

**WELCOME TO
UNION COUNTY HIGH
SCHOOL**



2016-2017 HANDBOOK

150 MAIN STREET
MAYNARDVILLE, TN 865-992-5232

UNION COUNTY HIGH SCHOOL

It is the responsibility of the student and the parent/guardian to familiarize themselves with the rules, procedures, and policies and to follow them. Please acknowledge that you have read, understand and will abide by the school rules by signing and dating below. Remove this page and return to your homeroom teacher by August 19, 2016.

Student _____ Date _____

Parent/Guardian _____ Date _____

Teacher _____ Date _____

Received by office _____

**WELCOME TO UNION COUNTY HIGH SCHOOL
2016-17**

Welcome to Union County High School, a Title 1 school-wide community. Our goals for the 2016-17 school year include building a stronger community through communication and creating a positive environment. Please join us in our efforts to build upon the strengths of this dynamic school and continue to develop outstanding programs for the students in the community. We look forward to working with you.

Sincerely,
The Administration, Faculty, and Staff

Telephone: 865-992-5232

Main Office Fax: 865-992-5724

Guidance Office Fax: 865-992-3194

Website: www.ucps.org/uchs

Administration:

Principal: Carmen Murphy, Ed.S.	email: murphyc@ucps.org
Assistant Principal: Nathan Wade, MA	email: nathan.wade@ucps.org
Assistant Principal: Lance Lay, Ed.S.	email: layl@ucps.org
CTE Director: Steve Massengill, MA	email: massengills@ucps.org

Office Staff:

Bookkeeper: Tabitha Young	email: tabitha.young@ucps.org
Secretary: Jane Lawson	email: lawsonj@ucps.org
Attendance Secretary: Sarah Begley	email: sarah.begley@ucps.org
Records Clerk/Secretary: Pamela Smith	email: smithp@ucps.org
CTE Secretary: Karen Reno	email: perryk@ucps.org
SPED Secretary: Lisa West	email: westl@ucps.org

MISSION STATEMENT

Our mission at Union County High School is to assist and intervene with students in achieving their potential and acquiring the knowledge, skills, and attitudes necessary to become productive citizens in their selected vocation or academic endeavors.

CHANGES TO THIS NOTICE

This Student Handbook is intended to inform students and parents of some of the Union County Public School System's Policies that pertain directly to students. This is not an inclusive list of all policies. The Board of Education's Policies in their entirety, are available in each school library within the system, and on the System's Internet Website. We reserve the right to revise or change this document and the policies herein. The current policies and procedures are posted to the system's website at <http://boardpolicy.net/?DivisionIS=19420&ToggleSideNav> and include the effective date.

STATEMENT OF NON-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

TITLE VI, VII, and IX

Any person wishing to file a complaint concerning issues of discrimination should first contact their school administration for procedures and forms. Additional information may be obtained by visiting our district's website at www.ucps.org or by contacting Eddie Graham at grahame@ucps.org or 865/992-5466.

Anyone who believes s/he has a valid basis for grievance can discuss it informally

and verbally at the point of grievance (e.g. school level) or with the **Title VI** or **Title IX** Coordinator. A formal grievance may be filed with the **Title VI** or **Title IX** Coordinator, who shall in turn investigate the complaint or refer it to a designee to investigate and reply to the grievance within ten working days. Formal grievances can be made, whether the informal process is used or not, according to the following steps:

I. Filing a Grievance

Anyone who believes that the school system or its agents has discriminated against him/her or another individual should file a complaint within 180 days. The completed grievance form should be sent to the **Title VI** or **Title IX** Coordinator of Union County Schools, PO Box 10 Maynardville, Tn. 37807

II. Additional Information for the Grievant

If the grievant remains unsatisfied, s/he may appeal through a written statement to the Superintendent, along with an attached copy of the original grievance, and the system's response to that grievance, within ten (10) business days. If not satisfied with the superintendent's response, the grievant may appeal to the School Board. (Note: Upon appeal to the School Board, the grievant waives the right to confidentiality.) In an attempt to resolve the grievance, the Board of Education or its designees shall meet with the concerned parties and their representative with ninety (90) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of the meeting.

The grievant should be aware of the right to take the complaint to the State Department of Education, Civil Rights Coordinator, 6th Floor, Andrew Johnson Towers, 710 James Robertson Parkway, Nashville, TN 37243; to the Office of Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, GA 30301; or take court action without fear of prohibition or retaliation.

FEDERAL PROGRAMS

INFORMATION AND TEST SCORE INTERPRETATION & PARENT INFORMATION MEETING

The Every Student Succeeds Act [ESSA--the name given to the 2015 reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 as reauthorized] is the legal umbrella under which public school systems must operate if they receive federal funding. Union County Public Schools receives several categories of federal funds.

Title I-A (Improving the Academic Achievement of the Disadvantaged)

Big Ridge Elementary, Luttrell Elementary, Maynardville Elementary, Paulette Elementary, Sharps Chapel Elementary, Horace Maynard Middle and Union County High schools are designated Title I schools by the Union County Board of Education and the Tennessee State Department of Education per the Consolidated Application for Federal Funds. The Title I programs at these schools are school-wide programs (this is decided each spring for the following school year by the Title I School Advisory Committees).

All teachers and para-educators paid with Title funds or those working in a Title I school-wide program must meet the highly qualified standards.

A process must be in place to identify and serve homeless children.

Your child's curriculum can be viewed at www.ucps.org (if you do not have computer access, your school will be happy to provide you with a copy).

- Parents are to receive notification regarding:
 - Teacher qualifications (see www.ucps.org);
 - Student acceptance into the Title I program (see www.ucps.org);
 - School Report Card (see www.ucps.org);
- To access the school's report card, you must have a computer with Internet access. If you do not have computer access, ask your school's principal for a copy of the school report card.

The following are the steps to access the most current school report card on computer: Go to www.ucps.org. Click on Skyward just below the scrolling pictures. Enter in the username and password given to you at the beginning of the school year. If you have no username or forgot your password, Call Cheree Rutherford at 865-992-5466 or Chip Brown at 992-0211 and either can fix this for you.

Student Progress is reported in several ways including but not limited to: (interim grade reports from schools; quarterly report cards from school; TNReady standardized test data for grades 3-11; ACT results for secondary grades). Check with your child's teacher for additional information.

Each Title I school has a School Strategic Plan describing program delivery that addresses the following ten components of a Schoolwide Title I program.

- a.** a comprehensive needs assessment of the entire school using data analysis of subgroups ;
 - b.** school-wide reform strategies with emphasis on improved achievement of the lowest achieving students;
 - c.** instruction by highly qualified staff;
 - d.** high quality and ongoing professional development activities;
 - e.** strategies to attract highly qualified teachers to high needs schools;
 - f.** strategies to increase effective parental involvement;
 - g.** plans for assisting preschool children from early childhood programs to elementary school programs;
 - h.** measures to include teachers in assessment decisions regarding the use of assessment in improving student performance and instructional programs;_
 - i.** strategies for providing timely assistance to students experiencing difficulties mastering standards; and
 - j.** coordination and integration of federal, state, and local services and programs.
- The School Strategic Plan is available from the school office to any parent upon request.

Title II-A

(Teacher Quality)

Teacher Professional Development

Title III-A 1-A

(English Language Learners)

Title VI-B-2

(Rural and Low Income School Program)

Teacher Professional Development

Parental Involvement Activities

Activities authorized under Title I-A

For additional Federal Program information,
please contact:

Dr. Ronnie L. Mincey

Supervisor of Federal Programs

Union County Public Schools

P.O. Box 10, 3006 Maynardville Highway

Maynardville, TN 37807

(865) 992-5466 ext. 107

(865) 992-0126 fax

minceyr@ucps.org

Union County Board of Education

Children and Youth Experiencing Homelessness Have a Right to a Free, Appropriate Public Education

Who is homeless?

- Anyone who, due to a lack of housing, lives
- In emergency or transitional shelters
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care
- In cars, parks, public places, bus or train stations, abandoned buildings
- Doubled up with relatives or friends
- Migratory children living in these conditions

What are some Characteristics of students who are homeless?

- Attendance at several schools
- Hungry
- Poor grooming
- Inappropriate clothing for the weather
- Attention-seeking behavior

Are children experiencing homelessness eligible to enroll in pre-school and kindergarten?

Yes. Students who are homeless should have access to the same programs as students who are housed. Head Start and Even Start may reserve enrollment slots for students experiencing homelessness.

What services must school districts provide to children and youth in homeless situations?

School districts must provide homeless students with services comparable to agencies provided to other students in the school district. Homeless children must have access to educational agencies for which they qualify, including special education, gifted education, and free and reduced-price lunch program, before- and after-school activities, and Title I agencies.

Where can students experiencing homelessness attend school?

The school the child or youth attended prior to becoming homeless or the last school in which the student was enrolled (known as the school of origin)/the school in the attendance area.

Where can I go for more information and assistance?

The local liaison must assist these students in the enrollment process.

- National Center for Homeless Education at SERVE www.serve.org/nche
- NCHE Helpline: 800-308-2145
- National Coalition for the Homeless www.nationalhomeless.com
- U.S. Department of Education www.ed.gov
- National Law Center for Homeless & Poverty www.nlchp.org
- National Association for the Education of Homeless Children and Youth www.naehcy.org
- National Law Center for Homeless & Poverty www.nlchp.org
- National Association for the Education of Homeless Children and Youth www.naehcy.org

Local Liaison

Dr. Ronnie L. Mincey
Supervisor of Federal Programs, Union County Public Schools
P.O. Box 10, 3006 Maynardville Highway
Maynardville, TN. 37807
(865) 992-5466 ext. 107
(865) 992-1026 fax
minceyr@ucps.org

2016-17 PERMISSION/ACKNOWLEDGEMENT FORMS

Please review the material on this page and in this booklet, complete the acknowledgement at the end of this section, and return it to your child's teacher within fourteen (14) days of the receipt of this booklet.

WEBSITE DISPLAY AND MEDIA ACCESS

UCPS showcases information about our schools by posting pictures and audio and video recordings of students on the UCPS website (www.ucps.org). The district does not identify a student by listing his/her full name in the posting. If you do not want UCPS to allow your child to appear in material posted on the school system's website without your prior written consent, you must notify your child's principal in writing within 14 days of receiving this notice. UCPS may seek opportunities for or provide material for news media about our schools. Any access to students on campus for this purpose is monitored by UCPS staff. If you do not want UCPS to allow your child to appear in still and motion pictures for publication/broadcast by the news media or to speak with the news media as is deemed appropriate by representatives of UCPS without your prior written consent, you must notify your child's principal in writing within 14 days of receiving this notice.

DIRECTORY INFORMATION

UCHS provides many organizations directory information which may include student's (name, address and phone number). These organizations provide services to our students and may include information released to (college recruiters, military recruiters, scholarship sponsors, school photographers, etc.) If you prefer that we do not release your basic directory information to these groups you have the option to do so. Please indicate whether or not you wish this information to be released to outside groups.

COORDINATED SCHOOL HEALTH SCREENINGS

Each year the Tennessee Department of Education requires local school systems to screen students in certain grades, transfer students, students receiving Special Education services, and students suspected of having problems with school work. The screening process helps to identify problems of hearing, vision, and/or speech and language that may affect a student's performance in the classroom. The school system also provides other health assessments at specific grade levels as needed during the school year. Health screenings will be conducted for vision, hearing blood pressure, height and weight. Kindergarten, 2nd, 4th, 6th, 8th grade and wellness classes will be screened annually. If a problem is suspected, you will be notified of the results and recommendations for follow-up. If you do not want your child to participate in comprehensive health screenings, you must notify your child's principal in writing within fourteen (14) days of receiving this notice. These screenings do not qualify as an examination and parents are encouraged to ensure that each child has an annual medical checkup and bi-annual dental checkup. In the event this information is not completed and returned by August 31st, Union County Schools will assume that neither a parent of a student nor eligible student objects to the release of any information, media contact, website posting, or comprehensive health screening, and that the parent and student acknowledge receipt of this handbook and the information provided.

CODE OF STUDENT CONDUCT INTRODUCTION

The primary factor affecting student educational achievement in any school is the school's learning environment. Therefore, this Code of Student Conduct has been developed to ensure that students enrolled in the Union County school system may be fully assured of a proper and wholesome learning environment. To diminish the possibility of prejudice and to develop a comprehensive set of rules, the Director of Schools called upon all segments of the Union County community, including parents, administrators, teachers, and students for assistance in developing this Code of Student Conduct. A copy of the Student Handbook for Union County Public Schools (UCPS) will be made available to students and their parents or legal guardians at the beginning of each school year. Parents are expected to review and discuss the information with their child, to sign a form acknowledging this, and to return the signed form to their child's school. An orientation session will be provided for students at the beginning of each school year to acquaint them with the Code of Student Conduct. This session may be presented by classroom teachers or other certified personnel and will follow a planned outline to ensure proper distribution to all students.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Code of Student Conduct will be implemented in compliance with the requirements of applicable Federal and State statutes and accompanying regulations governing the appropriate discipline of students suspected of or identified as having a disability. Due process requirements for such students shall be in accordance with Section 615(j) (k)[IDEA, 1997]. A copy is available upon request from the Office of the Director of Special Education, 3006 Maynardville Highway, Maynardville, TN 37807, or by phone request to the office at 865/992-5466. The provisions of Appendix I (Due Process) are modified accordingly for the discipline of students suspected of or identified as having a disability.

STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the right to:

- A system of public education that meets the needs of the individual student by providing a free and appropriate public education.
- A reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- Due process.
- Protection of person and property to the fullest extent possible by the school. Video surveillance may be in use in Union County school buildings.
- Freedom of expression, both written and spoken, of personal opinions, so long as it does not interfere with or disrupt the educational process. The use of obscenities or personal attacks is prohibited. Written expressions must be signed by the authors. Libelous; obscene; and racially, ethnically, and religiously demeaning types of materials and personal attacks are prohibited.

- Participate in school activities without being subject to discrimination.
- Consult with teachers, counselors, administrators, and other school personnel.
- Suggest rules or changes in rules.
- Respect from other students and school personnel.
- Be free of abuse and the threat of abuse.

Every student has a responsibility to:

- Take advantage of every opportunity to further his/her education.
- Adhere to any and all rules and regulations established by the Union County Board of Education and/or the school administration.
- Exercise courtesy and reason at all times.
- Accept just consequences.
- Refrain from making false accusations for any reason, including those that are petty or vicious.
- Be accountable for his/her own behavior.
- Show consideration for the rights and property of others.
- Refrain from behaving in any manner that infringes on the rights of others.
- Make suggestions in a positive, reasonable manner.
- Maintain regular attendance and punctuality.
- Display neatness, cleanliness, and appropriateness of personal dress and hygiene.

INTERNET ACCEPTABLE USE POLICY BRING YOUR OWN DEVICE POLICY For Students and Parents

Union County School System provides Internet access to students, teachers, and other staff. It allows users to find, utilize, and share information in a variety of unique ways to support our curriculum. In addition, students may bring personal electronic devices for educational use.

The Internet has a vast amount of resources available, including some materials that are not suitable for viewing in a school environment. Union County School System takes every precaution to restrict access to inappropriate information in compliance with the Children’s Internet Protection Act (CIPA). However, an industrious user may discover it. It is prohibited to locate materials that are illegal, defamatory, or offensive. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken by the Union County Director of Schools and/or the Union County Board of Education against users found sending or acquiring illegal or inappropriate materials over the Internet. The Union County Board of Education defines objectionable materials as “any comment, request, suggestion, proposal, image or other communication that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards, sexual or excretory activities or organs.”

Union County Board of Education makes no warranty, expressed or implied, regarding the use or misuse of the Internet. The Board shall accept no liability or legal responsibility for any damage which may arise from the use or misuse of the Internet in violation of these guidelines. Misuse can come in many forms,

but can be viewed as any information sent/received that indicates or suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, harassing or insulting attacks, violation of copyright laws, Cyberbullying, and any other unacceptable information. Misuse also includes damaging computers, computer systems, software or computer networks; using another's ID/password; improper use of data folders or work files; and interference and interruption of the systems and networks. Use of the Internet, Technology and the Network is a privilege. Violation of the policy may result in disciplinary action, revoking of a user's access and/or appropriate legal action.

Users accessing or using Social Networking including but not limited to blogs, wikis, podcasts, Google applications and other Social Networking Sites as part of their job duties or student assignments are required to keep personal information out of their postings. Students and staff will not post or give out photographs of students, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact a student in person.

Speech that is inappropriate for class is not appropriate on Social Networking sites. Users are expected to treat others and their ideas online with respect. Cyberbullying of students, teachers or other staff will not be tolerated, including cyberbullying incidents occurring away from the school. Strong disciplinary action will occur in response to any cyberbullying incidents.

Per release of the FCC (Federal Communications Commission) and CIPA (Children's Internet Protection Act) to prohibit inappropriate online behavior which includes interaction with other individuals, students and staff shall not use cell phones, instant messaging, e-mail, chat rooms, social networking sites, or other type of digital technology to bully, threaten, discriminate, or intimidate others. If a student or staff member receives a text, e-mail, blog comment, social network post, or message that makes them feel uncomfortable or is not respectful, they must report the incident to the school administrator or building designee, and must not respond to the comment. This policy includes "cyberbaiting", a term used for students deliberately provoking a teacher or student until they lose their composure in order to capture video that is then posted in a public forum online. Any staff member or student who suspects they have been targeted should immediately inform their supervisor, teacher or principal.

The Union County Board of Education will expect the building level administrator to police this situation. He/she shall monitor his/her students and staff.

Please remember the following:

- Computer passwords should never be written or shared!
- Users will not use the district's electronic technologies to vandalize, damage or disable the property of another person or organization.
- Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in "spamming" or by any other means.

- All network communication must be polite, kind and free from inappropriate language or pictures. No use of language that would promote violence or hatred.
- Electronic mail is not guaranteed to be private.
- Personal work and electronic mail shall be deleted regularly. File server space is limited.
- Personal addresses, phone numbers, and financial information shall not be included in network communication.
- No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.
- The Union County School System does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owner(s), does not have the right to reproduce it.
- Anyone bringing a personal mobile device to school is doing so at their own risk and the school will not be held responsible if an item is lost, stolen or misplaced. The school is not responsible for the security of the device.
- No gaming devices are allowed.
- All personal devices brought on campus must follow the same policies and procedures as any district owned device.
- The Union County School System reserves the right to inspect a personal device if there is reason to believe that Board Policies, administrative procedures, or school rules have been violated or the user has engaged in other misconduct while using their personal device.

- Users may not use the devices to record transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- Virus protection is mandatory on personal computers or tablets before a user will be allowed on the network.

I understand that computer, network, Internet and personal device use at the Union County School System is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks, Internet, and any personal devices brought to school, I will abide by the above Terms and Conditions for Technology/Internet Bring Your Own Device use at the Union County School System, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, Internet or personal device privileges.

Additionally,

- I understand that the Union County School System will provide computer, network and Internet access, for educational purposes only, to qualified students, teachers, and administrators and staff through its individual schools.
- Union County Schools does not condone and specifically forbids the unauthorized duplication of software.
- Copyright laws are to be honored and observed.

***Please tear out this page and return it to school with your child.**

Please sign below and return this page to your child’s teacher within 14 days of the receipt of this booklet.

Student’s Full Legal Name (please print): _____

Grade: _____

ACKNOWLEDGMENT

I have received and read the information above about the release of directory data, media access, website posting, and comprehensive health screening. I have received and reviewed the Code of Student Conduct, including the Union County Schools’ Acceptable Use Policy regarding computer use. My child and I have discussed and understand the contents of this document, and we agree that he/she will abide by these rules. Furthermore, if I have any questions concerning this information, I understand that I may contact my child’s principal within five (5) school days from the date I received this booklet.

Please check that you have read and understand each of the following components of the acknowledgement section.

Yes	No	
		Website Display and Media Access
		Coordinated School Health Screenings
		Code of Conduct
		Internet Acceptable Use Policy
		Directory Information Release

STUDENT
SIGNATURE _____ DATE _____

PARENT/GUARDIAN
SIGNATURE _____ DATE _____

HOMEROOM TEACHER SIGNATURE _____ DATE _____

In the event this information is not completed and returned by August 31st, Union County Public Schools will assume that neither a parent of a student nor eligible student objects to the release of any information, media contact, website posting, or coordinated school health screening, and that the parent and student acknowledge receipt of this handbook and the information provided.

NOTICE OF VIDEO SURVEILLANCE

Most school buildings and buses are under continuous video surveillance for the safety and security of students and staff. Video devices are used to monitor our schools, buses, and the campus areas, and may be shared with law enforcement officials. While the specifics of our security systems are not disclosed, students should understand that when on campuses or on a bus, they may be under audio and/or video surveillance. UCPS will not share video clips with outside entities that include pictures of students or staff members who are not involved with the issue under question unless required by law.

SECTION 504 PROCEDURES

In compliance with state and federal law, Union County Public Schools will identify, evaluate, and provide access to appropriate educational services to any student eligible under Section 504. Eligible students must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. For further information on the evaluation procedures and provision of services, please contact your school's 504 coordinator.

CORE CONVICTIONS

ALL STUDENTS DESERVE:

- a safe place to learn.
- equal opportunities.
- a quality education.
- to feel emotionally safe.
- respect.
- to be appreciated for their inherent learning style.
- to have dreams.
- necessary supports to succeed.
- a meaningful and relevant curriculum.
- a caring adult advocate.
- open access to the curriculum.
- a chance to be trusted with responsibility.

STUDENT CODE OF CONDUCT

In an effort to give the students a general idea of what behaviors are expected of them, we offer these guidelines.

At all times, **STUDENTS SHOULD** do what is right and:

- 1) **ATTEND** school regularly.
- 2) **BE PREPARED** for each class.
- 3) **UNDERSTAND** and **FOLLOW** school policies.
- 4) **RESPECT** the worth and dignity of each individual.
- 5) **RESPECT** the rights and responsibilities of faculty members as they perform their duties.
- 6) **RESPECT** the rights of fellow students.
- 7) **RESPECT** the rights and responsibilities of other school personnel, such as custodians, clerical staff, food service, and transportation employees.
- 8) **BE PROMPT** in arriving at their assigned places
- 9) **OBSERVE** a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
- 10) **INVOLVE** themselves in the total school program and utilize all the school has to offer in the way of curriculum.
- 11) **DEVOTE** all of their energies toward realizing their potential.

SCHOOL POLICIES

A. ENTRANCE REQUIREMENTS

- 1. Students entering as freshmen or transferring must have immunizations up to date.**
- 2. Transfer students must submit appropriate transfer/withdrawal papers from last school attended. Student must show proof of withdrawal from previous school before being allowed to enroll at UCHS.**
- 3. All transfer students must successfully complete all of the state requirements as specified by the state board of education. If a transfer student's former program of study did not involve the block schedule, then the cumulative total units/credits must be equal to four less than a student had an opportunity to earn in four years.**
- 4. Transfer students must provide proof of residence, and if living with someone other than parents (or custodial parent), proof of guardianship. Proof of residence may include electric bill, telephone bill, rent receipt, or tax receipt.**
- 5. A student who has been expelled or suspended from another school system will be denied admission even though the student changes his/her residence. Admission will be denied until such time that the student's expulsion or suspension is fulfilled.**
- 6. A student will be dismissed from school if it is determined after enrollment that he/she has been expelled or suspended from another school system.**
- 7. Any transfer student, whose last placement was in an alternative setting before enrolling in our system, will enter our alternative school until such time has passed that the student can be recommended to return to the regular school setting.**
- 8. Out of County students must complete and have approved by the Union County Board of Education the "APPLICATION FOR NON-RESIDENT STUDENT ADMISSION" before being allowed to enroll at UCHS.**

B. SCHOOL DAY

1. **School is considered to be in session** when the first bus arrives on campus. School is out of session when the last bus leaves campus. Students must stay on school grounds from the time they arrive until school is dismissed unless they have followed procedure for early dismissal (See I. School Policies, D).

2. Any student entering the building before 8:15am must immediately upon arrival, proceed to early bus wait which is held in the auditorium unless the student is eating breakfast. Upon completing breakfast, the student is to report to the auditorium to wait until the 8:05am bell rings. Breakfast will be served from 7:45am until 8:10am. At the sound of the 8:05am bell, students may leave this area to go to lockers, etc. A warning bell will ring at 8:14am to send students to class. At the 8:15am bell students are required to be in their first class assignment of the day.

3. **In the afternoon** students who drive or ride first bus loads must leave immediately when the dismissal bell rings at 3:15pm. **All** remaining students except those under the direct supervision of a teacher or staff member (ball practice, club meeting, make-up work, detention, etc.) must report to late bus wait by 3:20pm which is held in the commons area. **No unsupervised student is to be in any hallway after 3:20pm without approval from a teacher or an administrator.**

C. TARDIES

- **Excused Tardy definition:**

Excused tardies include bus problems, doctors and dentists visits, sickness documented by the parent who accompanies the student into school, and court (with verification). Students should get a note from the front office and continue on to class immediately upon arriving at school. Other tardies can only be excused by the school's administration.

- **Unexcused Tardies Definition:**

Unexcused tardies include but are not limited to over-sleeping, car ran out of gas, alarm did not go off, no one told me to get up, laziness, walking slowly, and a variety of other reasons. Upon the tardy bell ringing for any class, classroom doors will be closed and lock and unexcused tardy students will be reporting to the commons area (or any other designated area) to spend the period in lock-out. **No tardy student shall be admitted to any class without an admit from the office. Each accumulation of five tardies and/or early dismissals will result in one day's absence from school and will count toward the semester exams exemption.**

1. If you are tardy during any homeroom period (8:15am–8:35am) you must sign the *Sign- In-Out Sheet* in the office to receive an admittance to class. The number of minutes per tardy will accumulate by which tardies will become absences. Absences due to tardies are considered the same as any other absence, and does count as a day absent toward semester test (See I. School Policies).
2. Unexcused tardies to all classes will be handled by the administration (see above definition).
3. “Sweeps” will count as an absence from that class. Each sweep will count as an absence for the class affected and will count toward semester exams.

Consequences for unexcused tardies (tardies will start anew each nine weeks):

- 1st tardy - Lock out, go to ISS for the period
- 2nd tardy - Lock out, go to ISS for the period, call to home by teacher
- 3rd tardy - and each additional tardy - Lock out, go to ISS for the period, call home, and after school detention, OSS, or other. ***

(The above consequences are for tardies to the same class)

loss of driving privileges for rest of current nine weeks can occur see section “G” of this handbook

*** “No Shows” for after-school detention will result in an out-of-school suspension and subject to the offender being referred to the Union County Academy (also known as the non-traditional high school) and , if warranted, to the Attendance Committee***

D. EARLY DISMISSAL

1. If you have a prearranged appointment, you must bring a note from your parents to the office before the school begins. The note should include your name, the date and time leaving, the reason, parent signature, and phone number so the note can be verified. You will be given a pink slip to take to the teachers of the classes you will be missing. The signed pink slip must be turned in to the office before you will be allowed to sign out. You must sign out before leaving school. Failure to sign out properly will be considered a class cut and will cause the student to receive a discipline. At no time will outside phone calls be an acceptable way for students to be signed out. If no note is presented, then parents/guardians (or the emergency contacts) will have to physically enter the building and come into the front office to sign their child out.
2. If you become sick while at school, get permission from your teacher and report *immediately* to the office. Do not stay in the restroom. Your parents will be notified to come for you. The above procedure as pertains to pink slip and sign-out must be followed. An office aide will be assigned to take the pink slip to teachers for you if you are too ill to do this yourself.

3. Seniors participating in the Work-Based Learning Program may be dismissed after 3rd period with a signed work contract and approval by the CTE Director, Mr. Massengill.
4. Students will not be allowed to have early release (not the same as work release).
5. If you come back onto school property after signing out, you must report to the office and sign back in immediately.
6. Students can only sign out between class periods and only after the office has obtained parent permission (see attached bell schedule). No student will be called out of a class to sign out early. (Emergencies will be cleared through the administration).

E. ATTENDANCE

1. Definitions

- A. Excused/Unexcused Absence – Absences are only classified as excused or unexcused for the purpose of truancy hearings and granting permission to make up missed assignments due to an absence.
 - B. Class Absence – There will be no designation for class absences. Doctor and parent notes do not affect or alter a class absence, and therefore are not accepted for this purpose. If a student misses more than 10 minutes of a 55 MINUTE class OR 20 MINUTES FROM A BLOCK CLASS, the student will be considered absent from that class. This is approximately 20% of the class meet time.
 - C. Sweeps do count as an absence for the affected class and will count toward semester exams.
 - D. ISS WILL count as a class absences in regard to semester exams.
2. Each student is assigned to a definite place during each period of the day. To be excused from this place, student must have permission from the proper authorities.
 3. Students participating in school sponsored activities on or off campus are not counted absent.
 4. The student is responsible for making up any missed class work due to absences and/or school trips. The student will have three days to turn in his/ her 1st day's missed work and an additional day for each additional consecutive day missed. (ex: A student is absent on Monday and Tuesday, but returns on Wednesday. The first missed assignment will be due on Friday of that same week and the second day's work on the following Monday.) A student will always be allowed to turn in their missed work earlier than expected.

(NEW PLEASE READ)

- 5. Any missed assignments due to absences must be made-up within three days (see number 4 above). Any assignment not made-up within three days will have to be made-up in tutoring or lunch and learn (no exceptions) or after school. The teacher will send these assignments to the tutors or lunch and learn teacher.**
- 6. If a student is suspended out of school, missed class work may not be made up. (See teacher for procedure for earning back a grade.)**
- 7. Parent/guardian will receive written notification when a student accumulates 5 unexcused absences. On the eighth unexcused absence, the student and their guardian will have to meet with an administrator to prepare a plan (known as the SAR, School Attendance Review) to improve attendance. Once a decision is made by the committee, the student will have two days to appeal to the Attendance Facilitator. Failure to comply with the plan will result in a referral to the truancy officer. (Board Policy 6.200)**
- 8. Excused absences:**
 - Note(s) from physician**
 - Death in the immediate family (up to 3 days)**
 - Parent notes (up to 2 days per nine weeks)**
 - ***parent notes will not carry over from semester to semester*****
 - Circumstances beyond student's control (approved by the principal)**
 - All notes for excused absences must be turned into the office *immediately* upon return to school. Otherwise the absence will remain an unexcused absence.**
- 9. To apply for or to retain a driver's license, a student must pass at least 2 (3 if in FA) classes per semester and be in good standing regarding their attendance. A driver's license or permit will be suspended by the Department of Safety when the student has 10 consecutive or 15 total unexcused days absent in a semester. Once the license is suspended, it will not be reinstated until the student has attended school at least thirty days without any unexcused absences or reaches the age of 18.**

10. Any student may choose not to take the semester test for a class in which he/ she is absent one day or less. However, every student who has more than one day absent (*excused or unexcused*) must take semesters. For *no absences* in a class, 3 points will be added to the student's total semester grade. For *one absence* in a class, 2 points will be added to the semester grade. A student with no absences or one absence is also excused from class on semester test day. **All** students attending school on semester day must attend their appropriate classes throughout the day and at the appropriate times. There are no exception to this.
11. Tutoring in lieu of taking a semester exam is new this year. After school tutoring is available to those who have missed more than one day in class and still wish to be exempt from a semester exam. The student must make up one hour of after school tutoring for each class missed over one day to be eligible. The tutor will then complete an SEC (Semester Exempt Credit) for the student.
12. This credit will follow the same rules for make-up assignments and must be completed within three days of the absence from class.
13. The student is responsible for turning in the SEC form to the appropriate teacher to receive credit for the tutoring. **NOTE:** This will have no effect on the attendance points earned through perfect attendance.
14. Semester exams will not be given early. Vacations are not an acceptable excuse for missing the exams or school. There will not be a make-up day for semester exams. Students who miss exams will have to make arrangements with the classroom teacher in the allotted time (see missed work) in order to make up an exam. A doctor's note will be required in order to make up a semester exam.

(NEW in 2015 -16, Appeals for absences)

An attendance committee will meet before any semester exam to review all appeals made for absences due to illness. If approved, the student could be excused from semester exams. An appeal form will be provided when requested by the student and must be accompanied with a detailed doctor's statement explaining the illness. Only consecutive days missed due to illness are appealable. The appeal form must be submitted no later than ten school days before the semester exam to be eligible for consideration.

F. PERSONAL RELATIONSHIPS

1. Students are expected to obey instruction from any school employee who is in the performance of his duty and to address all staff members respectfully. Teachers have supervisory responsibilities in all areas of the campus while at school.
2. Substitute teachers are to be accorded the same respect as regular classroom teachers.
3. Visitors are considered our guests and are to be treated with courtesy and respect.
4. Each student is expected to show respect for the rights and feelings of his fellow students. Courtesy is expected. Tolerance of differing beliefs and appearance is essential.

Displays of affection among students will be limited to holding hands or the taking of the arm while walking to class. Further display tends to destroy reputations and embarrass others and students will be disciplined with ISS for each offense.

G. STUDENT DRIVING AND PARKING - \$10.00 per pass

- Driving to school is a privilege, not a right.
- Only Seniors and Juniors will be allowed to drive to school and park on school grounds.
- Drivers must have their proper parking pass clearly displayed.
- Sophomores may have the opportunity after Christmas to drive to school (space permitting in the student lot) on a first come, first serve basis.

If the student does not follow proper procedures to attain a parking permit and follow subsequent regulations regarding driving and parking, his or her vehicle is subject to towing and the student will no longer be allowed to drive to school. See the SRO'S for parking permits. An administrator (or designee) must sign off on every student permit issued.

1. The student must show license and proof of insurance to receive parking permit. (This will be verified.)
2. There is a 5 mph speed limit on campus at *all* times.
3. Cars and parking lots are off-limits during the day without permission from office.
4. Students are to park in student parking areas only. No student is to park in the teacher parking lot until after 3:30pm.

5. Students are not to sit in cars before and after school or at any event on campus.

6. Cars should be locked. The school will not assume responsibility for any stolen articles or damage to cars.

7. School personnel have the right to search any car at any time.

8. Driving privileges will be suspended and/or terminated if a student receives more than 2 disciplines of any type in a 45 day period. Parent meeting will be required before driving privileges are restored. Tardies to HR will be considered a discipline.

9. Any student receiving more than 5 disciplines of any type will have their driving privileges revoked for the rest of the year.

10. Any student caught driving a different vehicle or parking in any other spot on campus after having driving privileges suspended and/or revoked will be suspended.

11. Citations can and will be issued and fines assessed for the following offenses:

- A. Speeding
- B. Reckless Driving
- C. Parked in Fire Lane/ No Parking Zone
- D. Parked in Handicapped Zone
- E. Parked in Faculty Parking
- F. Parked in wrong place
- G. No parking permit visible
- H. Blocking roadway or access
- I. Blocking other vehicles
- J. Warning
- K. other

12. No one, including adults, is to drive around the front of the building between the hours of 2:30pm to 3:30pm. Monday - Friday. This time is reserved for bus pick-up only. All vehicles, other than busses, are to exit at the stop sign at the northern end of the student lot or exit at Durham Drive during this time.

H. SCHOOL BREAKFAST AND LUNCH

- 1. CEP Meals (breakfast and lunch) are available to all students at no cost to the student. There are fees for extra portions. Applications will be given out in homeroom or you may obtain one in the office or cafeteria. Forms must be completed every new school year.**
- 2. No student is to cut line and everyone must return his/her tray when finished. Failure to return your tray will result in a detention.**
- 3. Students must remain in the cafeteria during their lunch period. With permission, students may use only the restrooms located outside the gym during their lunch period. *CTE restrooms are off limits during lunch.***
- 4. Food or drink is not to be taken out of the cafeteria area.**
- 5. No student is allowed to leave school for lunch.**
- 6. No outside commercial food is allowed to be brought into the school for the student's breakfast or lunch. Examples: McDonald's, Hardee's, Subway, etc.**

I. VISITORS

ALL VISITORS MUST FOLLOW THE SAME CODE OF CONDUCT AS OUR STUDENTS.

- 1. Visitors are always welcome if they have legitimate business at the school. A parking area is provided in the front of the building especially for visitors. To ensure a pleasant and productive visit as well as preserve the safety of our students and staff, visitors are asked to enter through the front entrance and report to the main office where arrangements will be made for conferences or classroom visits and a visitor's pass will be issued.**
- 2. In order for classrooms and/or student learning not to be disrupted, all teacher conferences must be scheduled in advance and during the teacher's planning time. You may leave a telephone message for your child's teacher. Our teachers will return your call during their planning time.**
- 3. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school. Unauthorized visitors are loitering and face a misdemeanor charge of trespassing and a possible fine.**

J. STANDARDIZED DRESS AND GROOMING CODE
GRADES 6 THROUGH 12

1. Bottom Wear

Bottom wear must be size appropriate for the wearer with no sagging or bagging, must be worn securely at and around the waist so as not to reveal undergarments and to prevent pant legs from touching the floor. Large bell-bottoms which expose less than one fourth of the top of the foot, spandex, or soffee shorts shall not be allowed. Leggings must be paired with a top that meets the fingertip rule. Skirts, shorts, or skorts must be no shorter than fingertip length, slits must be no higher than fingertip length. Anything that is considered distracting will be left to the discretion of the principal or his/her designee. (UCHS will use the fingertip rule for length of shorts and dresses.)

Fingertip rule: Shorts, skirts, and dresses (or the like) can be no shorter than the third finger of the student when shoulders are relaxed and arms are straight down by their side.

2. Top Wear

Shirts must be size appropriate for the wearer having sleeves which cover the deltoid muscle. Shirt length must be size appropriate and not to go longer than past the hip joint. Bare midriffs or necklines low enough to expose cleavage shall not be allowed. Size appropriate fleece pullovers; jackets; long sleeve crewneck; V-neck; or cardigan sweaters, vest, or sweatshirts may be worn over an approved shirt.

3. Dresses

Girls may wear dresses appropriately sized for the wearer with the length no shorter than fingertip length, slits must be no higher than fingertip length. (See fingertip rule) Necklines must not expose any cleavage.

4. Shoes must be worn at all times.

5. Coats, heavy jackets, or raincoats must be worn open in the school building and may be subject to search by the principal or faculty at any time. Trench coats are prohibited. Blankets are not allowed.

6. Head Wear

Sunglasses will not be worn in the building (except those worn for obvious medical reasons and results therefore). No bandanas are to be worn in the building. Gang related head wear (or look alike) is not to be worn in the building or on school grounds.

7. All Apparel

Clothing shall be neat, clean, hemmed and shall not have holes, rips, cuts or frayed edges that would be considered distracting and/or inappropriate. Articles of clothing shall not be worn which imply or promote alcohol, sex, drugs, tobacco, violence, gangs, racial slurs or offensive language.

8. Accessories

Any accessory that is studded, spiked, contain chains or tabs or in any way presents a potential danger or harm to self or others is prohibited. This will be determined by the principal or his/her designee.

9. Other

Any attire, tattoo, hair color and etc, that could become disruptive to the learning environment is not allowed.

Any student not dressed in accordance with the above policy shall be subject to disciplinary consequences. Any article of clothing (accessories) that is considered distracting or inappropriate will be left to the discretion of the school principal (or designee), and the principal or his or her designee, shall take appropriate action.

Students must abide by the dress code of the building (example: college days, field trips) when traveling to other schools or school related functions.

Students can be sent home for not adhering to the above dress code. More than one discipline for a dress code violation will result in the student being disciplined for defiance of school rules and will be subjected to OSS if deemed appropriate by school administrators.

Special Days

Schools may develop special dress days for special occasions at the direction of the school principal.

K. HALL CONDUCT AND HALL PASSES

1. When classes change, students should proceed to their destination in an orderly and quiet manner. If stopping to talk to friends, move your group to one side so traffic flow will not be disrupted. Excessive noise, running, and horseplay are forbidden.
2. Any student in the hall during a class period *must* have a hall pass from an authorized staff member or be accompanied by a teacher. Only one student per pass. Only one student is allowed out of the same class at a time.
3. Any student caught in the hall during class time without a pass will be considered cutting class and will be disciplined.

L. ASSEMBLIES, PEP RALLIES, INTRAMURAL SPORTS

1. Attendance at some school assemblies is required. Report directly and promptly to the assembly as instructed. Some assemblies are not required. You will be told where to report if you do not wish to attend.
 2. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.
 3. Never applaud during or after a devotional assembly.
 4. Do not leave the assembly until dismissed.
-

M. LOCKERS

Each student will be assigned a locker. The school will not assume responsibility for any lost or stolen articles; therefore, students are encouraged to place locks on their lockers. Locker assignments or locker partners cannot be changed without requesting and receiving permission from the office. The school personnel have the right to inspect any locker at any time. Any damage done to a locker (graffiti, stickers, etc.) is vandalism.

N. MEDICATION

Students possessing drugs of any nature or for any purpose must register them in the office. This includes *prescription* and *non-prescription* medication. A form must be signed by a doctor and provided to the office by the student.

O. INSURANCE

Students on athletic teams are required to show proof of insurance.

P. ACCIDENTS

All accidents which occur in the school building, on school grounds, at practice sessions, or at any extracurricular event sponsored by the school must be reported to the person in charge and to the school office. An accident report must be completed for any student injury. If it is necessary to call an ambulance in case of injury, paramedics and/ or principal can decide if the student should be taken to the hospital.

Q. IN CASE OF EMERGENCY

The student must provide complete and accurate personal information to staff. In case of an emergency, the school *must* be able to reach a parent/guardian.

R. TELEPHONES

Students may not be excused from class to use the phone unless there is an emergency. In such a case, the student must receive permission from teacher and office staff and must use the office phone. Students will not be called from class for a phone call except in emergencies. Messages may be taken and delivered by the office aides if necessary. **AT NO TIME, SHALL A STUDENT USE A CLASSROOM PHONE.**

CELL PHONES

Cell phone usage in the classroom is acceptable when it is being used as a learning tool and with teacher approval. Using a cell phone as a classroom learning tool is encouraged by UCHS. Examples of unacceptable use during class would be making or receiving phone calls, texting or any other personal use that is not related to class.

Misuse of the cell phone during regular school hours can result in the following consequences:

1st offense – *Warning by an administrator.*

2nd offense – *Phone taken up by an administrator; parent informed; parent must pick up phone from the administrator; student will receive discipline (i.e. ISS)*

3rd offense and beyond – *Phone taken up by an administrator; parent informed; phone taken to central office supervisor for parent pick-up; and student will receive further discipline.*

*Definition of regular school hours: School hours are defined as the time a student arrives on campus of the morning and ends at 3:30. While on any school campus, students will abide by the student handbook, regardless of the time of day.

S. LOST AND FOUND

Lost and found is in the main office. Any items found should be turned in to the main office.

T. VENDING MACHINES

Drink and snack machines are here for your convenience. The machines in the commons area are not to be used once the 8:15 am bell rings until after the last lunch has been served. If you lose your money, notify the career/technical office for drink machines and the front office for snack machines.

U. FEES

Individual teachers may charge fees for equipment or materials associated with taking the class. Parents will be notified of the amount and use of the fee. All checks are to be written to the school, *not* the teacher. No students will be excluded from any class due to financial hardship. See your teacher about the fee if it is a problem.

TEXTBOOKS & LIBRARY BOOKS

Textbooks and library books are property of the Union County Board of Education and shall be returned at/by the end of the school year, upon completion of the course or upon withdrawal from a course or school. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

Age of Book - Amount Collected

1 - 2 years = 100% of replacement cost

3 - 4 years = 75% of replacement cost

5 or more years = 50% of replacement cost

V. RESTROOMS

1. At all times students are expected to keep restrooms as clean as possible.
2. When a student is at lunch, only the restrooms outside the auditorium are to be used.
3. Misuse of a restroom pass, such as roaming the halls or out of area, will result in a disciplinary action.

W. BUS CONDUCT

Students are to cooperate with their bus driver(s). Rules and regulations will be posted on each bus. The bus driver has the authority to enforce them, and it is his/her responsibility to notify the principal of any misconduct of students. The student may be disciplined and/or suspended from riding the bus if that is deemed necessary by the principal.

X. LIBRARY

All students are welcomed and encouraged to visit the library. The library can offer the students a great place to work, study and relax. Please follow all policies for visiting the library to make your visit more enjoyable. The librarian will be available to assist you as needed. Please be sure to check out "Kathleen's Corner" while visiting the library.

Y. FIELD TRIPS

On field trips students are expected to conduct themselves as representatives of our school. School rules apply at *all* school-sponsored activities, during or after school hours, at school or away. Students are not allowed to drive on field trips. Students will be limited to two field trips per term including club trips. Please plan accordingly.

****ONLY STUDENTS WITH TWO OR LESS SCHOOL DISCIPLINES (INCLUDES UNEXCUSED TARDIES) WILL BE ALLOWED TO PARTICIPATE IN FIELD TRIPS AND NON-SPORT SCHOOL SPONSORED ACTIVITIES ****

Z. SEARCH POLICY

Students are subject to search if deemed necessary by school administration.

AA. OFF-LIMITS AREAS

1. Cafeteria except for breakfast or lunch or other designated use.
2. Outside of building except when entering, leaving, or under supervision of staff member.
3. Staff offices/staff work areas/staff restrooms and elevators (unless the student has an elevator pass).
4. Parking lot or vehicle.
4. No loitering in unsupervised areas.
5. Any hallway before the ringing of the 8:05am bell is off limits.

BB. THINGS STUDENTS ARE NOT TO BRING

Water guns or other water-dispensing devices, paint guns, radios, video games, DVD, CD, I-Pods, MP3's or the like. Outside drinks or drink containers are not allowed at school. Commercial food is not allowed (ex; McDonald's, Hardee's, etc.) If outside food, drink, radios, DVD, CD or tape players are brought to school for class parties, club meetings, etc., they must be taken *directly* to the teacher(s) in charge. Vapor cigarettes are not allowed at school.

CC. POSTERS/SIGNS

You must receive permission from the office to put up posters and signs and you must then accept responsibility for removing them. At no time should posters or signs be placed on the clock tower in the commons area or on any glass windows.

DD. ALLERGIES

Please be aware that Union County Schools are "Nut Safe and Allergy Aware". Nut allergies can be life threatening; therefore, we take great measures to make sure all of our students have a safe environment. In an effort to allow students with allergies to participate fully in all school activities without the fear of a life-threatening allergic reaction, we ask that you not send in any foods with contain nuts or nut products in any form. *This includes lunches, class parties, bake sales, carnivals, ballgames, and any other school event.* There are emergency plans in place for unexpected exposures; however, the most effective tool is prevention. We are asking for your cooperation and assistance in this endeavor. If this were your child, you would want this same level of precaution.

EE. SCHOOL CLOSING

The Board authorized the Director of Schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members or school property. As soon as the decision to close schools is made, the Director of Schools will notify the local public media and request that an announcement be made, in addition, the School Messenger system will be implemented. Parents that requested to maintain up to date telephone numbers for the School Messenger system.

STORM WARNING DISMISSAL

Students may not be released to parent(s)/ guardian(s) while the immediate area of the school is under a severe weather warning. Parents who arrive during an active warning will be encouraged to remain in a safe place within the school. Students who drive will not be dismissed until the warning has been expired. Students may be held beyond regular dismissal time if there is an active weather warning at the time of dismissal. Students who are on buses at the time of a weather warning will seek shelter at the first available facility.

FF. EMERGENCY/FIRE DRILLS

**UCHS will conduct monthly emergency/fire drills as per state regulations.
Follow your teacher's instructions.**

EMERGENCY PROCEDURES AND LOCK DOWNS

During a lock down or any other emergency situation, the safety of all students is the number one priority. For this reason, **NO ONE** will be allowed to enter or exit the school campus until the "all clear" is given from administration. Please do not come to school during these times as it will cause unnecessary congestion on and around the school campus. The UCPS School Messenger Call Service will call each primary number explaining the situation and giving necessary instructions and designated pick up areas.

GG. PERSONNEL/POLICY COMPLAINT OR CONFLICT

COMPLAINTS OR CONFLICT

If a student or parent/guardian has a complaint with school personnel or policy, he/she should proceed through the following steps until the matter is solved.

- Conference with the teacher involved.
- Conference teacher and the principal.
- Conference with the principal and the Secondary Curriculum Supervisor.
- Conference with the Director of Schools.
- A request can be made to place the matter on the agenda before the School Board.

BULLYING, HAZING AND HARASSMENT PROCEDURE

The Union County Public Schools' Bullying, Hazing and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Union County Student Handbook and website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. ("Cyber-bullying" is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.)

"Bullying" is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass
2. Is repeated over time and
3. Involves an imbalance of physical, emotional or social power "Bullying" can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include: "Hazing" which involves any intentional or reckless act, on or off any property owned by Union County Public Schools, by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. ("Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into of affiliations with any organization.)

II. DISCIPLINE

A. DISCIPLINE CODE

Discipline is the training that develops strong character and self-control and allows every person to live a more productive life. It is a key factor in gaining a quality education.

B. DISCIPLINE POLICY

Behavior that disrupts or interferes with the orderly educational process is not allowed and will result in disciplinary action. This means at school during school hours, on school property at any time, during any school activity at school or away, and on school buses.

All staff has the right and responsibility to correct any student and to expect proper and correct response when doing so.

C. OFFENSES

The following offenses are not only violations of school rules but will be addressed as zero tolerance events. They are very serious and may be punished to the fullest extent. This includes referral to the Union County Alternative Center, juvenile court and/or prosecution by the law.

***Possession or use of drugs and/or alcohol**

***Possession of weapons or use of any object as a weapon**

***Possession or use of pyrotechnics (fireworks, ammunition, etc.)**

***Bomb threat /tampering with fire alarm**

***Assault or battery against any employee or staff member**

DISRUPTIVE BEHAVIOR (BUT NOT NECESSARILY ZERO-TOLERANCE) INCLUDE THE FOLLOWING:

***Vandalism I** (serious and intentional destruction of property)

***Possession or use of tobacco or tobacco products** (this includes vapor cigarettes, also known as vaping products and their like)

***Violence I** (assault and battery)

***Theft**

***The threat of a weapon**

***Possession of drugs or drug paraphernalia**

***Misuse or destruction of school property, including damage to property**

of others

***Under the influence of any illegal substance**

***Violence II.** This includes fighting (either physical or verbal), inciting others to fight or watching a fight, hazing, threatening students or personnel.

***Cheating**

***Vandalism II.** This includes minor damage to *any* school property. Students must pay to replace damaged textbooks.

***Gambling**

***Cutting class**

***Improper (too affectionate) conduct with fellow students** (this includes kissing, hugging, body to body contact, etc.)

***Immoral conduct.** This includes vulgar language and gestures, gross sexual conduct, possession of pornographic material, attempting and/or accessing pornographic material on the internet, etc.

***Forgery/misrepresenting information.** This includes altering records, lying (written or oral), forging signatures or statements, etc._____

***Excessive unexcused absences or tardiness**

***Defiance of authority.** Students are expected to cooperate fully with the school staff.

***Littering**

***Creating disturbances** (running in the hall; yelling, screaming and whistling inappropriately; throwing things, etc.)

***Repeat offenders.** Students who are *continually* in violation of the rules, even though the rules they break are not extremely serious ones, may be subject to severe discipline such as out-of-school suspension or disciplinary hearings and alternative placements.

***Violations of stated school policies.** This includes rules of the buses, classrooms, library, cafeteria, parking, dress code, etc. (School Policies I.)

***Any other conduct prejudicial to order and discipline.**

D. POSSIBLE DISCIPLINARY ACTIONS

1. Warning
2. Parent Conference
3. After School Detention (3:20pm-4:20pm daily)
4. Suspensions
 - In-School (ISS)
 - From bus
 - From extracurricular activities
 - *Out of school (OSS)

***When a student receives an out-of-school suspension, and/or expulsion from school, the student is not allowed on school grounds, cannot participate in school-sponsored activities, or ride on the school bus during the time the suspension is in effect. ISS2 students will be allowed to ride the bus unless otherwise stated by an administrator. Also, a parent or guardian must return with the student before the student will be allowed to return to school.**

ISS will be an absence from school and will count toward class absences for semester exams purposes**

6. Alternative school

7. Expulsion for the year

8. The principal and/or designee will determine the punishment, taking into account the seriousness of the offense and /or the discipline history of the student; all are to be in compliance with the Union County Board of Education's discipline code and policy.

E. USE OF POLICE

The administration reserves the right to enlist the aid of the police and /or School Resource Officer's (SRO's) when a student is in violation of the law or when he/she becomes violent or abusive to the extent of being out of control.

F. SPECIAL EDUCATION STUDENTS

An IEP meeting will be requested by the principal before any change of placement for special education students (such as placing them in alternative school or if the student is to be suspended out of school for more than 10 consecutive school days).

G. WITHDRAWAL FROM SCHOOL

To officially withdraw from school, a parent or guardian must come to the school to sign withdrawal papers. When a student withdraws from school for any cause during the school term, he/she must follow the Guidance Department procedures. The withdrawal form must be filled out completely and with all needed signatures. All records must be cleared, textbooks returned, and indebtedness paid before a transcript of the student's record can be forwarded to another school for admission there. A student will not be officially withdrawn until notification has been received of re-enrollment at their new school. If the school does not receive notice that a student has enrolled in a new school, then the student will be reported to the truancy board.

**III. ACADEMICS GRADUATION
REQUIREMENTS**

There are 27 total credits required for high school graduation for those who entered their freshman year before 2015. Starting with the 2015 Freshmen class, 29 credits will be required for graduation.

Tennessee Graduation Requirements

Core Requirements for Students Beginning High School in Fall 2009 and after:
CORE CREDITS:
MATH: 4 Credits Including Algebra, I, II, Geometry and a fourth higher level math course
SCIENCE: 3 Credits Including Biology, Chemistry or Physics, and a third lab course
ENGLISH: 4 Credits
SOCIAL STUDIES: 3 Credits All students must complete: 1) World History, 2) U S History, 3) US Government and Economics
WELLNESS – 1 Credit PHYSICAL EDUCATION - .5 Credits
PERSONAL FINANCE: .5 Credits
FOREIGN LANGUAGE: 2 Credits FINE ARTS: 1 Credit ** Students fully enrolled in auto mechanics and cosmetology as concentrators will be excused from the Foreign Language requirements.
ELECTIVE FOCUS AREA: 3 Credits Math, Science, Career and Technical Education, Fine Arts, Humanities, and Dual Enrollment (DE)

A. GRADING SYSTEM

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F 0-69

****PERFECT ATTENDANCE.....3 POINTS ADDED TO FINAL AVERAGE PER SEMESTER AND EXEMPT FROM SEMESTER EXAM**

*** ONE CLASS ABSENCE.....2 POINTS ADDED TO FINAL AVERAGE PER SEMESTER AND EXEMPT FROM SEMESTER EXAM**

Grade Classification

A student must have earned the following units/credits to be classified

as:

Sophomore 5 credits

Junior 12 credits

Senior 20 credits

To Graduate 27 credits for Class of 2017 and 2018

29 credits will be required for Class of 2019 graduates and after

B. GRADE REPORTS

*Progress reports will be issued to students one week after the end of the first and third quarters of each term. These reports have places for comments by teachers and parents and must be returned to the student's homeroom teacher. (See calendar for dates.)

*Grade cards will be issued one week after the end of each semester of each term. (See calendar for dates.)

C. SEMESTER TESTS

Students with one or less class absence in a semester will be exempt from the semester exam for that class (I. School Policies). Students will be allowed to make up a missed semester test *only* in the case of a doctor's excuse or a death in the family. No semester exam will be given early. All vacations need to be scheduled during regular scheduled school breaks so that the student's learning is not disrupted. No semester exam may be given early or made up late due to a child going on vacation. Vacations will be considered an unexcused absence from school.

(See new policy on after school tutoring and the appeals process to exempt one from taking a semester exam)

D. INCOMPLETE GRADES

If a student hasn't completed work in a class by the end of the term, he/she may (at the discretion of the teacher) be given an incomplete as a grade. This will be considered an 'F' until the work is completed. All work must be completed by the end of the following term; otherwise, the grade will remain an F.

E. REQUIRED EXAMINATIONS

- **End-Of-Course EXAMS (In 2016-17, these are TNReady tests):**
- **END OF COURSE TESTS:** EOC tests will count as 25% of the student's 2nd nine weeks grade. State EOC tests are currently given in English I, English II, English III, Algebra I, Algebra II, Geometry, Biology, Chemistry and US History.
- **ACT** will be administered in April of each year for all 11th grade students. This test is used for college admission and possible scholarships. It consists of four multiple-choice tests: English, Mathematics, Reading, and Science.

OPTIONAL ENRICHMENT TESTING FOR STUDENTS:

- **Grade 10- 11 – PSAT** (given in October) Used as a practice for the SAT. It Measures Verbal and Mathematical abilities. It must be taken in 11th grade to compete for National Merit Scholarships. A small testing fee applies.
- **Grade 11 – ASVAB** – provides aptitude and interest assessments as well as an interpretation of results and career planning. Provided free by US armed forces.

DUAL ENROLLMENT COURSES

Union County High School offers Dual Enrollment courses through Walters State Community College in English Literature, Calculus, Finite Math, and US History. Students wishing to take these courses must meet certain Walters State and Union County High School academic guidelines and are subject to class tuition and fees as set forth by Walters State. These courses are designed to supplement and enrich students' high school experiences by providing access to collegiate education without interrupting their normal high school activities. Earned credits transfer to two-year and four-year accredited institutions from Walters State according to the discretion of the receiving institute. All public-supported colleges and universities in Tennessee have accepted dual enrollment credits. Transferability to privately supported colleges in Tennessee and out-of-state colleges has been excellent. Some dual enrollment students who plan to attend universities that do not accept transfer credits (Emory, Vanderbilt, and Furman, for example) take the courses to enhance their abilities to compete favorably in those universities or to earn credits by Advanced Placement exams.

ACT OR SAT TESTS

Students who are planning to attend college must take either the ACT or SAT test. The registration packets for these tests are available in the guidance office. Students are eligible to take the SAT test for free the first time. Vouchers for the free test are available in the guidance office and must be sent in with the student's application for the test. In order to avoid taking remedial classes in college, a student taking the ACT test needs to score at least a 19 on the subtests of math, English, and reading. Also, students who do not have a 3.0 GPA or higher must score at least 21 or higher on the ACT test to qualify for a Hope (Lottery) Scholarship. Students who score 26 or higher on the ACT may be eligible for additional scholarship funds.

F. TYPES OF DIPLOMAS

- **The State of Tennessee High School Diploma** (regular diploma) is awarded to seniors who meet Union County High School graduation credit requirements. A student who satisfactorily completes an individualized educational program (Special Ed) may also receive a regular diploma. 27 credits are required for graduation in 2016.
- **Honors Diploma for 2013 graduates and after** – Students beginning high school in fall 2009-2010 and after, who score at or above all of the college readiness benchmarks on the ACT or equivalent score on the SAT will “graduate with Honors.”
- **Graduating with Distinction for 2013 graduates and after** - Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:
 - earn a nationally recognized industry certification
 - participate in at least one of the Governor’s Schools
 - participate in one of the state’s All State musical organizations
 - be selected as a National Merit Finalist or Semi-Finalist
 - attain a score of 31 or higher composite score on the ACT
 - earn 12 or more semester hours of transcript postsecondary credit
- **A Transition Certificate** for Students beginning high school in Fall 2009-2010 and after - may be awarded to Students With Disabilities (SWD) who, at the end of the 4th year of high school, have failed to earn a regular diploma (22 units of credit) but have satisfactorily completed an IEP, and have satisfactory records of attendance and conduct. SWD may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.

H. COLLEGE VISITS

A second semester junior or senior will be allowed to visit out of town colleges, universities, and/or technical schools. Advance notice must be given to the counselor and the attendance clerk. Students must pick up a prearranged absence form and have it completed before the visit. College days may not be used on days before or after school vacations or on final examinations days. Students who have had more than 5 days absence that semester or who are on a Doctor’s statement are not eligible to take school days off for college visitation. Verification of the visit must be returned to the attendance clerk upon return to school.

I. COURSE DROP-ADD

Course changes must be done within the first week of the Term. Students must make up any work missed when adding a course. You may only drop or add a course for the following reasons:

1. You failed a pre-required course.
2. Errors in Scheduling (i.e. courses are out of sequence such as Spanish II before Spanish I or you have already passed the course that is on your schedule)
3. Graduation Requirements
4. Administrative action to balance class loads

Changes for any other reasons require a written request from the parent/ guardian and then must have administrative approval for the change.

Drop/Add Deadline:

No classes will be added or dropped five days after the term begins. A student must have his/her teacher's written approval to drop or add their class (see form in guidance office). Before a class can be officially dropped, a student must return his/her textbook. If a student does drop a class after the deadline (Principal's approval must be obtained to drop a class after the deadline), a grade of 'F' will be recorded on the transcript and credit will not be given for the class.

J. HONORS DISTINCTION

The Valedictorian(s) of the senior class will be graduating senior(s) with the highest grade point average who has completed or is scheduled to complete at least two Dual Enrollment courses from the available course offerings (U.S. History I & II, Finite Math, Calculus, and English Comp I & II). The Salutatorian(s) will be the graduating senior(s) with the second highest grade point average who also has completed or is scheduled to complete at least two Dual Enrollment courses from the available course offerings (see above). These students must also have been enrolled at UCHS the entire year previous to graduation.

Definition of 'complete': Complete means that the student has finished the course and maintained his/her qualifying GPA.

The selection process of Valedictorian(s) and Salutatorian(s) will tentatively begin during the second term at the end of first semester. However, the selection will not be finalized until the last official day of school for all seniors. In order to become the Valedictorian(s) and Salutatorian(s), the student(s) selected must continue to meet all requirements of this honor through the official end of their senior school year. The official end of the senior school year will be defined as the day finalized senior grades are due in the second semester of the second term. Definition of finalized grade is the correct grade that will be entered permanently on the student's official transcript.

K. GUIDANCE & COUNSELING

Union County High School has a well-equipped guidance office staffed by certified, trained counselors and a guidance secretary. Students that need help in choosing their curriculum, planning their vocation, or selecting a suitable college, or those who needed other types of advice or help, may make an appointment with their guidance counselor by stopping by the guidance office or calling 992-5232. In most cases a student's assigned counselor will remain the same throughout his/her stay at the high school starting their sophomore year.

GUIDANCE COUNSELOR ASSIGNMENTS 2015-16

Mrs. Jennifer Pointer	Ms. Rebecca Merritt	Mr. Ryan Graves
All freshman A-F All Juniors State Testing Coordinator	All freshman G-P All Sophomores Skyward Scheduling Contact, edits and additions, ACT testing	All freshman Q - Z All Seniors ALC Students

Jamie Branton GEAR UP Site Coordinator

Students must have permission and a pass from their teacher prior to being away from class and in the guidance office. If you have an urgent situation and need to see a counselor, no appointment is necessary; please tell either the guidance secretary or another counselor and someone will see you immediately.

L. COURSE OFFERINGS

CTE – Career & Technical Cluster/Course Offerings

Course descriptions, credit information, applications, and standards may be found at:

<http://www.tn.gov/education/cte/clusters.shtml>

Agriculture, Food, & Natural Resources Program of Study	FFA: http://www.tnffa.org
Architecture & Construction	SkillsUSA: http://tnskillsusa.com/
Business Management & Administration	
Program of Study & Finance Program of Study	FBLA: http://ww.fblatn.org
Health Science Program of Study	HOSA: http://www.tennesseehosa.org
Human Services Program of Study (Cosmetology)	Family, Career and Community Leaders of America (FCCLA): http://www.tennesseefccla.org/
Transportation, Distribution, & Logistics Program of Study (AUTO)	SkillsUSA: http://tnskillsusa.com/
Legal and Protective Services (Criminal Justice)	SkillsUSA: http://tnskillsusa.com/

M. CORE CLASS OFFERINGS

ENGLISH

- **(FA) English I** - meets every day all year. Grammar, literature, writing. End-of-Course Test (25% of grade)
- **(FA) English I (Honors)** - Advanced Freshman English – Students must meet TCAP scores requirement. Pre-requisite: Summer Reading must be turned in at the beginning of the class. End-of-Course Test (25% of grade).
- **English II (Honors)** - Advanced Sophomore English – Students placed upon recommendation of Freshman English teacher. Pre-requisite: Summer Reading must be turned in at the beginning of class. EOC counts as 25% of grade.
- **English II** (EOC)- test required and counts as 25% of grade.
- **English III (Honors)** - Advanced Junior English – Prepares students for English IV DE and is strongly recommended for college bound students. Pre-requisite: Summer Reading must be turned in at the beginning of class. TCAP writing assessment and EOC Test. EOC will be 25% of grade.
- **English III** - for the 11th grader who has passed English II. American Literature and Writing –EOC test. EOC will count as 25% of grade.
- **English IV** (EOC)- British Literature and writing. EOC test required and counts as 25% of grade
- **English IV (DE)**... Dual Enrollment Senior English... Focuses on reading and writing about literature. Recommended for all college-bound students. Pre-requisite: Must have had World Literature in the fall and Summer Reading required. (class counts for Valedictorian and Salutatorian status)
- **World Literature (English DE Part II)**...English elective and Independent Study option for 11th and 12th graders seeking additional coverage of literature from around the world. Required as a pre-requisite for English IV DE students.

FINE ARTS

- **Visual Art I** ... focus on activities related to appreciation and production, i.e. drawing, painting, and a variety of crafts
- **Visual Art II** ... a continuation of concepts and skills learned in Art I. Art I is required.

- **Marching Band (fall semester)** : Students should have prior band experience and be comfortable playing music of a difficulty of at least two years experience. Marching band takes place the first 10 weeks of school, and is preceded by two weeks of summer band camp at UCHS before school starts. Band camp is required in order to be guaranteed a marching spot in the show. It cost \$75.00 and includes the uniform fee. Band students participate in all home and most away ball games. And in 2-3 marching contests. There are required Tuesday and Thursday afternoon rehearsals (3:30-5:00pm), in order that the marching band and concert band may rehearse with the percussion/guard section, which meets as a separate class. The remainder of the fall semester is spent preparing the Veteran's Day and Christmas Concerts in a traditional concert band format.
- **Concert Band (spring semester)**: Concert band members participate in 2 concert festivals, perform a spring concert, and have opportunities for several extra band activities including honor band clinics and solo-ensemble festivals. Band members can also audition for an advance ensemble, **Wind Ensemble**, which operates as a pull-out class, and participate in **Jazz Band**, which meets after school on Tuesdays from 3:30 – 5:00pm in a required rehearsal.
- **Percussion Section/Guard Class**: This class is really two classes in one. The Percussion Section class, which is part of the marching band, is taught separately in order that students may acquire the specialized skills to excel in percussion performance. They practice with the marching band on Thursday afternoons after school, and participate in all performances of the band.
- **The Color Guard**: The color Guard meets at the same time as the Percussion class in the fall. Students will participate in marching band until football season is over and then either learn as easy percussion instrument or play an instrument they already know in order to participate in the Veteran's Day and Christmas concerts. Spring semester, color guard members may transfer into the concert band or percussion class, or take another class.
- **Chorus** : Chorus is for all singers who have the desire to better their vocal skills. Even beginners may sign up for the first semester chorus. Students will learn to read music, expand their vocal ranges and improve their ability to hear pitch. There are required Christmas performances. Chorus students will provide their own concert clothing which should be black dressy clothing.
- **Chorale**: This is an auditioned advanced ensemble for students who have been in first semester chorus or the equivalent. Student must be able to perform simple sight-singing skills and be willing and able to sing alone. Chorale students will be expected to purchase a "chorus outfit" that will cost approximately \$80.00. This can be accomplished by fund-raising.
- **Drama**- a study of basic drama skills beginning with pantomime and mime resulting in a stage production. 10th, 11th, 12th grades.

FOREIGN LANGUAGE

The first and second course of either of these languages should be taken consecutively, either in the first and second term of one year or the second term of one year and the first term of the next year. Also, the nearer graduation you can take your language credit, the more you will remember when you are taking the language in college. The downside to this is that you take the chance of failing the course, so be sure to give yourself time to repeat it if necessary. A “C” average is recommended. 10th, 11th, 12th grades.

- Spanish I - beginning Spanish grammar, vocabulary, and pronunciation. Introduction to Spanish and Latin American culture.
- Spanish II - basic grammar, vocabulary, and pronunciation. More emphasis on spoken Spanish. Spanish I is a prerequisite.

MATH

- Pre-Calculus Honors - includes math analysis, functions, and trigonometry. Algebra I and II and Geometry required.
- Algebra I A and B - studies integers, graphing linear equations, algebraic equations, and solving systems of equations.
- Algebra I Honors A and B: Pre-requisite 8th grade math grades, test scores, and teacher recommendation.
- Algebra I B (including Honors) is an EOC course and the EOC test will count as 25% of the student's final grade.
- Algebra II - involves linear and non-linear equations, graphing of functions and conic sections. Algebra I required. EOC is required and counts as 25% of grade.
- Geometry - a math concerned with proofs. Algebra I is required.
- Probability & Statistics - Pre-requisite Algebra I & II, Geometry with at least a ‘C’ average in prior math classes.
- SAILS Math - Seniors only . This is a computer based math class that can replace the remedial math class requirement for college.
- Bridge Math - Seniors only and is a review of Algebra I & II and Geometry skills.
- Dual Enrollment Calculus ... Algebra I, II, Geometry and Pre-calculus required. Calculus course is designed to prepare students to earn college credit through Walters State Community College. Fees may apply - Teacher recommendation required.

- **Dual Enrollment Finite Math**... Algebra I, II, Geometry and Pre-calculus required. This course is designed to prepare students to earn college credit through Walter's State Community College. Fees may apply. Teacher recommendation required.

13. SCIENCE

- **Agriscience Honors** - a lab science course with an agriculture base. It counts in the honors program and is equivalent to Biology I A.
- **Biology I** - the study of life and the processes that contribute to life from pre-history to current events. 10th, 11th, 12th grades. Freshman science course required. Honors students or students determined by administration by using GPA's and past test scores. Biology 1 is an EOC test.
- **Biology II** - delves deeper into concepts introduced in Biology I and emphasizes lab procedures and reports. Biology I, Chemistry, Algebra are required.
- **Chemistry I** - a study of basic principles of inorganic and organic chemistry with emphasis on applying mathematical principles to the chemical properties of matter.
- Algebra I, Geometry, and "C" average required. EOC test required.
- **Chemistry II** - more in depth study of chemistry principles. Chemistry I required.
- **Physical Science** - study of matter and energy. Explores the concept of problem-solving (scientific method) and physical laws, elements of the periodic table, electricity, gases, and the environment.
- **Physics** - studies the physical forces of the universe. Algebra II, Geometry, Chemistry, and a C average is required. Upon the successful completion of a year- long physical science class, sophomores will be allowed to enter this class with the teacher's signed permission.
- **Anatomy & Physiology** - study of the structure and functions of all the systems of the body. Biology I and chemistry required. Recommended for those planning a career in the medical field.

14. SOCIAL STUDIES

- **Contemporary Issues** - study of people, places, and events from 1900 to the present.
- **Economics/US Government** - 12th grade- the study of how individuals and nations choose ways to use resources to fulfill their needs and wants/the study of what government is, how it came to be, what it does, how it is organized, how decisions are made, and who makes them .
- **Psychology/Sociology** - 11th and 12th grade - the study of the behavior and thinking of organisms including the topics of personality, motivation, emotion, growth and development, mental health and mental illness, and social behavior/the study of behavior development, personality formation, mental health and behavioral adjustments.
- **US History** - the study of American history from earliest times to present-day. 11th grade. EOC test required.
- **US History DE – in-depth study of American History from earliest times to present-day with an emphasis on writing and detail. (This class can be used for valedictorian and salutatorian status)**
- **World History/Geography** - a comprehensive study of man's achievements, advancements, and philosophies from 3500 BC to the present and how innovative individuals or groups of people have altered our lives and/or shaped our respective cultures. The study of where things are located and how they got there, our interaction with the environment, and the movement of materials, living things, and ideas across the earth's surface. 9th 10th, 11th, 12th grade.

15. WELLNESS/PHYSICAL EDUCATION

- **Lifetime Wellness** - emphasizes health care, health habits, mental health, psychology and physiology. Required to graduate.
- **Weight Lifting** - emphasis on gaining body strength and flexibility. Proof of physical required.
- **PE I** - Physical fitness and conditioning. Pre-requisite wellness
- **PE II** - combination of weight-lifting and cross-country and short-distance running with emphasis on physical fitness.

N. EXTRACURRICULAR ACTIVITIES

1. SPORTS

Union County High School sponsors the following team sports:

- **BASEBALL**
- **BASKETBALL – GIRLS, BOYS**
- **CHEERLEADERS**
- **DANCE TEAM**
- **FOOTBALL**
- **SOCCER – GIRLS, BOYS**
- **SOFTBALL**
- **TENNIS – GIRLS, BOYS**
- **VOLLEYBALL – GIRLS**
- **WRESTLING**
- **GOLF – GIRLS, BOYS**
- **TRACK - GIRLS, BOYS**
- **CROSS COUNTRY - GIRLS, BOYS**

TSSAA sets the standards for athletic eligibility for student athletes. According to TSSAA rules a student is eligible to participate in an approved sport if he or she has successfully completed three classes the previous semester. The student must be enrolled in three classes to participate and have an up-to-date physical.

NCAA GUIDELINES FOR THE COLLEGE-BOUND STUDENT-ATHLETE

Students who plan to compete athletically at the college level must meet strict NCAA eligibility requirements. There are academic eligibility requirements as well as core- course requirements for English, math, natural/physical science, social studies, and foreign language. NOTE: New eligibility rules for 2006 and beyond graduates are now in effect for Division I prospects! Check the NCAA website for the most current updates.

If you intend to participate in Division I or II athletics as a freshman in college, you must register and be certified by the NCAA Initial-Eligibility Clearinghouse. In order to be registered with the clearinghouse, you must complete a student-release form and send it to the NCAA. This release form is available from the Guidance Office.

If you want to participate in Division I or Division II intercollegiate sports, you need to have reports of your ACT or SAT scores sent to the Clearinghouse as early as possible during your senior year in high school. A complete NCAA Guide Book for College-Bound Student-Athletes is available from the Guidance Office. This comprehensive guidebook contains information about the specifics of the Academic Eligibility requirements, the list of Core Courses, Test-Score Requirements, and the Student-Release form. For further information, contact the NCAA Clearinghouse Customer Service Line: 877.262.1492 or go online at <http://www.ncaa.org>.

2. CLUBS

BETA CLUB/JUNIOR BETA CLUB

The National Beta Club is a leadership-service organization whose purpose is to stimulate effort, reward achievement, and to encourage and assist its members to continue their education after high school. The qualifications include worthy character, creditable achievement, commendable attitude, and a 3.5 GPA to enter.

To remain a member a 3.0 GPA must be maintained. The National Beta Club offers scholarships to its members and opportunities to attend local, state, and regional conventions. The senior chapter includes 10 -12 grades, while the junior chapter includes grade 9. Offers opportunity to serve community and school through service projects and morale boosters. One-time dues are \$18.00 upon initiation. Sponsors: Ms. Sherrie Collins & Ms. Donna Campbell.

BUSINESS PROFESSIONALS OF AMERICA

The mission of Business Professionals of America is to contribute to the preparation of a world-class work force through the advancement of leadership, citizenship, academic, and technological skills. Membership is open to students enrolled in a state approved vocational, business and/or office education program and have a 2.0 GPA. Dues as of 2000-2001 are \$12.00.

DRAMA CLUB

The purpose of the Drama Club is to teach students to develop an appreciation for the fine arts. We attend performances at the Clarence Brown Theater and other local theaters. We, also, perform one fall production and spring production on stage. We participate in social and service activities for the school and community. Club membership is for current or former Drama students. Dues are \$5.00.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

The Fellowship of Christian Athletes is a student-led group of both athletes and non- athletes who are bound by a common belief system. FCA meetings include prayer, sharing time, Bible study, and devotions. Dues are \$2.00. Sponsor – Mr. Chase Cox.

FUTURE FARMERS OF AMERICA (FFA)

FFA is the youth organization for agriculture. FFA encompasses all aspects of agriculture from horticulture to production agriculture to agricultural engineering to food technology. FFA develops leadership, speaking skills, and self-esteem in the students. The student must be enrolled in agriculture class and pay dues each year.

FOREIGN LANGUAGE CLUB

The Foreign Language Club's purpose is to give students a cultural awareness of the country they are studying. Activities include writing pen pals, attending plays, eating out and having foreign language competitions. Membership is open to students who are taking or have taken a foreign language. Dues are \$3.00.

GSA CLUB

The GSA (Gay/Straight Alliance) is a school-sponsored/student-led club that is intended to provide a safe, supportive environment for LGBTQ youth (or those who are perceived as such) and their straight allies.

HOSA CLUB

Health Occupational Student Association is a club for Health Science students. Activities are designed to provide leadership opportunities, expand career awareness and participation in various Career Development Events (Contest).

STUDENT COUNCIL/GOVERNMENT

Representatives from each grade level are selected annually. The Student Government is a voice for student concerns and needs. They speak at school board meetings to make them aware of those concerns and needs at each month's meeting as necessary.

SCIENCE CLUB

Science Club promotes ecology and environmental cleanup for our school and community. The members are at least sophomores who have taken or are enrolled in 2 years of college-bound science and mathematics.

VOCATIONAL AND INDUSTRIAL CLUBS OF AMERICA (VICA)

The Vocational Industrial Clubs of America serves the trade, industrial, technical and health students of America through development of their citizenship and leadership qualities. To join VICA you must be enrolled or have taken auto mechanics, building trades, or cosmetology, or CAD. Dues are \$10.00

FBLA

Future Business Leaders of America (FBLA) is a national organization whose purpose is to prepare students for careers in business and business related fields. FBLA members get on-the-job training in a wide range of business activities, including planning, fundraising, and managing time and resources. Membership is open to students enrolled in an information technology and/or business class. Dues are \$12.00 each year.

**CITATION
UNION COUNTY SCHOOL DIVISION
SRO DEPARTMENT
(865) 992-5232
EXT. 623
CITATION No. 001
(example)**

- A. SPEEDING \$10.00

- B. RECKLESS DRIVING \$10.00
- C. PARKED IN FIRE LANE / NO PARKING ZONE \$5.00
- D. PARKED IN HANDICAPPED ZONE \$5.00
- E. PARKED IN FACULTY PARKING \$5.00
- F. PARKED IN WRONG PLACE \$10.00
- G. NO PARKING PERMIT VISIBLE \$5.00
- H. BLOCKING ROADWAY OR ACCESS \$5.00
- I. BLOCKING OTHER VEHICLES \$5.00
- J. WARNING
- K. OTHER _____

**** AFTER FIRST OFFENSE THERE WILL BE AN ADDITIONAL CHARGE
OF
5.00 FOR EACH OFFENSE THEREAFTER. ****

****FINES MUST BE PAID OR APPEAL MADE WITHIN 10 SCHOOL DAYS OF RECEIVING CITATION. FAILURE TO PAY OR APPEAL WITHIN 10 DAYS WILL RESULT IN STUDENT DRIVING PRIVILEGES BEING SUSPENDED. ****

APPEALS MAY BE PICKED UP AT SECURITY OFFICE ANYTIME DURING NORMAL SCHOOL HOURS. THEY MUST BE RETURNED BEFORE 3:00 PM. ON THE 10th SCHOOL DAY FROM THE DATE OF VIOLATION.

*****IF YOU DECIDE TO PAY FINE(S) IN PERSON YOU MUST PAY AT THE SECURITY DEPARTMENT NO LATER THAN 3:00 PM ON THE 10th DAY OF SCHOOL FROM THE DATE OF VIOLATION UNION COUNTY HIGH SCHOOL*****

**Family Involvement Plan
Union County High School
2016-17 School Year**

The faculty and staff of Union County High School believe that family involvement in the educational activities of the school is essential to the overall success of the student, school, family, and community.

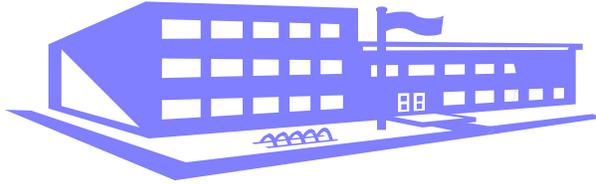
The Tennessee State Curriculum standards for grades K-12 can be found at this site: [http:// www.Tennessee.gov/education/ci/standards/index.html](http://www.Tennessee.gov/education/ci/standards/index.html) . If you do not have access to a computer, please ask your child's teacher or principal for the Curriculum Guide and any other information that pertains to your child's course of study and the learning materials that are available.

Parents are encouraged to be part of the everyday activities and learning events of Union County High School. Meetings can be scheduled at times convenient for parents.

In keeping with the core belief held by all teachers, students, parents, staff, and community, the following parent involvement plan has been set forth:

- Parents may act as advisors, resource people, coordinators and volunteers in the school.
- Parents may attend parent/teacher conferences.
- Parents may attend school functions, and programs put on by the students.
 - Patriot's Banquet
 - Open House
 - Family/Parent Involvement Meetings
 - Sporting Events
 - 4-H Activities
 - Leadership Activities
 - Choral and Band Programs, Concerts
 - 9th Grade Orientation
 - Government Day
 - Graduation
- Parents are encouraged to read and respond to parent letters and weekly folders that are brought home by their children.

An annual review of this plan will be conducted by the Union County High School Family/Parent Advisory Committee. Input from family/parents will be addressed and the plan will be updated.



Union County High School Parent/School/Student/ Teacher Compact

Learning can take place only when there is a combination of effort, interest and motivation. The Union County Public School System is committed to your child's progress in school. We are going to do our best to promote each child's achievement. This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together, we can improve teaching and learning. Most importantly, we promise to help each other carry out this agreement.

Parent/Guardian Agreement:

I want my child to achieve. Therefore, I will:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child and let my child see me read.
- Communicate with my child's teacher frequently as to how my child is doing.

School:

It is the responsibility of the school to:

- Provide high quality curricula and instruction in a supportive learning environment.
- Have high expectations for student achievement in a respectful environment.
- Adjust instruction to accommodate student needs.
- Communicate with families/parents on a regular basis and provide nine week and interim progress reports.
- Hold elementary family/parent teacher conferences annually.
- Provide opportunities for families/parents to volunteer, participate, and observe in their children's classes.

Student Agreement:

It is important that I work to the best of my ability. Therefore, I shall strive to:

- Attend school regularly.
- Come to school each day with pens, pencils, paper and other necessary learning tools.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

Teacher Agreement:

It is important that students achieve. Therefore, I shall strive to:

- Provide necessary assistance to parents so that they can help with assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Maintain a disciplined, safe, and pleasant atmosphere in my classroom.

The parent/school/student/teacher compact will be reviewed and revised for effectiveness each year. Date _____

Principal

Classroom Teacher

Family/Parent

Student

**Union County Public School System
Family/Parent
Involvement
P. O. Box
133
Maynardville, Tennessee
37807**

Union County Board of Education approved on September 8, 2005

Tennessee School Boards Association

Parent/Family Involvement

Description Code 4.5022

Review: Annually, in November

GENERAL EXPECTATIONS FOR ALL SCHOOLS

The school district shall be governed by the statutory definition of parent involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition. ¹

The Board shall implement the following as required by federal and state legislation:

- The school district will put into operation activities and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System wide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's schools, which are designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- If the school district's TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Every school district shall ensure Title I schools are in compliance with the ***No Child Left Behind Act.***

UNION COUNTY PUBLIC SCHOOLS



Mrs. Roxanne Patterson, Ed.S.
Attendance Supervisor
865-992-7048

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present in accordance to school policies and the law.

Truancy is defined as an absence for an entire day, a major portion of the school day or the major portion of any class, study hall or activity during the school day without an adequate excuse. The State of Tennessee mandates the following procedures are followed:

- 5 Unexcused Absences: School Letter — The school will send a letter to you if your child obtains five (5) unexcused absences. If you receive a letter, you should contact the school's attendance clerk or principal if you have any questions or feel that there is an error.
- 8 Unexcused Absences: SAR Meeting at School — If your child obtains eight (8) unexcused absences, a SAR (School Attendance Review) meeting will be scheduled with the principal or attendance committee at your child's school to discuss your child's truancy and develop a plan for improving attendance. Parents have two (2) days to appeal the outcome of the meeting to the Attendance Supervisor for further review.
- Truancy Board Hearing — If your child continues to have unexcused absences following a SAR meeting, the parents and child will be turned over to the Attendance Supervisor for further court action. At that time, the Attendance Supervisor will contact the parent and schedule a Truancy Board Hearing to meet with representatives from Juvenile court, DCS, Children Advocate Center, and the school to determine what further actions need to be taken to improve attendance.
- Petition to Juvenile Court — Any additional absences after the Truancy Board Hearing will result in a petition to appear before the Honorable Judge Edmondson in Union County Juvenile Court.

Excused Absences :

1. Doctor statement
2. Parent Notes— A parent note will only excuse one (1) day. One parent note WILL NOT excuse multiple days as per state law.
3. Death in immediate family (3 days unless otherwise approved by the school principal)
4. Religious observances
5. Circumstances which in the judgment of the principal create emergencies over which the student or parent has no control

Unexcused Absences: (examples)

1. Family vacations taken during school year
2. Any absence with no note or any parent notes beyond the allowed amount stated above
3. Tardies:
5 unexcused tardies =
1 unexcused absence

According to state policy, these tardies will be counted as unexcused days towards truancy. It is important for your child to arrive to school on time. Please check with your individual schools regarding school start times.

SKYWARD FAMILY ACCESS

Maintaining open lines of communication between the school and home is vital to achieve the common goal of providing the best quality education to every student. Skyward Family Access allows easy, open lines of communication between the school and home. Students and parents can login to view attendance, grades, schedules and calendars. Students can also perform their course selections online. Family Access is available anywhere with an internet connection.

How can I obtain access?

If your student is a current UCPS student, and you do not already have access to Family Access, contact the school secretary.

If you are new to UCPS, you will be granted access to Family Access when you enroll your student

Want to use Family Access on your phone or other mobile device? Portable access to your student's information is a great way to stay connected even while on the go.

Parents can see what class their child is in, or their grade on the latest exam. Choose between accessing info through your Wi-Fi network, or wirelessly on your handheld device.

[Skyward Family Mobile Access](#) - **Download the mobile app that gives you complete access to your student's information right from your phone or mobile device.** Available now from the iTunes App Store, Google Play, Amazon Appstore, and the Windows Phone Store.

FOOD CITY BUCKS

Each elementary school in Union County participates in the Food City School Bucks program. Each school has a unique bar code. Parents, relatives, and/or friends can link their Food City ValuCard to the school of their choice. After linking your ValuCard, each qualifying purchase at Food City automatically earns points for the school. At the end of the program, the school will earn a dollar amount based on the amount of points accrued. Look for the bar code printed on information sent home by your child's school. You can either take the bar code to any Food City or ask them to link your ValuCard to the school using the bar code, or you can simply ask a Food City cashier to link your card to the school of your choice. You must relink your ValuCard to the school of your choice each fall in order to have your purchases count toward points for the school.

FAMILY RESOURCE CENTER

The mission of the Family Resource Center is to help individuals identify and overcome barriers that impede the fulfillment of their goals, to promote the development of strong families, to assist in the preservation of family units and to break the cycles of at-risk behaviors. The Family Resource Center is a non-threatening referral agency that matches the problems individuals are experiencing with a community-based agency or a direct service offered by the Family Resource Center. Referrals to the Family Resource Center can be made by any individual, and the referral process is free. The Family Resource Center is located at Main Street, Maynardville, Tennessee. Martha Warwick is the Director and can be reached at (865) 640-0997 or warwickm@ucps.org

2016-17 School Year Calendar Summary

August 1 (Monday) – In-service (1) – No Students

August 2 (Tuesday) – Admin Day (1) – No Students

August 3 (Wednesday) – First Day for Students (1/2 Day) ½ Admin Day for Teachers following Student ½ Day

August 4 (Thursday) - Election Day – In-service (2) – No Students

August 5 (Friday) – First Full Day for Students

September 5 (Monday) – Labor Day – Holiday for Students and Teachers

September 6 (Tuesday) – Professional Development Day (1) – No Students

Oct. 10 – 14 (Monday-Friday) – Fall Break for Students and Teachers

November 7 (Monday) – Professional Development Day (2) – No Students

November 8 (Tuesday) - Election Day – In-service (3) – No Students

November 23-25 (Wednesday-Friday) – Thanksgiving Break

December 16 (Friday) – Last Day before Christmas Break – ½ Day for Students and Teachers

December 19 – January 2 – Christmas Break

January 2, 2017 (Monday) – Observe New Year's Day – Holiday for Students and Teachers

January 3 (Tuesday) – Admin Day (2.5) – No Students

January 16 (Monday) – Martin Luther King Day – Holiday for Students and Teachers

February 20 (Monday) - President's Day – In-service (4) – No Students

March 13-17 (Monday-Friday) – Spring Break

March 20 (Monday) – Professional Development Day (3) – No Students

April 13 (Thursday) – In-service Day (5) – No Students

April 14 (Friday) – Good Friday – Holiday for Students and Teachers

May 25 (Thursday) – Admin Day (3.5) – No Students

May 26 (Friday) – Last ½ Day for Students

½ Admin Day (4) for Teachers following Student ½ Day