Non-Priv.)– The staff at Union Hill School recognizes that extracurricular activities (athletics, dances, after school activities) enrich the education, social development, and experiences of students. We encourage and support student participation in these activities as long as the integrity and purpose of the primary educational program is not compromised. Before students may go out for athletics, student government, or other extracurricular school activities, a form must be signed by all teachers stating that the student has no failing grades (Fs) and has a GPA above 2.0. The student must also be in good behavioral standing and not be on the behavioral non-privilege list.

For students in 4th through 8th grade: If during a student’s participation in an extracurricular activity the student has an "F" or a G.P.A. of less than 2.0 on a mid-trimester or trimester report card, the student will be placed on academic non-privilege. and may not participate in any extracurricular activities. Should the student be suspended from school or receive a fourth detention they will be placed on the behavioral non-privilege list and may not participate in extracurricular activities. This includes sports teams, afterschool events such as dances and club activities.

Students in grades fourth through eighth are eligible for participation in various sports/activities. Please see the athletic handbook for details and seasons. Students involved in these activities must maintain a 2.0 G.P.A (“C” average) with no “F’s” and must not be on the behavioral non-privilege list. Eligibility will be determined by mid-term progress reports and by trimester report cards. Ineligible students will be unable to participate in extracurricular activities until the next grading period. Any student who receives an “F” on a trimester report card will be unable to participate in extracurricular activities until the “F” has been cleared. If a student is ineligible at the start of the sport/activity season, he/she will not be permitted to try out for the team. If a student is involved in extracurricular school performances, he/she will be ineligible to participate.

Emergency Cards – All students are required to have an up-to-date emergency card on file in the school office. This must include current phone numbers for guardians and emergency contacts, physical address, and mailing address. It is vitally important that these cards contain current

information for the safety and well being of the student. Please log in to uhsd.schoolmint.net to update information as it changes during the school year. Please provide proof of residency to the school office anytime your address changes.

Emergency School Closing – If snow or other conditions should make bus travel unsafe, schools may be closed. Any such emergency would be announced over Radio KNCO (830 AM and 94.3 FM) between 6:00 and 7:00 a.m. Please listen to the radio and do not call the radio station or the school. Notifications will also be made using our phone message system.

In the event weather conditions or any other unforeseen incident makes it prudent to dismiss students early, the following procedure will be followed:

- At least thirty minutes prior to early dismissal, local radio stations will be asked to announce the early dismissal.
- The school will utilize the automated calling system to make calls home, announcing this closure.

Extracurricular Activities – Students in grades 4-8 are eligible for participation in various sports/activities. Please see the athletic handbook for details and seasons. Students who participate in extracurricular activities (i.e., sports, Student Council, Conflict Mediation, band, choir, Club Live, after-school clubs, etc.) are expected to demonstrate outstanding citizenship and behavior. Students involved in these activities must maintain a 2.0 G.P.A (“C” average) with no “F’s” in all classes and not be on the Behavioral Non-Privilege list. Eligibility will be determined by mid-tri progress reports and by trimester report cards. Ineligible students will be unable to participate in extracurricular activities until the next grading period. Any student who receives an “F” on a trimester report card will be unable to participate in extracurricular activities. At the next grading period, if the “F” has been cleared, he/she may become eligible. If a student is ineligible at the start of the sport/activity season, he/she will not be permitted to try out for the team. If a student becomes ineligible during a season on a report card, he/she will be dismissed from the team.

If a Student Council member becomes ineligible during the school year, he/she will be removed from his/her position for the remainder of the school year. If a student is involved in extracurricular school performances, he/she will be ineligible to participate.

Field Trips – Teachers schedule educational and recreational trips during the year appropriate for each grade level. These trips enrich the curriculum and create a bonding experience for the class. Students are expected to display appropriate behavior and to follow the dress code. Students not attending field trips are expected to be at school.

First Aid – First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the parent at once. **For this reason, the school requires an emergency number to call when parents are not at home.** The school will arrange to have the child taken to the hospital when necessary. (The parent is responsible for the cost of transporting the child.) A student who becomes ill during school hours must report to the school nurse or health aide to be evaluated before the student contacts his/her parent.

Grades/Conferences – Teachers will communicate their specific grading policies to the students and their parents. Grades are posted on the Powerschool Parent Site. A username and password will be issued to each student. Please contact the teacher if you have any questions about your student’s progress. At the end of the first trimester, any junior high student receiving a trimester “F” grade will be given an opportunity to demonstrate sufficient standards mastery of the course by completing a

project, assessment or both designed by the teacher who issued the failing grade. Parent/teacher/child conferences will be held in the first trimester and optional conferences can be scheduled throughout the school year.

Grit, Resilience and Developing a Growth Mindset - Grit is when our students demonstrate passion and perseverance towards reaching a long-term goal while resilience is the optimism our students show to keep bouncing back from failure. Both of these traits for success are rooted in a growth mindset, and the good news is that a growth mindset means our students can learn, develop and build their resilience and grit. A growth mindset emphasizes a healthy and hopeful effort toward achievement, tenacity toward meeting long term goals, and an understanding that each student can change, learn and grow through our experiences. Union Hill staff members work diligently on their own grit, resilience and development of a growth mindset and we look for any and all opportunities to help our students engage in seeking and considering new ideas, additional alternatives, different approaches and fresh perspectives.

Homeless Assistance – Students who become homeless may receive assistance to remain at school and/or receive other assistance. Please contact the school office at 273-8456, ext. 150 if you require assistance.

Homework (Board Policy 6154) – Homework provides an opportunity for parents to become partners in their student’s learning process. Teachers give homework to strengthen children’s skills in specific areas. The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than the times listed below on homework, or if they have very little homework, please discuss it with your child’s teacher. Since the needs of each child are different, homework assignments may vary from child to child within each class.

It is important to remember that the amount of time it takes for a student to complete homework varies and depends greatly on the student’s ability level, the student’s study habits, the availability of home support, and how effectively the student uses class time.

As a rule, homework will be assigned four nights a week. In any one night, the approximate time a student should spend working diligently, except for special projects requiring additional time, should be:

- 20 minutes for 1st grade
- 30 minutes for 2nd grade
- 40 minutes for 3rd grade
- 50 minutes for 4th grade
- 60 minutes for 5th and 6th grades
- 75 minutes for 7th and 8th grades

Honor Roll – The Honor Roll is a means of giving recognition to students based on scholastic achievement and the attainment of honor grades. Eligibility for Honor Roll is determined at the end of each report card period. Fourth through eighth grade students earn a place on the Union Hill Honor Roll by earning a minimum of a 3.0 grade point average (GPA) on their trimester grades (excluding music for 5th and 6th grades). The grade point average is calculated by using the following formula: A = 4.0, B = 3.0, C = 2.0, D = 1.0. If a student receives an “F” in any class, he/she will not be eligible for the honor roll during that particular trimester.

Independent Study – Independent study is work that can be assigned for a student who will be out of school for a minimum of five consecutive days. Independent study allows a student to keep up on his/her schoolwork and the school receives funding for the student’s attendance for the days he/she are on independent study. Requests for independent study work should be called in to the office a minimum of a week in advance. All assignments are due upon the student's return.

Insurance – Union Hill does not provide medical insurance coverage for school accidents. The student’s parents are responsible for the child’s medical bills if he or she gets hurt during school activities. Information concerning student accident insurance will be sent home the first day of school. If you have any questions or need help with the application, call Myers-Stevens at 1-800-827-4695 or 714-348-0656.

Internet Usage Policy – Union Hill School District advocates the use of electronic information services for educational purposes. The District recognizes the tremendous potential these services have in supporting the District’s curriculum and student learning.

Students who wish to use the school’s Internet services are required to abide by the District’s Internet Usage Policy. Students and parents must sign the Internet Usage Contract before students will be allowed Internet access. Students who violate the conditions of the Internet Policy will be subject to disciplinary action, which may include suspension or expulsion from the Union Hill School District. The policy is available on the district website or in the school office.

J-Building – The upper and lower hallways and stairways are Quiet Zones. No running, bouncing balls, or loud behavior is permitted.

- Students are not allowed in the hallways during recess, with exception of the area in front of the restrooms.
- Items are never to be dropped or tossed from the 2nd story or thrown from the ground level up to the 2nd story.
- When students are going to classes on the upper level, they are to use the northeast stairway (next to the elevator). All down traffic is to use the southwest stairways.
- The elevator may be used only by disabled students and students with prior approval.
- The restroom designated for “staff” may not be used by students.
- Students must conduct themselves in a safe and respectful manner at all times.
- J Building restrooms are only for sixth through eighth grade students.

Lice – UHSD has a “No Lice Policy.” Head lice are a nuisance but are not a health threat. The management of head lice should not disrupt the educational process, and any associated absences are unexcused. When evidence of live lice is found, prompt treatment of the child and the environment must be done. The school will provide information on this. All family members and close friends should also be checked and treated, if necessary. The child may return to school when he/she has been treated and does not show evidence of live lice; the student will be checked by the office upon return.

Long-Term Homework Assignments – Long-term homework assignments (i.e., those assigned over more than five school days) shall provide a proportionate learning benefit relative to the time required to complete the assignment. The time needed to accomplish long-term assignments should be integrated into the total time needed for all homework assignments, short and long term. Teachers shall provide clear, written directions for assignments. These directions to students should include all

relevant information such as the due date, the required length (if any), any required format specifics, planned check points, penalties for late or non-completion of work, and grading criteria. Classroom instructional time should be given at the onset of projects to assist students in understanding and starting the project satisfactorily. Some check points or scaffolding should be provided during class time with adequate feedback from the teacher with respect to student progress.

Lost and Found – Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are marked so that your child can identify his/her articles easily. Items may be claimed by checking the Lost and Found box. Items not claimed within one month will be collected for our PTC’s “Gather and Give” event. If they are not taken then at that time, the unclaimed items will be given to a local charitable organization.

Lunch Program – Union Hill provides a daily hot lunch program for students. Lunch/milk tickets will be sold daily from the service window in the gym. Students are encouraged to purchase lunch and milk tickets on a weekly or monthly basis. **All lunches must be prepaid. No charges will be permitted.** The price of a school lunch is \$3.75 per day, reduced lunch is 40 cents per day, and milk is 50 cents per day. If you think that you may qualify for free or reduced lunch, it is worth filling out the application.

Make Up Work – When students are absent, these procedures need to be followed to obtain the student’s make up work:

- Student work will not be prepared in advance for students who are absent less than five consecutive school days. Students who plan on being absent five or more consecutive school days and want work in advance must request and sign an Independent Study Contract at least one week prior to the absence.
- Upon request, parents may obtain work for absent students by contacting the school office. In most cases the teacher will have the work from the previous day available in the office by 8:30 the following morning.
- Upon returning from an unexcused absence, the student will have the same number of days he/she was absent to complete the work. If the student fails to turn in the make-up work within the allocated days, he/she may still turn in the work, but it will be subject to the teacher’s late work policy. Education Code Section 48205 defines that a student may be absent legally from school when the absence is due to:
 - a. Personal illness or injury
 - b. Medical, dental, optometric, or chiropractic services rendered
 - c. Attendance at a funeral for a member of the immediate family
 - d. Exclusion for failure to present evidence of immunization
 - e. Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease or in case of quarantine
- Upon returning from an excused absence the student will have the same number of days he/she was absent to complete the work. Based upon the nature of the excused absence, the teacher may extend the number of days the student will have to complete the work. If the student fails to turn in the make-up work within the allocated days, he/she may still turn in the work, but it will be subject to the teacher’s late work policy or may not be accepted.
- Long-term assignments are due the day the student returns, unless additional instruction regarding that assignment occurred while the student was absent.
- No student shall lose academic credit for any excused absence when missed assignments and tests are completed within the above mentioned period of time.

- As determined by the teacher, the assignments and tests can be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.
- The teacher of any class from which a student is suspended shall offer and may require the student to complete any assignments and tests missed during the suspension (Education Code 48913).
- Co-curricular performances/contests/events are considered instructional time.
- If a conflict arises between two school-related/school-sponsored activities, the parent and teacher can create a solution that does not have an adverse effect on the student or the class grade.

Messages to Students – To reduce the amount of daily phone messages and interruptions, please make every effort to arrange after school plans with your student prior to coming to school and make sure he or she has his/her lunch. We realize, however, that emergencies do occur and it may be necessary for you to contact your child. Please get messages to the school office before 2:00 p.m. After 2:00 p.m. we cannot guarantee that the student will get the message prior to dismissal.

Non-Privilege List or “Non-Priv.” for 4th- 8th Grade Students – It is the philosophy of Union Hill School that, in order for students to be successful and reach their goals, they must be held accountable for behavior and academic performance. In the desire to establish this accountability, the non-privilege list has been established. Junior high students at Union Hill School have many privileges such as the sports programs, dances, assemblies, and motivational field trips.

Students who are placed on the non-privilege list will not be able to participate in activities as specified below:

Behavior: Students who commit a suspendable offense or receive four detentions within a single trimester will be placed on the non-privilege list for 15 school days.

Academic Performance: Students who receive a failing grade or have below a 2.0 G.P.A. on either their mid-trimester or trimester reports will be placed on the non-privilege list until the next reporting period (approximately six weeks). If a student has a failing grade on a trimester report and it is not cleared by the next grading period, the student will remain on the non-privilege list until the failing grade is cleared.

The following matrix is designed to help answer questions that may arise:

	Academic Non-Privilege List	Behavioral Non-Privilege List
How does a student get on the list?	Below a 2.0 G.P.A. or a grade of F in any class on mid-trimester or trimester report card	Four or more detentions or a suspension (on or off campus)
How long is a student on the list?	Until the next report card (mid-trimester or trimester) which may be mid-trimester of the following school year. In addition, until a trimester F is cleared by successful completion of	15 school days If a student accumulates more than four detentions, the student remains on the list for 15 school days from the date of the last offense.

	a sufficient standards mastery project/assessment.	
What are the consequences of being on the list?	Ineligible to participate in tryouts for sports teams, extracurricular performances and activities (i.e. talent show and school play), after school clubs, and dances that occur during their time on the list.	Ineligible to participate in tryouts for sports teams, extracurricular performances and activities (i.e. talent show and school play), after school clubs, and dances during their time on the list.
How does a student get off of the list?	Grades reflect above a 2.0 G.P.A. with no Fs on the next report card In addition, any previous trimester Fs have been cleared by successful completion of a sufficient standards mastery project/assessment.	No additional detentions or suspensions after 15 school days have been served. The cumulative detention list resets each trimester; however, students must serve 15 school days from the last offense even if that carries into a new trimester.

On Campus Suspension – Students violating California Ed/ Code 48900 may be suspended on campus. Students who have OCS are overseen by the Director of Student Services, School Counselor, and/or the Principal. Students who are suspended from an individual class will go to the office during that period. Teachers may suspend a student for up to two days. Remaining on campus allows the student to continue his/her education process while allowing the learning process in the classroom to continue. Before referrals are issued by any staff member, many other forms of correction for inappropriate behavior are tried. These efforts include, but are not limited to, verbal direction, moving student within the room, time-outs, discussions with school personnel, parent/student/teacher conferences, or discussions with a counselor. When a referral is issued by a staff member, the Principal or School Counselor may talk with the student within two school days. This discussion will help students sort out the difficulties that led to the incident and try to work out a plan to modify the situation to prevent re-occurrence.

Parent Visitations – Parents are welcome and are encouraged to visit the school. Visits by parents of enrolled students must be scheduled with the teacher at least 24 hours in advance to minimize disruption to classroom instruction. Parents of students not enrolled at Union Hill who would like to observe a specific grade level or program must schedule a guided visitation time with school personnel. Parents will be allowed to observe only one teacher per grade level, as determined by the school administration.

Due to supervision concerns during lunch, a parent visiting his/her child during lunchtime is asked not to sit at the classroom lunch table with his/her child. A separate table is available for parents who wish to sit and have lunch with their child.

All visitors must sign in at the office upon arrival and wear a yellow lanyard while on campus.

Parent Teacher Club – This organization meets on the second Wednesday of the month and provides funding for activities that the school normally cannot provide. These include enrichment in the core curriculum, arts, technology, field trips, and graduation activities. Special events, such as the Father-Daughter/Mother-Son dance and the Jogathon, are sponsored by the PTC. Details on this

program will be provided periodically during the school year. As parents, you are an integral part of the Parent Teacher Club. Come on out and be part of the team in supporting your child's education.

Parties – Classroom celebrations are held at various times during the school year. The classroom teacher/room parent will arrange any refreshments for parties. Nutritional refreshments are encouraged. The District Health Advisory Committee will provide a list of appropriate refreshments. Parent volunteers are welcomed to assist with celebrations after making prior arrangements with the classroom teacher.

If home birthday parties are planned and classmates are invited, please do not pass out invitations at school unless every student in your child's class is being invited. Otherwise, invitations can be sent by mail or phone calls.

If you are having flowers or balloons delivered to the school for your student, please be aware that the flowers/balloons will remain in the office until the end of the school day.

Playground and Campus Rules – We desire to be clear in our specific rules governing the operation of our school. Each of these is intended to ensure the safety of our students and to promote sportsmanship. Most importantly, students are to behave in a manner that is safe at all times.

- Any type of chasing game must take place only on the field. Students may not participate in this type of play on the blacktop, within the Quiet Zones, or near the playground equipment.
- Roughhousing or “play fighting” is not permitted at school.
- Blacktop Rules: No kicking balls on the blacktop, with the exception of rainy days. When the field is closed, students may kick the ball on upper blacktop. No dangerous running, chasing, or tag games.
- Students in grades 1 - 3 freeze at the bell/whistle and walk to class after the 3 quick whistle blows. Grades 4 - 5 take care of restroom/water needs and return equipment at the first bell, then stand in their line. Students in 6th, 7th, and 8th grades should be in class by the second bell.
- All playground equipment, balls, basketball standards, tetherball poles, and the play structure must be used in the manner for which they are intended. Baseball bats are only permitted under specific staff supervision.

The following section outlines specific game rules to help teach our students how to be good sports. We encourage creative play but do not like students to make up their own rules for established games.

Foursquare Rules:

- All hits must be underhand, with either one or two open hands with the ball bouncing off the hand(s).
- Servers start outside of the designated serving square.
- All lines are out.
- Blocking is permitted. One bounce per square.
- Play continues until a fault is made:
 - a. Stepping over the line when serving or stepping into another's square
 - b. Hitting the ball out of bounds
 - c. Failing to return a hit made into your square
 - d. Using a fist, an overhand hit, catching, holding, or throwing the ball
- Rotate counterclockwise to the next vacant square.

- The first person in line is the referee.
- Those players waiting for a turn need to be standing in line in an orderly fashion and waiting patiently and respectfully.
- No black out box, favorites, or any other exclusionary way of play.

Tetherball Rules:

- If the player crosses over the mid-line, the player is out.
- No touching the pole.
- No “ropes.” If the player touches the rope, the player is out.
- No “chancies”, “do-overs”, “re-dos”, slow playing, or serving over. Only one serve per game.
- If there is a line of students waiting to play, after what the judge thinks is three minutes, whoever has the most winds wins.
- No “pushies” (hits with two open hands).
- No stopping the ball and throwing it.
- No “takeovers.”
- When the judge (first person in line) calls you out, you are out.
- If the player kicks the ball, the player is out.
- The player who wins the game stays in the court for the next game as server. The new player entering chooses the side and direction.

Football Rules:

- Seventh and eighth graders may play football at break and lunch recesses, however, not before school. Sixth graders may play at lunch recess on the field.
- Tackling or rough pushing is not permitted. Entire grade levels may lose the privilege of playing football if this rule is violated.
- First through fifth graders are not permitted to play a football game; they may play only passing games (catch) without contact.

Kickball Rules:

- All pitches must be rolled underhand. Pitchers are not allowed to spin the ball.
- A “legal pitch” is defined as a ball that is properly rolled by the pitcher, crosses home plate, and does not bounce higher than the kicker’s knee.
- A kicker is entitled to three legal pitches. Any kicker who fails to kick a fair ball within the three legal pitches is out.
- Students must be tagged with the ball to be out.
- There are no force outs.

Ball Wall Rules:

- Only soft rubber or foam balls are permitted at the ball wall.
- Tennis balls and balls with a hard outside surface are not permitted.
- Equipment may never be thrown directly at another student.
- Only balls that are rolled below the waist are permitted.
- No overhand throws are allowed.
- Ball must bounce before the player hits it.
- No kicking the balls in this area.

Prescription and Over-the-Counter Medication Policy – The healthcare provider must state that it is critical for the child’s health for medications to be given during school hours or that medications may be required in an emergency due to the student’s diagnosed condition. Consent for Medication forms are available on the District website or in the school office.

- Complete, specific written direction for the administration of the medication is to be given to school personnel by the healthcare provider on the form provided by the school district.
- Written authorization for the administration of the medication is to be signed by the parent/guardian on the same form.
- Parents are to deliver (or make arrangements for delivery by an adult) any medication to be administered under the provisions of this policy.
- Provide the school with a measuring device to dispense the medicine.
- Request the pharmacy to dispense the medication in two separate containers to insure that there is a prescription for home and one for the school.
- Medication must be in the original container clearly labeled with the following information:
 - a. Student’s full name
 - b. Prescribing healthcare provider’s name and number
 - c. Name of medication, dosage, and schedule

*As per Ed.Code, students are not allowed to have **any** medications (e.g. Tylenol, Midol, cough drops, etc.) in their possession at any time.*

Permission Slips – Important information is included in permission slips, which come home from the school for field trips or any event requiring parental approval. These signed papers indicate that parents understand all of the details necessary to extend their permission. It is the school's policy not to accept phone calls or signed notes from parents in lieu of the specific form.

Phone Contact – Students will be permitted to use the school office telephone if the teacher or a staff member feels it is necessary. Students must have a pass to come to the office to use the phone. They are limited to one call of no longer than two minutes. Generally, we make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Phone messages from home are strongly discouraged.

Students may use cell phones to communicate with their parents before and after school. From 8:10 a.m. through 3:10 p.m. cell phones should be turned off and stored away invisible and out of sight. Using cell phones to take pictures, listen to music, or text message friends is inappropriate. Staff will confiscate a student’s cell phone if the phone is used inappropriately, disrupts the educational environment or is not properly stored out of sight.

Personal Possessions – We discourage children from bringing personal possessions or extra money to school unless requested or authorized to do so by the teacher. Items such as toys, video games, trading card, radios, cameras, etc. are distracting to the educational climate of the school and pose problems to both the student and the teacher if they are lost or broken; therefore, these items are not allowed at school.

- No student shall possess a laser pointer on school premises per section 417.27 of the Penal Code.

- CD players, mp3 players, iPods, etc., may be used prior to 8:10 a.m. and after 3:10 p.m. Unauthorized use of these items during school hours will result in confiscation of the electronic device. Students may not share iPods, earphones, or buds.
- Students are not to touch or access another student's private property (i.e. backpack, lunch box, or desk).
- Students may not sell or trade items at school.
- The school cannot assume responsibility for personal property brought to school.

Report Cards – The school year is divided into trimesters. At the end of each trimester, digital report cards will be sent home. These will serve to inform students and parents of academic and social progress at Union Hill School. Parent/Teacher conferences will be held during the last week in October.

Mid-trimester reports will be sent home to keep parents aware of each student’s academic progress. These reports are intended to inform both the student and parent if special attention is needed promptly to improve the student’s work and/or behavior.

1st Mid-Trimester Report September 27, 2019

1st Trimester ends on November 15, 2019

2nd Mid-Trimester Report January 17, 2020

2nd Trimester ends on February 28, 2020

3rd Mid-Trimester Report April 17, 2020

3rd Trimester ends on June 5, 2020

Rewards and Recognition – The staff looks for evidence that all students will succeed if given the proper classroom environment and school climate. Rewards and recognition are given as follows:

“Caught You Being Good”: Just as citations are given for disruptive behavior, they are also given for constructive behavior. There are varying rewards given at each grade level for receiving a “Caught You Being Good” citation.

Perfect Attendance: Each trimester, students who have no absences and no unexcused tardies will be recognized for their effort. Each month the class with the highest percent perfect attendance will be rewarded.

Student/Citizen of the Month: Teachers will contact parents with commendations for positive contributions by students who are recognized as “Bearcats of Character” in the areas of academics and/or citizenship. These students will be honored at the assembly where they will receive an award.

Presidential Awards: Eighth grade students achieving a cumulative grade point average of 3.8 or better will receive the Presidential Academic Award and certificate at graduation.

Year-End Awards: An annual eighth grade awards presentation is held in June at graduation. This is where academic awards are presented for excellence in each subject. In addition, performance awards are presented for athletics, student activities, and citizenship.

Valedictorian: Awards are given to students at graduation who have achieved the highest grades during their seventh and eighth grade years. Valedictorians are students who have maintained a cumulative 4.0 GPA during 7th and 8th grade years. This process honors as many students as fit the criteria.

Restrooms – Students are to use the designated restroom for their grade level.

- | | |
|--|------------------------------------|
| ● 6 th , 7 th and 8 th grades | J Building |
| ● 4 th & 5 th grades | H Building |
| ● SDC and Music Program | Gym/H Building (recess time) |
| ● 4 th , 5 th , 6 th , 7 th , and 8 th grades | MPR |
| ● 2 nd , and 3 rd grades | C Wing and Media Center |
| ● 1 st grade | Media Center and MPR (recess time) |

Roles and Responsibilities – A positive and open school/home partnership will have a beneficial impact on student learning needs.

The Superintendent shall:

- Publicize and make easily available on the District’s website the homework policy as adopted by the Board of Education; make translations and hard copies available if needed;
- Provide training for administrators to work with their staffs on implementation of the homework policy;
- Direct staff to design an evaluation process to be completed after the first full year of implementation of the policy. If changes are made to the policy or regulations, given the outcome of the evaluation, a second evaluation will be completed after full implementation of the revised Board Policy/Administrative Regulations.

The Principal shall:

- Provide an opportunity at the beginning of each school year focused on homework, including an overview of the policy, effective strategies and practices, and co-planning with grade level teams or departments;
- Be responsible for ensuring compliance with the homework policy;
- Have on-going discussions with staff regarding effective homework strategies and practices
- Coordinate school-wide resources and practices that support homework, e.g. use of planners, library facilities, academic support programs, ensuring effective communication between teachers so that the amount of homework assigned does not exceed what is permitted within the policy;
- Ensure this policy is easily accessed (and translated as needed) on the school’s website or upon request;
- Provide information to parents on the purpose of effective homework and sharing practices that will help families support their children (for example: newsletters, open houses, and websites).

The Teachers shall:

- Know and comply with the homework policy as it applies to their classes;

- Encourage a partnership with family and students that promotes timely, regular communication and supports families in the homework process;
- Provide multiple ways for students and parents to access homework assignments and due dates, including websites, classroom postings, weekly assignment handouts, and use of planners/calendars;
- Communicate the objective of the homework task or explain how it helps learning;
- Ensure any homework assigned is necessary, directly related to classroom instruction, and consists of clear and purposeful activities;
- Keep in mind that the long-term goal of homework is to engage students and inspire a love of learning;
- Assign homework that is appropriate to the student's age, developmental level, learning style, skills, and individual needs;
- Teach skills to enable the student to complete the homework and become successful independent learners, and improve organizational strategies;
- Provide homework assignments that are well-organized and easy to understand, preferably with written and oral instructions.
- Articulate and carefully plan homework in partnership with other site teachers.
- Provide feedback in a timely and clear manner so the student may incorporate that feedback into subsequent related class/course work.
- Updates grades on Powerschool at least every three weeks in grades four through eight.

The Students shall:

- Make effective use of class time;
- Ensure that he/she clearly understands the homework assigned (i.e. assignments, criteria, and timelines), and ask for clarification or assistance from the teacher when homework assignments or the expectations are not clear;
- Record assignments in his/her planner, or use another means of recording homework;
- Complete assigned homework on time, to the best of his/her ability;
- Transport needed materials to and from school;
- Plan for long-term assignments;
- Obtain missed assignments when absent from class;
- Abide by all school rules and regulations.

The Family shall:

- Read in the family's first language at least throughout the elementary years of their children's education;
- Provide a suitable environment (i.e. workplace, block of uninterrupted time, usually in the home or in an alternative setting such as a homework club) for the homework to be done;
- Provide encouragement and support without doing the homework for their child;
- Establish a healthy balance between homework, co-curricular activities, family commitments, and their child's need for personal free time;
- Communicate with the teacher(s) if the student is not consistently able to do the homework by him/herself or if challenges or questions arise. Families of older students should encourage the child to communicate with the teacher in order to foster independence and personal responsibility and communicate with the teacher(s) if any of these family responsibilities cannot be met.

Sexual Harassment – The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any student who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the principal.

Skateboards, Scooters, Rollerblades, etc. – Skateboards, rollerblades, “Heeleys” (shoes with wheels), and scooters are **not** to be ridden on the school campus at any time. This includes the campus area, parking lots, and interior roadways. **These policies pertain to before, during, or after school, and on weekends.** Students may use these items to transport themselves to school but must not be on them on school property, and they must check them in at the school office.

Sports Equipment – No toys, balls, or other athletic equipment from home are permitted. The school will provide adequate sports and playground equipment for students during recess. Baseball bats are to be used only in front of the backstop with teacher supervision. Kicking balls is permitted only on the field, and upper blacktop when field is closed. Equipment may only be used for intended purposes and must be put away at the first bell.

Student Behavior/Discipline – The students and staff at Union Hill School work diligently to create a positive school climate. Student and staff behavior are at the core of the school community. Toward this end, emphasis is placed on the following traits: Respect, Responsibility, Caring, Sportsmanship, Fairness, Citizenship, Trustworthiness, Defender, and Effort. Staff members use these traits as a basis for discussions with students about attitudes and behaviors. As the year moves ahead staff will recognize students for their positive efforts in each of these character education categories. Student assemblies during the year support each of these themes. “Discipline” comes from a Latin word meaning “to teach.” Students must understand that school rules are enforced:

- On school grounds throughout the day
- Going to or coming home from school, whether on the bus or not
- Going to or coming from a school activity
- While attending or participating in any school activity

All students have a basic right to an education in a safe environment. We will not allow one student to take that right away from others by inappropriate behavior.

A young person is not educated until full responsibility for each of his/her behaviors is taken. Students are trusted and are assumed to be responsible. When an inappropriate behavior or attitude calls for disciplinary steps, the discipline is designed to teach the student that his/her behavior is counterproductive or disruptive and to encourage more productive behaviors and attitudes.

Toward this end, the school staff attempts to:

- Hold high, clear expectations for behavior
- Model and instill mutual respect for an individual's dignity
- Act consistently in the application of discipline
- Apply disciplinary interventions in a manner which encourages respect and responsibility
- Increase student awareness of the student's role in determining how adults and peers will react to his/her behavior and attitudes

Summer School – Summer school is required of those 6th graders who earn two or more Fs during

the 3rd trimester and to any 7th graders who earned Fs during their 7th grade year. Attendance at summer school is mandatory. Any student who fails to complete sufficient standards mastery of a failed course, or who misses a day will start the following year on the Non-Privilege List. Students who clear their “F” during the summer school period can be excused early from the program; however, we will not allow any unexcused absences prior to clearing the “F.”

Supplies – Most basic student supplies are provided at school; however, teachers will often suggest a few items that are helpful. Please label supplies that students bring from home to insure these materials are easily identified.

School Site Council – This group, which meets once a month, is another means for parents and students to be involved. Parents and staff who serve are responsible for addressing all aspects of the school, surveying the parent and students to identify strengths, areas of needed improvement, and goals for the following year. Call the school office if you are interested in more information about Site Council.

Severe Allergies – We have several students with severe allergies in our school and there are “Nut Free Zones” throughout the campus. The consequences are life-threatening in many cases and require immediate intervention. If your child is in a classroom with a fellow student who has severe allergies, we ask that you follow the guidelines sent home. We ask all students to observe the following:

- Understand that food allergies are serious.
- Don’t share food with friends who have food allergies.
- Always wash your hands after eating.
- Ask what your friends are allergic to and help them avoid it.
- If a friend who has food allergies becomes ill, get help immediately!

Student Study Team – This team, made up of the school counselor, teachers, and support staff, meets weekly to discuss special problems concerning individual students and makes recommendations regarding possible interventions to improve a student's performance.

Student Council – The students of Union Hill can do much to govern themselves through their Student Council. Much care should be taken in choosing Student Body officers and representatives. They should be students who will represent other students well. All students should be sure to vote when elections are announced.

Student Rights – Students have the basic right to a safe, orderly education; to express ideas and opinions, keeping in mind the rights of others; and to be respected as a person.

Student Pick-up and Drop Off – Students are to be picked up and dropped off only in the designated pick-up and drop-off zones located in the front parking lot and the upper campus. **Students are not to be dropped off or picked up in the staff parking lot on Bartlett Drive or on the upper campus access road.**

Due to safety concerns and the desire to not interrupt instruction, parents are not to wait for students outside of classroom doors or in the interior of the campus. Parents of primary (K-3) students should wait in front of the school for the teacher to walk their child’s class to the loading zone. Students in

grades 4-8 will walk unattended to the front-loading zones.

Textbooks – Textbooks will be issued to students by their teachers. Students, of course, are responsible for the care, protection, and proper use of all textbooks assigned to them. **Book covers are required on all hardbound textbooks.** The replacement cost will be charged to students for books that are lost or stolen and for books that show damage caused by negligence.

Transportation of Students – Generally, students are transported to and from school by their parent, school bus, bicycle, or by walking. It is important for the teacher to know which of these will be the normal means of transportation for your child and for the teacher to be kept informed of any changes. The teacher will make an effort to disallow a bus rider, for example, to ride a different bus or walk home without a note from the parent or guardian. Students in grades K-3 will be escorted to the loading zones.

At times during the school year parents are asked to help provide transportation for students to and from school activities (e.g. field trips, sporting events, or academic enrichment activities). Parents who are transporting any students, including their own, must receive permission from the supervising teacher. Parents who will be providing transportation for students other than their own must:

- Complete the School Driver Registration Form, which may be obtained in the school office.
- Provide a copy of a valid driver's license.
- Provide proof of insurance liability coverage with \$100,000 to \$300,000 bodily injury.
- Transport students to the designated location only. Do not deviate from the designated route or itinerary without permission from the staff member responsible for the activity.

Visitors – All persons who are not Union Hill School staff members or who are not students enrolled at Union Hill School must check in at the school office prior to coming on campus. If the visitor or volunteer is planning to go beyond the office, he or she must sign the Guest Log and wear a yellow lanyard with a visitor badge. This applies whether a person volunteers on a daily basis or is just visiting for one day.