**Parent and Student:** Please read the information below and on the opposite page. *This must be completed, carefully removed from the planner, and returned to the Homeroom Teacher NO LATER THAN: ________________.*

**Parent/Guardian**
I have read the Parent/Student Handbook with my child published in this year’s agenda. I understand that my child is held accountable to the rules and expectations as described in this handbook. I agree to do my best to reinforce these expectations at home and to support the school’s efforts to help my child succeed at UMS.

____________________________________  __________________________
Parent/Guardian Signature  Date

**Student**
I have read the Parent/Student Handbook with my parent/guardian published in this year’s agenda. I understand that I will be held accountable to the rules and expectations as described in this handbook. I agree to follow the rules and guidelines as outlined in this handbook. I am prepared to receive the appropriate rewards and consequences for my choices and behavior.

____________________________________  Date
Student Signature  Date
**Union School District Student Acceptable Use Policy (AUP)**

Students' use of technology resources in the Union School District (USD) must be for **educational purposes only**. Students using school technology resources must abide by this Student Acceptable Use Agreement Policy (AUP) and have the attached signature page on file at the school. The signature page must be signed by the student and a parent or guardian. Following these policies is necessary for continued access to the school's technology resources. **Students must:**

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<td>• Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass: i.e., cyberbullying).</td>
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**Respect and protect the integrity, availability, and security of all electronic resources.**

| • Observe all network security and computer use rules, as posted. | • Do not intentionally access, transmit, copy, or create material that is illegal (for example, making illegal copies of copyrighted works). |
| • Report security risks or violations to a teacher. | • Do not use district technology resources in any way that will lead to other criminal acts, or will violate the school's code of conduct. |
| • Do not destroy or damage data, networks, hardware, software, or other resources that do not belong to you. | • Do not send spam, chain letters, or other mass unsolicited mailings. |
| • Do not change any computer configurations or change any other student’s files. | • Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. |

**Respect and protect the intellectual property of others.**

| • Do not infringe copyrights (do not make illegal copies of music, clipart, games, or movies). | • Do not access and/or play games on the Internet unless specifically allowed by a teacher. |
| • Do not plagiarize (copy the work of others, claiming that it is your own work). | • Students may not check or send personal email using school computers. |
| • Do not download software or programs on the computer without permission. | • Do not share sensitive personal information, including address and telephone information. |

**Consequences for Violation**—Failure to follow these rules may result in disciplinary action, including the loss of student privileges to use the school's information technology resources.

**Supervision and Monitoring**—School and network administrators monitor the use of the district’s information technology resources to ensure that these policies are followed. Administrators and their designated employees reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. **I understand that a violation of these rules may result in disciplinary action, including, but not limited to, the loss of my privilege to use the school's information technology resources.**

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I acknowledge that I have read, explained and discussed Union School District's Student Acceptable Use Policy with my student and understand that a violation of these rules may result in disciplinary action, including, but not limited to, the loss of my student’s privilege to use the school's information technology resources, and possible payment for any damages.

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</table>
Principal’s Message

To Students and Parents of UMS,

Welcome to another exciting year at Union Middle School. Please take some time to read our Student/Parent Handbook as a family. This handbook is designed to support your successful participation at UMS and to prepare you for an outstanding future as a student, employee, citizen and leader. As such, school rules are really “life rules.” Students and parents are responsible for knowing and understanding the rules and consequences described on the following pages.

Please know that the staff and administration of UMS are committed to educating students about our expectations and rules. Homeroom teachers review this handbook with students during the initial weeks of school. Administrators visit classrooms at least twice throughout the year to review policies and rules about bullying, drugs, alcohol, tobacco as well as other areas of behavior. Students will also attend presentations about school expectations and bullying throughout the year. We want to make sure that all students are clear about school expectations and how to be a successful and safe student at Union Middle School.

If you have any questions about the content of this handbook, please do not hesitate to call our office. I look forward to working with each of you as we embark on another OUTSTANDING year of growth, discovery, and success at Union Middle School.

Sincerely,
Todd Feinberg
Principal
### UMS Bell Schedule

**Monday, Tuesday, Thursday, Friday**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Period</td>
<td>7:30 – 8:26</td>
</tr>
<tr>
<td>1</td>
<td>8:30 – 9:25</td>
</tr>
<tr>
<td>2</td>
<td>9:29 – 10:21</td>
</tr>
<tr>
<td>Snack Break</td>
<td>10:21 – 10:36</td>
</tr>
<tr>
<td>3</td>
<td>10:40 – 11:32</td>
</tr>
<tr>
<td>4</td>
<td>11:36 – 12:28</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:28 – 12:58</td>
</tr>
<tr>
<td>5</td>
<td>1:02 – 1:54</td>
</tr>
<tr>
<td>6</td>
<td>1:58 – 2:50</td>
</tr>
</tbody>
</table>

*Wednesday Early Dismissal*

<table>
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<tr>
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<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>9:19 – 10:01</td>
</tr>
<tr>
<td>Snack Break</td>
<td>10:01 – 10:16</td>
</tr>
<tr>
<td>3</td>
<td>10:20 – 11:02</td>
</tr>
<tr>
<td>4</td>
<td>11:06 – 11:48</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:48 – 12:18</td>
</tr>
<tr>
<td>5</td>
<td>12:22 – 1:04</td>
</tr>
<tr>
<td>6</td>
<td>1:08 – 1:50</td>
</tr>
</tbody>
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### My Schedule (Semester 1)

<table>
<thead>
<tr>
<th>Period</th>
<th>Subject</th>
<th>Teacher</th>
<th>Rm</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
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### My Schedule (Semester 2)

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<th>Rm</th>
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3
Power School...An Invaluable Tool for Parents and Students

Union Middle teachers and staff value regular and timely communication with parents; our web-based student information system provides a myriad of information at YOUR fingertips. Using Power School you can...

♦ View your student’s Attendance History and Current Grades
♦ Receive Email Notification of grades and attendance
♦ Receive the Daily Announcements and School Newsletter
♦ Request Elective Courses each spring for the following school year
♦ View other Important Information such as Quarterly Teacher Comments, School information and More!

Sign-Up NOW!

Power School’s email feature gives you a choice of what information you want sent, how often and where. Please enter your email address even if you do not wish to have notifications sent; the information is automatically entered into the student record for school contact in case of necessity. Don’t forget to click “submit.”

---

**Email Notifications**

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School Announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

**How often?**

- Never

**Send now?**

- [ ]

**Email Address(es)**

(please enter multiple email addresses with commas)

---

<table>
<thead>
<tr>
<th>Program</th>
<th>Username</th>
<th>Password</th>
<th>website</th>
</tr>
</thead>
<tbody>
<tr>
<td>PowerSchool</td>
<td></td>
<td></td>
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<tr>
<td>Accelerated Reader</td>
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<tr>
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Navigating around the Power School Parent/Student Portal

Middle School students need parent reinforcement and encouragement to stay on track and meet their goals. No tool provides ease of access to information like Power School. Don’t be left behind; log on TODAY!


If you have lost your login or are having trouble logging contact Mrs. Adams adamsj@unionsd.org or the district office sup-

Once in Power School, you will see the main screen, copy of which appears below. Check out all the features. Any text in BLUE is a link; click on the link to view additional information.

- Click assignment in blue to view assignment description.
- View student’s letter grade and percentage.
- Click on the grade and link to see all the grade detail.
- This is where you find individual assignment grades, assignment details and future assignments that have been posted.
- Icons link to different informational screens.
- View student’s absences.
- Icons link to different informational screens.
- Click link to email Tanisha Tiger 7 Union Middle School

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Online Resources for UMS Parents and Students

Union Middle School takes full advantage of a myriad of online tools available to parents and students. Below are just a few...

**Accelerated Reader: [www.arbookfind.com](http://www.arbookfind.com)**
Students are responsible for 30 minutes of nightly reading in addition to their daily homework. Accelerated Reader (AR) provides the short quiz to provide immediate feedback upon completion of their reading.

**Remind: [http://www.remind.com](http://www.remind.com)**
Sign up for Text and/or Email alerts from Mr. Feinberg and the Union Middle School. Remind allows for parents to sign up for messages to be sent for important upcoming events and reminders. We do not receive your cell phone number; you do not receive ours. It is confidential and easily opted-out if it is not to your liking. Please sign up.

If your student is in 6th grade for the 2016-17 school year, please text @UMS2019 to 81010.
If your student is in 7th grade for the 2016-17 school year, please text @UMS2018 to 81010.
If your student is in 8th grade for the 2016-17 school year, please text @UMS2017 to 81010.

**Brain Pop: [http://brainpop.com](http://brainpop.com)**

user name
password

**Website & RSS Feeds: [http://unionms.unionsd.org](http://unionms.unionsd.org)**
You can subscribe to UMS’ headlines from the front page of the webpage by adding our RSS feed to your e-mail account. Follow the instructions on our home page by clicking the RSS symbol.

**Food Service Account: [www.unionsd.org](http://www.unionsd.org)**
Don’t worry about sending your child to school with cash for lunch any more; add money to their “Student I.D.” account for food purchase.

Click “Quick Links”
Click “Food Service”
Click “www.mynutrikids.com”
Follow directions to add value to your student’s food account.

**Other important links @ Union Middle School**

Lexile.com: [www.lexile.com](http://www.lexile.com)

AR Book Find: [www.arbookfind.com](http://www.arbookfind.com)

Khan Academy: [www.khanacademy.org](http://www.khanacademy.org)
Parent Information

Back-To-School Night & Open House
B2S Night, held each fall, gives teachers an opportunity to explain their programs and parents an opportunity to meet their child’s teachers. Parents follow their student’s schedule of classes. Each “class” runs approximately 10 minutes. This event is not designed for students to be on campus. Open House, held in the Spring, provides an opportunity for students and parents to hear and see examples of what students have been learning all year.

Communication with Teachers
All UMS faculty and staff are available via phone and email; many even have their own websites. Should you wish to speak with a teacher via phone, please contact the school and ask to leave a message; most teachers respond to email more quickly. Academic and attendance information is also available via Power School on the web. Should a parent have a concern about a teacher, a question about a teacher’s policies, or an inquiry into an incident that occurred with a teacher...please first contact the teacher directly. Should you not receive a response or need further assistance, the next step would be to contact the school counselor, Beth Stamper (also see “Parent-Teacher Conferences” below).

Help Support UMS
In order to maintain the high level of student support and extra curricular programs, it is necessary to raise additional funds. Throughout the year, the school offers the following ways that YOU can help support our school without purchasing stuff you don’t need. Please consider:

- Sign up for eScript to benefit UMS (update your account EACH YEAR). Add Union Middle.
- Ensure your Lucky’s card is connected to your eScript and lists UMS as beneficiary.
- Use “School ID#” when shopping at Office Depot. UMS receives 5%. UMS ID=70014365
- Return all “Box Tops for Education.” UMS raises over $1000 for after school programs.
- Always shop on Amazon via http://bit.ly/UnionMiddle where a portion of your proceeds goes to UMS HSC.
- Purchase magazines from UMS online at www.QSP.com. Union’s ID is 2698983.

Parent-Teacher Conferences
Students are most successful at school when there is an open line of communication between the parents and the teachers. Parent-Teacher Conferences occur at the middle school differently than they were conducted at the elementary level. Parents are encouraged to request a conference with the teacher at any time (even if things seem to be going well). It is good for the child to see that the parents and the teachers are concerned about his or her academic and social success in middle school. Parents are NOT to “drop in” on teachers even after school hours without an appointment.

Parents on Campus Program
We encourage parents to visit our campus during lunchtime. All visitors must sign in with the office and wear a badge during their visit. A positive parent presence makes a strong statement to our students that we care about them and their school environment.

Power School
USD uses a powerful Student Information System that is available to parents and students. Power School provides USD parents with timely access to their child’s academic and attendance information (see page 4 & 5). Parents and students receive a username and password at the start of each school year. The website is https://powerschool.unionsd.org. If you have further questions please contact Mrs. Adams at adamsj@unionsd.org or the district technology team at support@unionsd.org.
Attendance at Union Middle School

School Hours
The campus is open at 7:15 a.m. for “0” (zero) period students and at 8:15 a.m. for all other students on Monday through Friday. Please do not drop off students prior to 8:15 a.m. unless they are enrolled in a zero period class.

It is important that students do not arrive more than 15 minutes before school opens because there is no supervision on campus at that time. Students not attending a tutorial, detention or other activity supervised by an adult are to leave the campus by 3:00 p.m. (and 2 p.m. on Wednesdays). Students who stay after 3:00 p.m. bell may be given school service. Students attending a school-sanctioned after school activity must leave immediately following the end of their activity. Transportation arrangements need to be made ahead of time.

Absences
Attendance at school is very important. Please send your child to school EVERYDAY unless they are experiencing a fever, vomiting, or are contagious to others. If a student is absent, call 408-371-2061. State your name, your child’s name and grade, the reason for the child’s absence and the anticipated length of the absence. Do not call the school secretary to report the absence.

Perfect attendance is classified as being at school and in classes for the entire school day. Missing any minute of instruction due to lateness, appointments, or other absences (excused or otherwise) will adversely impact your student’s success at Union Middle. Recipients of the end-of-the-year award for perfect attendance will reflect the above criteria.

If for some reason the parent is unable to phone in the absence, the student must bring a note signed by a parent or guardian on the first day of his or her return. The note must include the date, the period of time the child was absent, the exact cause of the absence, and the parent’s signature. If a student does not bring a note, or if there is no call to the absence line, your student is considered “unexcused.”

Homework and/or make-up work may be requested for a student who is going to be absent for two or more days. To do this, call the school secretary as soon as possible and allow 24 hours for the assignments to be processed and sent to the office. If a student misses one day of school, the student should contact the individual teacher for make-up work upon his/her return. Often, the majority of classroom assignments can be found online via Google Classroom.

If an absence of five (5) or more days is anticipated, Independent Study is an alternative. Arrangements should be made with the attendance clerk at least TWO WEEKS in advance of the first day of the absence. Missing school for family vacations and travel is strongly discouraged.

Tardies
EVERY MINUTE COUNTS! Students must be on time to each class. Late students can expect the following consequences, per teacher, each quarter:
1st Tardy: 15 minute detention assigned by the teacher.
2nd Tardy: 30 minute detention assigned by the teacher and phone call home from the teacher.
3rd Tardy: Referral to office. An administrator will contact the parent to discuss the matter. Students will receive an administrative detention.

Continual tardiness will be subject to a behavior contract that outlines increasing consequences for tardiness. Students more than 30 minutes late will be considered “truant,” the consequences for which range from administrative detention to Friday School.
Campus Procedures at Union Middle School

**Bills**
Bills for lost or damaged textbooks, library books, sports uniforms, art supplies, damage to school property and fundraising debts must be paid promptly. Participation in extra curricular activities may be withdrawn and yearbooks may be held until all bills are paid.

**Bicycles**
Riding a bike to school is a privilege. Failure to follow the rules will result in loss of school biking privileges. Bicycles are to be walked, not ridden, on school grounds. Bikes are NOT to be brought through the school grounds (classroom area) or parking lot. All bikes are to be placed in the bike rack and locked. Bikes are not to be left in the office. Students should not share bike locks, leave accessories on their bike, or chain their bike to a fence. UMS is not responsible for lost, stolen or damaged bicycles. As per state law, **helmets are REQUIRED** to be worn. Additionally, students with their bike as they enter or depart the bike cages must have their helmet on their head, securely fastened. Failure by students to wear their bike helmets to and from school will result in confiscation of the bike and possible loss of school biking privileges.

**Cafeteria/Food Service**
Students may purchase complete lunches or buy a la carte in the cafeteria. Weekly meal plans may be purchased in the cafeteria; **credit is placed on the student’s identification card.** To add value to a student’s meal plan, log on to www.unionsd.org, click on “Quick Links,” click on “Food Service” and find the address www.mynutrikids.com OR stop by the UMS cafeteria. If a card is lost or stolen, a replacement must be requested in the front office. Snacks are sold during the morning break. Students are only to enter the cafeteria if they are making a purchase. Free and reduced priced meals may be obtained by completing an application provided by food services.

**Cell Phones/Personal Music Devices (PMDs/iPods)**
Cell Phones and PMDs are not to be seen or used during school hours. (per Ed. Code 48901.5; USD Board Policy 5131). **Students who choose to bring cell phones and/or PMDs on campus are doing so at their own risk. Cell phones and PMDs are to be in the “off” position and stored in a backpack or locker before the first bell rings.** Cell phones and PMDs used during regular school hours will be confiscated. Students may pick up a confiscated cell phone or PMD after school on the first offense with a campus clean up assigned to the student. If a student’s cell phone or PMD is confiscated a second time, a parent is required to pick up the device and a lunchtime detention will be assigned to the student. On the third offense, the student loses the privilege of possessing a cell phone or PMD and will receive a Friday school as a consequence. “Use” of a cell phone includes phone conversation, text messaging, emailing, AND picture taking; all are prohibited. Parents—please do not text or call your student during the school day; this is the leading cause of cell phone confiscation at UMS.

Students who use a cell phone to film conflict between other students before, during, or after the school day will receive, at minimum, a one day suspension. Text messages of confiscated cell phones will be read by an adult similar to passed notes in class. Electronic devices can be used as an instructional tool as long as the use is supervised and facilitated by a teacher. Union Middle School is not responsible for the replacement or repair of stolen or lost cell phones, PMDs or iPods, even if the item is lost at or during school.

**Closed Campus**
Students coming on the campus in the morning are to remain on the school grounds for the balance of the school day. Permission to leave campus must be obtained in the office. Students who leave campus after arriving will be considered truant and will serve Friday School for this offense.
UMS Campus Procedures (Continued)

**Emergencies**
In emergency situations, students will be kept on campus as long as necessary. Students will be permitted to leave campus and go to other safe areas only when it is deemed appropriate. Students will only be released to those persons authorized on the emergency card on file in our office. Remember to update all emergency information, especially phone numbers. In the event of an emergency, please do not tie up our phone lines by calling the school. If you must drive to school, please do not block the driveways or emergency vehicle entrances.

**Field and Blacktop Rules**
In order to promote fair play, sportsmanship and safety these rules must be followed:
- When necessary, teams are limited to seven people.
- Teams are to be filled on a “first-come-first-served basis.”
- Only non-contact sports are allowed.

**Food**
Gum, bags of candy, and sunflower seeds are not allowed on campus at any time; including before and after school. Students are given adequate time to eat during breaks and lunch. Students are to remain in the cafeteria, main quad, academic quad, and table areas while eating. **No eating is permitted on the black top and back fields.** Students who are working with a teacher during lunch may take food and drink directly into that classroom with the teacher’s permission. Students who eat in unassigned areas can expect school service as a consequence and/or detention time. Students who chew gum can expect up to 60 minutes of after school gum-scraping detention for each infraction.

**iPads / Nooks / Kindles / Laptop Computers (Tablet Technology)**
Union MS recognizes that our students are growing up in a 21st learning environment and regularly have access to and use digital learning and reading devices. Such devices are allowed on campus for reading and/or educational purposes. Students who choose to bring these devices on campus are doing so at their own risk. These devices are to be in the “off” position and stored in a backpack or locker before the first bell rings. Tablets can be used as an instructional tool during class time as long as the use is supervised and facilitated by a teacher. Usage of tablet technology during “Brunch” or “Lunch” is permitted; students are reminded that abuse (Internet use, playing electronic games or applications, texting, etc) of these devices could result in loss of the privilege to bring such items to school. Note: Tablet usage during “Brunch” or “Lunch” is limited to reading, similar to bringing a pocketbook novel to read during these designated times.

**Library/Computer Lab**
The library may be used for reading, school-related computer research and activity, studying or resource selection. Students losing or damaging library materials will be billed for replacement costs. The following rules must be followed while in the computer lab. No students are allowed in the lab without school personnel.

**UMS Computer Lab Rules**
1. No food, liquid or backpacks in the lab.
2. Wait for teacher direction before starting any work on the computer.
3. Do not change any settings or remove, add or download any items to the computer.
4. Save all work to Google Drive.
5. Take care in selecting the correct printer and pick up the print job quickly.
6. Do not move or disturb any of the equipment.
7. If you have a question, or need help, raise your hand and wait patiently.
8. Quit all applications and logout when done. Push in chair. Do NOT turn off the power.
9. Save email use for home; do not use personal email in the lab.
10. Enjoy your time in the computer lab and keep clean for others to enjoy!
Lost and Found
Students are expected to bring found items to the office. Found clothing will be kept for one month and then given to a charitable organization. All valuables are to be given directly to someone in the school office. Hundreds of sweatshirts are given to the homeless shelters every year because students forget them at school when they take them off at school. **We strongly encourage you to write your child’s last name on the tags of their clothing so lost items can be returned to the appropriate person.**

Lunch and Snack Break Time
UMS is a GO GREEN School; *every attempt to pack a waste-free lunch is encouraged.* Please avoid pre-packaged food, opting instead for plastic containers. When purchasing food items take into consideration the recyclability of each item. Students are to abide by the following rules during Break and Lunch:

1. Food and beverages are to be consumed only in designated eating areas (no glass bottles).
2. Students are to sit at the tables or benches when eating.
3. When finished eating, students are to deposit their garbage in the cans provided before proceeding to the play areas. Compostable materials should be composted and bottles/cans recycled.
4. Students may only be in designated, supervised areas of the school.
5. In lunch lines, students may not “cut”, save places, or purchase for others.
6. Students who do not follow the guidelines will be assigned school service hours.

Medication
UMS is required to keep on file proper authorization from the parents or guardian and a doctor’s prescription in order to dispense medication. All medication must be checked in with the health secretary. Over-the-counter medications, including cough drops, are not allowed on campus unless we have a doctor’s prescription and must be kept and dispensed in the office.

Office Behavior & Procedure
The school office is a place of business and should remain reasonably quiet. When students come to the office, they are to speak to an office staff member immediately to state their reason for coming. Students should not bring friends with them to the office. They must always be courteous and respectful towards the office staff.

Students wishing to schedule appointments with the Principal, Assistant Principal or Counselor may fill out an Appointment Request Form during a non-class time. Students will be called to the office for their appointments.

Office Hours
The school office is open from 7:30 a.m. to 4:00 p.m. unless otherwise posted. The office telephone is answered during these hours.

Passes
Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students who enter the office without a pass will be sent back to the classroom in order to obtain an appropriate pass.

Peace Officer Access
On occasion it is necessary for a student to be interviewed by a peace officer (including but not limited to: social worker, CPS officer, police officer, and/or probation officer). Peace officers have the right to question students whom they feel may be witnesses or suspects at our school. The authority of an investigating peace officer supersedes the obligation of school officials. Neither school officials nor parents have a guaranteed right to be present during an interview with a student. The school is required to notify the parent if the child is released to an officer except when the child is under custody as a victim of child abuse or neglect.
UMS Campus Procedures (Continued)

**Personal Property**
Personal property such as cameras, electronic games, large sums of money, stereos, video recorders, headphones, drones, laser pens/pointers, etc. are not permitted on campus unless approved by the administration. Earbuds for PMDs must be put away and not seen during the school day. The school will not accept responsibility for the theft, loss or damage of students’ personal property. These items will be taken from a student if seen on campus. Students will need to have a parent pick their items up after school in the office. Teachers have the discretion to confiscate these items if seen on campus.

**Skateboards/Roller Skates/Inline Skates/Scooters**
Currently, skateboards, scooters, inline skates, and roller skates are not allowed as a means of transportation to and/or from school. If students are observed using and/or in possession of these items, a staff member will confiscate the item and return it only to a parent/guardian. Multiple instances may result in permanent confiscation of the scooter, skateboard, inline skates, and/or roller skates. Failure to adhere to these expectations may result in a Friday School. Those caught riding on school grounds after hours, including weekends, will be referred to the police and cited for trespassing. Students will receive, at minimum, a Friday School for this infraction.

**Sports Equipment**
Sports equipment is only to be used in the gym, blacktop and field. Equipment should be stored in lockers and not brought into classrooms. Students are encouraged to write their names on any equipment they bring to school.

**Student Deliveries**
In an effort to instill responsibility in children, items for students such as PE clothing, fast food lunches, balloons, homework, lunch money or forgotten classroom materials are discouraged to be left during the school day for students. There will be a table placed outside the offices of the counselor and assistant principal where items can be left by parents to be picked up by students. **We will not interrupt the classroom nor make announcements for these deliveries.** Please keep in mind that these deliveries have led to the office becoming congested, and they interrupt the business of student instruction.

**Substitute Teachers**
On occasion, students may have a substitute teacher in their classroom. This is a time when we expect students’ best behavior and cooperation. Substitutes are encouraged send uncooperative students to the office for counseling and/or disciplinary action or to write the students’ names in the notes left for the teacher. **The automatic consequence for disruption with a substitute teacher is Friday School.**

**Telephones**
The office telephone is for school business. Students may use the office phone in cases of emergency and/or with the permission of the office staff or a teacher. Arrangements for student pick up should be made prior to school in order to keep phone lines open.

**Visitors**
Student visitors are not permitted on campus or at school sponsored events. All visitors must check in at the school office. All visitors must wear a visitor’s badge. Students who are visiting from the high schools must check in at the office and must have evidence of prior approval that designates all day supervision provided by the sponsoring teacher.
Academics at Union Middle School

Graduation Requirements
UMS uses the student’s Grade Point Average (GPA) to determine a student’s eligibility to graduate at the end of eighth grade. All students MUST earn an 1.5 accumulative GPA (including Physical Education, exploratory classes, and/or band) AND exhibit satisfactory behavior in order to be eligible to participate in graduation activities. Students not meeting the 1.5 GPA requirement and not making progress toward meeting grade level academic standards may be considered for retention; summer school may also be assigned.

Grade Point Averages are determined by adding the point values of each letter grade and dividing by the number of classes enrolled. Official GPA’s can be located on the student’s official report card which will be mailed home via USPS at the end of each quarter. Mid-Quarter Reports (MQR’s) for all students will be available around the mid-point of each quarter (approximately 4.5 weeks) only on PowerSchool unless a hardcopy is requested and prearranged to be sent home with the student.

In order to ensure our 8th grade students continue their academic success through the 4th quarter, participation in our traditional end-of-the-year 8th grade activities will have the following grade requirements:

- No “F’s” for 4th quarter in order to participate in Great America;
- No more than one “F” for 4th quarter in order to attend the Promotion Dance.

Honor Roll/Honorable Mention
Students who earn a grade point average of 3.50 or above will be recognized as a member of the Honor Roll. These students will be recognized at the end of each quarter and rewarded with special recognition. Students with a grade point average of 3.00 to 3.49 will be members of the Honorable Mention List. These students will receive a certificate of recognition. Students who earn a grade point average of 3.50 or above for each grading period during their three years at Union MS will be recognized as a recipient of the President’s Award for Educational Excellence at their 8th grade graduation.

Homework
Homework serves to reinforce learning in the classroom and is an important part of the partnership between home and school. Students can expect an average of 60 to 90 minutes of homework per night. If your student is experiencing significantly less or substantially more homework than the suggested amounts above, please contact the classroom teacher directly. It is expected that homework assignments and projects will be turned in on time.

Physical Education (P.E.)
Expectations for Physical Education are as follows:
1. P.E. uniforms are required; students must dress out for P.E. daily.
2. If a student cannot participate in P.E. for a medical reason, the parent must send a note to the P.E. teacher. The student will still dress out for class. A parent’s note is only valid for a maximum of three (3) days.
3. A doctor’s excuse is required for students who cannot participate in P.E. for more than three (3) consecutive days. Please include anticipated return dates in all doctor’s notes.
4. If absent, students need to speak with their PE teacher directly to make up the missed activities.
5. P.E. students must remain under a teacher’s supervision at all times and must follow the teacher’s directions.
6. Students are expected to lock all belongings in lockers in order to keep items safe before, during and after school. School is not responsible for lost or stolen items left in the locker room.
7. Student are expected to use good judgment and follow all rules in the P.E. Locker Room.
Academic Integrity (Cheating/Plagiarism/Forging)

Union Middle School recognizes its responsibility in assisting our students in becoming better writers and better scholars with an emphasis on academic honesty: our goal is prevention, not punishment. Discussions on what plagiarism entails and UMS’ expectations regarding academic honesty take place in our classrooms on a regular basis.

**Academic Dishonesty** is an attempt to get academic credit for work that you did not do. This includes cheating, plagiarism, “gaming the system,” and forging of signatures. **Cheating** is copying someone else’s work or providing answers to someone else on tests or assignments. **Plagiarism** is taking the work of someone else and representing it as one’s own; this includes internet sources. Plagiarism also includes incomplete, inaccurate, or missing credit to the source. **Forging** is signing someone else’s signature as your own. **Students who cheat, plagiarize or forge will receive a referral and Friday School for the first offense.** Parents will be notified by the teacher.

According to [www.plagiarism.org](http://www.plagiarism.org), there are many types of plagiarism/cheating, such as:

1. "**The Ghost Writer**" - The student turns in another’s work, word-for-word, as his or her own. This is often observed by staff during break or lunch by staff. The student usually reports they copied because they hadn’t started/completed the assignment the previous night.

2. "**The Photocopy**" - The student copies significant portions of text straight from a single source, without alteration. This is known as the simple “Copy & Paste” from a website like [www.wikipedia.org](http://www.wikipedia.org) to the student’s paper.

3. "**The Potluck Paper**" - The student tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing. Often the student will have different fonts for multiple words within a single paragraph due to copying them from various websites.

4. "**The Labor of Laziness**" - The student takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.

5. "**The Self-Stealer**" - The student "borrows" generously from his or her previous work. For instance, an 8th grade student may turn in a paper on US Presidents that they had previously completed in 7th grade. There is a high level of originality expected in the UMS classroom; please speak directly with your teacher about any concerns you have on this type of plagiarism.

6. "**The Name Filler**" – The student finds an assignment they have not completed on another student’s desk or in the no-name stack. The student takes this assignment, erases any name on the paper, and writes their name in its place. The student then turns in the paper as if it were their own.

If you have questions about how to cite sources, avoid plagiarism, or basic formatting questions, please visit Purdue University’s Online Writing Lab: [http://owl.english.purdue.edu/owl/resource/747/1/](http://owl.english.purdue.edu/owl/resource/747/1/)

To view a MLA research sample paper, please visit the following website: [http://owl.english.purdue.edu/owl/resource/747/13/](http://owl.english.purdue.edu/owl/resource/747/13/)
Accelerated Reader (Academic Integrity continued)

Accelerated Reader:

Reading transports curious minds to wondrous realms of the imagination. It determines success not only in the classroom, but in life. Highly popular and successful for over 25 years, Accelerated Reader (AR) is a powerful tool for monitoring and managing independent reading practice. AR utilizes the ATOS readability formula—a verified measure of quantitative text complexity for the Common Core State Standards. Each book with an AR Quiz has an ATOS book level and an interest level—a qualitative measure of text complexity. This information is free and easily accessible on http://www.arbookfind.com. The ATOS Analyzer allows you to submit text and instantly receive an ATOS level.

All students at Union are asked to read 150 minutes minimum per week (for example: 30 minutes a night, 5 nights a week), even during holiday breaks and summer vacation. They are asked to read grade level books (or books at their tested reading level if they are not reading at grade level yet). Students can choose any grade level book they like, so long as it is acceptable to their parents and there is an AR quiz for the book. Each quarter at various grade levels, students take AR quizzes during the school day to show that they are reading. Graduating 8th grade students with the most Accelerated Reader points are recognized at the UMS Promotion Ceremony as the “Top Reader” of their promoting class.

Accelerated Reader Academic Honesty:

Students who are trying to get more AR points than they have actually earned are being academically dishonest. This might include:

- Taking an AR quiz after watching a movie that is based on a book, having only skimmed the book previously
- Taking an AR quiz on a book that they read prior to the current quarter
- Taking an AR quiz on a random book hoping to get partial credit
- Having a web browser open to search for answers during an AR quiz
- Sharing AR test questions with another student
- Asking another student what’s on an AR quiz
- Taking an AR quiz for another student
- Asking another student to take an AR quiz for you

Any of these behaviors, or any other academically dishonest behavior, will result in the following:

**First offense**: student gets a referral, Friday school, and a zero on the quiz. The quiz may not be retaken.

**Second offense**: student gets a referral, Friday school, and a zero for their AR grade for the quarter.
You fill your “math cup” full when you...

- Memorize your **math facts** also known as **times table**.
- Practice long division.
- Take time to read word problems and pull out the important information.
- Understand the “part to whole” relationships: **fractions, decimals, & percents**.
- Ask for help when you don’t understand.

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**The Always-Useful, Never-Fail, Take-It-to-High-School FIVE Paragraph Essay Outline**

**Introduction Paragraph**

- **Hook or grabber**—draws the reader into your essay with a quote, question, interesting fact, etc...
- **Thesis Statement**—is (usually) one sentence that presents your topic & the 2-3 main points you will use to discuss your topic or argue your point...

**Body Paragraph one**

- Begin all body paragraphs with a strong **Topic sentence** that restates your main Point. In this case, you will restate main point #1 from your thesis statement. Follow your Topic sentence with the detail; we call these—**the 3 E’s**: evidence, examples and explanation.

**Body paragraph two**

- Same as Body Paragraph #1—**topic sentence followed by the 3 E’s**; this time, though, write about main point #2 from your thesis statement.

**Body paragraph three**

- Same format as Body Paragraphs #1 & #2—**topic sentence followed by the 3 E’s**; This time, though, write about main point #3 from your thesis statement. (Not all essays need 3 main points, some only have two. That’s okay! Ask your teacher.

**Conclusion paragraph**

- **Restate** your original **thesis statement** (from the intro paragraph) in a closing manner.
- Wrap it all up for your reader by referring back to your original hook or leaving the reader with a **call to action** as a result of your essay.

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“Everyone should succeed in P.E. class. All you have to do is have a good attitude and dress out everyday. It’s that easy...and it’s fun!”

Kyle The Mile
8th Grade

“My biggest suggestion is to require your child to write in his/her planner everyday. Don’t ask, ‘Do you have homework?’ Ask to see their planner & their completed homework in Google Classroom.”

Mrs. Mom-of-the-Year
Parent of 6th Grader

“My biggest suggestion is to require your child to write in his/her planner everyday. Don’t ask, ‘Do you have homework?’ Ask to see their planner & their completed homework in Google Classroom.”

Mrs. Mom-of-the-Year
Parent of 6th Grader

Keep your INB’s up-to-date and you’ll do great in science!”

Heidi Hypothesis
7th Grade
Safety and Behavior Expectations at Union Middle School

**Eighth Grade Expectations**

Second-semester 8th graders are expected to know, understand and follow UMS Safety and Behavior Guidelines without exception. Failure to do so during second semester can result in the loss of 8th grade privileges. One day suspension and/or multiple Friday Schools = loss of Great America. Multi-day or multiple instances of single-day suspension and/or multiple Friday Schools = loss of Graduation Dance. Five or more days of suspension may lead to the loss of participation in the graduation ceremony. Students losing a privilege will lose another privilege should they attend an event they have lost. Students losing Great America are expected to attend school on that day.

**Extortion and Panhandling**

Demands and unsolicited requests for money, possessions or equipment, lunch vouchers or food are not allowed. Often times such requests are perceived as bullying. If a student needs food or money, he/she is to report to the office. It would be inappropriate to ask a student who is not a friend, particularly with a difference in age and or size, for money or any other personal belongings.

**Sale of Items by Students**

Sale of unapproved items by students is strictly prohibited. Only those items approved for sale by the ASB and UMS administration for fundraising purposes are allowed. Failure to comply will result confiscation of the items and Friday School or suspension.

**Parking Lot/Loading Zone**

The parking lot and loading zone (front circle) can be dangerous and frustrating. Rules for this area are intended to keep students safe and drivers alert. Please be patient, attentive & respectful at all times.

* Drivers are NOT to pick up students within the first 50 feet of the entrance of the circle.
* Drivers ARE to pull up directly behind the car in front of them.
* Drivers are NOT to park in the loading zone (front circle) and drivers are NOT to leave their cars.
* Drivers ARE to follow the directions of the yard duty at all times.
* Drivers are NOT to block the crosswalk directly in front of the front office doors.
* Drivers ARE to take special caution at the entrance, exit and the loading zone of the crosswalk. For their safety, students are to walk AROUND the loading zone (front circle) and may not cross at the entrance or exit of the front circle during the start and end of school. Failure to comply with these rules can result in school consequences, vehicles being towed, police citation, or injury. Everyone’s cooperation is greatly appreciated. Our goal is to ensure student safety.

**Physical Force**

Physical force is never allowed at school. Using physical force, whether initiated, in self defense, via mock/play fighting, roughhousing, or in mutual combat is prohibited and considered fighting. First incidences of fighting will automatically result in, at minimum, a 1-Day suspension from school. Force with injury can result in a multi-day suspension even if the incident was accidental. Students who find themselves a victim of physical force must immediately find an adult to avoid further problems or escalation.

**Public Displays of Affection**

Affectionate displays, such as embracing, kissing, hand holding, or sexually suggestive behavior are not permitted. The minimum consequence for PDA is school service. Parents will be notified when students violate the norms of good taste while at school. Repeated violation of PDA rules will result in further consequences including, but not limited to, detention, Friday school, and loss of school privileges.
Safety and Behavior Expectations (Continued)

**Teasing, Taunting, Bullying, Harassment and Sexual Harassment**

We are dedicated to eliminating bullying and harassment from our school. Bullying goes beyond simple verbal teasing and is an expression of power of one student over another. Teasing, taunting or bullying are not to be tolerated. Sometimes friends will claim that they are “just joking” or “just messing around.” It is important to understand that this is never an excuse for making another student feel powerless.

Any student who feels he/she is being harassed should immediately contact his/her teacher. If the bullying persists, it is important to report it again to an adult – administrator, counselor or teacher. All complaints will be promptly and appropriately investigated.

**What is Bullying? The Five Forms of Bullying are as follows:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Definition</th>
<th>Examples</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical</strong></td>
<td>An expression of power where physical contact or force is used to gain or reinforce the perception of power and make the victim feel bad, scared, or excluded. Physical injury may also be the goal and/or result.</td>
<td>Kicking, biting, hitting, tripping, spitting, pushing, taking personal belongings, poking, excessive tickling, etc... Games such as ‘rubber band wars’, ‘five-starring’, and ‘table-topping’ are considered physical bullying.</td>
<td>Physical bullying results in, <strong>at minimum</strong>, a Friday School and may result, at the discretion of the UMS administration, in a school suspension.</td>
</tr>
<tr>
<td><strong>Verbal</strong></td>
<td>An expression of power where unkind, inappropriate, and/or threatening words are used to gain or reinforce the perception of power and make the victim feel bad, scared, or excluded.</td>
<td>Taunting, malicious teasing, name calling, inappropriate remarks and/or slurs, making threats, gossip, etc...</td>
<td>Verbal bullying results in, <strong>at minimum</strong>, a Friday School and often an in-school or off-campus suspension.</td>
</tr>
<tr>
<td><strong>Psychological</strong></td>
<td>An expression of power where emotional and mental strategies are used to gain or reinforce the perception of power and make the victim feel bad, scared, or excluded.</td>
<td>Spreading rumors, manipulating social relationships, exclusion, extortion or intimidation, threats, etc...</td>
<td>Psychological bullying results in, <strong>at minimum</strong>, a Friday School and often an in-school or off-campus suspension.</td>
</tr>
<tr>
<td><strong>Sexual</strong></td>
<td>An expression of power where inappropriate and sexually suggestive physical contact or words are used to gain or reinforce the perception of power and make the victim feel bad, scared, or excluded. It is the victim’s perceptions that determine whether the act is sexual in nature.</td>
<td>Exhibitionism; voyeurism; propositioning; sexual gestures; sexual assault; “pantsing,” actual physical contact; sexually explicit or suggestive comments, jokes, or conversation; etc...</td>
<td>A copy of the adopted Board Policy (B.P. 5145.7) is available online. Schools are required to act upon reported incidents of sexual harassment involving students in grades 4 and above. Sexual harassment, including “pantsing,” is, <strong>at minimum</strong>, an automatic suspension and may include recommendation for expulsion.</td>
</tr>
<tr>
<td><strong>Cyber-Bullying</strong></td>
<td>Any of the above types of bullying or threats thereof conducted via the use of technology between and among students, such as, but not limited to, burn pages, false profiles, credible impersonations, and a post on a social network per Ed Code Section 48900.</td>
<td>Verbal, psychological, or sexual bullying that is conducted over text message, email message, social networking posting (including YouTube) etc...</td>
<td>When the consequences of cyber bullying continue on campus (which they almost always do), cyber bullying results in, <strong>at minimum</strong>, a Friday School and often an in-school or off-campus suspension.</td>
</tr>
</tbody>
</table>
Safety and Behavior Expectations (Continued)

Safeway/Shopping Center
We are proud of our mature and responsible student body. Our students understand that they represent Union MS not only at school but in the community as well. We expect our students to use Safeway and the surrounding shopping center for shopping only. We ask that students do not loiter in the center or any of the shops and that parents do not arrange to pick up students at the shopping center unless they plan to shop. PARENTS: Please do not encourage or allow your child to “hang out” in the Safeway shopping center without supervision. While not always true, it is apparent that “nothing positive happens at Safeway unsupervised.” After school is when students tend to make poor choices at the shopping center.

Safety Rules
There are four basic rules to follow that will keep students and their belongings safe:
- Don’t touch other people (includes rough play).
- Don’t touch other people’s stuff.
- Stay out of other people’s personal space.
- Keep track of your belongings and lock them in a locker when unattended.

What Not to Bring to School:
The following FOUR items are NEVER allowed at school and shall result in an automatic suspension or expulsion and cited by the SJPD:

1. **Alcohol**: Alcoholic beverages are not allowed on campus at any time. Possession and/or consumption is an offense punishable by suspension or expulsion and citation by the SJPD.
2. **Drugs**: Students in possession of or under the influence of any controlled substance will be recommended for expulsion and citation by the SJPD. This includes prescription medication. Students must have a doctor’s note for medicine on campus. All medications must be turned in to the office before a student comes onto campus.
3. **Weapons**: Weapons of any kind are not allowed at school. The principal will recommend expulsion for any student in possession of a weapon or dangerous object intended to be a weapon, as per ED. CODE 48915 and citation by the SJPD. Students who discover they have something inappropriate in their backpack should report this IMMEDIATELY to the office. NOTE: Items that aren’t always used as weapons but can be, small knives, and fireworks CAN BE considered weapons; be VERY careful what is brought to school and how it is used.
4. **Tobacco**: Union School District is “Tobacco Free.” The use of tobacco products is prohibited on or in any District operated facility or vehicle. Students who bring tobacco products, paraphernalia, “Vape Pens”, and lighters to school will be suspended.

Additional Prohibited Items
In addition to illegal items, students are not to bring the following to school: scissors, glass bottles, large sums of money, kendamas and like toys, Walkie Talkies, Vape Pens, Rockstar and all other energy drinks, water guns or balloons, yo-yo’s, items used for gambling, aerosol sprays (including body deodorants), laser pointers, permanent markers (Sharpies), gum, stink/smoke bombs, poppers, fireworks, liquid white out, skateboards, scooters, inline or roller skates, “wheelies” and other items that distract from the learning environment or cause a safety hazard.
Dress for Success from Head to Toe at Union Middle School

You’re expected to dress appropriately for daily attendance to school. Your style of clothing is to be individual and personal yet NOT be distracting, disruptive or unsafe. If you are participating in any school activity (sports, cheerleading, field trips, & ALL EIGHTH GRADE GRADUATION ACTIVITIES), you must follow the dress code. The following examples of inappropriate clothing apply to all students and include:

**ACCESSORIES**: No studs or safety pins are allowed. Jewelry, clothing and accessories (i.e. backpacks and binders) must be free of writing, pictures or any insignia which are crude, vulgar, profane, sexually suggestive or which advocate prejudice or violence, the use of drugs, tobacco or alcohol, or insinuate gang affiliation. Hats should not be worn indoors.

**SHIRTS**: Clothing in which the torso, midriff or cleavage is exposed, such as tube tops, half shirts, muscle shirts, halters, or see-through clothing is not allowed. In addition, lycra, spandex, “form fitting” clothing, off the shoulder and backless clothing are not allowed. All tops must have a strap that covers all undergarments. No racerback tank tops, spaghetti straps, muscle shirts, halter tops or tube tops will be permitted. **No undergarments should show.**

**PANTS**: No bagging/sagging–pants, sweats, and shorts. Pants must be appropriate in size and must be worn around the waist. (This includes pants that are too small/tight to fit appropriately). For example, if a student’s waist size is 30 inches, pants should be no larger than 32 inches or too small to fit at the waist. Pants should also be able to stay up without a belt. **No undergarments should show.**

**SKIRTS/DRESSES/SHORTS**: The hemline of skirts, dresses and shorts should be no shorter than mid-thigh and worn in good taste.

**SHOES**: Shoes must ensure student safety. Bedroom shoes/slippers are not permitted. Appropriate footwear MUST be worn for P.E. participation.

**SAFETY**: While UMS students may not be gang affiliated, wearing overtly gang-related apparel or too much of one color can result in a safety issue. Students At no time are bandanas allowed. Students who dress in an excessive amount of one color may be asked to change. Administration reserves the right to determine if apparel is suggestive of gang affiliation.

**EVENTS**: For any UMS spirit day or holiday, UMS students are expected to adhere to the UMS dress code, including no fake weapons, no fake blood, appropriate dress code attire for all costumes, and no masks that obscure the student’s face.

When a student breaks the dress code, they will be sent to the office to change into school provided clothes. You may return the school clothes at the end of the school day in order to pick up the inappropriate clothing article. **REMEMBER**: During the fourth quarter, any clothing or items that aren’t appropriate and worn on the fourth warning, will stay in the Office until the last day of school.

Students who do not adhere to the school dress code will have earned the following consequences:

1st warning - Change clothes
2nd warning - Change clothes & Campus Clean Up
3rd warning - Change clothes & 2 Campus Clean Ups
4th warning - Change clothes & Wednesday Detention & Parent Meeting
5th warning - Change clothes & Friday School & Parent Meeting

Students who continue to dress inappropriately past their fifth warning risk loss of school privileges, activities, and additional consequences.

**NOTE**: Inappropriate clothing and accessories will be held in the office until a parent can pick up the item or until the last day of school.
Student Resources and Support

Bridge Builders Mentor Program
The Bridge Builders mentor program is available for students grades 6-8. The BB mentor program hires local high school and college students with UMS students who are identified as students who could benefit based on availability. Activities, planned by the mentors and their coordinator, include: tutoring, study tables, intramural sports, the arts, large and small group games, and most importantly—life coaching and asset building. BB is offered after school between 3 and 4:30 pm. Parents MUST pick up students by 4:30 p.m.

Conflict Resolution
Students are to resolve conflicts in a civilized and non-violent manner. It is each student’s responsibility to do everything he or she can to avoid a fight, including:

- Avoid rough or dangerous play.
- Refuse challenges to fight and walk away from confrontations or other explosive situations.

If you are having problems with another student, seek help from a teacher, counselor or administrator. Formal conflict resolution is available through the front office. Students can request peer mediation through a request to our counselor, Ms. Stamper.

Counseling Services
Academic and teen counseling services are available through UMS’s full-time counseling department. Students and parents are encouraged to contact UMS’s counselor for issues involving: academics, classes, high school/college, peer pressure, and/or pressing family or personal issues. Should further mental health services be needed, the counselor may contact contracted on-site mental health provider on campus (Almaden Valley Counseling Center) for further assistance. Information about mental health therapeutic services can be found by contacting the counseling department.

M-POWER Anti-Bully Training
UMS is committed to creating and maintaining a positive and supportive school climate free of bullying. Parent volunteers on our school’s Asset Development Committee partner with Program Cornerstone to offer several anti-bullying lessons to all students in their P.E. classes. The award-winning “Second Step” curriculum through the Committee for Children is the foundation for the lessons. Students are encouraged to explore proactive ways to stand-up to bullying in their school and report incidences of bullying to the administration immediately.

Health Services
First aid services are provided by our health secretary throughout the school day. In case of serious injury, parents are contacted for referral to their family physician. Parents are urged to notify the health office when there are health problems and when students are under special medication. Students who have allergies to certain foods should avoid those foods and students who are eating them; if avoidance is difficult, students are asked to contact an administrator.

Homework Center
Opportunities are available after school for students to receive assistance with their schoolwork and/or to have a quiet place to do their homework. Participation in this program may be at your request or at the recommendation of a teacher with parent approval. The Center is open each Monday, Tuesday, and Thursday from 3:00 to 4:30 p.m. in the Library. To attend, students must have a parent signed permission slip that includes the rules of behavior. Students who do not follow the rules of appropriate behavior and/or are excessively loud will be given a warning. After the warning, students will lose the privilege of attending the Center for a set time. If students do not have homework and/or reading assignments, they will be asked to leave. Multiple reminders to an individual student will result in the loss of the Homework Center Privileges. See Homework Center Rules on the next page...
Rules for the Homework Center (HWC) are as follows:
1. Students will respect the adults and tutors.
2. Students will work quietly and independently. HWC is not the place for group work.
3. Students will raise hands when they have a question.
4. Students will only leave HWC with a parent OR call home immediately before leaving HWC. Students may not return after signing out.
5. **Students are expected to stay the full 90 minutes unless pre-approved by the HWC teacher.**
6. Students will arrive before 3:00 p.m. unless accompanied by a pass.
7. Students will sign-out and back in when leaving for the restroom, locker or classroom. Permission is required.
8. Students will not consume food or beverage.
9. Students will refrain from use of headphones, computer games, and cell phones at all times.
10. Students will sign in to use all computers and only for academic reasons. Only computers in the media center will be available. Computer Lab will remain closed for HWC.

Positive Referrals
The UMS staff is committed to acknowledging positive and productive student behavior. Students may receive a “Kudos to You” positive referral for outstanding behavior, character, and/or academics. Parents will be contacted by the staff member who recognized their child with a kudos award.

Sixth Grade Orientation: WEB (Where Everybody Belongs)
Union Middle School participates in a nationwide sixth grade orientation program called WEB. Each year before the start of school eighth grade leaders are selected to welcome and acclimate incoming sixth graders to the UMS family. Sixth grade orientation, held just before school starts provides sixth graders and their parents the information and help they need to succeed. WEB leaders are available all year to assist their sixth grade friends. WEB workshops are conducted throughout the year to continue the Tiger Welcome that makes UMS so special.

Student Identification/ASB Card
All Union Middle School students will be issued a UMS Identification Card. Students can purchase a new card for $5.00 in the event their card is lost or stolen. ASB Cards are available for purchase (optional) in the fall of each year and include a yearbook, school t-shirt, dance discounts, and school store benefits. Stickers will be placed on students’ ID cards to indicate that they have purchased an ASB card.

NOTES:
Student Resources and Support (Continued)

Students are encouraged to review the important anti-bullying tips below sponsored by the parents in our UMS M-Power Program...

All I Ever Really Needed to Know About Standing Up to Bullying...
I learned at Union Middle School

Be an *upstander*. You can make a difference! Take responsibility for your thoughts and actions. Tell the *truth*. Be helpful and stand by your friends when needed. Respect your friends’ feelings and possessions. When you make a *promise*, keep it! Rumors stop with me! Don’t talk about friends behind their back. Learn to *forgive* your friend’s mistakes. Talk to your friends about your feelings. Involve your friends in your life and do things together. *Dance* to your own song! Be an *optimist*. Expect good things to happen. Use positive self-talk. Find a supportive peer or adult to listen and coach you. *Learn* a new skill and practice, practice, practice! You’ve got the *power*! Use It! Use “I” messages to express yourself. I feel ________ when you ________. Remember the steps to a real apology. Be genuine. Deal with the consequences. Decide on a *change*. Name and celebrate the caring adults in your life. Be the *director* of your orchestra of emotions. Be in charge of your feelings. Stop and *think* before you act...

*Use these UMS M-power steps to help calm down in frustrating situations*...

**NOTICE.** Recognize the signs of your anger.

**PAUSE.** Stop and take a deep breath.

**CALM DOWN.** Count to ten slowly.

**REMOVE YOURSELF from the situation.** Do something active as a time-out.

**THINK TWICE.** Think and choose the best way to act.

**REFLECT.** Talk about your feelings with a friend or caring adult.

... Know how to walk in someone else’s shoes. Identify the members in your web of support. *Stand Up* for your beliefs. Perform intentional acts of *kindness* daily. Use body language to stand tall, walk *proud*, smile big and sing loud. *Accept* and celebrate each other’s uniqueness. Learn how to express and receive empathy. You are capable and can bloom when you work hard. Turn mud thoughts into clear thoughts. Do your *best*. Set short term and long-term goals. Tap into your personal power and *bloom*. SAY and DO something! Tell and make a report. *Everyone* belongs at our school!
Activities, Athletics, and Events

After School Activities and Athletic Eligibility
A wide range of activities are provided for students after school. Union Middle School has high academic and behavioral standards for students. All students participating in after school activities such as sports, clubs, musical productions, cheer, etc as well as any Union MS activities that are not a requirement of classroom participation such as Disneyland, etc must adhere to the following guidelines: (1) Maintain a “C” average (2.00 GPA) and (2) Display acceptable behavior at school. Failure to meet these guidelines may result in a forfeiture of any provided funds and/or donations. Students who are absent more than three periods in a day are ineligible to participate in after-school practices, games, activities, dances, or performances unless approved by administration.

Students participating in an activity or sport may be “benched” from competition or participation for one game/activity following the receipt of a referral. Students who receive an out-of-school suspension four weeks prior to or during a sport season will be banned from trying out or continuing to participate for the remainder of the season. Coaches/advisors reserve the right to remove a student from participating for inappropriate behavior during practice or competition with approval of administration.

Dances and Parties
A number of social events are scheduled throughout the year, sponsored by Student Council and parents. Students and parents should be aware of the following:
- Admission includes snacks & drinks, but photographs and favors are an extra charge.
- Only Union Middle School students may attend—no exceptions.
- Evening events start at 6:00 p.m. and end at 8:00 p.m. Students must be delivered to school by a parent or responsible adult and must be picked up on time. Parents must enter the cafeteria/gym to pick up students.
- Teachers and parent volunteers supervise the dance. Once inside the cafeteria, students must remain inside until a responsible adult arrives to pick them up.
- Appropriate dress for evening events is required. Students who are inappropriately dressed will not be admitted to the event. (See Dress Code for appropriate clothing). This includes the 8th Grade Promotion Dance in June.
- For all dances and events, students are not permitted to perform “prom-posals” while on the school campus. Dates are not required nor necessary for any school event. Please encourage your student to save these experiences for their high school years.
- Tickets, sold in advance and at the door, are available only with a completed permission slip.
- Appropriate dancing is expected at all times. Students dancing inappropriately will be asked to leave the dance.

Field Trips
Field trips can be an exciting opportunity for Union MS students to explore hands-on learning outside of the classroom. In order to participate in class room or grade level field trips, students may not have a failing grade (“F”) in any class. Students who attend field trips during the school day need to make arrangements with their teachers regarding missed class time and work deadlines. It is the student’s responsibility to make sure that any and all assignments have been turned in on time. Eighth Grade Washington DC trip is NOT school or district affiliated or sanctioned. (This is not a reflection of its value).

Student Government
Students have an opportunity to participate in student government at Union Middle School through the student council. The purpose of student government is to promote the welfare of the school, encourage loyalty and school spirit, and develop leadership skills. Student body officers are elected each May from the seventh grade class.
Activities Highlights

Union Middle School offers a wonderful array of activities and events available to students.

**Fall Events**
- Back to School Night
- First Dance
- Sports Boosters
- Bid-n-Boogie
- Magazine Drive
- Picture Day
- Union Blast
- WEB Day/6th Grade Orientation

**Winter Events**
- Canned Food Drive
- Holiday Parades
- Valentine’s Dance
- Winter Concert
- Winter Dance
- Parent Education Series

**Spring Events**
- 6th Grade Dance
- 8th Grade Graduation Activities
- All-School Dance
- ASB Elections
- Awards Assemblies
- Field Day
- Open House
- Pops Concert
- School Play/Musical
- Spirit Game

**Sample Activities Open to All Grade Levels**
- Art Club
- Athletics (see "Athletic Season” section)
- Board Games Club
- Bridge Builder Mentor Program
- Business Club
- Choir
- Competitive Cheerleading
- Field Hockey Club
- Frisbee Club
- Games Room
- Hockey Club
- Homework Center
- Marching Band
- Musical/Play
- Percussion Club
- Safety Marshals
- Student Council
- Mouse Squad
- Yearbook

**Activities Open to Specific Students**
- CJSF - 7th & 8th Graders - GATE Priority
- Historical Lit Group - GATE Priority
- Math Competition Team - GATE Priority
- Mouse Squad - GATE Priority
- PLTW Workshop - GATE Priority
- WEB Leader - 8th Graders

Our activities program is directed by the amazing Mrs. Christina Carreras. She can be contacted at: carrerasc@unionsd.org.

**Tiger Athletics**

Union Middle School offers a competitive athletics program with exemplary coaches. Tiger sports are also supported by an active parent Booster club. UMS’s multi-talented Athletic Director, Mr. Mike Barbara, can be contacted at: barbaram@unionsd.org

UMS participates in the West Valley Athletic League with other area middle schools. Parents, students, and other fans are expected to conduct themselves with integrity and respect. Let the coaches coach and the players play. Directions to local middle schools can be found in the pages of this handbook.

**Athletic Seasons**

*Season 1 (August-October)*
- Cross-Country
- Boy’s Volleyball
- Girl’s Soccer

*Season 2 (October-December)*
- Girl’s Basketball
- Wrestling

*Season 3 (December-February)*
- Boy’s Basketball

*Season 4 (February-April)*
- Girl’s Volleyball
- Boy’s Soccer
- Track & Field

**NOTE:** All school rules and expectations outlined in this handbook apply to any school-sponsored activity whether on or off campus. (i.e.: field trips, competitions, etc.)
Directions to Neighboring Schools

Many competitive and performance activities and sports in which UMS students participate are hosted by neighboring middle schools. Below you will find directions to the most common schools. The START location for each direction summary is Union Middle School. (Directions are not guaranteed accurate; however, if we have made a mistake, please let our office know for future reference.)

Campbell Middle School
295 Cherry Lane
Campbell, California 95008
(408) 364-4222
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Ave. Turn left onto the 85 N on-ramp. Exit onto 17/880 N toward Oakland. Exit on San Tomas Expressway/Camden (first exit). Turn left on White Oaks Rd. Turn left onto Camden. Camden becomes San Tomas Expwy. Turn right on Budd Ave. Turn left on California St. Turn left on Cherry Lane.

CT English Middle School
23800 Summit Road
Los Gatos, California 95033
(408) 353-1123
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Ave. Turn left onto the 85 N on-ramp. Exit onto CA-17 toward Santa Cruz. Travel 9.9 miles to the Summit Road off-ramp. Turn right on Summit Road. The school is 2.8 miles ahead.

Dartmouth Middle School
5575 Dartmouth Drive
San Jose, California 95118
(408) 264-9332
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn right on Union Avenue. Turn left on Blossom Hill Rd.
Travel 2 miles and turn left on Dartmouth Dr.

Fisher Middle School
19195 Fisher Avenue
Los Gatos, California 95032
(408) 335-2300
Turn left out of the UMS parking lot. Turn left on Los Gatos Boulevard. Turn right on Nino Avenue. Travel .1 mile and turn right on Fischer Avenue.

Ida Price Middle School
2650 New Jersey Avenue
San Jose, California 95124
(408) 377-2532
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Avenue. Turn right on Curtner Avenue. Turn right on New Jersey Avenue.

Monroe Middle School
1055 South Monroe
San Jose, California 95128
(408) 556-0360
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Ave. Turn left onto the 85 N on-ramp. Exit onto 17/880 N toward Oakland. Exit Hamilton Ave. Turn left on Creekside Way and left again onto Hamilton Avenue. Turn right on Winchester Boulevard. Travel 1 mile and turn right on Williams Road. Turn right on South Clover which becomes Monroe Street.

Moreland Middle School
4600 Student Lane
San Jose, California 95130
(408) 874-3300
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Ave. Turn left onto the 85 N on-ramp. Travel 4.3 miles and exit on Saratoga Avenue. Turn right on Saratoga Ave. Turn right on Campbell Ave. Campbell Ave forks; stay to the right and continue on Campbell Ave. Turn left on Fallbrook. All activities played in the gymnasium occur at the Community Center.

Redwood Middle School
13925 Fruitvale Avenue
Saratoga, CA 95070
(408) 867-3042
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Ave. Turn left onto the 85 N on-ramp. Travel 4.3 miles and exit on Saratoga Avenue. Turn left on Saratoga Ave. Travel .6 miles. Turn left on Fruitvale. School is across from West Valley College.

Easterbrook Discovery School (EDS)
4835 Doyle Road
San Jose, California 95129
(408) 874-3500
Turn right out of the UMS parking lot onto LG-Almaden Rd.
Turn left on Union Ave. Turn left onto the 85 N on-ramp. Exit 17/880 North toward Oakland. Exit on San Tomas Expwy/Camden. Turn Left on White Oaks Rd and then left again on Camden. Camden becomes San Tomas Expwy. Travel 2.4 miles and turn left on Payne Ave. Turn right on San Tomas Aquino Rd which leads to Doyle.

Rolling Hills Middle School
1585 More Avenue
Los Gatos, CA 95032
(408) 364-4235
Turn left out of the UMS parking lot. Turn right on Los Gatos Blvd. Turn left on Lark Avenue. Turn right on Winchester Blvd.
Turn left on Knowles. Knowles becomes Pollard Rd. Travel on Pollard for 1 mile; turn right on More Avenue.