

Union County High School
2016-2017
Student Handbook



The purpose of the district is to provide a collaborative learning culture where students are dedicated to excel with commitment from staff, families, and community.

Alma Mater
Hail to Thee, Our Alma Mater
Dear Old Union High
We Will Always Hold in Reverence
Thoughts that Never Die

We Will Strive Thine Aims to Conquer
We Will Always Try
Glory, Praise and Honor bring to
Dear Old Union High.

BELL SCHEDULE 2016-2017

Warning Bell	7:56 a.m.
Tardy Bell	8:00 a.m.
1 st Period	8:00 am - 8:53 a.m.
2 nd Period	8:57 am - 9:50 a.m.
3 rd Period	9:54 am - 10:47 a.m.
4 th Period	10:51 am - 11:44 a.m.
5 th Period	11:48 am – 1:06 pm

1st Lunch Students

Lunch	11:44 am – 12:09 pm
Class	12:13 pm – 1:06 pm

2nd Lunch Students

Class	11:48 am – 12:41 pm
Lunch	12:41 pm – 1:06 pm

6 th period	1:10 - 2:03 p.m.
7 th period	2:07 - 3:00 p.m.

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UNION COUNTY HIGH SCHOOL HANDBOOK

RIGHTS AND RESPONSIBILITIES OF PARENTS

It is the expectation of the School Board of Union County behaviors expected of high school age students are not that different from behaviors one would expect from adults throughout society. Moreover, parents and guardians have certain rights regarding their student that are prescribed either by Florida State Statute, or by Federal legislation.

This section of the Code is designed to provide parents a summary of basic rights (as well as responsibilities) they have regarding their son or daughter while a student in the Union County School District.

IT SHALL BE THE POLICY OF THE UNION COUNTY SCHOOL DISTRICT THAT:

- All adults (including parents of students) must sign in at the front office of the school at which they are visiting.
- It is expected that adults' dress, behavior and language should reflect the same standards expected of students. This includes adults wear shirts and shoes, and that they must refrain from smoking while on any school board property.
- Parents should recognize that due to age differences, schools often have policies that are unique to that age of student. Therefore, parents are asked to respect policies that might be unique to only one school, even though those policies sometimes "seem" to be widely differing.
- No student is to be removed from any classroom by a visiting adult. All students needing to leave school early will be sent for by a staff member and parents will sign for them in the Guidance Office.

Identification and Notification of the Equity Coordinator(s)

Federal and state laws and regulations require institutions to designate one or more persons to coordinate compliance with civil rights protections. One person may be designated for compliance with all applicable laws; or separate individuals may be designated for specific laws. Please contact Barry Sams at Union County School Board, 55 SW 6th St. Lake Butler, Florida 32054, 386-496-1300 or email at samsb@union.k12.fl.us.

Key Elements: Check for the following:

Regular notification to employees and applicants for employment, students, and applicants for admission, parents, bargaining units, and the general public of the name, title, address and telephone number of the coordinator(s).

GENERAL POLICY STATEMENT: The Union County School District recognizes that individual situations will arise in each school that requires the use of discretionary decision making by School administrative officials. Therefore, each principal is authorized to establish clear, specific rules that clarify or amplify these general policies, and publish them in that school's Student Handbook. Each student shall receive a copy of those rules, and in no case shall those local rules supersede or exceed policies as stated in the Code of Student Conduct.

Address/Telephone/Email Changes: Please notify the school immediately if there is a change in your address, telephone number(s), email or person to contact in an emergency. This information is very important in case the school needs to notify you in case of illness, injury, or teacher communication.

After School Activity: Upon dismissal from school all students who do not have detention or a club, athletic, or organization meeting must exit the campus no later than 3:15 pm. Students assigned detention or participating in an organized meeting must report to their designated areas by 3:15 pm. Prior to reporting to assigned areas, students must acquire books, book bags, and other needed items. **After 3:15 pm all students must have a pass from a teacher or the office to be in the halls or on campus.** All students must exit the campus within 10 minutes of the time in which they are dismissed from their after-school activity. Any violations of the above items could result in disciplinary action.

Animals: Students are not allowed to bring any animal to school. If student brings an animal on school grounds it will result in a Discipline action.

Assemblies: When attending an assembly students are expected to be attentive and quiet. Students are not allowed to stand on the seats or drape their legs over the seats in front of them. No food, drinks, purses or backpacks will be allowed in the auditorium.

Athletics: Athletics is an integral part of the total school program, reflecting the needs of the school, community, and students. The administration and athletic staff of Union County High School welcome you to participate in our interscholastic athletic program. As a member of a team representing your school and your town, you are to be aware of and to carry out certain responsibilities and regulations. Generally, we ask that you exemplify high moral character, behavior and leadership; respect the judgment and integrity of sports officials; display modesty in victory and graciousness in defeat; seek to develop and maintain good health habits through specific sound training rules; and respect at all times the integrity and authority of your coaches. A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester, a student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of a semester shall not be eligible during the following semester. For more information regarding the Athletic Academic standing please refer to the most recent edition of the FHSAA Handbook. Coach Ronny Pruitt has a copy of this handbook.

**All athletes are expected to attend at least 4 complete class periods on game day. If an athlete does not attend at least 4 class periods on game day they will be unable to participate in that days sporting event.

NCAA Division I Initial-Eligibility Standards:

The initial-eligibility standards for NCAA Division I college-bound student-athletes are changing. College-bound student-athletes first entering a Division I college or university on or after August 1, 2016, will need to meet new academic rules in order to receive athletics aid (scholarship), practice or compete during their first year.

First, here are three terms you need to know:

Full Qualifier: A college-bound student-athlete may receive athletics aid (scholarship), practice and compete in the first year of enrollment at the Division I college or university.

Academic Redshirt: A college-bound student-athlete may receive athletics aid (scholarship) in the first year of enrollment and may practice in the first regular academic term (semester or quarter) but may NOT compete in the first year of enrollment. After the first term is complete, the college-bound student-athlete must be academically successful at his/her college or university to continue to practice for the rest of the year

Nonqualifer: A college-bound student-athlete cannot receive athletics aid (scholarship), cannot practice and cannot compete in the first year of enrollment.

Here are the **new** requirements:

Full Qualifier must:

1. Complete 16 core courses (same distribution as in the past)
*Ten of the 16 core courses must be completed before the first semester of the senior year of high school.
*Seven of the 10 core courses must be English, Math, or Science.
2. Have a minimum core-course GPA of 2.300;
*Grades earned in the 10 required courses required before the senior year are “locked in” for purposes of GPA calculation.
*A repeat of one of the “locked in” courses will not be used to improve the GPA if taken after the seventh semester begins.
3. Meet the competition sliding scale requirement of GPA and ACT/SAT score (this is a new scale with increased GPA/test score requirements); and
4. Graduate from high school.

Academic Redshirt must:

1. Complete 16 core courses (same distribution as in the past)
2. Have a minimum core-course GPA of 2.000;
3. Meet the academic redshirt sliding scale requirement of GPA and ACT/SAT score; and
4. Graduate from high school.

Nonqualifer is a college-bound student-athlete who fails to meet the standards for a qualifier or for an academic redshirt.

Athletics, Clubs and Organizations: All student organizations must comply with Union County School District Policies, Florida Statutes (F.S. 232.39, 232.40), and these policies as described below:

The following are expressly prohibited under policies of Union County School District:

- Secret Societies
- Hazing in any form whatsoever. This applies not only to clubs and organizations, but to all athletic programs under the authority of the Union County School District as well.
- No athletics, club or organization can turn down a student who has applied for membership because of his/her race, sex, creed or religious background.
- Dues that are unreasonable, or that intentionally serve to restrict membership to any one group.
- Any illegal activities by any organization.
- No organization may meet without a staff sponsor or designated replacement being present. All organizations must have a designated sponsor and that sponsor may override any vote of the organization. However, that veto should be

used reasonably, and allowances for the wish of the membership should be made where possible under existing rules.

- All initiation ceremonies must have the specific, written approval of the School Principal and the organization sponsor prior to being held.
- No organization may hold a regular meeting of its membership until an approved charter for that organization is on file in the office. However, new organizations may hold up to two informal organizational meetings in order to determine level of student interest, so long as the organization has secured a faculty sponsor prior to that meeting being held.
- Fundraising by any student organization will not be permitted unless specifically approved by the principal and the sponsor.
- All social events shall be properly chaperoned.
- All students wishing to participate in any athletics, clubs or any student organizations **MUST** have a **cumulative GPA of 2.0 or higher** as stated by FHSAA.

Attendance: Regular attendance at school is important for student achievement and should be encouraged. Excessive absences are detrimental to a student's educational progress. Therefore, family trips and medical appointments should be planned during vacations or after school hours. As outlined in the student handbook and the code of conduct, regular and punctual attendance of all classes is required in compliance with Florida Statutes 232.0, 232.09. Schools are required to report to the Department of Motor Vehicle (DMV) the names of minors between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days. (F.S. 1003.27) Those students drivers license will be suspended along with their driving privileges, until they attend school with no unexcused absences within 30 calendar days. Students that are turned into the DMV for attendance issues will lose their driving privileges and will not receive privileges until they can provide proof of a valid driver's license. Phone calls in lieu of a note will not be acceptable. Attendance guidelines for **EXCUSED** absences at Union County High School include:

- 1) Students must come to the attendance office upon returning and arriving to school to provide documentation for an excused absence. This also applies to classes missed due to signing out for early dismissal. If a student is late to class because they did not get to school on time, they must sign in at the attendance office.
- 2) Students have **TWO DAYS** to excuse an absence.
- 3) If a student is ill, they must have **original** documentation by a licensed physician, mental health professional, or health department employee attesting to the illness, infection with communicable disease, or injury to the child. **Faxed notes are accepted only when faxed directly from the doctor's office.**
- 4) An original funeral notice or obituary accompanied **by a note from the parent/guardian** indicating a death in the family resulting in the absence of a child. The documentation must be submitted within the first 2 days of a student's return to school for the absence to be considered excused.
- 5) Prior approval from the principal is required for school, church, or religious activities. The principal must approve any exceptions to the excused absence guidelines.
- 6) Absence due to the need to participate in legal proceedings should be documented by a note from the attorney of record, or any authorized court official attesting to the necessity of the student having been present in court on the day in question.

- 7) Absence due to religious reasons (either for observance, or a period of mandatory religious instruction as part of one's faith). Written information from a pastor or priest must be provided to document such absences and the documentation must be submitted 24 hours prior to the religious observance.
- 8) A parent may excuse **5 days of absences** by a hand written note documenting the reason of absence. A student may bring a note to excuse a tardy to school, which will be considered a parent note for first period. **A parent note must include the following information: students first and last name, student number, date(s) of absence, class periods missed, reason of absence, and parent signature.**
- 9) Students who have an on going illness that causes them to be absent are required to get written documentation from the treating doctor stating such condition, the student is under his/her care, and that the illness may cause excessive absences. **This document must be updated every SEMESTER.** If student is absent because of stated illness the parent must write a note stating absence is due to this illness.

Attendance guidelines for **UNEXCUSED** absences at Union County High School are:

- 1) Absences due to out of school suspension.
- 2) Absences not related to student or family illness.
- 3) Absences not related to death **within the immediate family**.
- 4) Any absences, regardless of reason, for which written documentation is not provided **within 2 days of return to school**.
- 5) If a student is absent from a class more than half of the class period and does not have an excused note, the student will be counted as an unexcused absence for that class.
- 6) The school nurse sending a student home because of illness does not excuse classes or days missed. The nurse can not excuse any classes missed at any time during the school day.
- 7) Parent note for early dismissal does not excuse classes or days missed.
- 8) Appointment cards cannot excuse an absence.
- 9) Copied notes cannot excuse an absence.
- 10) Funeral notes without a written note from a parent/guardian will not excuse an absence.

Students who have 15 or more unexcused absences during a semester **will not receive credit** for a class regardless of their grade. Students with 11 to 14 unexcused absences during a semester and have a passing grade of 60% or higher must pass a **mastery exam** to receive credit for a class. The mastery exam is pass or fail. The mastery will not affect the student's grade for that class. The student will receive grade earned. For more detailed information regarding what the state requires for attendance go to <http://www.leg.state.fl.us>, and read Florida Statutes, Title XLVIII, Chapter 1003, Part II, School Attendance (ss. 1000.21 – 1003.29 and 1003.436 definition of credit).

Make-Up Work:

EXCUSED ABSENCE: Students will have two school days for the first day of excused absence, and one day thereafter for each additional day of excused absence to complete make-up work. (Example: 3 days of excused absence will result in 4 days to complete all work.) Any work not completed and turned in within the allotted time will result in the student receiving a grade of zero for those assignments. **It is the responsibility of the student to make arrangements for completing the classroom work assigned during his/her absence.** Students may get their make-up work during

class time or before school. Failure to do so within the allotted time following an excused absence is:

1. Zero grade will be given for all assigned work, including tests and/or exams
2. Teacher/student conference
3. Parent notification

UNEXCUSED ABSENCE: Students with unexcused absences and students serving Out-of-School Suspension will have the opportunity to make up missed work for a grade based on the same time allotted for excused absences. If the work is not completed and turned in within the allotted period of time then no credit will be awarded. Please be mindful that while assignments may be made up, the unexcused absence will count towards the number of unexcused absences which may result credit being lost or withheld.

Credit Withheld: Students who have 15 or more unexcused absences during a semester **will not receive credit** for a class regardless of their grade. Students are still expected to attend all classes. Students between the ages of 14 and 18 who accumulate 15 unexcused absences within 90 calendar days will be reported to the department of motor vehicles and their driver's license will be suspended. Students with 11 to 14 unexcused absences during a semester and have a passing grade of 60% or higher must pass a **mastery exam** to receive credit for a class. The mastery exam is pass or fail. The student will receive grade earned if mastery exam was passed. If a student fails the mastery exam, they will be denied credit and receive 59% of the earned semester grade.

Band: Union County High School has a music program designed around instrumental music. It consists of several bands including Symphonic Band, Jazz Band, Percussion Ensemble and Marching Band. The Band supports the football team by playing at pep rallies, as well as, home and away football games. They also travel to many contests and festivals. After school participation is mandatory and attendance at all events is required. Band members work hard to be able to travel and enjoy the companionship of their fellow classmates. The band also includes the "Tigerettes" featuring flags and dance, which is an integral part of the band. All parents should be aware of incidental expenses for the band students and be prepared to support your son or daughter. Additionally, each student is required to obtain a parental consent form, which must be notarized. Please visit their website for more information: **www.unioncountyband.com**

Bullying, Cyber Bullying, Violence and/or Intimidation: Acts of assault, any kind of bullying, violence and/or intimidation shall be reported to administration. No one shall engage in harassment or discriminatory conduct which creates a hostile, intimidating, abusive, offensive or oppressive environment. This shall include cyber-bullying, intimidation/harassment, etc. Disciplinary action may be up to expulsion and/or may be reported to the proper law enforcement agencies.

Bus Passes: In order to ride another bus, you must have a bus pass. A bus pass can be obtained through the front office prior to school. You must have a note stating which bus you will be riding, with whom you are riding with or destination, parent signature, and a phone number to contact the parent. A parent must be contacted before a bus pass is issued to the student. A bus pass **will not** be issued if a parent is not contacted. A request for a bus pass must be turned into the front office upon arriving at school.

Buying and Selling: Students are not permitted to bring any commercial or personal item to school for sale or trade. Only those items that are sponsored by UCHS student organizations and have been approved by the administration as a fund-raising project may be sold at school.

Campus Pride: We are very proud of our campus appearance. The custodians work every day to keep our campus clean and neat. This is an impossible task without the help of the students. Trash cans are located in all areas. All trash should be placed in the trash cans and not thrown on the ground or floor. This is your campus, so be proud of it.

Car Pick-Up Area: The car pick-up area is located by the front office at the south end of the campus. Parents may pick up or drop off their child in this area. The bus area is for bus students only. For safety reasons, students and parents are **NOT ALLOWED** to go in between the buses. Also, students may not be dropped off along the road in front of the school. This causes problems with the flow of traffic with the buses trying to get through.

Care of School Property: Each student is responsible for the proper care of all electronic devices issues to them, books, supplies, and furniture supplied by or located at the school. A student who vandalizes or does damage to school property or equipment will be required to pay for the damage or replace the item.

Cell Phones/Electronic Devices: Cell phones are allowed on campus but **must be turned off** before and during school and **may not be visible**. They may be stored in a backpack, purse, locker, vehicle, etc. Any cell phone that is seen and/or not in the "off" position will be taken and returned only to the parent/guardian (which is listed on the student emergency card). Cell phones must be powered off and kept in a location out of sight upon entering the school building at the beginning of the day and throughout the entire school day.

Discipline for Cell Phones/Electronic Devices:

- 1st violation: Confiscation of device and returned only to a parent or legal guardian. A day of ISS will also be assessed.
- 2nd violation: Confiscation and only returned to parent or legal guardian. Two days of ISS.
- **Any student who fails to immediately relinquish a cell phone or electronic device when requested by school personnel will automatically receive a greater punishment due to insubordination.
- *Electronic devices are brought to school at the owner's risk. The Union County School District or their employees are **NOT** responsible for any devices that are damaged, lost, or stolen.

Cheating and Providing False Information: Students involved with cheating on any form of assignment, assessment, etc. will receive no credit (a zero) on that assignment, assessment, etc. Note: This is a considered an academic violation and not a discipline issue.

A Technology violation involving cheating and or altering official school records and/or other students' records, such as assignments, assessments, etc., will result in loss of credit (a zero) and may be subject to disciplinary action.

If an emergency arises, please contact the front office immediately. The front office will locate the student and he/she will be brought to the office so they may contact the parent or guardian.

Students are **not** allowed to bring electronic devices such as radios, CD's, DVD's, MP3's, I-Pods, Laptops, I-Pads, Kindles, etc, on the school bus or on school property. If the wireless communication device is "powered on" it will be interpreted as being in "use". Usage of a wireless communication device on campus upon arrival to school or while on school transportation at any time will result in disciplinary action. If any of the above items

Possession of lasers, digital or video camera NOT ASSIGNED BY THE SCHOOL, or any electronic devices that can be used to compromise testing are strictly prohibited.

Class Dues: Class dues are \$10.00 for every grade level entered. Example: if you start out as a junior you pay your junior due but are not required to pay 9th and 10th grade dues if you did not attend UCHS. Dues are used to pay for class activities and includes all grade levels. Dues must be paid in order to participate in various class or school activities. (prom, homecoming, etc.)

Clinic: The clinic is located in the full service building. The full service building is located between the main building and the gym. The clinic will be available to students who become ill at school, receive an injury at school, or must take prescribed medication. **No student will be allowed in the clinic without a pass.** Clinic personnel must make contact with a parent or guardian before a student will be allowed to leave. All medications (in original packaging) should be turned in to the nurse or the health aide at the clinic along with an Authorization for Medication – Prescription and Non-prescription form. **THE CLINIC DOES NOT PROVIDE MEDICATION OF ANY KIND.** Parents should provide the nurse with any information regarding health problems of their child in order for the nurse to share this information with the child's teachers. ***Please make sure you have turned in a current registration/emergency card and that it is kept up to date throughout the school year.**

Closed Campus: Upon arriving on campus, students are not allowed to leave until the school day ends at 3:00 p.m. In order for a student to be able to leave campus, a student must be part of a supervised school activity or sign out at the Attendance Office. **Students may not sign out to go to lunch nor are they allowed visitors at lunch.** Students are not allowed to have food deliveries made to the school for lunch. The campus will be secured at 3:15 and all students are required to leave the campus at that time unless in detention, with a teacher, club or organization meeting, or attending an athletic practice. Please see After School Activity Procedures for more information.

Community Service Hours: Community Service forms are available in the Guidance Department. The front of the form must be filled out and approved by UCHS Administration prior to the start of any community service. On the back of the form is a daily log sheet where you will keep track of your hours and the supervisor should initial your daily hours. When you have completed your service or the sheet is full make sure you total your hours and turn them in to the registrar. Hours must be turned in to the registrar on a monthly basis. Examples of volunteer places would include but not limited to: Nursing Homes, Public Libraries, Hospitals, Schools, and Little League. etc. Examples that would NOT be considered a service would be; work done for a family member at home or their business, club meetings (even if planning for a fundraiser), fundraisers for any club, sport...etc., and something for which some type of recognition/award is given (such as: work done towards Eagle Scout Badge). If you are unclear as to what is considered a community service, please see Administration.

Computer Lab Study Hall: Students enrolled in Virtual School and/or Dual Enrollment courses may be scheduled into a computer lab study hall if space is available. In order to remain in the lab, a student must be continuously and actively enrolled in either a Virtual School or Dual Enrollment course. Any student who is dropped from their Virtual School or Dual Enrollment course will not be permitted to remain in the lab and will be reassigned. In addition, the student will not be allowed to enroll in the computer lab study hall during the next semester. The credit earned in the Virtual School and/or Dual Enrollment course will be used as the grade for the computer lab study hall. Since credit is being earned attendance is still required, as well as the policies associated with student attendance. Any student receiving 15 or more unexcused absences in a computer lab study hall period will not be permitted to enroll in the computer lab study hall for the next semester.

Conferences/Class Observations: Parent-teacher conferences are scheduled at the request of either the school or the parent 24 hours in advance. There will be no conference appointments made on Mondays. A conference can be an important tool for parents to learn of the progress of their child. The student is often asked to join the conference. A guidance counselor or an administrator may also attend. If a parent desires a conference or observe a class, he/she should call the Guidance Office at 386-496-4199 to make an appointment. In order to observe your child's class, you must make an appointment 24 hours in advance. Parents or guardians may attend their child's class provided that their presence does not disrupt the normal learning environment. The purpose of such attendance shall be made known to the teacher and principal prior to the visitation. NO parent/guardian visit shall disrupt the normal learning environment or program. Disruption of the program shall be determined by the action plan. Teachers encourage parents to volunteer at schools and participate in school activities. If a parent is scheduled for an observation, a visitor's badge must be obtained in the front office.

Curriculum: UCHS offers a comprehensive educational program. We utilize a seven period school day. Students take seven classes each day allowing them to earn 7 credits each year toward graduation. Further information on specific class offerings can be obtained in the Guidance Office.

Discipline: High School classrooms have set rules and consequences for discipline. Parents will be contacted if their child does not follow the classroom or school expectations and/or code of discipline. After this contact, if the child continues to be a discipline problem, they will be referred to the Assistant Principal's Office on a discipline referral where additional disciplinary actions may occur. There will be a chart of discipline actions for infractions posted in the Assistant Principals office. Disciplinary action may include but not be limited to the following:

1. Warnings and calls to parents are given.
2. In-school suspension. Students may be removed from class or classes and assigned to in-school suspension as a result of misconduct.
3. Corporal Punishment (with parent consent)
4. Out of school suspension will occur if the above methods have not changed the child's behavior. A parent conference may be requested before a child may re-enter school from an out of school suspension.
5. Counseling
6. Non-attendance to school functions
7. Referral to law enforcement agencies
8. Alternative Placement

Driving Privileges and Student Parking:

Student driving and parking on the school campus is a privilege and may be revoked at any time as deemed necessary by the administration. All licensed drivers enrolled at UCHS are eligible for driving and parking privileges. Remember, this is a privilege. Students who wish to drive must show a driver's license, registration and insurance card in order to purchase the necessary permit as required by Florida Statute. The permit will be numbered and will match an assigned parking space. The permit must be displayed. The cost of each permit is **\$10.00***. Cars that do not display the necessary permits will be towed and parking privileges suspended. Listed below are the rules and procedures that are to be followed:

1. Student must obtain a valid parking decal and park in their own assigned parking space.
2. Student is not allowed to let anyone else park in their parking place.
3. Vehicles parked on campus are not to contain any tobacco, alcoholic beverages, weapons, controlled substance, or drug paraphernalia.
4. Vehicles are subject to be searched.
5. Students are not allowed to go to their vehicle during school hours unless they have permission and receive a pass from the front office.
6. Students may be given "assigned" parking areas in advance for various reasons deemed necessary by the administration.
7. Students must follow Florida driving laws, including seat belt use.
8. Students must display safe and prudent behavior around any vehicle.
9. If the parking permit is lost, a new one must be purchased. Parking permits are non-transferable and are registered to only one student.
10. **Driving and parking privileges may be revoked for reckless driving, illegal parking, leaving campus without permission, poor discipline, excessive absences, or poor academic performance.**
11. Students that are turned into the DMV for attendance issues will lose their driving privileges and their parking spot. When student has been in attendance with no unexcused absences within a 30 calendar day period and can provide proof of a valid driver's license they may regain parking privileges and will have to purchase another parking permit.

Failure to follow the above rules and procedures will result in disciplinary action by the School Administration. Discipline may result in one or more of the following actions:

1. Administrative warning
2. Discipline Referral/Suspension
3. Revocation of parking privileges

****Parking permit fees go to the Student Incentive Program.***

Dual Enrollment:

Florida Gateway College, in cooperation with Union County School Board, provides dual enrollment opportunities for academically qualified high school students. They can earn credit toward high school graduation and at the same time earn credit toward a college degree or technical certificate. Students are permitted to take dual enrollment courses on a part-time basis during school hours, after school, and during the summer. Students attending UCHS who are enrolled in the program will have tuition, fees, and their books waived. However, students are required to turn in their books at the end of the course or they will be charged for the books.

A student who registers for a class and withdraws from that class must wait a semester before registering for another class. After a total of two withdrawals, a student will lose the privilege of dual enrollment for the remainder of his/her school career.

A student who receives a grade of "F" in a course must repeat that course and only that course for grade forgiveness before being allowed to continue in dual enrollment.

Early Dismissal: Students that need to sign out due to appointments that cannot be made after school hours ***must*** provide the attendance clerk a note stating the following information: Student name, time student needs to sign out, parent name, phone number to reach parent. This note must be presented to the attendance clerk before first period or when student arrives on campus. If a parent can not be reached, the student will not be able to leave campus. There are several occasions during the school year when students will be required to have a **"Permission To Sign Out Form"** filled out and signed by the parent. Such occasions are: Homecoming Parade, Christmas Break, Spring Break, semester exams and last days of school. This is due to the volume of students signing out. Students will have plenty of notice when such occasion arises.

****In order to sign a student out you must:**

1. **Have a valid picture ID (identification)**
2. **Be named as a contact person on the student's contact (emergency) card**

Equal Opportunity: Students enrolled in Union County High School shall be provided an equal educational opportunity with regard to academic programs and extracurricular activities in an atmosphere free of bias or harassment.

Emergency Drills: Several times during the year, there will be fire and/or tornado drills. Students are to follow the instructions of the teacher. There is an evacuation route posted in each classroom. Students should evacuate quietly and in an orderly manner. **No running is permitted.** Students must remain in the designated area for their classes and remain with their supervising teacher. **Students are not allowed to go to a different area to socialize with members of another class.** The teacher will call roll once the class reaches the designated area. Students not following these guidelines will be subject to disciplinary action.

Enrollment: (Transfers and Withdrawals)

- **Transfers:** Parents are required to come in and sign paperwork with the Guidance Office when transferring to Union County High School. Parents must bring a copy of the student's birth certificate, social security card, certificate of Florida Eye, Ear, Dental Exam and certificate of Florida School Immunizations (out of state records must be transferred to the Florida form). A current record of residence must be presented at the time of enrollment. All students must be up-to-date on immunizations required by the State of Florida in order to attend classes. The student will begin classes the day after the school receives the above required information.
- **Withdrawals:** Withdrawal procedures for students are initiated only at the request of a parent or guardian. Such a request can be made at the Guidance Office. A parent or guardian must sign the withdrawal form (except in the case of non-attendance). If the student is being withdrawn to attend a Drop-Out Prevention Program or will not be enrolling in another public/private school an Exit Interview will need to be completed. Both the parent or guardian and the student will need to be present as both signatures are required. All textbooks, library books and any other property belonging to UCHS will need to be returned at the time of withdrawal.

Fighting: Fighting will **NOT** be tolerated under any circumstance. Students that are engaged in a fight will receive a discipline referral and will be given ISS, OSS, or will be sent immediately to an Alternative Program. Students who video and /or disperse a video of a fight will also be held to disciplinary action due to their role in citing a disturbance.

Field Trips: Field trips are an important part of the total educational experience. They enable students to share their skills and talents with others. However, in order to provide for a well-balanced program for our students, the number of field trips in which individual students are permitted to participate must be limited. The following guidelines will apply:

- 1) Only educational field trips will be approved. The only exceptions will be academic competitions and conferences. Only the participants in these competitions or conferences will be excused to attend.
- 2) Students must complete an off-campus permission form prior to the trip
- 3) Students are required to attend all classes that do not interfere with the field trip. If the field trip is scheduled for the afternoon, students must attend their morning classes or they will not be permitted to attend the field trip.
- 4) Absences or discipline referrals may determine participation on field trips.

Financial Obligations: A student owing money for library fines, textbooks, class dues, etc., must meet his/her obligations when due or make arrangements with the principal. Past due obligations will be placed in the student's file. Any student with outstanding financial obligations will not be allowed to participate in school activities or events such as prom, graduation, etc.

Florida Virtual High School Online: The Florida Virtual School offers students the opportunity to take high school classes, including honors classes and advanced placement (AP) courses. Florida Virtual School is a great resource for students who have an unavoidable schedule conflict which prevents them from taking a desired or needed course. Students may not enroll in a course without approval from a parent and a representative of the Guidance Office. Visit: www.flvs.net

Grade Forgiveness Policy: The grade forgiveness policy for required courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in another course.

Grade Level Classification: The classification of the four grade levels are:

9 th grade (freshman)	first year enrolled in high school
10 th grade (sophomore)	second year enrolled in high school
11 th grade (junior)	third year enrolled in high school
12 th grade (senior)	fourth and each subsequent year enrolled in high school

Grade Scale: The grade scale as adopted by the state legislature is:

A	90 - 100	D	60 - 69
B	80 - 89	F	0 - 59
C	70 - 79		

Graduation Class Ranking:

A. **CLASS RANK FOR GRADUATION CEREMONIES:** At the end of the fourth nine weeks of the senior year, the rank in the class shall be determined for each senior. The following procedures shall apply:

1. All grades for which high school credit has been earned through the senior year shall be used in determining rank.
2. Courses listed in the Course Code Directory and Dual Enrollment Classes will be used. Courses listed in the Course Code Directory as "Honors", "Advanced Placement", Pre-Calculus, Calculus and Dual Enrollment classes will earn one quality point beginning with the 2000-2001 school year.
3. For the purpose of graduation ceremony, letter grades will be converted to quality points as follows:

<u>Standard Course</u>	<u>Honors Course*</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

(*Honors, Dual Enrollment, AP, Pre-Calculus, and Calculus)
Semester Classes are calculated at half the point value.

4. Quality points will be averaged to the nearest hundredth. However, if necessary to eliminate ties, averaging may extend lower.

**** Beginning with the 2013-2014 freshman class and each class thereafter, letter grades will be converted to quality points as follows:**

<u>Standard Course</u>	<u>Honors Courses</u>	<u>AP/Dual Enrollment Courses</u>
A = 4	A = 4.5	A = 5
B = 3	B = 3.5	B = 4
C = 2	C = 2.5	C = 3
D = 1	D = 1.5	D = 2
F = 0	F = 0	F = 0

B. **VALEDICTORIAN:** For the graduating classes of 2016 and 2017, the Valedictorian is the highest ranking senior student. Beginning with the graduating class of 2018, the valedictorian must meet the following guidelines:

- Must be a senior, which is defined by being in the fourth year of high school.
- Must have been enrolled at UCHS the final four semesters prior to graduation.
- Must have had at least two courses in a traditional setting at UCHS during the final four semesters prior to graduation.
- Must have the highest weighted grade point average in the graduating class

C. **SALUTATORIAN:** For the graduating classes of 2016 and 2017, the Salutatorian is the second highest ranking senior student. Beginning with the graduating class of 2018, the salutatorian must meet the following guidelines:

- Must be a senior, which is defined by being in the fourth year of high school.
- Must have been enrolled at UCHS the final four semesters prior to graduation.
- Must have had at least two courses in a traditional setting at UCHS during the final four semesters prior to graduation.
- Must have the second highest weighted grade point average in the graduating class

Beginning with the graduating class of 2009, Class Honors are as follows:

A. Outstanding Honors – students with a 4.0 to 4.5 GPA

B. High Honors – students with a 3.75 to 3.999 GPA

C. Honors – students with a 3.5 to 3.749 GPA

D. SUPERINTENDENT’S SCHOLAR AWARD: Students achieving the following criteria will receive this award:

1. Must be a graduating senior.
2. Must have an unweighted 3.75 or better GPA (without rounding off)
3. Must have obtained a score of 1180 or better on the SAT or 26 or better on the ACT on combined administrations.
4. Must have earned 27 credits.

E. ACADEMIC EXCELLENCE AWARD: The Superintendent will award an Academic Excellence Award when the following criteria have been met:

1. The student must be recommended by the principal.
2. Twenty six (26) credits must be earned to include:
 - a. Fourth year math (Algebra I or above)
 - b. Fourth year of science.
3. Demonstrated excellence in academic performance by maintaining an unweighted 3.5 or better grade point average (without rounding off) in course work and achieving a score of at least 1180 on the SAT or 26 on the ACT, on combined administrations.
4. Any student who has received remedial level credit will not be eligible for Academic Excellence Award.

F. GRADUATION WALKING ORDER: The walking order of high honors and honors graduates is based on their GPA status. All other graduates will follow in alphabetical order. Those graduating through the Ed Options Online Academy will follow those students in who are walking in alphabetical order.

Graduation Requirements: Beginning with the 2003-2004 school years, Statute 1003.429 Accelerated High School Graduation will allow all students scheduled to graduate in 2004 and thereafter to select one of the three graduation options. The first is completion of the general requirements of a 4 year high school degree. The second is completion of a 3 year standard college preparatory program of a minimum of 18 credits. The third option is completion of a 3 year career preparatory program requiring successful completion of a minimum of 18 credits. In order to graduate, all three graduation plans require you to pass the 10th grade FCAT and achieve at least a 2.0 grade point average.

Any student who has met all graduation requirements and wishes to participate in senior activities including graduation ceremonies must notify the Guidance Department the summer prior to the year they wish to graduate. This is to ensure they will receive pertinent information regarding senior pictures, invitations, etc.

Science:

Students are required to earn three Science credits towards graduation. Two of these Science credits must include a laboratory component. AgriScience Foundations I, the core course in secondary AgriScience and Natural Resource programs, counts as one of the

science credits. A waiver of the laboratory component by the State Board of Education may be requested by a school district in accordance with Section 1003.43, Florida Statutes.

If a parent and student fail to select a graduation option by the end of their 9th grade year, the student shall be considered to have selected the 4 year option plan.

1. A student and the student's parent must meet with designated school personnel to receive an explanation of the relative requirements, advantages and disadvantages of each program option and the student must also receive the written consent of the student's parent.
2. An extension will be granted to the end of a student's first semester of grade 10 for a student entering a Florida public school or another state or upon transfer from a private school or who was prevented from choosing a graduation option due to illness during grade 9.

Guidance Services: The Guidance Office is located in the front office area. Students should get to know the guidance staff early and let them get to know you. Students may make an appointment to see a counselor by making an appointment with the Guidance Secretary or by contacting their counselor through email. This appointment can be made before school or after school. Students are **not** allowed in the Guidance Office during class time without a pass from their teacher. The guidance staff can provide help and information to you about the following:

- 1) Personal problems
- 2) Careers
- 3) School work and study habits
- 4) College entrance exam packets
- 5) Financial aid packets for college
- 6) Credit checks for graduation
- 7) Withdrawing from school
- 8) Group counseling
- 9) State assessments
- 10) Scholarship information
- 11) Dual enrollment information
- 12) Special education information
- 13) Pupil progression document

Hall Passes: Students are allowed three (3) passes for each class period per nine week. Students must have a clip board with the date, time, destination and their teacher's signature for the pass to be valid. Only one student is allowed out of the classroom at one time. Students with more than 3 passes or students seen in the hallway without a pass may result in disciplinary procedures. Further abuse of this policy will result in a referral to the administrative office. If medical conditions more than three passes during a nine-week period, then medical documentation must be presented to the Nurse and Administration for consideration of additional passes.

Honor Roll: Honor rolls will be published at the end of each nine-week grading period. The A Honor Roll will include all students who received a grade of A in every class. The A-B Honor Roll will include all students who received a grade of A or B in every class.

Incomplete Grades: Students will have three weeks to make arrangements with teachers for an incomplete grade to be changed. The student must approach the teacher to make these arrangements. Incomplete grades that are not changed by the teacher in the three weeks following the end of the nine-week grading period will automatically be changed to a grade of "F".

Illness or injury: Students should report an illness or injury to their teacher or other school personnel immediately. If the illness or injury is of a serious nature, the parents will be contacted, or the child will be taken to the doctor or hospital. Please make sure your child's emergency card is completed, turned into the nurse and kept updated throughout the school year.

Internet Use: The Union County School District views information gathered from the Internet in the same manner as any other reference materials. Specifically, the district supports resources that will enhance the learning environment. However, the Internet also contains information that is not appropriate for use in schools. Teachers or other school personnel will monitor student access to and use of the network at school. Students are required to sign a form at the beginning of the school year stating that they will use the Internet in a proper and appropriate manner while at school. Students who do not agree to sign the form will not be allowed to access the Internet on a school computer.

TELECOMMUNICATIONS PLAN, FIRN2 AND INTERNET USE: District Policy 8.33

These guidelines are based on the *Children's Internet Protection Act (CIPA)* and its four guiding principles of: respect, privacy, sharing, and safety. The Union County School District uses content filtering technology in compliance with CIPA on all computers and district provided digital devices to protect against unacceptable web content. This Acceptable Use Policy is written for all those who use the Union County School District's provided "Network" connections and equipment. Electronic resources include, but are not limited to all hardware, software, data, communication devices, and local and wide area networks. All electronic equipment provided should be used in a responsible, efficient, ethical and legal manner.

(1) General Policy and Guidelines:

- (a) Inappropriate use of the Internet by students or school district employees may result in disciplinary action and/or cancellation of user's privileges.

(2) Use of Internet, Wide Area Network, Local Area Networks, Computers, Social Media Sites and Related Technology:

- (a) All use of a network must be in connection with education and research and be consistent with the educational purposes of the Union County School District. It is expected that integration of the curriculum will be used with technology, as well as, students being given guidance and instruction in the use of technology. Teachers' supervision and monitoring is required to maintain effective and safe use of these resources.
- (b) Students or staff shall not use the school district's computer network to solicit sales or conduct business. Students or staff shall not set up school related web pages for any reason without prior approval by a superintendent designee.
- (c) Any use of a school network for private or personal gain is prohibited.
- (d) Any use of a network for product advertisement or political lobbying is prohibited.

- (e) Users shall not intentionally seek information or obtain copies of data or passwords or modify files belonging to other users or misrepresent other users on the network. Identifications and passwords are confidential.
- (f) Students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computers files sent and received on the school computer network or stored in his/her directory. Sharing of personal information, such as name, address and phone number can compromise personal safety. **The person in whose name a network account is issued is responsible at all times for its proper use.** Students and staff may not use anyone else's password, nor may they share their password with others. The school computer network's system operator, or other designated School Board employee, may at any time, review the subject, content and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.
- (g) Neither hardware nor software shall be destroyed, modified or abused in any way.
- (h) Malicious use of a network to harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. There should not be any electronic activity by students or school board employee's that will compromise school facilities, be an interruption of the educational process, or cause undue work by school board employees.
- (i) Hate mail, harassments, discriminatory remarks, profanity, obscenity or language, which is offensive to another user or other antisocial behaviors, are prohibited on the network.
- (j) The network is protected by Internet filtering equipment that restricts user's access to materials that are consistent with the standards of selection of materials specified in Florida Statutes and with the educational mission, goals, and policies of the school district. These devices block visual displays that are obscene, pornographic or harmful to minors, but this technology is not 100% effective. Use of a network to access or process pornographic materials, inappropriate text files or files dangerous to the integrity of the local area network and/or the wide area network is prohibited. All student network access should be supervised at all times.
- (k) The illegal installation of copyrighted software for use on any district computer is prohibited. Students and staff shall not copy and forward, copy and download, or copy and upload to the network or Internet server any copyrighted material, without approval by a school or district administrator.
- (l) The user shall maintain the integrity of the school's/district's electronic mail system. The user is responsible to report all violations. The user is also responsible for making sure all e-mail sent by him/her does not contain sexually suggestive material, inappropriate information, an unsolicited chain email, or text-encoded files that are potentially dangerous to the integrity of the local area network or the Internet. Materials received which contains sexually suggestive material; inappropriate information, an unsolicited chain email, or text-encoded files that are dangerous to the integrity of the local area network or the Internet should be reported to an administrator immediately.
- (m) Students and staff shall not infiltrate, or "hack", computing systems or networks (Examples: the release of viruses, worms or other programs that damage or otherwise harm an outside computing system or the internal network). Students and

staff shall not disrupt a system or interfere with another's ability to use that system. Financial and legal consequences of such actions are the responsibility of the user (staff or student) and student's parent or guardian.

- (n) Student access to the network or the Internet will be monitored by a staff member.
- (o) Any violation of the use of the Internet shall be reported to the assigned teacher or the assigned principal or administrator.
- (p) Cyber bullying (as defined in Policy 5.101) is a violation and will be dealt with in accordance with the consequences set forth in Student Code of Conduct.
- (q) Social Media is defined in Policy 8.35. Please see for rules and guidelines regarding Social Media.

(3) User Responsibility and Security:

The violations on the preceding pages are only representative. Other forms of misconduct arising from, or connected with, the use of the internet, local area or wide area networks may result in suspension and/or revocation of the offender's privilege of network access.

(4) Disciplinary Action for Violation of Policy:

Failure to adhere to these guidelines will result in disciplinary action. A list of disciplinary action for students can be obtained from the Code of Student Conduct. The severity of the violation will dictate the action of the principal. Disciplinary action for school district employees will be handled by the appropriate supervisor.

In-School Suspension (ISS): The administrator may assign a student to ISS. Teachers will administer educationally sound assignments, all of which will be completed during the student's stay in ISS. All students assigned to ISS will eat as a single group and may not communicate with other students while in ISS. On an as needed basis, students assigned to ISS may be assigned to work projects around the school. Such work projects should be limited to beautification projects, cleaning projects, or other similar work projects. If a student refuses, he or she will be offered alternative disciplinary action(s). After a student has exhausted ISS as an option, an alternative punishment will be assigned. ISS rules are:

- No talking at any time unless called upon by the ISS instructor.
- Stay in your seat unless you have permission from the instructor.
- Raise your hand if you want to address the instructor.
- No sleeping.
- Bring materials needed for doing your assignments (books, pencil, paper, etc.)
- You will work constantly (class work and/or written reports.)
- No one will leave the room without permission from the instructor.
- Lunches will be supervised. You will sit at a designated table. You are not allowed to socialize during this time. Eat your lunch and then return to designated area.
- You are allowed two (2) bathroom breaks a day.
- Missed time will be made up on the next day following completion of assigned ISS time.
- The classroom will be cleaned at the end of each day.

- Any violation(s) of any rules will result in additional disciplinary actions.

Lockers and Locks: Students will be assessed a \$5.00 rental fee for lockers. Students must use a school lock. Any other lock found on a locker will be cut off and a school lock will replace it. **Students are not allowed to share lockers.** Violation of this will forfeit student's right for a school locker.

1. Student will use the locker assigned with no trading.
2. Student may not share their locker with others. Students are responsible for the contents of their locker.
3. Valuables are not to be brought to school. The school is not responsible for the contents of their locker.
4. Students should keep locker combinations secret.
5. Students should make sure their locker is closed and locked.
6. Students should keep their locker clean inside and outside.
7. Jamming locker mechanisms with paper wads, trading lockers, vandalism, etc., may result in loss of locker use.
8. Students who have a problem with their locker may check with the front office.
9. No loitering at lockers.

Student lockers spaces are provided by the school system are the property of the Union County School Board and are subject to search by school authorities at any time. School authorities reserve the right to search and inspect any school owned property, private property or a student's person on school grounds or at school events.

Lockers and Locks (Gymnasium): The same guidelines for hallway locks and lockers apply to those in the Gym. Students should not leave personal belongings out. The school is not responsible for stolen items especially if they are not secured in a student's locker. It is the student's responsibility to make sure they secure their lock on their locker for their belongings.

Lost and Found: Articles found in and around school should be turned in to the guidance office in the front office where the owner may claim their property after proper identification. At the end of each semester articles not claimed will be taken to Goodwill.

Lunchroom Policy and Lunch Prices: All students must report to the cafeteria and dining area during their lunch period and stay in that area until lunch is over. Students are not allowed to leave the designated lunch areas. All food or drinks must be consumed in the cafeteria or patio area directly outside the cafeteria. Students are not allowed to visit the media center, front office, guidance office, or any classroom during their lunch time. **Under no circumstances is a student to go to the parking lot during lunch or any other time without permission.**

Students are not allowed to leave campus for lunch. Proper behavior in the cafeteria is very important. Each of the cafeteria personnel should be treated with respect and no abusive language or rudeness will be tolerated. Leaving food, food trays, or trash on the tables or floor is prohibited. Not reporting to the cafeteria, excessive noise, throwing food, leaving the cafeteria or patio area without permission, not properly disposing of trash, or disrespectful behavior toward staff members will result in disciplinary action.

The Union County School Board Food Service Department operates under the Community Eligibility Program (CEP) which offers FREE breakfast and lunch to students at no cost. Additional items i.e. ice cream, extra entree, snacks, or extra milks are available but do cost extra that the student is required to provide payment for at that time.

For more information please contact the manager, Crystal Scott by phone at 386-496-2648, by e-mail at uchfsmanager@union.k12.fl.us . You may also contact the Food Service Department at <http://www.union.k12.fl.us/Departments/FoodServiceDepartment/tabid/15687/>

***The Union County School Board is not required, obliged or mandated to serve meals without payment at the time of service.**

Media Center: The media center has printed materials available for assigned study or recreational reading. The media specialist will be available to assist with the location of information and help with the development of special projects. The media specialist will provide rules for the media center. Students will not be allowed in the media center during school without a “Media Center Pass” from their teacher.

Military Recruiters: Military recruiters are permitted to meet with interested students during the school day provided they have made a prior appointment with the student. The Guidance Office can provide information about the availability of the various recruiters.

Newsletter: The school newsletter provides an opportunity for the school to share information about academics and activities with parents and the community. The newsletter is published weekly and may be viewed on Skyward.

Poster or Decorations: The principal must approve any poster, sign or decoration that a student desires to display in or outside the school. Posters, signs or decorations may not be attached to any wooded or glass surfaces. It is the responsibility of the student/sponsor to take down and properly dispose of any poster or decoration after the planned event is over.

Plagiarism (Cheating): Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/test from the work of another student, from published sources (ie: Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.) and / or from the Internet with out proper documentation constitutes academic theft.

The definition of plagiarism is: “The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...”

If you are caught cheating or copying work of another student, you will be given a zero for the work and may possibly have further disciplinary action taken based upon the severity of the offense.

Pledge of Allegiance and Patriotic Programs: 1003.44 Patriotic programs; rules.—

(1)Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent

laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge. When the pledge is given, civilians must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes..

(2) Each district school board may allow any teacher or administrator to read, or to post in a public school building or classroom or at any school-related event, any excerpt or portion of the following historic material: the national motto; the national anthem; the pledge of allegiance; the Constitution of the State of Florida, including the Preamble; the Constitution of the United States, including the Preamble; the Bill of Rights; the Declaration of Independence; the Mayflower Compact; the Emancipation Proclamation; the writings, speeches, documents, and proclamations of the presidents of the United States, the signers of the Constitution of the United States and the Declaration of Independence, and civil rights leaders; and decisions of the United States Supreme Court. However, any material that is read, posted, or taught pursuant to this provision may be presented only from a historical perspective and in a non-proselytizing manner. When less than an entire document is used, the excerpt or portion must include as much material as is reasonably necessary to reflect the sentiment of the entire document and avoid expressing statements out of the context in which they were originally made. If the material refers to laws or judicial decisions that have been superseded, the material must be accompanied by a statement indicating that such law or decision is no longer the law of the land. No material shall be selected to advance a particular religious, political, or sectarian purpose. The department shall distribute a copy of this section to each district school board, whereupon each district school superintendent shall distribute a copy to all teachers and administrators.

Prom: Only Juniors and Seniors are invited to the Junior-Senior Prom. Each Junior and Senior is allowed to purchase one ticket for a guest. Any student that is not a Junior or Senior, or not enrolled at Union County High School and wishing to go as a guest must fill out an approval form and have it approved by the principal and sponsor. Any guests that are 21 years of age or older are NOT permitted. Faculty, chaperones and administrators reserve the right to refuse admission to a person or to remove a person from the building or premises at any time if they believe the person might be disruptive at the dance, either because of that student's attitude, presence, physical condition, age, and teacher/student discrepancy. On certain formal occasions, such as formal dances and prom, the dress code as presented in the student handbook is not sufficient to account for formal dresses. All formal dresses must be of sufficient material to cover cleavage and midriff areas. As policy states, the administrator or designee will have the final authority on the appropriateness of the attire. Attendees to the Prom must adhere to the dress code provided prior to prom regardless of when clothing for the event is purchased.

Report Cards and Progress Reports: Progress reports will be posted in Skyward at the mid-point of each nine-week grading period. Report cards will be posted one week after the conclusion of each nine-week grading period. You may visit the school calendar on our website to view when mid-term reports and report cards will be posted in Skyward.

Schedule Changes: Schedule change requests must be made within the allotted time each semester. Schedule change requests are done through Skyward and are viewed and processed in the order they are received.

Scholarships and Financial Aid: Numerous opportunities exist for students to receive scholarships and/or financial aid in order to attend college. Scholarships are awarded from the national, state, and local levels. The Florida Bright Futures Scholarship establishes a lottery-funded scholarship for Florida high school graduates with high academic achievement who enroll in eligible Florida public or private colleges or universities. The Bright Futures Scholarships include the Florida Academic Scholarship, the Florida Merit Scholarship, and the Florida Gold Seal Scholarship. Other financial assistance for college can be obtained through grants, work-study, and loans. Contact the Guidance Office for further information or applications for scholarships and financial aid.

School Advisory Council: The School Advisory Council offers each parent the opportunity to participate in school improvement. Regular meetings are held in the media center each month. For more information and to volunteer, please call the school.

School Dances: From time to time student dances may be approved. All school dances are limited to Union County Students and one guest. Any student that is not enrolled at UCHS must fill out a guest permission form and have it approved by the principal. Guests that are 21 and older are NOT permitted. Students who are on suspension shall not be allowed to attend any school dances. All regular school rules apply during dances, including the dress code. Suggestive and/or obscene gestures will result in the student being asked to leave the dance. No use or possession of alcoholic beverages, illegal drugs, or tobacco products are allowed on school property or on the premises of school sanctioned dances at any time.

School Hours: The school day begins at **7:56 a.m.** and ends at **3:00 p.m.**

Union County High School will provide supervision to its students according to FL Statute 1003.25 (2):

1. During the time he/she is attending school. **(Students are not to arrive on campus before 7:30 a.m.)**
2. Students must leave campus when they are dismissed at **3:00 p.m.** unless they are on campus for a supervised school activity or sport. Students must report to their sponsor or coach immediately upon dismissal at **3:00 p.m.**
3. **All students that are not supervised must leave campus by 3:15 pm.**

Skateboards/Skates: Skateboards and skates of any type are not allowed on school transportation or on campus or they will be confiscated.

Student Contact/Sunshine Rule: Students will abide by the “Sunshine Rule” on school property. Inappropriate displays of affection other than the holding of hands, such as kissing, body hugs, inappropriate touching, etc., will be considered offensive behavior. Any behavior deemed by the administrative staff that is considered inappropriate will result in a discipline referral.

Student Insurance: The school is not liable for doctor or hospital bills resulting from accidents that occur at school or on a school activity. School insurance is available for purchase from a provider independent of the school at a very reasonable cost. Information

for obtaining this insurance will be distributed during the first week of school. It is the responsibility of the parent to file the insurance claims.

Summer School: Students may enroll in summer school for courses in which they received a grade of “D” or “F”.

Tardy Policy: Students are expected to arrive to each class on time. Students have 4 minutes after the bell rings to move to the next class. All students are expected to be in the classroom and ready for instruction when the bell rings. Students will be considered tardy if they are not inside the classroom when the bell rings to begin class. Once a student misses more than half of the class, the tardy becomes an absence. Students may go to lockers or the restroom between classes. However, loitering may not be permitted. Any student seen in hallway without proper authorization may result in discipline referral.

Any student who receives their third and each subsequent tardy in a class during the nine-week grading period will be written up on a discipline referral. The third tardy begins disciplinary action.

Telephones and Messages: The office telephones are for school business only and may be used by students only in **emergencies**. Students will not be allowed to leave classes to make or answer personal calls. Students will not be allowed to use the phone to call for items left at home. ****Please call only in emergency situations*****.

Testing Dates: Please check with the Guidance Department for registration information and packets. The online school calendar will post testing dates held at UCHS for ACT and SAT exams. You also can register for test dates online ACT – www.actstudent.org and the SAT – www.collegeboard.com .

Textbooks and Instructional Materials: Chromebooks, textbooks and other instructional materials will be issued to students during the first week of school. Students are responsible for caring for and maintaining the items issued to them. Students will be required to pay for any damaged, lost, stolen, or vandalized device, textbooks or instructional materials. Students are advised to use book bags to keep up with their textbooks and instructional materials.

Tutoring: Tutoring services may be offered before school and after school if available. Contact the Guidance Office for more information. It is recommended students make arrangements with their teachers for additional assistance before or after school.

Valuables: The school cannot be and is not responsible for valuables, jewelry, electronic devices and large sums of money brought to school. It is best to leave these items at home.

Visitors: **NO** visitors will be allowed on campus during school hours, except for an actual emergency. Visitors that have an actual emergency must report to the front office to be approved by school staff and then will be given a visitor’s badge. Students are not allowed to bring nor have visitors on campus. Any visitor without a badge could be arrested for trespassing. Please do not ask to have a guest. Such requests will be denied.

Volunteers: Volunteers are an integral part of our school. We encourage parents and members of the community to become a school volunteer. We have many areas during the school day where volunteers are needed, as well as our many booster clubs and school organizations. Volunteers must sign in at the front office in the Volunteer’s Book upon arrival and departure and must have a Volunteer’s badge.

Weapons: Any student that brings possesses or uses any dangerous instrument that could be used to cause harm, injury, or death to another person could result in the following discipline actions maximum out of school suspension (OSS), alternative placement or expulsion. Examples of such weapons are guns, knives, razors, clubs, chains, explosive devices, martial arts apparatus, and chemical weapons. The infraction may also include; toys or objects that resemble weapons if it is used or displayed as a weapon, pocketknives, box cutters, 'x-acto" knives, razor blades or any other device that is used as a weapon.