ATTENTION

READ, SIGN, REMOVE & RETURN

Please complete, sign, and return this form to the student(s) classroom or homeroom teacher by Wednesday, August 9, 2017 or within three (3) days of enrollment.

The signatures below are confirmation of the following:

Please circle “Yes” or “No” to the following two statements.

YES  NO I give my permission for my child to access and use the Internet through the Union County School System’s Internet service.

YES  NO I have read and understand the Acceptable Use Agreement, and my child and I will abide by them as well as all information stated in the *Use of Electronic Media, Accountability, Internet Use Permission, and Enforcement of Policy* sections found in the Union County Schools Student Code of Conduct. I also understand the school’s administration will make the determination as to what constitutes unacceptable use, and their decision is final.

YES My child and I have reviewed, and understand the 2017-2018 Union County Schools Parent-Student Handbook/Code of Conduct.

The Union County Schools Parent-Student Handbook/Code of Conduct is available online at:


NOTE: 1) A parent/guardian that does not acknowledge receipt of the Student Code of Conduct shall not be absolved of any responsibility with respect to the information contained in the Student Code of Conduct.

2) The information in this handbook shall not supersede Georgia Law, State Board Rules, and/or Union Co. Board Policies.

3) Please review the following section(s) with potential revisions.
   - Code of Conduct—Section 5

<table>
<thead>
<tr>
<th>Student’s Name (Printed)</th>
<th>Grade</th>
<th>Parent’s Name (Printed)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Parent’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students 10 Yrs. and Older Are Required to Sign)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
August 4, 2017

Parents/Guardians and Students,

The Union County School System would like to welcome you to 2017-18 school year. Our educational team is excited and prepared to deliver a high quality experience for all of our students. All of our efforts will require a culture if success and high expectations. We must all work together as a community to foster a culture of excellence in education. Our team welcomes the opportunity to work with all of you to ensure the success of each of our students.

Our District Handbook – Code of Conduct is a comprehensive guide for the union County School System. The handbook contains important information for students and parents as well as specific information for each school site.

Please partner with us and enjoy a successful 2017-18 school year!

Sincerely,

Fred Rayfield, Ed.D.
Superintendent
Union County Schools
# Table of Contents

**District Information** ............................................................................................................. 1

- Vision / Mission / Belief Statements ......................................................................................... 2
- Equal Opportunity Employment and Educational Services .......................................................... 2
  1. System Personnel ..................................................................................................................... 3
  2. Accreditation .......................................................................................................................... 4
  3. After Hours – Remaining on Campus ..................................................................................... 4
  4. AEP – Alternative Education Program .................................................................................... 4
  5. Animals / Pets at School ......................................................................................................... 4
  6. Book Bags ............................................................................................................................. 4
  7. Brochures / Fliers / Handouts from Community Organizations .............................................. 4
  8. Cafeteria Procedures .............................................................................................................. 5
  8.1 Meal Prices
  8.2 School Nutrition Charge Policy
  8.3 U.S. Department of Agriculture Discrimination Information
  9. Clubs and Organizations ......................................................................................................... 6
  9.1 Responsibility of Notification
  9.2 Definitions
  10. Communication .................................................................................................................... 6
  10.1 Between Schools and Parents
  10.2 Parent/Teacher Conferences
  10.3 Current Telephone/Address Information
  11. Delivery of Gifts / Invitations / Flowers / Balloons ................................................................ 6
  12. Eligibility – Athletic & Extracurricular .................................................................................. 7
  12.1 Athletic Eligibility
  12.2 Extracurricular Activities Eligibility
  13. Emergency Safety Plan ......................................................................................................... 7
  14. Enrollment / Immunizations / Withdrawal / Transfer ............................................................. 8
  14.1 Central Enrollment
  14.2 Enrollment Requirements
  14.3 Documentation Requirements
  14.4 Immunizations Required
  14.5 Withdrawal / Transfer Requirements
  15. Family Connection ............................................................................................................... 8
  16. Gifted Program ..................................................................................................................... 8
  17. Grading Scale / Grade Designations / Prom Attendance ...................................................... 9
  17.1 Grade Scale
  17.2 High School Grade Designation
  17.3 High School GPA (See School Handbooks)
  18. Health Concerns ................................................................................................................... 9
  18.1 Accidents
  18.2 Head/Body Lice, Scabies
  18.3 Illness
  18.4 Individual Student Health Issues
  18.5 Insurance - Student
  19. Medication ........................................................................................................................... 10
  20. Online Learning Options ...................................................................................................... 10
  21. Parent / Student Drop-off / Pick-up ..................................................................................... 11
  22. Parking on Campus (Visitors & Students) ............................................................................ 11
  23. Promotion / Retention / Graduation ..................................................................................... 11
24. Report Cards / Progress Reports / Power School ................................................................. 11
   24.1 Grading Schedules
   24.2 Power School

25. Safety Procedures / Visitors / Guests / Classroom Visitation ................................................ 11
   25.1 Purpose
   25.2 School Entrances
   25.3 Parental Support
   25.4 Classroom Visitation/Observation
   25.5 Students From Other Schools

26. School Day Hours ....................................................................................................................... 12

27. School Property .......................................................................................................................... 12
   27.1 Textbooks / Chromebooks
   27.2 Facilities

28. School Resource Officers .......................................................................................................... 13

29. Seclusion and Restraint .............................................................................................................. 13

30. Service Animals / “Assistance Dogs” ..................................................................................... 13

31. Sex/AIDS Education ............................................................................................................... 13

32. Students Reporting of Acts of Sexual Abuse/Misconduct ...................................................... 13

33. Student Support Team ............................................................................................................. 14

34. Teen Driving Permits/Licenses ............................................................................................ 14

35. Testing / Assessment Program ............................................................................................... 14
   35.1 Overview
   35.2 State Testing Schedule (Refer to School Website)
   35.3 Testing Information

36. Title I ......................................................................................................................................... 15

37. Volunteers ................................................................................................................................ 15

38. Weather (Inclement / Severe) .................................................................................................. 16
   38.1 School Closings
   38.2 Student Emergency Dismissal Plan

39. Work Permits / Employment Certificate ............................................................................... 16

40. Parental Notifications .............................................................................................................. 16
   40.1 Family Educational Rights and Privacy Act (FERPA)
   40.2 Notification of Rights under the Protection of Pupil Rights Act (PPRA)
   40.3 Right To Request Professional Qualifications (Every Student Succeeds Act)
   40.4 Homeless Children and Youth
   40.5 Union County Child Find Procedures
   40.6 Notice of Rights of Students and Parents Under Section 504
   40.7 Section 504 Procedural Safeguards
   40.8 Georgia Special Needs Scholarship Program
   40.9 Destruction of Special Education Records
   40.10 Asbestos Management Plan
   40.11 Notice of Chemical Use

Transportation .............................................................................................................................. 26

Letter from Transportation Director ............................................................................................. 27

1. Bus Assignments ...................................................................................................................... 28
   1.1 Overview
   1.2 Alternative Transportation at the End of the School Day
   1.3 Missing a Bus (Morning or Afternoon)
   1.4 Permanent Transportation Changes
   1.5 Riding a School Bus from Campus to Campus – End of School Day Transportation
   1.6 Riding Another Bus to Go Home with a Friend
2. General Parent and Student Information ........................................................................................................... 29

3. School Bus Safety ........................................................................................................................................ 29
   3.1 Purpose
   3.2 Safety Rules at the Bus Stop
   3.3 Safety Rules for Entering and Exiting the Bus
   3.4 Safety Rules on the School Bus
   3.5 Bus Riding Don'ts


**Code of Conduct** ........................................................................................................................................ 32

1. Overview ...................................................................................................................................................... 33
   1.1 Purpose
   1.2 Applicability
   1.3 Parent Involvement

2. Authority & Reporting .................................................................................................................................. 34
   2.1 Authority & Reporting Requirements of the Teacher
   2.2 Authority of the Principal
   2.3 Superintendent's Responsibility

3. Processes & Procedures .............................................................................................................................. 34
   3.1 Student Support Processes
   3.2 Discrimination / Harassment
   3.3 Student Offenses and Disciplinary Procedures
   3.4 Searches by School Officials
   3.5 Progressive Disciplinary Procedures

4. Attendance .................................................................................................................................................. 36
   4.1 Daily Attendance
   4.2 Penalties / Consequences for Violation of Compulsory Attendance
   4.3 Excused Absences
   4.4 Monitoring & Notification
   4.5 Tardiness & Early Checkouts
   4.6 High School Attendance & Course Credits

5. Electronic Media ......................................................................................................................................... 39
   5.1 Cell Phones & Electronic Devices
   5.2 Use of Electronic Media
   5.3 Accountability
   5.4 Internet Use Permission
   5.5 Acceptable Use Agreement
   5.6 Enforcement of Policy

6. Bus Discipline ............................................................................................................................................... 43

7. Disciplinary Offenses ................................................................................................................................ 44
   7.1 Student Behavior Violations
   7.2 Illegal Activities
   7.3 Bullying
   7.4 Physical / Verbal Assault of a School Employee
   7.5 Weapons in School
   7.6 Alcohol / Drug / Inhalant Use
   7.7 Medications
   7.8 Behavior Not Covered
   7.9 Chronic Disciplinary Student

8. Disciplinary Consequences ....................................................................................................................... 51

9. Glossary ..................................................................................................................................................... 53

**Primary School** .......................................................................................................................................... 56

Letter from the Principal ............................................................................................................................... 57
Mission Statement / Beliefs / Motto ................................................................................................................ 58
1. Assembly Conduct ....................................................................................................................................... 59
11. Grade Scale .......................................................................................................................... 70
12. Guidance / Counseling ........................................................................................................ 70
13. Homework ............................................................................................................................ 70
14. Make-up Work ..................................................................................................................... 70
15. Media Center Services ........................................................................................................ 70
16. Messages for Students ....................................................................................................... 71
   16.1 Caller Verification
   16.2 General Messages
   16.3 Transportation Messages
17. On-Line Learning Options .................................................................................................. 71
18. Parking / Parent - Student Drop-off / Pick-up .................................................................. 71
19. P.E Participation/Restrictions/Guidelines .......................................................................... 72
   19.1 Participation
   19.2 Restricted P.E. Program
   19.3 Guidelines
   19.4 P.E. Attire
20. Personal Property / Lost & Found ..................................................................................... 72
21. Promotion / Retention ........................................................................................................ 72
22. Report Cards & Progress Reports ...................................................................................... 72
23. Safety Procedures / Visitors / Guests ................................................................................ 73
   23.1 What the System Has Done to Enhance Student Safety At School
   23.2 What Parents Can do to Enhance Their Children’s Safety At School
   23.3 Classroom Visitation / Observation
24. School Day Hours ................................................................................................................ 73
25. Student Support Team ....................................................................................................... 74
26. Telephone Use / Current Parent Contact Information ....................................................... 74
27. Tardy / Early Check-outs .................................................................................................... 74
28. Title I - Federal Program .................................................................................................... 74
   28.1 Overview
   28.2 Parent Involvement
29. Volunteers ........................................................................................................................... 75

Middle School .......................................................................................................................... 76

Letter from the Principal ......................................................................................................... 77
Mission Statement / Beliefs ...................................................................................................... 78
1. Athletic Gym Bags / Back Packs ....................................................................................... 79
2. Assembly Conduct ............................................................................................................... 79
3. Bell Schedule ....................................................................................................................... 79
4. Cafeteria Rules .................................................................................................................... 79
5. Cell Phones ........................................................................................................................ 79
6. Clubs .................................................................................................................................... 79
7. Detention ............................................................................................................................. 82
8. Dress Code - Hats .............................................................................................................. 82
9. Early Release ....................................................................................................................... 83
10. Electronic Devices ............................................................................................................. 83
11. Eligibility – Athletics ........................................................................................................ 83
12. Georgia Career Information Center ................................................................................ 83
Alternative Education Program ................................................................. 116

Letter from the Administration ................................................................. 117
1. General information and Overview ...................................................... 118
   1.1 Overview
   1.2 Mission
   1.3 Philosophy
   1.4 Beliefs
   1.5 Goals
   1.6 Vision
2. Appearance / Dress Code ....................................................................... 119
3. Book Bags and Supplies ........................................................................ 120
4. Classroom Organization ......................................................................... 120
5. Discipline .................................................................................................. 121
6. Driving Privileges ................................................................................... 121
7. Graduation Requirements ....................................................................... 121
8. Out of School Suspension ...................................................................... 121
9. Participation in Groups ........................................................................... 121
10. Progress Reports ..................................................................................... 121
11. School Day ............................................................................................ 121
12. School Meals .......................................................................................... 122
13. Telephone Use ....................................................................................... 122
14. Time-Out Room ..................................................................................... 122

Woody Gap School .................................................................................... 123

Letter from the Principals .......................................................................... 124
Mission Statement / Motto / Vision ............................................................. 125
1. Advisement ............................................................................................. 126
   1.1 Advisement Program for Students
   1.2 Dual Enrollment
   1.3 Georgia Virtual School (GAVS)
   1.4 Pathways
   1.5 Work-Based Learning
2. Announcements ....................................................................................... 126
3. Assembly Conduct .................................................................................. 127
4. Athletic Bags / Gym Bags / Other Bags ................................................. 127
5. Attendance .............................................................................................. 127
   5.1 Daily Attendance
   5.2 Class Attendance and Course Credit (High School)
   5.3 Tardies
   5.4 Early Checkout
6. Awards, Honors, and GPA Calculations .............................................. 128
   6.1 Awards
7. Bell Schedule & School Hours

8. Cafeteria

9. Cell Phone Use

10. Classroom Celebrations

11. Clubs

12. Dress Code – Hats

13. Drug Testing - Random Student Drug Testing

14. Electronic Games/Devices

15. Eligibility – Athletics / Prom-Dances

16. Field Trips

17. FLEX Procedures

18. Foods / Snacks / Beverages

19. Graduation Requirements

20. Guidance / Counseling

21. Homework

22. HOPE Scholarship

23. ISS / OSS (Suspensions - In-School / Out of School)

24. Lockers

25. Make-Up Assignments

26. Messages for Students

27. Online Learning Options

28. Parent Information (Current Address & Phone Number)

29. Parent Involvement

30. Parking and Parent - Student Drop-off / Pick-up

31. P.E. Participation

32. Personal Property / Lost & Found

33. Promotion / Retention / Grade Designation / Prom Attendance
34. Report Cards / Progress Reports ................................................................................................................. 140

35. Restricted Campus / Building Areas ............................................................................................................. 141

36. Safety Procedures / Visitors / Guests ............................................................................................................ 141
   35.1 What the System Has Done to Enhance Student Safety at School
   35.2 What Parents Can Do To Enhance Student Safety at School
   35.3 Classroom Visitation / Observation
   35.4 Student Visitors from Other Schools

37. Teacher / Schedule Changes ......................................................................................................................... 142

38. Telephone Use – Parent Contact Information .............................................................................................. 142

39. Testing / Exams ............................................................................................................................................. 142
   38.1 Test-Out Opportunity
   38.2 Final Exams
District Information
Union County School System

Vision
Cultivating the Leaders of Tomorrow

Mission Statement
The mission of the Union County School System is to prepare each student for a productive life in the changing world by providing flexible student-focused instruction.

Belief Statements
- The worth and the dignity of each student and staff member are respected.
- Schools provide a safe and positive environment for students and employees.
- Schools collaborate with parents and community to ensure a quality instructional program.
- Schools promote the value of a strong work ethic.
- Students accept the responsibility for their learning and behavior.
- Teachers facilitate student-centered instruction, nurture dreams, and exemplify positive role models.
- The instructional process is relevant in preparing students for life as productive citizens in a global society while preserving mountain heritage.
- Learning is a life-long responsibility involving parents, schools, and community.

Equal Opportunity Employment and Educational Services
(Discrimination / Harassment)

Union County School System does not discriminate on the basis of race, color, national origin, sex disability, or age and in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. This notice extends to employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school system based upon any of the factors listed above should promptly report the same to the school principal of the school, or the appropriate coordinator as listed below. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies.

Donna Dixon • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322
Title II of Americans with Disabilities Act

Dr. Paula Davenport • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322
Title VI of the Civil Rights Act

Leslie Groves • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322
Section 504 of the Rehabilitation Act

C. T. Hussion • 153 Panther Circle • Blairsville, GA 30512 • 706-745-2216
Title IX, Gender Equity
1. PERSONNEL and DEPARTMENTS

**Board of Education Members**

<table>
<thead>
<tr>
<th>District</th>
<th>Member</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>Janna Akins</td>
<td>12/2020</td>
</tr>
<tr>
<td>District 2</td>
<td>Tony Hunter</td>
<td>12/2018</td>
</tr>
<tr>
<td>District 3</td>
<td>Cindy Byers</td>
<td>12/2020</td>
</tr>
<tr>
<td>District 4</td>
<td>Keith Potts</td>
<td>12/2018</td>
</tr>
<tr>
<td>District 5</td>
<td>Patrick White</td>
<td>12/2018</td>
</tr>
</tbody>
</table>

The board meets once a month at 7:00 PM at the Board of Education Office.
The meetings are open to the public.
The annual meeting schedule is posted at the Board of Education Office
and
on the school system’s website @ www.ucschools.org.

**System Administration**

Superintendent: Dr. Fred Rayfield
Student & Staff Services: Dr. Paula Davenport
Operations & Human Resources: John Hill
Teaching & Learning: David Murphy

Finance Director: Barbara Dahncke
Special Education Director: Donna Dixon
Assistant Special Education Director: Tiffany Winkler
Technology Director: Bill Driskell
Transportation Director: Stanley Garrett
Facilities Director: Keith Ledford
School Nutrition Director: Courtney Waller

**UNION COUNTY SCHOOL SYSTEM – PHONE DIRECTORY**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Education</td>
<td>(706) 745-2322</td>
<td></td>
</tr>
<tr>
<td><strong>Departments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service Director</td>
<td>(706) 745-2322</td>
<td>1528</td>
</tr>
<tr>
<td>Special Education Director</td>
<td>(706) 745-2322</td>
<td>1527</td>
</tr>
<tr>
<td>Transportation Director</td>
<td>(706) 745-2322</td>
<td>1510</td>
</tr>
<tr>
<td><strong>Schools</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary School</td>
<td>(706) 745-5450</td>
<td></td>
</tr>
<tr>
<td>Elementary School</td>
<td>(706) 745-9615</td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td>(706) 745-2483</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td>(706) 745-2216</td>
<td></td>
</tr>
<tr>
<td>Woody Gap School</td>
<td>(706) 747-2401</td>
<td></td>
</tr>
<tr>
<td>Alternative Education Program</td>
<td>(706) 745-9575</td>
<td></td>
</tr>
</tbody>
</table>
2. ACCREDITATION

Union County Schools are accredited by the Southern Association of Colleges and Schools (SACS) and the Georgia Accrediting Commission, Inc.

3. AFTER HOURS – REMAINING ON CAMPUS

Any student remaining on campus after the regular school day must have a school-related reason to remain on campus. He/she must be under the direct supervision of a staff member and be in the presence of the staff member responsible. Students may not “hang out” or remain after school waiting to attend a ball game or school function without supervision of a staff member. Students who violate this rule may be considered to be loitering or trespassing which is a violation of the Code of Conduct.

4. ALTERNATIVE EDUCATION PROGRAM (AEP)

The Alternative Education Program (AEP) is a collaborative effort between Towns and Union Counties. It is designed to provide those students who do not conform to a regular program and the rules and regulations thereof with an alternative to expulsion or long term suspension. It is believed that in some cases, a change in the student’s environment may bring about a positive change in his/her behavior. Students will be placed in the AEP only after a due process hearing opportunity has been held. Regular Carnegie unit credit will be given for work completed in this program. Students at AEP are provided with classroom textbook assignments and computer programs for reinforcement. In addition, they work on (and hopefully improve) their behavior. If a student is assigned to the AEP, attendance is mandatory. By school request only, students may be placed at the AEP for serious infractions related to the code of conduct. Parents may not request placement to the AEP. Students enrolling/returning to Union County Schools from incarceration may be assigned to the AEP program.

5. ANIMALS / PETS AT SCHOOL

Animals/Pets may not be brought to school for health and safety reasons such as allergies and diseases.

6. BOOK BAGS

*Book bags are not permitted at the Alternative Education Program (AEP).* All other schools permit standard size book bags and limit the number of items attached to the exterior (ex. toys, chains, etc.). Primary and Elementary students need to have their name prominently marked on their book bag.

7. BROCHURES / FLIERS / HANDOUTS FROM COMMUNITY ORGANIZATIONS

From time to time students may bring home a brochure/flier/handout for non-profit sponsored events. These materials are a means of informing families of non-profit events, activities, and services throughout the community. Union County School System does not endorse, support or oppose any of these events, activities or organizations.
8. Cafeteria Procedures

8.1 Meal Prices

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Reduced Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary School</td>
<td>Free</td>
<td>$2.15</td>
<td>$0.40</td>
</tr>
<tr>
<td>Elementary School</td>
<td>Free</td>
<td>$2.15</td>
<td>$0.40</td>
</tr>
<tr>
<td>Middle School</td>
<td>Free</td>
<td>$2.20</td>
<td>$0.40</td>
</tr>
<tr>
<td>Primary School</td>
<td>Free</td>
<td>$2.30</td>
<td>$0.40</td>
</tr>
<tr>
<td>Woody Gap</td>
<td>Free</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Adults</td>
<td>$1.50</td>
<td>$3.25</td>
<td></td>
</tr>
<tr>
<td>Adult Holiday Meal</td>
<td></td>
<td></td>
<td>$4.00</td>
</tr>
</tbody>
</table>

8.2 School Nutrition Services Meal Charge Guidelines

The Union County School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA), which permits the school system to offer free and reduced priced meals to students who qualify. Due to reporting requirements, the school nutrition program cannot permit excessive and reoccurring charges of meals. Customers may, however, pay for meals in advance.

Families are encouraged to apply for free or reduced meals by completing an application each year. Applications are available in each school’s office and cafeteria, the Board of Education and on the school website. **Applicants are responsible for meals until a free or reduced application is completed and approved.** Meal and item charges are permitted as follows for ALL Union County School students:

Students who are unable to pay for their lunch at the time of meal service will be allowed to charge a meal. Students will be allowed to charge up to $20.00 on their meal account for meals only. No ala carte (extra) items are allowed to be charged.

The cashier will notify students of low and/or negative balances. Letters will be sent home weekly with students in the Primary, Elementary, and Middle schools to notify parents of their student’s low or negative balance. High School and Woody Gap parents/guardians will receive an automated call to remind them to check their student’s account balance.

After the student has incurred charges of $20.00, the student will receive an alternate lunch, which will meet the reimbursable meal option (example: cheese sandwich, fruit, milk, vegetable). The student will be charged for the meal according to the meal prices for that school. An attempt will be made to notify the student the day before an alternate lunch is served. The cafeteria manager will be responsible for providing the student with the alternate lunch. Alternate meals will be provided for one week.

 Principals will be notified regarding student account balances each month. Parents will be contacted to determine why payments have not been received (loss of job, sickness, etc.). Parents will be encouraged to complete a free/reduced lunch form if one is not on file. Attempts will be made to set up a payment plan.

If the student’s charges become excessive, at the discretion of the school principal and social worker, the Union County Division of Family and Child Services may be contacted in relation to potential student neglect.

The School Nutrition Department allows parents to prepay for meals and put money on their child’s account either by sending in money or check to the student’s school or at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). This website also allows parents to get a detailed report of purchases made by their student.
8.3 U.S. Department of Agriculture Discrimination Information

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

9. CLUBS and ORGANIZATIONS

9.1 Responsibility of Notification

It is the responsibility of the school system to inform parents of the clubs/organizations available to students and allow parents an opportunity to decline permission for his/her student to participate in a particular club/organization. A complete list of each school’s clubs/organizations can be found in each school’s handbook.

9.2 Definitions

‘Clubs and Organizations’ means clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school. This term does not include competitive activities or events.

‘Competitive Interscholastic Activity’ means functions held under the sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. This term includes, but is not limited to, cheerleading, band, chorus, FFA, Mock Trial, Skills USA, TSA and FCCLA.

10. COMMUNICATION

10.1 Between School and Parents

Union County Schools recognize that effective communication between the school and the home is essential to the successful operation of educational programs. The delivery of information between school and home is a responsibility that must be shared by school personnel, parents, and students. Students shall be expected to transmit written notes, messages, report cards, and any other documents intended for communication between the school and parents. School personnel shall be responsible for making reasonable efforts in the communication process, such as written, telephone messages, and/or electronic communications for providing particular attention to situations in which the educational welfare of students may be jeopardized. However, school personnel shall not be held responsible for refusal of students to transmit messages from the school to the home.
10.2 Parent/Teacher Conferences

Conferences are primarily scheduled by school personnel on an “as needed” basis, however, the teachers and administrators will be glad to meet with parents upon their request. Parents may initiate a parent/teacher conference by contacting the school’s front office.

10.3 Current Telephone/Address Information

It is essential for the schools to be able to reach parents/guardians or their designee if there is an emergency involving their child. Any change in address or phone numbers should be reported to Central Registration at 706-745-2322.

An emergency telephone number is a requisite for complete enrollment.

NOTE: When there is an urgent need to contact a parent/designee and the school finds that the telephone numbers are not valid, local law enforcement or the Department of Family and Children Services (DFCS) may be contacted for assistance.

11. DELIVERY OF GIFTS / INVITATIONS / FLOWERS / BALLOONS

Personal deliveries to students are not permitted. Invitations to individual students will not be accepted. Students may not have flower arrangements in their possession during the school day. Any such personal items or gifts should be delivered to the home of the student to whom they are sent. Parents of Primary and Elementary students may send food items for the entire class in honor of their child’s birthday, but are encouraged to send healthy and nutritious food choices. Advance arrangements for these items will need to be coordinated with the appropriate teacher. Fundraising activities are exempt from this rule.

12. ELIGIBILITY - ATHLETIC and EXTRACURRICULAR

12.1 Athletic Eligibility

The Georgia High School Association (GHSA) governs students’ eligibility for high school participation in interscholastic competition. A student must be determined to be eligible to participate in such activities as sports, literary events, etc. Eligibility rules are quite complex and students/parents should direct questions regarding eligibility to the appropriate Athletic Director.

12.2 Extracurricular Activities Eligibility

In addition to the athletic requirements, each school may establish eligibility guidelines for students to participate in other extracurricular activities (e.g. school dances, assemblies, field trips, etc.) Please refer to each individual school’s handbook for further details.

13. EMERGENCY / SAFETY PLAN

The Union County School System has developed an Emergency Management Plan in cooperation with local and state emergency agencies such as the Georgia Emergency Management Agency (GEMA). The plan details emergency procedures for a variety of situations such as bomb threats, hostage/terrorist situations, tornado, fire, hazardous materials, etc. Drills are conducted from time to time in order to familiarize students, faculty, and staff with procedures. The plan also provides for designated reunification sites apart from the school campus should an actual emergency occur. Every attempt will be made to notify parents of these sites so their children may be picked up safely.
14. ENROLLMENT / IMMUNIZATION / WITHDRAWALS / TRANSFERS

14.1 Central Enrollment

All new and transferring students (K-12) are enrolled in Union County School System at the Central Registration Office located in the Union County Board of Education building at 124 Hughes Street Blairsville, GA 30512. Parents need to contact the Central Registrar at 706-745-2322 to schedule an enrollment appointment.

14.2 Enrollment Requirements

Union County School System will accept non-resident students for enrollment; those who reside in the state of Georgia, but outside the boundaries of Union County, on a tuition basis and upon meeting the requirements of and compliance with Board Policy JBCB-Nonresident Students.

New students need to be enrolled by a parent or legal guardian. A “Non-Parental Affidavit” will be required if the adult enrolling a new student is not the parent or legal guardian.

14.3 Documentation Requirements

The documents necessary to enroll a student are included in the “Enrollment Packet” available for download on the school system’s website (www.ucschools.org). The Enrollment Packet should be downloaded and completed before registration.

14.4 Immunizations Required

Students relocating to Union County from out of state need to take their out of state immunization records to their Georgia primary care physician or the Union County Health Department to be transferred to a Georgia Department of Human Resources (DHR) Certificate of Immunization (Form 3231).

14.5 Withdrawal / Transfer Requirements

Withdrawing from school or transferring to another school requires a specific process. The parent(s)/guardian(s) should contact the school’s front office to begin the withdrawal/transfer process. Furthermore, an appointment for the withdrawal process is highly recommended. The parent/guardian will be required to provide the reason for withdrawal and, in the case of a transfer to another school, the name of the school the student will be attending. All books are required to be returned and any fees/fines owed need to be paid prior to withdrawal. In addition, an unemancipated minor who is older than the age of mandatory attendance, as stated in O.C.G.A. 20-2-690.1, and has not completed all requirements for a high school diploma who wishes to withdraw from school is required to have written permission of his/her parent/legal guardian prior to withdrawing. Prior to accepting the parental/guardian permission the school principal/designee shall convene a conference with the student and parent/legal guardian within two (2) school days of receiving notification of intent to withdraw.

15. FAMILY CONNECTIONS

Family Connection is an organization within Union County School System that works with other agencies and services in the community in order to help serve the children and families of Union County. The goal of Family Connection is to help every child in the county grow up to become a successful, productive, and contributing adult. The Family Connection program includes, but is not limited to, Family Outreach, Mentoring, and Attendance.

Through the Family Outreach Program, families are put in touch with needed resources (clothing, healthcare, medication, etc.) The Mentoring Program provides mentors who spend 30-60 minutes each week with at-risk students. The Family Connection staff works with each school in the system to help reduce student absenteeism.
Niyelo (knee-ā-lo), also a Family Connection program, is an adventure-based counseling & educational program whose goal is to provide students with the opportunity to make positive behavioral, motivational, and emotional changes that will help them become more successful learners and community members. The objectives of the program include increasing problem solving skills, trust building, teamwork and individual commitment, conflict resolution, leadership skills, social skills, behavior control, self-concept, and communication skills.

16. GIFTED PROGRAM

Gifted services are provided for students who meet criteria established by the Georgia Department of Education. The school system uses a variety of methods to identify new students to be considered for assessment (e.g. automatic referrals based on system-wide test, etc.)

17. GRADING SCALE / GRADE DESIGNATION / PROM ATTENDANCE

17.1 Grade Scale

A= 90-100; B=80-89; C=70-79; F=Below 70

17.2 High School Grade Designation

High school grade level is determined based upon units of credit earned.
Freshmen: Successful completion of the 8th grade; Sophomore: 7 units; Junior: 14 units; Senior: 22 units.

17.3 High School GPA (Grade Point Average) (See High School and Woody Gap Handbooks)

18. HEALTH CONCERNS

18.1 Accidents

Any and all accidents resulting in an injury to a student should be reported immediately to the Front Office. Any injured student should be brought to the Front Office or the School Nurse for initial evaluation of the seriousness of the injury. Parents will be notified as soon as possible. Emergency services will be contacted in the case of serious injuries or a life-threatening situation. Union General Hospital will be used in emergencies.

18.2 Head/Body Lice, Scabies

Students with live head lice or scabies (body lice) will be removed from the classroom and parents will be contacted to pick up their child. A student may not return until he/she has been treated and no live lice are present, as cleared/verified by a family physician and/or the school nurse.

In addition, in any classroom where lice are found, a notification letter will be sent to the parents of all students in that classroom stating that head/body lice have been detected. Parents should check their children at home when such a letter is received. Parental cooperation is a must in order to minimize the impact of lice.

Students sent home from school for head/body lice will be “Nurse Excused” for that day (maximum of three occurrences). All absences beyond the three nurse excused absences will be unexcused with the exception of a doctors note. Additionally, students sent home with head/body lice must be cleared/verified that no live lice are present, as mentioned above, before being permitted to return to class or ride on the bus. Students will, also be checked each morning by the school nurse until no nits are found.
18.3 Illness

If your child becomes ill during the day, the school nurse or designee may need to notify you by telephone. Please make certain an **ACCURATE TELEPHONE NUMBER** has been provided to the school so you can be reached.

**First aid is the only treatment administered at school unless the school nurse has a written doctor’s order.**

Please follow these guidelines when your child is sick:

- Do not send your child to school unless he/she has been without a fever for 24 hours without fever reducing medication.
- Do not send your child to school if he/she has diarrhea or has vomited within 24 hours.

18.4 Individual Student Health Issues

If a student has any special health concerns (medical, emotional, or behavioral) of which the school should be aware, please notify the appropriate school.

18.5 Insurance-Student

The school system will offer parents a source for a variety of accident insurance policies that parents **may purchase** for their children. Details regarding the “for purchase” student insurance will be distributed at the beginning of each school year and to new students upon enrollment. The school system does not provide any student supplemental accident insurance.

19. MEDICATION

See the Student Code of Conduct

20. ONLINE LEARNING OPTIONS

Students have opportunities to take online courses based on recent legislation. Students are not required to have online courses to graduate, but the opportunity provides an online learning option should a student or the student’s parent chose the option. There will be no charge for the course as long as it taken during the school year in lieu of another regularly scheduled class. If the online course is chosen in addition to the regular school day schedule, the cost of the course will be the parent’s responsibility. The recent legislation also mandated the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses. Union County schools’ students may be able to find an online course through the Georgia Online Clearinghouse, Georgia Virtual School, or APEX Learning at the following website locations:

- Georgia Virtual School: [http://www.gavirtualschool.org](http://www.gavirtualschool.org)
- APEX Learning: [http://www.apexlearning.com](http://www.apexlearning.com)

Prior to registering for an online course from one of the resources listed above or any other resource for consideration of credit, students will need to consult with their homeroom teacher/advisor and school counselor to complete an online eligibility packet.
21. PARENT-STUDENT DROP-OFF / PICK-UP

Each school has a designated drop-off and pick-up area to be used when students are being transported by means other than a school bus. These locations have been determined for student safety and traffic flow; please see individual school handbooks for specific details and guidelines. Parents and drivers will be expected to follow these guidelines at all times.

22. PARKING ON CAMPUS (VISITORS and STUDENTS)

Each school has designated visitor parking areas and, where applicable, designated student parking areas. For safety reasons, as well as limited parking, it is very important that the parking guidelines for each school are followed at all times. Please refer to the individual school’s handbook for specific details. Student parking violations will be considered a Code of Conduct violation.

23. PROMOTION / RETENTION / GRADUATION

See Promotion/Retention Policy – IHE (Available on the school website or upon request)

24. REPORT CARDS / PROGRESS REPORTS / POWER SCHOOL

24.1 Grading Schedules

Union County schools are on a semester schedule. Generally report cards are issued every 9 weeks with progress reports issued on a separate timetable. Union County High School and Woody Gap 9-12 are on a 4 x 4 Block Schedule. For a specific report card/progress report schedule please refer to the appropriate school’s handbook.

24.2 Power School

Parents can also have confidential access to their student’s grades and attendance via the Internet with the appropriate user name and password. The electronic database also has links to teachers’ e-mail and other e-mail features related to a student’s progress. Parents may get a confidential user name and password by requesting the information from Central Registration at 706-745-2322.

25. SAFETY PROCEDURES / VISITORS / GUESTS / CLASSROOM VISITATIONS

25.1 Purpose

Like so many other school systems around the country, Union County School System continuously reviews the safety procedures at each school and makes decisions for the utmost safety of your children. These decisions may seem like an inconvenience, but please keep in mind that their purpose is to keep your children safe and protected while providing them a quality education.

25.2 School Entrances

Entrance will be limited to the front doors of each school and exterior doors will be locked at all times. Visitor and parent access will primarily limited to the front lobby area only. Visitors and parents will not be able to enter the main part of the schools without checking in with the front office staff and having a valid reason to enter the classroom area of the schools. Access to the classrooms will be very limited for the protection of the children. Persons who do not check-in at the office will be considered trespassing.
Even though these safety procedures will be in place, parents **ARE** welcome to visit the school to meet with teachers during their scheduled planning times (non-class time) and take an active part in their child’s education.

25.3 **Parental Support**

Parental support is an essential part of enhancing the safety of children at school.

(a) Be prepared to show your Driver’s License or photo identification.
(b) Ensure that the school has your current and accurate contact/emergency information. This includes daytime phone numbers and names of adults authorized to pick up your child.
(c) Keep your student’s data current through the Parent Portal. Changes can be made throughout the school year, not just the beginning of the year.
(d) Be certain that the school has current medical information about your child.
(e) Encourage your child to report safety violations, threats, or incidents of bullying to a trusted adult.

25.4 **Classroom Visitations/Observations**

The parent of record will need to schedule a classroom visit/observation with a school administrator at least 48 hours in advance and receive approval at least 24 hours in advance. A maximum of two observations per semester will be approved. Observations shall occur at a time to limit school and classroom disturbances and will be limited to thirty minutes each. Parents/guardians are expected not to disrupt the classroom while present and may not request confidential information about other students. Observations will not be used for meetings with teachers, as such meetings will need to be scheduled after the instruction is completed.

When appropriate, the parent/guardian will be accompanied by an administrator or designee. In addition, compliance with the school’s visitor procedures is expected at all times. Failure to comply with school procedures may result in parents/guardians being prohibited from visitations/observations. Exceptions or limitations to this procedure may be made on an individual basis due to unique circumstances at the administrator’s discretion. Parents/guardians/visitors/students may not utilize audio or video recording devices in the classroom.

25.5 **Students From Other Schools**

Students are not permitted to bring students from other schools to visit the school and/or classes.

26. **SCHOOL DAY HOURS**

<table>
<thead>
<tr>
<th>Primary</th>
<th>8:15 AM – 2:50 PM</th>
<th>Middle:</th>
<th>7:50 AM – 3:00 PM</th>
<th>Woody Gap K-5:</th>
<th>8:00 AM – 3:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary:</td>
<td>8:00 AM – 3:00 PM</td>
<td>High:</td>
<td>7:50 AM – 3:17 PM</td>
<td>Woody Gap 6-12:</td>
<td>7:50 AM – 3:00 PM</td>
</tr>
<tr>
<td>Middle:</td>
<td>7:50 AM – 3:00 PM</td>
<td>Alternative:</td>
<td>8:00 AM – 3:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27. **SCHOOL PROPERTY**

27.1 **Textbooks / Chromebooks**

Textbooks and Chromebooks are a considerable expense to the school system and are issued to students on an “on-loan” basis. Students are responsible for maintaining textbooks and Chromebooks at the same level of condition as issued. Lost or damaged textbook and/or Chromebook expenses will be the responsibility of the student and parents.

27.2 **Facilities**

Students are expected to respect and take care of school facilities such as desks, carpet, floors, ceiling tiles, walls, restrooms, as well as, the school bus interiors and exteriors. Abuse of school property/facilities will result in parents being held responsible for repair and/or replacement.
28. SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) are highly qualified law enforcement officers and an integral part of the school system. They work closely with employees, students, and community members to ensure a safe school environment. The officers are available during the school day to answer questions and work with students in matters that may require law enforcement assistance.

29. SECLUSION and RESTRAINT

The Union County School System complies with state requirements related to seclusion and restraint as set out in Georgia SBOE Rule 160-5-1-35. Consistent with the rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. Union County School System maintains written procedures governing the use of restraint.

30. SERVICE ANIMALS

The Union County School System complies with federal and state law related to the use of service animals. A service animal, or "Assistance dog" (as defined in O.C.G.A § 16-11-107.1.a) means a dog that is or has been trained by a licensed or certified person, organization, or agency to perform physical tasks for a physically challenged person. Assistance dogs include guide or leader dogs that guide individuals who are legally blind; hearing dogs that alert individuals who are deaf or hard of hearing to specific sounds; and service dogs for individuals with disabilities other than blindness or deafness, which are trained to perform a variety of physical tasks, including, but not limited to, pulling a wheelchair, lending balance support, picking up dropped objects, or providing assistance in a medical crisis.

31. SEX EDUCATION / AIDS EDUCATION

As required by State Board Rule 160-4-2-.12, the school system provides instruction in the area of sex/AIDS education as a part of a comprehensive health program at age- and grade-appropriate levels. The Board of Education believes that the purpose of family life and sex/AIDS education is to help students acquire factual knowledge, attitudes, and values, which will result in behavior that contribute to the well being of the individual, the family, and society. Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents’ efforts in these areas by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior.

Prior to teaching a unit on sex/AIDS education, each school shall send a notice informing parents/guardians of their right to remove their child, through a written request, from the health course at the time the sex/AIDS education unit is being taught. However, this notification does not apply to any course content taught in alignment with the Georgia Performance Standards. Students will not be allowed to exempt themselves from the sex/AIDS education without parental permission.

32. STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.*

(c) Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 and shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

### 33. STUDENT SUPPORT TEAM

The purpose of a Student Support Team (SST) is to support and assist students who may be having difficulty at school academically or behaviorally. The team assists teachers in providing interventions for struggling students and/or providing referrals to other school programs to assist students in becoming more successful.

SST referrals are encouraged and may be made by a student, counselor, teacher, administrator or parent.

### 34. TEEN DRIVING / PERMITS / LICENSES

SB 100, signed into law on April 16, 2015, makes significant changes to the Teenage and Adult Driver Responsibility Act (TAADRA) by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions.

Effective July 1, 2015, schools simply certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit.

### 35. TESTING / ASSESSMENT PROGRAM

#### 35.1 Overview

The Georgia Department of Education mandates several tests throughout the students’ academic years. The tests include both national and state assessments and are used to develop an accurate picture of a student's overall academic achievement and assist school systems in establishing priorities in planning educational programs. Additional information regarding any changes will be sent home, posted on the school’s websites, and available from the school counselors. For more information about state testing please refer to the Georgia Department of Education’s website.

#### 35.2 State Testing Schedule - Refer to [http://ucschools.org/district_information/assessment_accountability/](http://ucschools.org/district_information/assessment_accountability/)
35.3 Testing Information

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Test/Assessment</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>GKIDS Kindergarten Assessment</td>
<td>Determine 1st grade readiness</td>
</tr>
<tr>
<td>3 – 8</td>
<td>Georgia Milestones Assessment System</td>
<td>- Measure student’s knowledge and skills of the state curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Determining factor for Promotion/Retention</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Provide data to teachers and schools</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Accountability measure requirements of both Federal and State Law</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Measure student’s writing proficiency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Measure student’s reading proficiency</td>
</tr>
<tr>
<td>9-12</td>
<td>Georgia Milestone Assessment System</td>
<td>- Measure the extent to which students have met the academic standards of specified core courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Identify strengths and weaknesses in individual student learning and monitor student progress throughout the high school career</td>
</tr>
<tr>
<td>K-12</td>
<td>Student Learning Objectives (SLO)</td>
<td>- Measure the extent to which students have met the academic standards of courses not measured by the Georgia Milestones</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Identify strengths and weaknesses in individual student learning and monitor student progress.</td>
</tr>
<tr>
<td>4, 8, and 12</td>
<td>National Assessment of Educational Progress</td>
<td>- Compare achievement among the states</td>
</tr>
<tr>
<td>(On an “if selected” basis)</td>
<td></td>
<td>(Georgia only calculates results for grades 4 and 8.)</td>
</tr>
</tbody>
</table>

36. TITLE I PROGRAM

Title I is the United States’ largest federal aid program in our schools. Title I provides additional resources and instruction to improve the educational performance of low-achieving children in high poverty schools. Its goal is to help those children meet challenging state academic content and performance standards. A school that has a poverty level of greater than 40% is eligible for school-wide Title I funds which have a positive impact on the education of all students in the school. The Primary, Elementary, and Middle schools are school-wide Title I schools, and a comprehensive needs assessment is used each year to establish a plan that will lead to improving the overall instructional programs of the schools.

37. VOLUNTEERS

Volunteer services are always appreciated. If, as a parent, you are interested in volunteering at one of the schools, you will need to contact the individual school to make the necessary arrangements. The principal or principal’s designee will determine volunteer placement and assignment of duties. For the protection of the students, some volunteer levels will be required to complete a fingerprint/criminal background check. Please contact the individual school for further guidance.
Subsequent fingerprint/criminal background checks will be required on a periodic basis, not to exceed every five years, using procedures and schedules as determined by the Superintendent or designee. The initial fingerprint/background check expenses shall be the responsibility of the volunteer. The expense of the required subsequent fingerprint/background check shall be shared equally 50/50 between the volunteer and Union County Board of Education.

38. WEATHER (INCLEMENT / SEVERE)

38.1 School Closings

The school system remains on alert for inclement/severe weather. School closings and early dismissal information is shared through several media services:

TV stations include: Atlanta-WAGA-Fox, WSB-2, WXIA-11 Alive; Chattanooga-WTVC-9, WRBC-3.
Radio stations include: WCNG-Murphy 101.1 or 102.7, Star 94, WFOX-97FM, WSB-98.5, Y106 & Y104 FM.

In addition, school-closing information is placed on the school’s phone system and can be accessed by dialing any of the school phone numbers. The information will also be posted on the school’s website (www.ucschools.org) and a phone message service will be used to deliver the information to all students’ best contact phone number as indicated in PowerSchool.

38.2 Student Emergency Dismissal Plan

It is imperative that each student has a current “Emergency Dismissal Plan” on file at his/her school. The plan indicates the parents’ transportation instructions for their children in case of an early school closing and needs to be current at all times. When school is dismissed early, departure of buses cannot be delayed to allow all students to call home for instructions. The “Emergency Dismissal Plan” will be effective in the case of an early dismissal.

39. WORK PERMIT / EMPLOYMENT CERTIFICATE

Employers are required to have a Work Permit on file for any minor of ages 14 or 15 in their employ. These permits/certificates are available through the Board of Education, the High School Work Based Learning coordinator and the Woody Gap School front office. Student identification is required when applying for a work permit.

40. PARENTAL NOTIFICATIONS

40.1 Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other
rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant or therapist); a contractor consultant, volunteer, or other party to whom the school district has outsourced services; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the district may disclose appropriate designated “directory information” without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student’s education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

<table>
<thead>
<tr>
<th>Union County School System has designated the following information as directory information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student’s name, address and telephone number;</td>
</tr>
<tr>
<td>2. Student’s date and place of birth;</td>
</tr>
<tr>
<td>3. Membership of clubs, sports, other school-sponsored activities;</td>
</tr>
<tr>
<td>4. Dates of attendance at schools within the school district;</td>
</tr>
<tr>
<td>5. Honors and awards received during the time enrolled in the district's schools;</td>
</tr>
<tr>
<td>6. Photo; and</td>
</tr>
<tr>
<td>7. Grade level</td>
</tr>
</tbody>
</table>

1) Dates of Attendance means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter.

b) The term does not include specific daily records of a student’s attendance at an educational agency or institution.

c) Student records shall be provided to schools within or outside the Union County School System upon the request of the school where a student is enrolling in accordance with Georgia Board of Education 160-5-1.14, Transfer of Student Records.

Unless a parent/guardian or eligible student makes a timely written request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be confidential and may be disclosed upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students’ names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student’s
information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the first day of school; the date of the release of this notice.

You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, video taped or interviewed. Additionally, Union County School System and its individual schools post student pictures, awards, and/or work to its associated school webpages. These are meant to be celebrations of student success, and no personally identifiable information, other than that stated above will be disclosed without prior written consent. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media’s access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed or seen in the background of photos or videos showcasing other students and their successes, as these circumstances may not within the knowledge or control of the principal.

You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

40.2 Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance,
3. Administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
4. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
• **Inspect**, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school system has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Union County Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The system will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The system will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The school system is required by federal law to give this notice to parents. However, the system is not required to have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

40.3 **Right to Request Professional Qualifications (Every Student Succeeds Act) “Right to Know”**

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114-95, enacted December 10, 2015, the Union County School System would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and paraprofessionals. The following information may be requested:

- **Whether the student’s teacher**—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.

- **Whether the child is provided services by paraprofessionals and, if so, their qualifications.**

If you wish to request information concerning your child’s teacher’s and paraprofessional’s qualifications, please contact the Dr. Paula Davenport, at 706-745-2322 or by email at, pdavenport@ucschools.org.
Principals’ Contact Information

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Address</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Millie Owenby</td>
<td>592 School Circle</td>
<td>706-745-5450</td>
<td><a href="mailto:mowenby@ucschools.org">mowenby@ucschools.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blairsville, GA 30512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td>Patricia Cook</td>
<td>165 Elementary Way</td>
<td>706-745-9615</td>
<td><a href="mailto:pcook@ucschools.org">pcook@ucschools.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blairsville, GA 30512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td>Gwen Stafford</td>
<td>367 Wellborn Street</td>
<td>706-745-2483</td>
<td><a href="mailto:gastafford@ucschools.org">gastafford@ucschools.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blairsville, GA 30512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High &amp;</td>
<td>C.T. Hussion</td>
<td>153 Panther Circle</td>
<td>706-745-2216</td>
<td><a href="mailto:cthussion@ucschools.org">cthussion@ucschools.org</a></td>
</tr>
<tr>
<td>Alternative</td>
<td></td>
<td>Blairsville, GA 30512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woody Gap</td>
<td>Carol Knight</td>
<td>2331 State Hwy. 60</td>
<td>706-747-2401</td>
<td><a href="mailto:cknight@ucschools.org">cknight@ucschools.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suches, GA 30572</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

40.4 Homeless Children and Youth

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate nighttime residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Union County School System affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Language Learners (ELL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to needed services to support their academic achievement as they work to meet the same challenging standards to which all students are held. Please contact the School Social Worker at 706-745-2232 for further information.

40.5 Union County Child Find Procedures

One in ten of Georgia’s children have a sensory, emotional, physical, intellectual, or language disability that may inhibit learning. Many of these disabilities are so subtle that they go unnoticed. As a result, children may have trouble in school, at home, and with other children. The earlier these disabilities are discovered and identified, the more effectively they can be managed, giving the child every chance to be successful in life.

The Union County School System has a mission, mandated by the Individuals with Disabilities Education Act (IDEA), to locate, identify, and evaluate each child from birth through 21 years of age with a suspected disability, and to provide appropriate educational services to these children throughout our county. This is for all children, whether in public, private, or home school, incarcerated, homeless, migrant, etc., as long as they reside in Union County. We need your assistance to find these children so they can receive the help they need to enjoy a more successful life experience.

Once a child’s disability is identified and evaluated, an Individualized Education Program (IEP) can be created to meet that child’s specific and unique educational needs. For more information and assistance with free educational services that are available for children with disabilities, call the Union County Schools’ Special Education Department at 706-745-2322.

Babies Can't Wait (BCW) is Georgia's statewide interagency service delivery system for infants and toddlers with developmental delays or disabilities and their families. BCW is established by Part C of the Individuals with Disabilities Education Act (IDEA), which guarantees all eligible children, regardless of their disability, access to services that will enhance their development. This program serves children from birth to age 3. For more information visit [www.bcw-bibs.com](http://www.bcw-bibs.com/).
Many children are born with or acquire physical and/or mental conditions, which handicap their normal growth and development. Fortunately, many of these conditions can be helped or completely corrected if parents and others recognize the problem early and seek help. You can prevent an unnecessary life-long disability by recognizing and dealing with a child’s problem as early as possible. Anyone can help us identify children with special needs, including parents, foster parents, grandparents, teachers, doctors, nurses, counselors, social workers, day care providers, and community members. If you know of a child in Union County from birth through age 21 who has special needs, please let us know so we can get them the help they need to enjoy a brighter future. Contact the Union County School System’s Special Education Department at 706-745-2322.

[Reference: SBOE Rule 160-4-7-.03 Child Find]

40.6 Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system’s Section 504 Coordinator, Kim Terry, at the following address:

Union County Board of Education • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

a. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
b. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
c. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
d. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
e. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
f. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.
g. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
h. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
i. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
j. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
k. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
l. You have the right to examine your child’s educational records. 34 CFR 104.36.
m. You have the right to an impartial hearing with respect to the school system’s actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

n. You have the right to receive a copy of this notice and a copy of the school system’s impartial hearing procedure upon request. 34 CFR 104.36.

o. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’s impartial hearing procedure. 34 CFR 104.36.

p. You have the right to, at any time, file a complaint with the U. S. Department of Education’s Office for Civil Rights.

40.7 Section 504 Procedural Safeguards

1. **Overview:** Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. **Hearing Request:** The Request for the Hearing must include the following:

   1. The name of the student.
   2. The address of the residence of the student.
   3. The name of the school the student is attending.
   4. The decision that is the subject of the hearing.
   5. The requested reasons for review.
   6. The proposed remedy sought by the grievant.
   7. The name and contact information of the grievant.

   Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. **Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. **Hearing Procedures:**

   a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
   b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
   c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
   d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of...
that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney’s fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

40.8 Georgia Special Needs Scholarship Program

Parents/guardians of students who receive special education services have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.
Public School Choice Options

• A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student’s existing individualized education program (Grades 1-12). If the parent chooses this option, then the parent shall be responsible for transportation to the school.

• The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student’s existing individualized education program. However, a school system must agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a school in that system.

• The parent/guardian may also request a transfer to one of the State schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend if that setting is appropriate for the student’s needs. If the parent chooses this option, then the parent shall be responsible for transportation to the State school. Please visit the Georgia Department of Education’s website for more information about transferring to a State school.

Private School Choice Option

1. Parents/guardians interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website for more information.

Parents are now able to apply for the GSNS throughout the year. More information is available for this process at: http://www.gadoe.org- Programs & Initiatives-Special Needs Scholarships (GSNS).

Parents are now to be informed of the special needs scholarship at the time of an initial placement for SPED services. The state indicates, “The resident school system shall provide specific written notice of the options available under this article to the parent at the initial Individualized Education Program (IEP) meeting in which a disability of the parent’s child is identified.” Be sure your written notice includes all the options available in the law – the options are listed above and on the GaDOE website at: http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx

“If a student meets the eligibility criteria for the (GA Special Needs Scholarship) GSNS Program; a parent/guardian has the right to request a transfer from a student’s current public school to: Another public school within their district of residence; or Another public school district outside their district of residence; or One of the three state schools for the blind or deaf; or A private school authorized to participate in the GSNS Program. Funds received through the GSNS Program can only be used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program.

40.9 Destruction of Special Education Records

Union County School System maintains students’ special education records until a student’s 24th birthday. The collected information that pertains to the special education of a student will be destroyed once a child reaches their 24th birthday when it is no longer needed for educational planning purposes. The destruction of these records is in compliance with federal, state, and local policies and procedures. The student/parent/guardian has the right to receive copies of all the information. The student or parent may need these records for Social Security or other reasons. If you, as a former special education student or a parent of a former special education student, wish to obtain these records prior to destruction, you should contact the Special Education Department located at the Union County Board of Education at 124 Hughes Street, Blairsville, GA 30512 (706-745-2322). Positive identification will be required before the records can be released to the individual.
The school system will retain the permanent record of the student’s name, address and telephone number, his/her grades, attendance record, classes attended, grade level completed and year completed. This information will be maintained without time limitation.

40.10 Asbestos Management Plan

The Union County School System’s AHERA Management Plan is available for public inspection upon request at the Union County Board of Education • 124 Hughes Street • Blairsville, GA 30512. This notification is provided to fulfill the requirement of section 763.93 (4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees, or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials selected by the Union County School System.
3. Plans for re-inspection, periodic surveillance, and operation and maintenance programs.

Anyone interested in reviewing this plan should contact the Board of Education office at 706-745-2322.

40.11 Notice of Chemical Use

Union County School Systems’ building facilities are sprayed on a regular monthly basis with chemical pesticides to control pests.

Union County Schools will treat the school buildings weekly on Friday afternoons after 3:30 PM. The Facilities Director maintains a list of the chemical pesticides used. For further information you may contact Keith Ledford, Facilities Director • 706-745-2322.
Transportation
Parents/Guardians:

School bus transportation is an integral part of the school system. Union County School System runs 32 daily bus routes that cover a total of nearly 1,400 miles round trip per day. All of our bus drivers and substitute drivers have met the state required driver and safety training.

Although every student may not ride a school bus on a regular basis, the information included in this section is very important and may prove to be helpful throughout the school year even for those students that only ride a bus occasionally. As a parent/guardian, you can assist your child(ren) in developing a positive attitude toward school bus safety and expected behavior when riding a school bus to and from school, on a field trip, and/or for any school sponsored activity.

Riding a school bus is a privilege and students are expected to conduct themselves in the same manner that is expected at each school. Safety and discipline are intertwined and inseparable. For your convenience an excerpt from the Student Code of Conduct section of this handbook (6. – Bus Discipline) has been repeated at the end of this portion of the handbook. Cooperation with all of the information in this section will be greatly appreciated and contribute to the safety of all students.

In addition, please be aware that the school system is required to conduct Periodic Evacuation Drills for emergency preparedness in the case of an accident or mechanical breakdown. It is imperative that school bus drivers and students are fully prepared to safely and efficiently evacuate a bus if the need arises. The bus driver is responsible for the safety of the students; however, in an emergency, the driver may need some assistance or might be incapacitated and may not be able to direct a bus evacuation. Instructing students on how to properly vacate a school bus and conducting evacuation drills is the most effective way to ensure both the driver and the students are prepared for an emergency.

During evacuation drills, students are trained how to be an Evacuation Leader and Evacuation Helper.

- Evacuation Leaders are responsible for leading students to safety from each door used for evacuation and directing students to a safe point at least one hundred feet from the bus.

- Helpers are stationed at the rear emergency exit to aid students as they leave the bus through this exit.

All students need to know how to safely evacuate a school bus in an emergency situation. However, if you would prefer that your child not be trained how to be an Evacuation Leader or Helper, please send a written statement to Transportation Services, Attention: Stanley Garrett at the address above indicating that you do not want your children trained in either of these evacuation roles. The statement needs to include your name, the student’s name, grade, and homeroom teacher. Please realize that although you may not want your child to be trained for one of these roles, in the case of an emergency, students will need to react accordingly and it may be necessary for your child to assume one of these roles.

Sincerely,

Stanley Garrett
Transportation Director
1. BUS ASSIGNMENTS

1.1 Overview

Students are assigned to a particular bus route at the initial point of enrollment based on their current address. Please notify the Central Registration Office in person or by phone of ANY address change so that the Transportation Department can make the appropriate bus assignment change if necessary. The Central Registration Office is located at the Union County Board of Education and the phone number is 706-745-2322.

It is critical for the school system to maintain a current, accurate record of student bus assignments should an emergency arise.

1.2 Alternative Transportation at the End of the School Day

Bus drivers are not permitted to transport unauthorized students. A WRITTEN parental permission note is required for any student who needs to ride a different bus than assigned. The note needs to include the name, address and phone number of the alternate destination, and the alternate bus number and bus driver’s name, if known. The permission note needs to be submitted to the appropriate Front Office at the beginning of the day. Transportation changes will not be accepted after 1:00 PM. For your child’s safety and wellbeing, transportation changes over the phone will only be taken in emergency situations and are subject to administrative approval/discretion. Each school office will provide “temporary assignment” passes for the student to give to the bus driver. Drivers are not permitted to accept a parental note in lieu of a “temporary assignment” pass. Students who do not have a “temporary assignment” pass will be directed to the Front Office.

1.3 Missing a Bus (Morning or Afternoon)

Missing a school bus and trying to “catch up” with the bus can be very dangerous. If a student misses a bus in the morning on the way to school the student should not run after the bus nor should the student/parent get in a car and try to flag the bus down or catch up to the bus. Students should never be let out of a vehicle to board a bus other than at the student’s assigned bus stop. If a student misses his/her morning bus he/she will need to immediately report back home, contact parents if not at home, and make other arrangements to get to school. If a student misses a bus in the afternoon, the student needs to report to the administrator on bus duty. A student should never run after an afternoon school bus once any of the buses are in motion. These guidelines must be followed at all times for the safety of all students. Violation of these guidelines may result in disciplinary actions.

1.4 Permanent Transportation Changes

All permanent or long-term transportation changes such as riding a different bus, no longer riding a bus, or the need to be assigned to a bus need to be coordinated through the Central Registration Office at 706-745-2322.

1.5 Riding a School Bus from Campus to Campus – End of School Day Transportation

Students may not ride a school bus from one school to another in order to meet with another person for transportation home or off campus. Another person is defined as, but not limited to, parent, sibling, and/or high school student. The person(s) responsible for transporting a student will be required to pick-up the student at his/her assigned school.

1.6 Riding Another Bus to Go Home with a Friend

Oftentimes students are invited to a friend’s house after school and they like to ride the bus home with their friend. If riding a bus home with a friend is a change in regular after school transportation, the above “Alternative Transportation at the End of the School Day” procedures will need to be followed. And due to bus capacity limitations and for safety reasons, five (5) is the maximum number of students that may ride home with a friend. If the number of friends riding home with a student will exceed five (5), parents will need to make alternate
arrangements for the students to meet at the desired location. Students exceeding the maximum limit will not be permitted on the friend’s regularly assigned bus.

2. GENERAL PARENT AND STUDENT INFORMATION

- Parents are responsible for providing transportation for students suspended from riding the bus.
- Students must have a “temporary assignment” pass from their school in order to ride a different bus or to get off at a bus stop that is not their assigned bus stop. (See - Alternative Transportation at the End of the School Day)
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required.
- Parents with concerns or complaints that need to be addressed should contact the appropriate school to schedule a conference with a school administrator and the Transportation Director.
- Student conduct on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well being of any student and/or the operation of a school bus will be handled in accordance with the Student Code of Conduct section of this handbook.
- Under no circumstances should a parent distract the driver by boarding the bus or expressing complaints at the bus stop. Student safety must be top priority during this time.
- It is unlawful for any person to disrupt or interfere with the operation of any public school bus or public school bus stop. Any person found in violation of Georgia law O.C.G.A. 20-2-1181 shall be guilty of a misdemeanor.

3. SCHOOL BUS SAFETY

3.1 Purpose

Students must properly ride a school bus to ensure everyone’s safety including that of other students, motorists, and pedestrians. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, field trips, athletic trips and any other school-sponsored activity.

3.2 Safety Rules at the Bus Stop

- Take the shortest, safest route to the bus stop.
- Be at the bus stop five minutes before time for the bus to arrive and ready to board the bus.
- Walk on the left shoulder of the road facing traffic unless there are sidewalks.
- Wear light or brightly colored clothing
- Wait a safe distance from the road, but be prepared to quickly board the bus.
- Respect the property of other people.
- Refrain from pushing, fighting, or any other unsafe activity at the bus stop.
- Report disturbances immediately to school administration for resolution.
3.3 Safety Rules for Entering and Exiting the Bus

- Walk 12 feet in front of the bus to stay in the driver’s view when crossing the road.
- Wait for the driver’s signal to cross the road in front of the bus and continue to watch for traffic.
- Never cross the road behind a school bus.
- Stop at the centerline of the road and look both ways before crossing after exiting the bus.
- Do not linger in the “Danger Zone” – (the twelve-foot parameter around a bus where most accidents happen).
- Do not go back for items dropped in the “Danger Zone”; leave the items. Get the driver’s attention before retrieving anything!
- Never stop in the “Danger Zone” to get mail from a mailbox.
- Secure loose items such as toys, key chains, and drawstrings to avoid hanging them on the bus, especially the handrail.

3.4 Safety Rules on the School Bus

- Observe the same conduct as in the classroom and as stated in the Code of Conduct.
- Be courteous and respect the rights and safety of others.
- Show respect for the driver, cooperate with the driver and follow all instructions given by the driver.
- Maintain a safe, clean bus.
- Remain seated until the bus arrives at student’s destination and the bus comes to a complete stop.
- Face forward with legs and feet placed under the seat directly in front of them.
- Keep head, hands, and feet inside the bus.
- Only bring items onto the bus that can be held and maintained with the student
- Maintain a level of quiet to prevent driver distraction during the operation of the bus.
- Do not tamper with safety equipment (emergency doors, windows, safety hatches, crossing gate, etc.)
- Do not use any electronic devices during the operation of a school bus, including, but not limited to, cell phones, texting devices, pagers, audible radios, tape/compact disc players and cameras;
- All electronic devices need to be turned off.
- Do not use mirrors, lasers, flash cameras, or any other lights or reflective devises in a manner that might interfere with the school bus driver’s operation of the bus.

3.5 Bus Riding Prohibited Activities

- Don’t use profane language and/or obscene gestures.
- Don’t use and/or transport any tobacco products.
- Don’t use aerosol sprays or scented items including, but not limited to, perfume, hairspray, lotions, etc.
- Don’t consume foods and/or beverages.
- Don’t transport large musical instruments and large school projects.
- Don’t transport weapons, drugs, alcohol, glass objects, or skateboards.

4. BUS DISCIPLINE - EXCERPT FROM 6. CODE OF CONDUCT Section

Riding a school bus is a privilege and not a required service. Transportation should occur in an environment that is conducive to safety. Safe transportation requires the same order and discipline as in the classroom. Students are subject to the rules and regulations of the Union County Board of Education when transported on buses and other school vehicles at the public expense to and from school or other school activities.
Students will:
• Observe the same conduct as in the classroom and as stated in the Code of Conduct;
• Show respect for the driver, cooperate with the driver and follow all instructions given by the driver;
• Be courteous and respect the rights and safety of others;
• Maintain a safe, clean bus;
• Remain seated until the bus arrives at student’s destination and the bus comes to a complete stop;
• Face forward with legs and feet placed under the seat directly in front of them;
• Keep head, hands, and feet inside the bus;
• Only bring items onto the bus that can be held and maintained with the student;
• Maintain a level of quiet to prevent driver distraction during the operation of the bus.
• Turn off ALL electronic devices (e.g., cell phones, texting devices, radios, disc players, etc.).

Students shall be prohibited from:
• *Acts of physical violence as defined by O.C.G.A. 20-2-751.6;
• *Bullying as defined by subsection (a) of O.C.G.A 20-2-751.4; (also, Section H of this handbook)
• *Physical assault or battery of other persons on the school bus;
• Verbal assault of other persons on the school bus in any form up to and including threatening violence or sexual harassment as defined pursuant to Title IX of Education Amendments of 1972;
• Disrespectful conduct toward the school bus driver or other persons on the school bus;
• Other unruly and/or destructive behavior;
• Tampering with safety equipment (emergency doors, windows, safety hatches, crossing gate, etc.)
• Using any electronic devices during the operation of a school bus, including, but not limited to, cell phones, texting devices, pagers, audible radios, tape/compact disc players and cameras;
• Using mirrors, lasers, flash cameras, or any other lights or reflective devises in a manner that might interfere with the school bus driver’s operation of the school bus;
• Using profane language and/or obscene gestures;
• Using any tobacco products, including electronic cigarettes;
• Using aerosol sprays or scented items including, but not limited to, perfume, hairspray, lotions, etc.
• Consuming foods and/or beverages;
• Transporting large musical instruments and large school projects;
• Transporting weapons, drugs, alcohol, tobacco products, glass objects, skateboards.

General Consequences for the above offenses may include:
• Bus Driver will assign seat & duration, or
• Reported to Principal/Designee, or
• SRO called to bus (If SRO removes student from bus, a minimum 5-day bus suspension will occur)

Once a student is reported to the Principal/Designee, the Code of Conduct and Levels of Discipline will be implemented and consequences may consist of, but are not limited to, bus suspension and/or termination of transportation privileges. Parents/Guardians are responsible for transporting students suspended from a bus. The parent or guardian of any student who engages in bullying, physical assault or battery of another person on a school bus will be required to meet with the principal/designee to develop a school bus behavior contract for the student.
Student Code Of Conduct
1. OVERVIEW

1.1 Purpose

It is the purpose of the Union County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the school. The Board of Education has adopted Board Policy JCDA requiring all schools to implement age-appropriate codes of conduct which require students to conduct themselves in a manner that facilitates a learning environment for themselves and other students at all times. These standards for behavior require students to respect each other and school system employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the system.

Union County School System’s foremost goal is to educate, not to punish; however when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

1.2 Applicability

The code of conduct, as well as, the rules, regulations, and policies of the school system and Board of Education are effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event, and while traveling to and from such events;
- On vehicles provided for student transportation by the school system.

Also, students may be disciplined for any off-campus behavior that could result in the student being criminally charged with a felony and which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents are encouraged, to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

1.3 Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents, as well as, on-going opportunities for school personnel to hear parents’ concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.
2. AUTHORITY & REPORTING

2.1 Authority and Reporting Requirements of the Teacher

A teacher has the authority (Policy JDF) to manage his or her classroom, discipline students, and refer a student to the principal/designee to maintain discipline in the classroom. A teacher has the authority to remove from his/her class a student who repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn, when the student’s behavior is in violation of the Student Code of Conduct, or determines that such behavior of the student poses an immediate threat to the safety of the student’s classmates or the teacher.

The teacher shall file with the principal or the principal’s designee a report describing the student’s behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day.

2.2 Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Following receipt of a report filed by a teacher and within one school day of the student’s removal from class, the principal or his/her designee will send to the student’s parents or guardians either written or verbal notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student’s parents or guardians may contact the principal or the principal’s designee.

2.3 Superintendent’s Responsibility

The Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and state law. The Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. 20-2-738 and 20-2-751.5 (d)

It is the policy of the state and Board of Education that it is preferable to reassign disruptive students to alternative settings rather than to suspend or expel such students from school.

3. PROCESSES & PROCEDURES

3.1 Student Support Processes

The Union County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, Response to Intervention (RTI) teams, school counselors, school social worker, and chronic disciplinary problem student plans.

3.2 Discrimination / Harassment

Union County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age and in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. This notice extends to employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school system based upon any of the factors listed
above should promptly report the same to the school principal of the school, or the appropriate coordinator as listed below. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies.

**Donna Dixon** • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322  
*Title II of Americans with Disabilities Act*

**Dr. Paula Davenport** • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322  
*Title VI of the Civil Rights Act*

**Leslie Groves** • 124 Hughes Street • Blairsville, GA 30512 • 706-745-2322  
*Section 504 of the Rehabilitation Act*

**C. T. Hussion** • 153 Panther Circle • Blairsville, GA 30512 • 706-745-2216  
*Title IX, Gender Equity*

### 3.3 Student Offenses and Disciplinary Procedures

In accordance with disciplinary procedures of the Union County School System, this listing of offenses and required or recommended dispositions is submitted for the information of school personnel, students, and parents. Any disciplinary action taken against a student as the result of an administrative process may include appropriate hearings and review. In all cases, the rights of individuals involved will be ensured and protected. Parents and students should be aware that in most instances, an offense might constitute a violation of Georgia Law. As a result, any court having jurisdiction may impose additional sanctions.

It is the policy of the Union County School System to take all reasonable steps and precautions to provide a safe environment for students and staff members. To that end, any threat (expressed or implied) by any individual which if carried out would pose a potential danger to the life and safety of students and/or staff members or the destruction of property should be regarded and treated seriously. Any student who receives or has knowledge of information concerning such a threat should immediately report that information to a school administrator or staff member.

Students should notify an administrator or staff member when illegal or suspicious items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned or unidentified items, or items not belonging to them.

A student on his/her way to or from school, on the school bus, at any school function or activity (or any school-related activity), or at any school event held away from school is under the jurisdiction of school authorities and is subject to the following rules and regulations. Any conduct outside of school hours or away from school that may adversely affect the educational process or endanger the health, safety, morals, or well being of other students, teachers, or employees within the school system may be subject to the rules and regulations of the Student Code of Conduct.

### 3.4 Searches by School Officials

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks, and other school or personal property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.
3.5 Progressive Disciplinary Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. All due process procedures required by federal and state law will be followed.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

4. ATTENDANCE

4.1 Daily Attendance

Georgia's compulsory attendance law requires that all children at least 6 years old and under the age of 16 attend school (e.g., public, private, or a home study program.) Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma (O.C.G.A. § 20-2-690.1(a)).

The Union County Board of Education will monitor student attendance daily. Parents are vital in helping to determine their child’s success in school. In order to profit from all that is offered in the classroom, and to learn as much as possible, it is essential that children arrive at school on time, attend school regularly, and remain in school for the entire day. Occasionally it may become necessary to schedule dental or doctor appointments during the school day. However, this should be kept to a minimum and every effort should be made to schedule these appointments outside the regular school day.

The law defines:

- **Truant** – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences in a school year.
- **Parent** – the term “parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step parent, a guardian or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school.
- **Unruly Child** – a child who while subject to compulsory school attendance is habitually and without justification truant from school. For purposes of the Union County Schools Attendance Protocol, habitual truancy or absence is defined as more than five (5) days of unexcused absence from school.

4.2 Penalties and Consequences for Violation of State Compulsory Attendance Law

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section (20-2-690.1) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the Board of Education, parents will receive a certified letter informing them a case is being filed with Juvenile Court. All violations will be filed with the Juvenile Court for prosecution as a Child in Need of Services (CHINS) case and will result in the parents and/or students being served a summons to appear in court.
4.3 Excused Absences

- Personal illness or attendance in school endangers a student’s health or the health of others.
- A serious illness or death in a student’s immediate family necessitating absence from school. Immediate family is defined as father, mother, sister, brother, child, spouse, grandparent, legal guardian, or other relative living in the same residence of the student.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Registering to vote or voting, for a period not to exceed one day.
- Time spent with parent or legal guardian prior to the parent’s/guardian’s military deployment to or leave from duty in a combat zone or a combat support posting, not to exceed 5 days.
- College campus visits with the appropriate documentation as determined by the high school, not to exceed 3 college visits during a student’s high school career.
- In the event of an unusual set of circumstances, it will be the judgment of the Principal to use his/her discretion in determining if the circumstances warrant just and sufficient cause for the absence to be considered excused.

For the above absences to be considered excused students are required to furnish a written note within 3 school days containing the following information:

a) Student’s first and last name  
b) Number of days and date(s) of absence  
c) Specific Reason for Absence  
d) Parent’s signature or  
e) Physician’s signature on Physician/Doctor Note

*Notes received after the 3rd school day will not be accepted and the absence will be unexcused.*

A physician/court of law/other governmental agency statement will be required as follows:

**Primary School, Elementary School, Middle School and Woody Gap (K-8)**
After five (5) parent excused notes have been accepted, and/or the tenth (10th) absence (excused and/or unexcused) from school, all further absences will require a written physician’s statement explaining why the student was unable to attend school for the date(s) absent in order for the absence to be considered excused for illness, or appropriate documentation for one of the other legally excused absences listed on the previous page and above (e.g., a court/government authority order).

**High School and Woody Gap (9-12)**
Following the 3rd semester absence (excused and/or unexcused) all further absences will require a written physician’s statement explaining why the student was unable to attend school for the date(s) absent in order for the absence to be considered excused for illness, or appropriate documentation for one of the other legally excused absences listed on the previous page and above (e.g., a court/government authority order).

If medically extended absences are necessary, Hospital/Homebound instruction is available for students who meet the criteria. Referral Forms for this instruction are available at each school.

**Hospital/Homebound Coordinator:** Leslie Groves  
124 Hughes Street • Blairsville, GA 30512 • 706-745-2322

Students will be counted present only when they meet one of the following criteria:
• Actually present in a minimum of two high school classes for a minimum of 60 minutes each, or in attendance at the primary, elementary, or middle school level for at least 1/2 (one half) of the instructional day (11:30 AM). Arrival after 11:30 AM or checking out before 11:30 AM will be considered an absence.
• Serving as a page of the Georgia General Assembly.
• A foster student attending court proceedings relating to the student’s foster care.
• Working as an election poll officer as a member of a Student Teen Election Participant program (STEP) with a maximum limit of 2 days.
• Assigned to in-school suspension.
• Representing the school at a school sponsored function.
• Receiving hospital/homebound services.

**NOTE:** *Students in Truancy Court will be required to have a Physician’s/Doctor’s Note for all absences.*

School days missed as a result of Out of School Suspension (OSS) will not count as unexcused days for the purpose of determining student truancy.

### 4.4 Monitoring & Notification

Student absences will be monitored daily by the principal or his/her designee. Parents will be notified of excessive or unexcused absences and the school will document such notice.

• Upon the fifth (5th) unexcused absence, the school will notify the parent/guardian via first class mail, of the student's 5 unexcused absences and the attendance record to date. The letter will advise parents/guardians of the penalties and consequences of violating the Compulsory Attendance law and that each offense after such notification will be considered a separate offense.

• Upon the seventh (7th) unexcused absence, the school will notify the parent/guardian via first class or certified mail, return receipt requested of an Attendance Support Team (AST) meeting scheduled to review the student’s excessive absences, develop strategies to address attendance, and/or determine the need for a criminal prosecution referral. The parents/guardians will be invited and encouraged to attend the meeting. The Attendance Support Team (AST) has the authority to make the criminal prosecution referral, but would prefer to assist families in improving their children's attendance. An AST may consist of the Principal/Principal's designee, School Counselor, Family Connection Outreach Worker, School Resource Officer, School Social Worker and appropriate faculty member(s).

### 4.5 Tardiness & Early Checkouts

In addition to absences, arriving late (tardy) and leaving early (checkout) during a school day negatively impacts the learning process. Parents/Guardians are encouraged to schedule students' doctor and dentist appointments around school hours. Tardy and checkout guidelines include:

• A student is tardy when he or she is not present for school and/or an assigned class at the designated time.
• An early checkout is when a student is checked out of school before the end of the school day.
• A “TARDY” to school and an “EARLY CHECKOUT” will be unexcused if:
  o The tardy/early checkout is not for one of the “Excused Absences” listed previously.
  o A written parent/doctor note is not submitted within 3 school days of the tardy/early checkout.
  o Required notes received after the 3rd school day will not be accepted.

For the purpose of determining truancy, two (2) unexcused tardies or early checkouts, or combination of the two will equal one unexcused absence.
4.6 High School Attendance & Course Credits

In addition to the daily attendance procedures and requirements, High School students are subject to attendance requirements for each class period as follows:

- Students are required to be present for at least 60 minutes of each class period. Less than 60 minutes per class will be considered an absence for that class period.
- Students with more than 5 unexcused absences in any given one-semester class will lose credit for the course. Students with more than 7 unexcused absences will lose credit for a year-long course.
- Absences will only be considered excused for the reasons stated in the Attendance portion of this code with a written note received within three (3) school days. Written excuse notes for the first three (3) excused absences require parent/guardian signature. Each additional excused absence over three (3) will require a written explanation from a physician, clinic, court of law, or other government authority in order to be considered excused.
- Parents will be sent a letter indicating a loss of credit warning upon a student's 3rd (third) unexcused absence in a class.
- A notice of loss of credit will be sent upon six (6) unexcused absences from any semester-long class and upon eight (8) unexcused absences for a year-long class. At this point, the credit can only be reinstated through an attendance hearing process. It will be the student’s/parent's responsibility to request an attendance hearing. The request will need to be made in writing to the principal by Monday of the last week of the school year.

Only the Attendance Appeals Committee has the authority to reinstate a credit. An attendance hearing must be requested and scheduled through the high school office.

NOTE: Students who receive an "Incomplete" must complete all requirements to reinstate a credit within 5 calendar days of the end of the semester. Failure to do so will result in a grade of 50 being placed on the student’s transcript.

5. ELECTRONIC MEDIA

5.1 Cell Phones & Electronic Devices

Students are permitted to bring electronic communication devices to school (e.g., cell phones), but guidelines must be followed. Unless directed for classroom instruction or educational purposes by a supervising school employee, cell phones:

- Are to be stored out of sight at all times
- Must be turned off inside a school facility and on school buses.
- Are prohibited from utilizing video or camera functions.

Misuse of a cell phone may result in confiscation of the device. In the event of an emergency, students can be contacted through the main office of each school. See each school’s handbook for more cell phone information.

5.2 Use of Electronic Media - Internet Use

In an effort to promote educational excellence and facilitate resource sharing, innovation, and communication, the Union County Board of Education makes available to its students and faculty a wide variety of media resources, including internet access, email accounts, personal drive storage space, and other electronic media. Both students and employees are expected to follow legal, ethical, and school rules regarding the use of the Internet and other electronic media, as these are provided as a privilege and not a right.

Teachers will employ the same degree of supervision and care in determining appropriate use of the Internet as is used with other instructional materials.
All electronic media usage, including but not limited to Internet usage and e-mail, is not private. Internet activities will be monitored, recorded and reviewed for the purpose of enforcing policy and reporting any illegal activities to the appropriate law enforcement agency. Accordingly, individuals are expected to use these provided electronic resources with good judgment and assume responsibility for any and all of his/her actions and activities involving computers, the network, any provided resource, and Internet usage as a whole.

Student Expectations in Use of the Internet:

- Students shall be polite, courteous, respectful, and use appropriate language during all Internet sessions.
- Students shall not access material that is obscene, pornographic, child pornography, “harmful to minors”, or otherwise inappropriate for educational uses.
- Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
- Students shall not engage in any illegal activities on the Internet.
- Students shall not use school electronic media for financial gain and/or commercial advertising.
- Students shall only use electronic media for school related purposes. Use of Internet games, MUDs (Multi User Dungeons), and IRCs (Internet Relay Chats) is not allowed.
- Students shall not allow other students the use of passwords or other credentials at any time.
- Students shall not disclose personal information, such as name, address, telephone number, and name of school outside of the school network.
- Students shall observe copyright laws at all times.
- Students shall not use the network in a manner that disrupts the use of the network by other users. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services.
- Students shall notify school personnel if they become aware of any violation of this policy.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with this code of conduct regarding inappropriate language or behavior.

5.3 Accountability

The Union County School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused for any reason. Use of information obtained is at the user’s risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet service.

Since the Internet opens up the world to unrestricted access, teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be accountable for what the student may access through the Internet beyond instructional directives.

All users are fully responsible for their own actions, including legal, financial, or otherwise. All users are responsible for reporting inappropriate materials and locations to the teacher in charge immediately.

5.4 Internet Use Permission

Families should be aware that some materials accessible via the Internet might contain content that is illegal, offensive, defamatory, or inaccurate. The Union County School System respects the rights of families to decide whether or not to allow a child Internet access. Only those students who have parental permission will be allowed access to the Internet.

This permission shall be required at the beginning of each school year through a signed affirmation of the Acceptable Use Agreement.
5.5 **Acceptable Use Agreement**

**Purpose:** Union County Schools (UCS) may provide and assign students a device for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This Acceptable Use Agreement provides guidelines and information about the district expectations for students and families who are being issued or utilizing any district-owned technology. Union County Schools reserves the right to change or amend this agreement to protect the interests of the school district and the student.

We expect and believe that students will use district technology responsibly and understand the appropriate and acceptable use of both the technology and the district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure, and in good working order. In addition to all information included in the Union County Schools Student Code of Conduct, our guidelines and procedures include the following specific responsibilities and restrictions:

**Responsibilities:** The student will adhere to these guidelines each time the device is used:

1. Charge the technology each night to ensure a full charge for school each morning.
2. Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.
3. Provide headphones or earbuds as needed for school-related work.
4. Transport technology in sleep mode, with the screen closed, in the protective case provided by the district.
5. Use appropriate language in all communications, refraining from use of profanity, obscenity, offensive, or inflammatory speech or cyber bullying of any kind. Communication should be conducted in a responsible and ethical manner.
6. Respect the Internet filtering and security measures included on the device. District-owned devices are configured so the Internet content is filtered and monitored at all times. Use the technology for educational purposes, refraining from commercial or political purposes.
7. Follow copyright laws and fair use guidelines.
8. Make available for inspection, by an administrator or teacher, any messages or files sent to or received from an Internet location using district technology. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private and may be viewed, monitored, or archived by the district at any time.
9. Return the device, charger, and protective case before transferring or graduating out of school.

**Restrictions:** The student will not:

1. Mark or deface the school property or place any adhesives, including tape or stickers, on the device or case.
2. Reveal or post identifying personal information, files, or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass, or otherwise change the Internet-filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person’s account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make the student subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. All screensavers must display only ethical and acceptable content and comply with Union County Schools’ Student Code of Conduct.
9. Modify or remove the Union County Board of Education inventory identification or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions previously detailed, students and families are expected to apply common sense to the care and maintenance of district-issued devices. In order to keep devices secure and damage-free, please follow these additional guidelines:

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly assigned case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, or crushing the device or cords.
- Do not eat or drink while using the device or have food and drink in close proximity. Any liquid spilled on the device may cause damage to the device. This damage may not be repairable.
- Keep your device away from pets and precarious locations such as table edges, floors, and seats.
- Do not stack objects on top of your device.
- Do not leave district-owned technology outside or near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain or snow).
- Do not store or transport papers or any other item between the screen and keyboard.
- Do not damage the screen with any objects, including pens and pencils.

Lost or Damaged:

Students will not be allowed to check out a device if their assigned device is not properly charged or left at home. If a device is lost or damaged, the school must be notified immediately, and the student/student’s family may be responsible for replacement/repair costs, not to exceed $100. All repair costs are due within 30 days. If damage is due to negligence, the student/student’s family will be held responsible. Examples of negligence include but are not limited to:

1. Leaving the equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending the equipment to others.
3. Using the device in an unsafe environment or in an unsafe manner.
4. Ignoring common sense guidelines stated above.

Understandings:

- A student whose device is being repaired may be allowed to use a loaner device through the school media center, depending on availability, and all portions of the Acceptable Use Agreement will also apply to the loaner device. A student whose device has been damaged due to negligence will not be permitted to take a loaner device home.
- If the device charger or carrying case is damaged or lost, the student is responsible for the cost of replacement.
- Access to a Union County Schools-provided technology and network should be considered a privilege that must be earned and kept. It is not a right. A student’s technology privileges may be suspended due to negligent damage to the device, inappropriate use of the device, or failure to comply with technology agreements and expectations as outlined in this document.
- All issued student devices will be labeled with a District asset tag. Asset tags may not be removed, modified or tampered with in any way. Students may be charged up to the full replacement cost as allowed by the Acceptable Use Agreement above for tampering with a District asset tag or turning in a device without a District asset tag.

5.6 Enforcement of Policy

Union County Schools uses a technology protection measure as defined in section 1703 (b)(1) of Children’s Internet Protection Act of 2000 that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Union County Schools.
Individuals using the Union County Schools Intranet/Internet have no granted right to privacy, and Union County Schools’ staff will monitor the use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

6. BUS DISCIPLINE

Riding a school bus is a privilege and not a required service. Transportation should occur in an environment that is conducive to safety. Safe transportation requires the same order and discipline as in the classroom. Students are subject to the rules and regulations of the Union County Board of Education when transported on buses and other school vehicles at the public expense to and from school or other school activities.

Students will:

- Observe the same conduct as in the classroom and as stated in the Code of Conduct;
- Show respect for the driver, cooperate with the driver and follow all instructions given by the driver;
- Be courteous and respect the rights and safety of others;
- Maintain a safe, clean bus;
- Remain seated until the bus arrives at student’s destination and the bus comes to a complete stop;
- Face forward with legs and feet placed under the seat directly in front of them;
- Keep head, hands, and feet inside the bus;
- Only bring items onto the bus that can be held and maintained with the student;
- Maintain a level of quiet to prevent driver distraction during the operation of the bus.
- Turn off ALL electronic devices (e.g., cell phones, texting devices, radios, disc players, etc.).

Students shall be prohibited from:

- *Acts of physical violence as defined by O.C.G.A. 20-2-751.6;
- *Bullying as defined by subsection (a) of O.C.G.A 20-2-751.4; (also, Section H of this handbook)
- *Physical assault or battery of other persons on the school bus;
- Verbal assault of other persons on the school bus in any form up to and including threatening violence or sexual harassment as defined pursuant to Title IX of Education Amendments of 1972;
- Disrespectful conduct toward the school bus driver or other persons on the school bus;
- Other unruly and/or destructive behavior;
- Tampering with safety equipment (emergency doors, windows, safety hatches, crossing gate, etc.)
- Using any electronic devices during the operation of a school bus, including, but not limited to, cell phones, texting devices, pagers, audible radios, tape/compact disc players and cameras;
- Using mirrors, lasers, flash cameras, or any other lights or reflective devise in a manner that might interfere with the school bus driver’s operation of the school bus;
- Using profane language and/or obscene gestures;
- Using any tobacco products, including electronic cigarettes;
- Using aerosol sprays or scented items including, but not limited to, perfume, hairspray, lotions, etc.
- Consuming foods and/or beverages;
- Transporting large musical instruments and large school projects;
- Transporting weapons, drugs, alcohol, tobacco products, glass objects, skateboards.

General Consequences for the above offenses may include:

- Bus Driver will assign seat & duration, or
- Reported to Principal/Designee, or
- SRO called to bus *(If SRO removes student from bus, a minimum 5-day bus suspension will occur)*
Once a student is reported to the Principal/Designee, the Code of Conduct and Levels of Discipline will be implemented and consequences may consist of, but are not limited to, bus suspension and/or termination of transportation privileges. Parents/Guardians are responsible for transporting students suspended from a bus. The parent or guardian of any student who engages in bullying, physical assault or battery of another person on a school bus will be required to meet with the principal/designee to develop a school bus behavior contract for the student.

### 7. DISCIPLINARY OFFENSES

#### 7.1 Student Behavior Violations

These behaviors are a representation of violations of the Student Code of Conduct, but are not all-inclusive. No student shall be permitted to:

A. Use vulgar or profane language or gestures.
B. Engage in rowdy or unruly behavior.
C. Cheat, plagiarize, or represent others work as his/her own.
D. Possess a weapon or use any potentially harmful object as a weapon.
E. Use or possess tobacco products or drug paraphernalia in any form, including electronic cigarettes or any type of “vaping” paraphernalia.
F. Enter any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion.)
G. Occupy any school building, gymnasium, school grounds, properties or part(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use.
H. Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive others of such use.
I. Set fire to or otherwise damage any school building or property.
J. Participate in any type of gambling activity.
K. Use or threaten to use mace, pepper spray, or a similar potentially harmful substance.
L. Prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus.
M. Prevent students from attending a class or school activity.
N. Block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.
O. Continuously and intentionally make noise or act in any other manner so as to interfere with a teacher’s ability to conduct a class or the performance of any school system employee.
P. Bully, harass, verbally assault, or threaten another person.
Q. Verbally assault another student in any form up to and including threatening violence or sexual harassment as defined pursuant to Title IX of Education Amendments of 1972.
R. Commit sexual harassment in any form, up to and including acts defined pursuant to Title IX of Education Amendments of 1972 or physical assault or battery of other students.
S. Verbally assault, including threatening violence, or otherwise engage in disrespectful conduct toward a school system employee.
T. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function (e.g. false fire alarm, riot, blockade, alarmist graffiti, bomb threat, etc.).
U. Falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
V. Refuse to identify himself/herself upon request of any school system employee.
W. Be engaged in amorous kissing or other inordinate displays of affection, including inappropriate bodily contact, and/or any sexual misconduct.
X. Be engaged in unauthorized selling or trading of items or solicitation for monies.
Y. Possess or use a laser pointer.
Z. Commit a traffic violation on school grounds (e.g., speeding, reckless driving, illegal parking, etc.).
AA. Commit or attempt to commit extortion.
BB. Cause or attempt to cause willful or malicious damage, or steal or attempt to steal real or personal property of the school or personal property of any person legitimately at the school, or during a school activity function, or event off school grounds. Marking, defacing or destroying school property or property of another student is included in this violation. Parents and/or students are responsible for restitution of damages or stolen property.
CC. Commit an act of physical violence, assault, fight, batter, or do bodily injury to any person.
DD. Disregard any reasonable directions or commands of any authorized school personnel.
EE. Possess a weapon, bullets, ammunition, or fireworks.
FF. Possess or be under the influence of alcohol beverages, inhalants, or drugs identified by the Georgia Controlled Substances Act.
GG. Share or give another student any type of medication.
HH. Participate or be involved in a gang.
II. Any item(s) that disrupts class order or school routine in any manner is considered unauthorized. It will be at the Administrator’s discretion as to whether an item is prohibited.
JJ. Any student who urges, incites, encourages, counsels, further, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this Code of Conduct shall be deemed to have violated that section or paragraph.

7.2 Illegal Activities

The school system shall further have the right to take action for behavior of a student where such behavior involves or advocates illegal activity of any kind or behavior that is subversive to good order and discipline in the schools. Illegal activities include, but are not limited to, possession of fireworks.

Furthermore, parents/guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

O.C.G.A 20-2-751.5 (C) Students who are charged with a felony and which makes the student’s presences at school a potential danger to persons or property at school or which disrupts the educational process may be referred to a tribunal hearing.

7.3 Bullying (Policy JCDAG)

The Union County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
   a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
   b. Has the effect of substantially interfering with a student’s education;
   c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person’s name, at the person’s option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

7.4 Physical/Verbal Assault of a School Employee

Physical Violence:
- Intentionally making physical contact of an insulting or provoking nature or;
- Intentionally making physical contact that causes physical harm.

Any student who commits an act of physical violence against a teacher, administrator, bus driver, or any school system employee involving intentional physical contact of an insulting or provoking nature will be disciplined by expulsion, long-term, or short-term suspension.

Any student who commits an act of physical violence which causes physical harm to a teacher, administrator, bus driver, or any school system employee shall be suspended pending a tribunal hearing which could result in permanent expulsion and referral to juvenile court with a request for a petition alleging delinquent behavior.

No student shall verbally assault, including threatened violence, a teacher, administrator, bus driver, or any school system employee.
No student shall use abusive, vulgar, or profane language and/or gestures or otherwise show disrespectful conduct toward any school employee.

7.5 Weapons in School (Policy JCDAE)

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Reporting Requirements

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student’s parents or guardian will be notified immediately of his/her child’s involvement in any activity involving weapons.

7.6 Alcohol/Drug/Inhalant Use

Alcohol
a) Any student under the influence of alcoholic beverages, in possession of alcohol beverages, or engaged in the sale of alcoholic beverages or liquids represented to be alcoholic beverages while attending school or school related activities shall be suspended immediately by the principal or assistant principal and reported to proper law enforcement authorities.

b) Immediately upon such suspension, the student and the parent or guardian shall be given written notice of the opportunity to appear before the Union County Board of Education’s Disciplinary Tribunal and show cause, if
any, why the Disciplinary Tribunal should not impose such punishment as it deems sufficient, including long term suspension or expulsion.

c) Any student suspended for being under the influence of alcoholic beverages, in possession of alcohol beverages, or engaged in the sale of alcoholic beverages or liquids represented to be alcoholic beverages shall be subject to a search of said student’s person and belongings by the principal, assistant principal, or their authorized designee.

**Drugs/Inhalants**

a) Any student under the influence, in possession of, or engaged in the sale of any one or more of the drugs or substances represented to be drugs listed in the Georgia Controlled Substances Act while on a school premise, school vehicle, or school related activity shall be suspended immediately by the principal or assistant principal.

b) Immediately upon such suspension, the principal or assistant principal shall notify the proper law enforcement authorities as to the violation.

c) Immediately upon such suspension, the student and parents or guardian shall be given written notice of the opportunity to appear before the Union County Board of Education’s Disciplinary Tribunal and show cause, if any, why the Disciplinary Tribunal should not expel said student from school.

d) A student must abide by the system’s medication guidelines (see “7.7 Medications”). Sale or distribution of prescription and/or nonprescription drugs or substances represented to be prescription and/or non-prescription drugs shall be a violation of this policy and may result in expulsion. Unauthorized possession of prescription or nonprescription drugs shall be a violation of this policy and will result in the student’s referral to a Disciplinary Tribunal.

e) Any student suspended for being under the influence of, in possession of, or engaged in the selling of drugs shall be subject to a search of said student’s person and belongings by the principal, assistant principal, or their authorized designee.

f) Any student who loses consciousness while on the school premises may be subject to an immediate physical examination by a physician, which shall include a blood and urine test, and upon a finding of drug use by a physician said student shall be suspended immediately as aforementioned and paragraphs (b) and (c) shall be put into effect.

7.7 Medications (Prescription and Non-Prescription)

Whenever possible, medications should be given at home, before or after school; rather than during the school day. School personnel cannot administer medication without prior written authorization from the parent/guardian. All medications are to be kept in their original containers and maintained by the school nurse or in the case of a school without an assigned school nurse, medications will be maintained by the classroom teacher. It is highly recommended that any medication to be administered during the school day be delivered by a parent/guardian to the school nurse or, at Woody Gap, to the homeroom teacher. If it is necessary for a student to transport the medication to school, he/she must take the medication to the school nurse or the classroom teacher at Woody Gap immediately upon arrival at school. Student transportation of prescription and/or over-the-counter medications is specifically not recommended because of the potential for misuse, bullying, and sharing on the way to school.

It is a violation of the Code of Conduct for a student to share any medication with another student.

Prescription medications must be in the original container with the name of the patient, the prescribing physician, dosage and the pharmacy indicated. A “Medication Form” (available in the front office) will need to be completed at this time. The school nurse will dispense the prescription medications; if a nurse is not available the medication will be dispensed in the front office or as designated by the principal. The Woody Gap homeroom teachers will be responsible for dispensing medication to their students. Medication dispensation will be logged indicating date, time, and name of medication.

Non-prescription medications must be in the original container and accompanied with a parental note giving permission to administer. Examples of non-prescription drugs are aspirin, Tylenol, cough syrup, etc. The note must state what the medication is, how much should be given, and when it should be given. The classroom teacher and/or principal’s designee may administer this type of medication or the school nurse who will “log” each time the medicine is dispensed.
If your child should become ill during the day, the school nurse will notify you by telephone. Please make certain we have an **ACCURATE TELEPHONE NUMBER** so you can be reached.

First aid is the only treatment administered at school unless the school nurse has a doctor’s order.

**Epi-Pens, Inhalers, Insulin and/or Glucagons and Other Approved Medication**

Epi-Pens for extreme allergies, Inhalers for asthma, Insulin or Glucagon for diabetes and other approved medication may be carried and used by a student while in school, at a school sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school operated property provided the school has a fully completed “Student Authorization to Possess and Administer a Prescription Inhaler, Epi-Pen, Glucagon, Insulin or Other Approved Medication” form on file at the appropriate school.

The form contains the following required information: 1) a statement from a licensed doctor detailing the name of the medication, method, amount and time schedule for administration and confirming that the student is able to self-administer these items, 2) a statement from the parent/guardian consenting to the self-administration, providing a release for the school nurse/designated personnel to consult with the physician regarding any questions that may arise with regard to the medication and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering these items, and 3) an acknowledgement statement regarding self-administration from the student.

Each school will distribute a “Student Authorization to Possess and Administer a Prescription Inhaler, Epi-Pen, Glucagon, Insulin or Other Approved Medication” form to the School Nurse or Principal within five (5) school days in order for the student to possess the required medication.

Nurses or other school employees are authorized to administer an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.

Parents are encouraged to provide the school duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

7.8 **Behavior Not Covered**

School officials reserve the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules and practices. The administration will determine the penalty for violations of the Student Code of Conduct if the penalty is not specified. Otherwise, administrators will use the chart of progressive disciplinary procedures adopted by the board. The administration will report to the legal authorities any behavior that violates any laws of the state of Georgia or Union County.

Student disciplinary penalties for violation of Student Code of Conduct policies applied in one school year shall be carried over to future school years, if the penalty has not been completed and for the purpose of determining a second violation. Within local Board of Education policy, additional conduct rules and disciplinary consequences that are school specific may be adopted and enforced in individual schools.

7.9 Chronic Disciplinary Student

A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur defines a chronic disciplinary student. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary student, the principal shall notify by telephone call and by mail the student’s parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited below, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs, or such treatment as the court deems appropriate to improve the student’s behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed $500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

8. DISCIPLINARY CONSEQUENCES

Levels of Discipline

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation or a student’s own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well being of others. Consideration of necessary behavior support services should be given, if not already provided.

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to five school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal/designee is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Level IV discipline offenses represent the most serious acts of misconduct. These offenses must be immediately reported to the principal, and are subject to referral for a disciplinary tribunal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal/designee is a required element of all discipline actions in this particular category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Level V discipline is utilized for students whose behaviors cause them to be excluded from the regular school program. Examples of Level V behavior include chronically disruptive behavior, extremely violent behavior, and weapon possession.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning and/or Counseling with a School Administrator or Counselor</td>
<td>School Community Service (clean/repair damage caused to the school-related environment)</td>
</tr>
<tr>
<td>Loss of Privileges</td>
<td>Loss of Driving Privileges/Permits</td>
</tr>
<tr>
<td>Isolation or Time Out</td>
<td>Financial restitution for repair of any damage (school-related environment private)</td>
</tr>
<tr>
<td>Temporary Removal from Class or Activity</td>
<td>In Team Suspension/Time Out</td>
</tr>
<tr>
<td>Notification of Parents</td>
<td>Mandatory Parent Escort</td>
</tr>
<tr>
<td>Parent Conference</td>
<td>Suspension or Expulsion from the School Bus</td>
</tr>
<tr>
<td>Behavior Contract</td>
<td>Short-term Suspension</td>
</tr>
<tr>
<td>Corporal Punishment</td>
<td>In School Suspension (ISS)</td>
</tr>
<tr>
<td>Detention/Saturday School</td>
<td>Out of School Suspension (OSS)</td>
</tr>
<tr>
<td>Referral to Attendance Officer, Attendance Support Team, and/or Truancy/Juvenile Court</td>
<td>Alternative School Placement</td>
</tr>
<tr>
<td>Grade of “F” or “0” (zero); Loss of High School course credit</td>
<td>Referral to a Disciplinary Tribunal</td>
</tr>
<tr>
<td>Confiscation of items not allowed at school</td>
<td>Referral to Law Enforcement or Juvenile Court Officials</td>
</tr>
</tbody>
</table>

(Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.)
### In School Suspension (ISS) and Out of School Suspension (OSS):

Each school establishes the guidelines for its ISS and OSS programs. These guidelines are in the individual school’s handbook.

Adopted by the Board of Education 2004-2005

All Union County Schools

<table>
<thead>
<tr>
<th>VIOLATIONS</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
<th>Level V</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Failure to comply with compulsory attendance as required under Code Section 20-2-690.1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Skipping class / chronic tardiness / leaving campus w/o checking out</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Willful and persistent violation of the student code of conduct</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Inciting, advising, or counseling of others to engage in prohibited acts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Classroom disruption</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Refusal to follow instructions / directives</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Usually, a criminal offense that requires law enforcement intervention</td>
</tr>
<tr>
<td>7. School disruption, participation in riot, pulling fire alarm, arson, and/or bomb threat</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Marking, defacing, or destroying the property of another student</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Marking defacing, or destroying school property</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar and or profane language and/or gestures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Disrespectful conduct toward other students, including use of vulgar or profane language and/or gestures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Verbal assault, including threatened violence of teachers, administrators, and other school personnel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Terroristic threats fall into this category</td>
</tr>
<tr>
<td>14. Verbal assault of other students, including threatened violence or sexual harassment as defined pursuant to Title IX of the Educational Amendments of 1972</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Terroristic threats fall into this category</td>
</tr>
<tr>
<td>15. Verbal assault of, physical assault or battery of, and disrespectful conduct, including use of vulgar or profane language, and/or gestures toward persons attending school related functions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Physical assault or battery of teachers, administrators, and other school personnel</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Physical assault or battery of other students, including sexual harassment as defined pursuant to Title IX of the Educational Amendments of 1972</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Physical violence against a school employee</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of school suspension and tribunal hearing required. Permanent expulsion for intentional contact, which causes physical harm</td>
</tr>
<tr>
<td>19. Bullying as defined by Code Section 20-2-751.4</td>
<td>X</td>
<td>(P-5)</td>
<td>X</td>
<td>X</td>
<td>X (6-12)</td>
<td>Third bullying offense will result in alternative school placement</td>
</tr>
<tr>
<td>20. Participation/involvement in a gang</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Profanity, vulgarity, obscene language, writing, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Horseplay, hall misconduct</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Poor sportsmanship</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Fighting or instigating a fight</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Ammunition, bullets, or fireworks</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Possession of a weapon, as provided for in Code Section 16-11-127.1</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Unlawful use or possession of illegal drugs or alcohol or being under the influence of alcohol/drugs</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Drugs, chemical offense, drug paraphernalia, huffing</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Prescription / non-prescription drugs use / abuse</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Tobacco products and paraphernalia</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Inappropriate bodily contact</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Conduct off campus that is felonious or which may pose a threat to the school’s learning environment or the safety of students and employees</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, or well being of other students, teachers, or employees within the school system may be subject to the rules and regulations of the Code of Conduct</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Gambling</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Includes violating the “remaining on campus after hours” rule in handbook</td>
</tr>
<tr>
<td>35. Loitering, trespassing</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Disruptive behavior on the bus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Cheating</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Misuse of electronic devices, possession of other unauthorized items</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Misuse of equipment / technology</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Sexual harassment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Inappropriate dress/Violation of Dress Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42. Any other conduct considered by the principal to be disruptive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Campus Parking/Driving Violations</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>9-12 only</td>
</tr>
<tr>
<td>44. Sexual Misconduct</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Felony Charges O.C.G.A. 20-2-751.5 (C)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

52
9. GLOSSARY

Appearance Code - a description of what students may and may not wear to school. (Dress Code)

Arson - intentionally starting or attempting to start any unauthorized fire or combustion.

Assault - physically harming or threatening or attempting to harm another person or any act that reasonably places another person in fear of physical harm (e.g. threatening language or swinging at someone in an attempt to strike).

Attendance Support Team – an appointed group of individuals that meet with parents and students to address a child’s excessive absenteeism, tardiness, and/or excessive early checkouts from school.

Battery - intentionally making physical contact with another person in an insulting, offensive or provoking manner, or in a way that physically harms the other person (e.g. fighting).

Bomb/Explosive - a device containing combustible materials and/or a fuse, including fireworks.

Bullying – See Section 7.3.

Bus Suspension - suspension from the bus for a specified period of time by a school administrator.

Bus Misconduct - failure to comply with bus safety rules and/or the Student Code of Conduct.

Cheating - deceitfully giving or receiving information in any form that helps complete an instructional assignment to be graded, and/or the use of sources of information other than those specifically approved by the teacher.

Corporal Punishment - authorized physical punishment of a student by a school official in the presence of another school official.

Detention - a requirement that the student report to a specified school location and/or to a designated teacher or school official for a specified amount of time including, but not limited to before or after school. Students will be given at least one day’s notice so that arrangements for transportation can be made.

Disciplinary Tribunal - a three-member panel composed of administrators who hear evidence presented by the school system, the student, and parents when a student is referred for a violation of the Student Code of Conduct by the principal. The panel has the authority to make disciplinary decisions that include, but are not limited to, recommending to the Board of Education the permanent expulsion of the student.

Disobedience/Insubordination - failure to comply with a reasonable direction or instruction by a staff member.

Disrespect - responding in a rude and insolent manner.

Disruption - behaving in a manner that interferes with educational activities.

Dress Code - a description of what students may and may not wear to school. (Appearance Code)

Drug - any substance (such as a narcotic, hallucinogen, depressant, stimulant, etc.) that is ingested, injected, or inhaled to affect the functioning of the body.

Drug/Alcohol/Chemical Offense - any student involvement with a controlled substance or alcohol including the transfer of a prescription drug or any substance alleged to be a drug, regardless of its actual content.

Drug Paraphernalia/Drug Related Object – any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for drug/controlled substance use, to conceal any quantity of a drug/controlled substance and/or to test the strength or purity of a drug/controlled substance.

Due Process - student’s right to oral or written notice of the charges against him/her and the opportunity for a review, hearing, or other procedural rights.

Expulsion - suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

Extortion - obtaining money or goods from another student by violence, threats, or misuse of authority.
**False Fire Alarm** - reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**Felony** - any offense punishable as a felony under Georgia or federal law.

**Fighting** - the exchange of physical contact in anger that may include, but is not limited to, shoving, pushing, hitting, kicking, hair-pulling, slapping, spitting, and punching.

**Fireworks** - any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets, and other devices containing an explosive substance.

**Gambling** - engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**Gang** - any organization, association, or group of three or more persons associated in fact, whether formal or informal, which engages in a pattern of criminal gang activity as defined in Georgia Code Section 16-15-3. The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics.

**Harassment/Intimidation/Verbal Abuse** - disturbing consistently, by pestering or tormenting.

**Huffing (also Sniffing)** - the inhalation of intoxicating fumes.

**Immediate Family** – family unit consisting of father, mother, sister, brother, child, spouse, grandparent, legal guardian, or other relative living in the same residence of the student.

**In-School Suspension** - removal of a student from class(es) or regular school program accompanied by assignment to an alternative educational setting within the school isolated from peers.

**Inappropriate Personal Property** - personal property that is prohibited by school rules, such as food, beverages, and electronic equipment, and/or that is otherwise disruptive to the teaching or learning of others.

**Inappropriate Dress** - wearing clothes in a manner that disrupts the teaching or learning of others.

**Inhalant** - any material that either emits or propels a gas that contains intoxicating fumes (e.g. model glue, gasoline, paint or lacquer thinners, typing correction fluid, cleaning fluids, nail polish remover, lighter fluid, nitrous oxide, butyl nitrate, markers, or anything in an aerosol can).

**Loitering/Trespassing** - entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

**Long-term Suspension** - when a student is suspended out-of-school for more than ten (10) days.

**Lunch Detention** - Restricted seating during assigned lunch period that may be assigned seating in the lunchroom, office isolation and/or ISS.

**Non-Prescription Drug** - over the counter drug not authorized by a registered physician and not prescribed for the student.

**Out of School Suspension (OSS)** - See ‘Suspension’

**Permanent Expulsion** - when a student is removed from the school system and all school properties and activities or events for an indefinite period of time. A disciplinary tribunal or the Board of Education may only take this action. Students who have been expelled are ineligible for academic credit.

**Physical Violence** - (1) intentionally making physical contact of an insulting or provoking nature with the person of another; or, (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.

**Plagiarism** - the borrowing or restating of another’s words or ideas and claiming or representing them as your own.

**Profanity/Vulgarity** - writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.
**Sexual Assault/Offenses** - intentional sexual contact of a harmful or offensive manner.

**Sniffing (also Huffing)** - the inhalation of intoxicating fumes.

**Suspension** - removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Tardiness** - failure to be in a place of instruction at the assigned time without a valid excuse.

**Theft** - the offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Threatening/Menace** - with intent, the act to strike, attack or harm any person in school or at any school-sponsored or supervised activity.

**Transmission** - the act of passing or transferring the possession of anything to another person.

**Truancy** - the student stays out of school without permission or valid excuse.

**Unauthorized Items** – See Inappropriate Personal Property

**Vandalism/Graffiti** - the willful or malicious destruction or defacement of public or private property.

**Waiver** - an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons** - See Code of Conduct section 7.5.

**Zero Tolerance** - imposition of the most severe consequences for drug, weapon, and assault offenses on school property or at a school activity, function or event.
P. A. W. S.
Performing Academics With Success
Parents and Students:

Welcome to a new year at Union County Primary School. We are excited about starting a new school year and look forward to working with you and your children. We strive to make Union County Primary School a warm and friendly place for students and parents alike and are glad to have you as a part of our school.

This student/parent handbook represents the work of the faculty, students, and administration of our school. Consider it a guidebook to membership in our community of learners. We ask that you read this information guide thoroughly. Read it to/with your child and discuss it. The handbook answers many questions you may have about our expectations of student conduct, as well as our school's policies and procedures.

As a parent you are the most important individual in your son or daughter's life. Both research and personal experience show that although teachers, administrators, peers, and others influence your child's life, it is the attitudes, beliefs, and behavior of the parents that children most often emulate. I cannot overemphasize how important you are to your child's success in school. When parents stress the importance of their child's education and support and communicate with the school, the chances for the child's success in school are greatly enhanced. The Union County Primary School motto is "PAWS" - Performing Academics With Success. That success can only be achieved when we work together to make Union County Primary School the best it can be for our students.

May this year be one of the most rewarding, memorable, and exciting years in your child’s school career.

Sincerely,
Millie Owenby
Principal
Union County Primary School
Mission Statement

The mission of Union County Primary School is to provide a positive, safe learning environment in which each student has the opportunity to perform academically and behaviorally with success.

Union County Primary School
Belief Statements

• Schools provide a safe and supportive environment where all students can learn, perform, achieve, and succeed.
• Each student is a valued individual with unique physical, social, emotional, and intellectual needs, whose self-esteem is enhanced by positive relationships that demonstrate concern, tolerance, and respect for others.
• Schools maintain high standards and provide challenging expectations allowing students to demonstrate the achievement of basic academic, critical thinking, and problem-solving skills that are necessary in a technologically advancing society.
• Instructional practices are developmentally appropriate and students are actively engaged in learning activities that take into account differences in learning styles.
• Students accept responsibility for their learning, their behavior, and for their civic duty.
• Schools foster the students' creativity and communication skills enabling them to become well-rounded individuals.
• Teachers, parents, and the community share the responsibility for the support of the school's mission.

SCHOOL MOTTO

UCPS=PAWS

Union County Primary Students = Performing Academics With Success
**1. ASSEMBLY CONDUCT**

Assemblies are held for the education and enjoyment of students and faculty. Students will be expected to give every courtesy to the speaker and the program. It is the responsibility of each student to maintain high standards of conduct. Violations may result in a denial of assembly privileges and may be cause for further disciplinary action.

**2. ATTENDANCE**

Georgia's compulsory attendance law requires that all children at least 6 years old and under the age of 16 attend school (e.g., public, private, or a home study program.)

Please see the system Code of Conduct for more information concerning daily student attendance.

**3. APPEARANCE / DRESS CODE**

It is the Board of Education’s belief that it should have and enforce appearance codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, prevent interference with the learning of other students, set standards for appropriate student appearance for Union County School System, and assist students to be better prepared for whatever career path they may choose after their high school years. It is the belief of the Board of Education that the environment in which students are placed affects students’ ability to achieve.

All Union County School students will be expected to comply with appearance standards that include, but are not limited to, the following:

- Clothing needs to be clean, neat, and worn and sized properly.
- Primary and Elementary school students' dress should be appropriate for the age and size of the child.
- Immodest clothing is prohibited. This includes, but is not limited to low-cut necklines, and slashed/torn jeans exposing skin and/or underclothing above the knee.
- Skirts and shorts must be at least mid-thigh in length. Primary and Elementary school students' dress should be appropriate for the age and size of the child.
- Tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, bandanas, head-scarves, headpieces, or chains are not acceptable. Tights or leggings are prohibited unless top garment is mid-thigh.
- Bare midriffs or midriffs that show when arms are raised or in a bent body position are prohibited.
- Tops that leave the shoulder bare are not permitted. This includes, but is not limited to tank tops, halter-tops, muscle shirts, and spaghetti straps. Shoulder straps must be a minimum of 3 inches of solid material.
- Sleeveless tops must fit properly on the shoulder and around the underarm opening.
- Clothing with derogatory, terrorist, insulting, sexual, violent, or insinuating messages is prohibited.
- Clothing with advertisements for drugs, alcohol, or tobacco is prohibited.
- Clothing or jewelry related to gang activity is prohibited.
- Shoes must be worn at all times. Shoes with cleats and shoe-skates are not permitted.

*The administration has the authority to determine appropriate or inappropriate appearance. Disciplinary action for appearance code violations will follow the progressive discipline plan as indicated in school board policy.*

**4. CAFETERIA INFORMATION**

Breakfast is served beginning at 7:30 AM. Parents may join their child for breakfast upon checking in at the front office and getting a visitor’s badge. All students should be through with breakfast and in their room by 8:15 AM. Lunch is
served beginning at 10:55 AM and ending at 1:00 PM. Lunch schedules vary from grade to grade and classroom to classroom. Parents are invited to join their children for lunch. Any guest planning to join us for lunch should send a note to the child's teacher and then pay in the cafeteria at the time they are served.

Parents should sign-in and pick up a visitor’s badge in the office upon entering the school. Picture ID Required.

Classroom celebrations will be limited and are held at the discretion of the teacher and the approval of the principal. Teacher or designee may request refreshments for these activities; however, no funds may be collected for any reason.

5. CLASSROOM CELEBRATIONS

Parents may send food items for the entire class in honor of their child’s birthday, but are encouraged to send food choices that are healthy and nutritious. Please coordinate this with the teacher in advance of the celebration.

Gifts, balloons, and/or flowers will not be delivered to students. Invitations to students will only be given out at school if there is one for each child in the classroom. Invitations to individual students will not be accepted.

6. GUIDANCE / COUNSELING

The Guidance and Counseling Program at Union County Primary School is designed to assist students in academic and/or personal concerns. Students are encouraged to visit the counselor when they have opportunity and need. A sign-up sheet is available for scheduling appointments in the counselor’s office. Parents may call the counselor’s office to discuss problems or to arrange appointments. Students are urged to contact the counselor when they feel they are experiencing difficulty in a class or classes, need interpretations of various test scores, need to discuss personal problems, or want information about various needs.

7. HOMEWORK

Homework is a part of the instructional program at UCPS. Homework assignments may vary from grade to grade and teacher to teacher, but generally speaking, may consist of practicing skills taught or projects that help reinforce knowledge, attitudes, or skills. Students attending Union County Learning Enrichment Center (UCLEC) will be exempt from teacher assigned homework other than 20 minutes of reading at home. As a parent you may request that teacher assigned homework be sent with your child to be completed at home.

8. MAKE-UP WORK

Students missing days of school will need to contact the child’s teacher to obtain make-up work.

9. MESSAGES FOR STUDENTS

9.1 Caller Verification

As the community continues to grow and the school’s enrollment changes, the staff is not always able to identify a caller as the “Parent of Record”. For the protection of the student, if office personnel are not able to verify the caller as the Parent of Record, further information and verification will be required.
9.2 General Messages

With an enrollment of over 600 students, it is not possible to deliver messages without interrupting instruction and interfering with the learning environment. If it is necessary to get a message to your student, the school must be contacted by 1:00 PM. If a message is of an emergency nature, the staff will make every effort to deliver it without delay. The school cannot guarantee that messages called in after 1:00 PM will be delivered to your child before the end of the school day.

9.3 Transportation Messages

**Telephone calls will not be accepted for transportation changes except for an emergency situation.** For the protection of your child, any change in transportation must be submitted in a written note signed by the parent/guardian. The note may be sent to school with your child or the parent/guardian may bring the note in person. The note needs to include the **name, address and phone number of the alternate destination**, and the alternate bus number and bus driver’s name if known.

In the continuing effort to get students to and from school as safely as possible, students who ride a school bus in the afternoon will be assigned to one bus based on where the parents want them to go at the end of the day for the majority of the week. In other words, if a parent decides their child will ride to their home address on Monday, Wednesday, and Friday and will ride to another location on Tuesday and Thursday, their bus assignment will be for the bus taking them to their home and a written note will be required every Tuesday and Thursday to ride to the alternate location.

**In order for a student to ride another bus to the alternate location or a different destination a WRITTEN parent note will be required.** Students should give their written note to their teacher 1st thing in the morning. If the parent needs to submit a transportation note after the school day begins, the note will need to be submitted to the Reception office no later than 1:00 PM. Exceptions will only be made on an emergency basis.

**NOTE:**
Students WILL NOT be removed from a loaded bus. Parents are not permitted to go to a school bus and remove their child. Instead parents need to report to the office, and the secretary will contact an administrator.

10. PARENT – STUDENT DROP-OFF / PICK-UP

The Primary Pick-Up/Drop-Off Road may be accessed by traveling to the Primary School via the long, main hill on School Circle, continuing straight ahead along the side of the school building and proceeding around the building – follow the signs. Parents will need to access School Circle from either Welborn Street from the Town Square or Young Harris Street.

**In the morning** parents may drop students off using the access road beginning at 7:00 A.M. Parents walking their students into the front office for drop-off may do so after 7:30 am. **In the afternoon** parents may pick up students at the end of the school day between 2:45 and 3:15 PM using the Parent Drop-off/Pick-up access road. Parents will be required to display their “Pick-up Pass” on their visor or dashboard in order for their child to be called to the car for pick-up. Parents who do not have their identification displayed will be required to park and report to the front office to get their child. Students are not permitted to cross the flow of traffic in the parking lot or pass between the buses entering or leaving the building unless accompanied by an adult.

School buses depart from the Primary School at approximately 3:00 PM. All students must be picked up by 3:15 PM.

11. PARKING

All parking should be in designated areas. **Parking is not permitted at anytime in the bus-loading zone.**

61
12. P.E. (PHYSICAL EDUCATION) PARTICIPATION / RESTRICTIONS / GUIDELINES

12.1 Overview
Physical Education and Health are an integral part of a student’s growth and development and are required in the state of Georgia.

12.2 Restricted P. E. Program
If a student is not able to participate in the regular program for an extended period of time, a “Restricted P.E. Program” form, available at the Front Office, will need to be completed and a medical form explaining the reason and type of restriction will need to be attached. Both forms will need to be returned to the office. If a student is not able to participate in P.E. on a given day, please write a note for the student to give to the P.E. coach to excuse the student for the day. Any special problems or limitations need to be reviewed with the P.E. coach or principal.

12.3 Guidelines
Grades are determined by three factors: 1) Participation, 2) Knowledge & Attitude, and 3) Skill Level.

All students are required to wear appropriate shoes and clothing for P.E. activities. (Prohibited clothing includes, but is not limited to, dresses, flip-flops, boots, dress shoes, and sandals.)

13. PERSONAL PROPERTY / LOST & FOUND
To reduce the number of lost articles of clothing, please put your child's name in each item. When an item is sent to the office, we look for some kind of identification before placing the item in our lost and found area. Please feel free to check the lost and found area if your child loses or misplaces something. Several times during the school year, unclaimed items are sent to charitable organizations.

14. REPORT CARDS / PROGRESS REPORTS
Students in 1st and 2nd grade will receive a progress report at the end of each nine weeks of school. Kindergarten students receive progress reports in December and May. Parents of all students are encouraged to make appointments with teachers to discuss their child’s progress. Parents can contact teachers through the main office at 706-745-5450. Parents of UCPS students may access their child's grades via the Internet. The system’s student information system, PowerSchool, provides this service. The Parent of Record may contact Central Registration at 706-745-2322 to set-up a PowerSchool account.

15. RETENTION POLICY
See Promotion and Retention Policy – IHE Available upon request

16. SCHOOL – PARENT COMPACT
In an ongoing effort to improve each student’s academic achievement, Union County Primary School has a written agreement (Compact) that will be used as a signed commitment between the school, the teachers, the parents and the students as to each of their roles in the education of the student. The compact will be distributed at the beginning of the school year and to new parents/students at enrollment.
17. SELLING AND TRADING

Selling and trading among students is prohibited. Only those items Board approved as fundraisers may be sold by students.

18. SNACKS

Ice cream may be purchased for snacks. This is a privilege earned by the students at the discretion of the teacher. Students may bring snacks from home if they choose. No snacks may be brought in glass containers. If a child loses break time due to disciplinary action, he/she may also be required to give up his/her snack privileges. No chewing gum or candy, please.

19. TARDIES AND EARLY CHECKOUTS

In addition to absences, arriving late (tardy) and leaving early (checkout) during a school day negatively impacts the learning process. Parents/Guardians are encouraged to schedule students' doctor and dentist appointments around school hours. Tardy and checkout guidelines include:

- A student is tardy when he or she is not present for school and/or an assigned class at the designated time.
  - The time designated for Union County Primary School is 8:15 AM.
  - Should a child be tardy for school, both student & parent must report to the front office to sign the child in and present any excuse note(s).
- An early checkout is when a student is checked out of school before the end of the school day. Additionally, any student leaving school grounds without following the appropriate school’s checkout procedures will be subject to disciplinary action.
- A “TARDY” to school and an “EARLY CHECKOUT” will be unexcused if:
  - The tardy/early checkout is not for one of the “Excused Absences” listed previously.
  - A written parent/doctor note is not submitted within 3 school days of the tardy/early checkout.
  - Required notes received after the 3rd school day will not be accepted.
- Students:
  - Are expected to remain on campus from the time they arrive at school until the close of the school day.
  - May not leave school for lunch.
  - May not loiter in the parking areas, on athletic fields, or along the perimeter of the campus for any reason.

Any student who must leave school early or during the day must be checked out by a parent/authorized person through the school office. The following information is required to be entered on the “sign-out” sheet - student’s name, name of authorized person checking out the student, and the reason for leaving early.

**** Parents should NOT go directly to a classroom to retrieve a student.****
***** Students will be released only to a parent, guardian, or authorized designee.*****

Required notes received after the 3rd school day for Tardies, Early Checkouts, or Absences will not be accepted.

20. TELEPHONE USE & CURRENT PARENT CONTACT INFORMATION

Students are discouraged from using the phone during the day except in an emergency. Parents are requested not to call students during school hours, or leave messages for them, unless there is an emergency. Student messages regarding changes in after school procedures are delivered to the rooms at 1:00 PM. If you need to get a message to your child please call prior to 1:00 PM.
If your emergency, home, or work phone number changes at any time during the school year please notify Central Registration at 706-745-2322 or update the student’s data through Parent PowerSchool. Complete instructions to do this are located on the system’s website.

21. TITLE I PROGRAM

21.1 Overview

Title I is the United States’ largest federal aid program in our schools. Title I provides additional resources and instruction to improve the educational performance of low-achieving children in high poverty schools. Its goal is to help those children meet challenging state academic content and performance standards. A school that has a poverty level of greater than 40% is eligible for school-wide Title I funds, which have a positive impact on the education of all students in the school. A comprehensive needs assessment is used each year to establish a school-wide plan that will lead to improving the overall instructional program of the school. Several components of the Title I program at Union County Primary School include, but are not limited to: a reading specialist, a Response to Intervention coordinator, paraprofessional support, parent involvement activities and workshops, professional development conferences and workshops, parent and staff resources, and school improvement planning and funding.

21.2 Parent Involvement Policy

Union County Primary School believes that educating a child should be a partnership between teachers and parents or guardians. The education of a child is most effective if performed as a group effort; therefore, the faculty and staff strive to involve students, parents, and other members of the community in many varied activities throughout the school year. Parents and guardians are children’s first teachers and working together will promote the growth of the whole child. Open communication between school personnel and parents/guardians is also crucial. For more information about the school’s parent involvement program and activities, please contact the Primary School at 706-745-5450.

22. VISITORS

22.1 School Visitation

Exterior doors will be locked at all times. Entrance will be limited to the front doors of each school. Visitor and parent access will be primarily limited to the front lobby area only. Visitors and parents will not be able to enter the main part of the schools without checking in with the front office staff and having a valid reason to enter the classroom area of the schools. Access to the classrooms will be very limited for the protection of the children. Persons who do not check-in at the office will be considered trespassing.

Even though these safety procedures are in place, parents ARE welcome to visit the school to meet with teachers during their scheduled planning times (non-class time) & take an active part in their child’s education. However, all visitors must report to the main office, sign in, provide a Drivers License, and obtain a visitor’s pass!

22.2 What Parents Can Do To Enhance Their Children’s Safety At School

• Be prepared to show your Driver’s License or photo identification.
• Ensure that the school has your current and accurate contact/emergency information. This includes daytime phone numbers and names of adults authorized to pick up your child.
• Keep your student’s data current through the Parent Portal. Changes can be made throughout the school year, not just the beginning of the year.
• Be certain that the school has current medical information about your child.
• Encourage your child to report safety violations, threats, or incidents of bullying to a trusted adult.
22.3 Classroom Visitation/Observation

The enrolling parent and/or custodial parent will need to schedule a classroom visit/observation with a school administrator at least 48 hours in advance and receive administrative approval at least 24 hours in advance. A maximum of two observations per semester shall occur at a time to limit school and classroom disturbances. Observation will be limited to thirty minutes each. Parents/guardians are expected not to disrupt the classroom while present and may not request confidential information about other students. Observations will not be used for meetings with teachers, as such meetings will need to be scheduled after the instruction is completed. When appropriate, the parent/guardian will be accompanied by an administrator or designee. In addition, compliance with the school’s visitor procedures is expected at all times. Failure to comply with school procedures may result in parents/guardians being prohibited from visitations/observations. Exceptions or limitations to this procedure may be made on an individual basis due to unique circumstances at the administrator’s discretion. Parents/guardians/visitors/students may not utilize audio or video recording devices in the classroom.

22.4 Student Visitors From Other Schools

Students are not permitted to bring students from other schools to visit the school and/or classes.

23. VOLUNTEERS

We are proud of our volunteers and invite parents or other family members to become a part of our program. Check with the Principal/Assistant principal for additional information about becoming a parent volunteer. For the protection of the students, some volunteer levels will be required to complete a fingerprint/criminal background. Please contact the school for further guidance.

Subsequent fingerprint criminal background checks will be required on a periodic basis, not to exceed every five years, using procedures and schedules as determined by the Superintendent or designee. The initial fingerprint/background check expenses shall be the responsibility of the volunteer. The expense of the required subsequent finger/print background checks shall be equally shared (50/50) between the volunteer and Union County Board of Education.
where we are
TEACHING, LEARNING & CARING!
Dear Students and Parents:

Welcome to Union County Elementary! We are excited to begin a new year full of adventure and learning. We will continue to provide new opportunities for students to learn through technology as well as opportunities in our specials program.

You can monitor your child’s progress through daily agenda communication, Tuesday work folders, PowerSchool for parents (you must obtain a login from the Central Registration Office) and conferences with your child’s teacher. To schedule a conference, you may email the teacher by obtaining their address at the ucschools.org website, calling the office, or writing a request in the agenda.

You will be receiving surveys to complete during the year to help us monitor ways we may improve our services to you and your child. We look forward to your attendance at our Parent Nights. Thank you for your support.

Please contact us if we can be of any assistance to you throughout the school year.

Sincerely,
Patricia Cook
1. ATTENDANCE

Georgia's compulsory attendance law requires that all children at least 6 years old and under the age of 16 attend school (e.g., public, private, or a home study program.)

Please review the attendance portion of the Code of Conduct for additional information.

2. AWARDS & HONOR ROLL

Teachers in all grades recognize superior performance at the end of the school year. These awards are intended to motivate students as well as recognize achievement, attendance, and behavior and are awarded in the classroom at the end of the school year.

- Honor Roll

  All report card grades 90% or higher.

3. BOOK BAGS

All book bags must be of average size. Book bags with wheels are discouraged for safety reasons. Students may not have toys, key chains, etc. on book bags. All book bags should have the student’s name on them.

4. CAFETERIA INFORMATION

Breakfast is served beginning at 7:30 AM. Students transported by bus arrive in ample time to participate in the breakfast program. If you transport your child to school and would like for him/her to participate in the breakfast program, please have him/her at school before 7:45 AM. Parents are invited and welcome to join their children for lunch one day per week. Any parent planning to eat lunch at school should send a note to the child's teacher prior to the visit, and then pay in the cafeteria line as lunch is served. Parents should sign in and pick up a visitor badge in the office upon entering the school. UCES cafeteria rules require that each student talk quietly after eating their meal.

5. CELL PHONES

Students must comply with the following guidelines:

- Cell phone must be stored in a book bag or locker at all times.
- Cell phone must be turned off inside a school facility or on the bus.
- Use of the Video and Camera functions on cell phones or tablets are prohibited.

Misuse of a cell phone may result in confiscation of the device; only to be released to a parent.

In the event of an emergency, students can be contacted through the main office of each school.

6. CLASSROOM CELEBRATIONS

Classroom celebrations will be limited to 4 times per year. These are Christmas, Valentines Day, Easter, and end of the year. Room parents may request refreshments for these activities; however, no funds may be collected for any reason.
7. COMPACTS: SCHOOL-PARENT

In an ongoing effort to improve each student’s academic achievement, Union County Elementary School has a written agreement (compact) that will be used as a signed commitment between the school, the teachers, the parents, and the students as to each of their roles in the education of the student. The compact will be distributed at the beginning of the school year and to new parents/students at enrollment.

8. DRESS CODE

All Union County Elementary School students will be expected to comply with appearance standards that include, but are not limited to, the following:

1. Clothing needs to be clean, neat, and sized properly.
2. Immodest clothing is prohibited. This includes, but is not limited to, low-cut necklines, and slashed/torn jeans exposing skin and/or underclothing above the knee.
3. Elementary school students’ dress should be appropriate for the age and size of the child while maintaining modesty.
4. Tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, bandanas, headscarves, headpieces, or chains are not acceptable.
5. Bare midriffs or midriffs that show when arms are raised or in a bent position are prohibited.
6. Tops that leave the shoulder bare are not permitted. This includes, but is not limited to tank tops, halter-tops, muscle shirts, and spaghetti straps. Shoulder straps must be a minimum of 2 inches of solid material.
7. Sleeveless tops must fit properly on the shoulder and around the underarm opening.
8. Clothing with derogatory, terroristic, insulting, sexual, violent, or insinuating messages is prohibited.
9. Clothing with advertisements for drugs, alcohol, or tobacco is prohibited.
10. Clothing or jewelry related to gang activity is prohibited.
11. Shoes must be worn at all times. Shoes with cleats and skate-shoes are not permitted. Flip-flops are discouraged due to safety during recess and physical activities.

9. FIELD TRIPS

All school rules apply on field trips with the exception of cell phones. Students are allowed to use cell phones or other technology while on field trips as directed by their teacher. Parents who wish to transport their children home from the field trip destination must make arrangements prior to the field trip and are required to sign their child out with the teacher. Students will only be released to parents/guardians when leaving from the field trip destination. Students may only be transported from a field trip destination by a parent/guardian; another student’s parent, a family friend, and/or a neighbor, etc. may not transport them. Students who have had more than three discipline referrals during the school year will be permitted to attend field trips at the administration’s discretion.

10. FOOD / SNACKS

Ice cream may be purchased for a snack after lunch has been served. Snacks are a privilege earned at the discretion of the teacher. Snacks may be brought from home, but glass containers are prohibited. If a child loses break time due to disciplinary action, he/she may also be asked to give up his/her snack privileges. No chewing gum, ple
11. **GRADE SCALE**

A= 90-100; B=80-89; C=70-79; F=Below 70

Assignments turned in late may result in a grade loss of 10 points for each day the assignment is late. Late assignments due to an excused absence will not be subject to a grade loss consequence.

12. **GUIDANCE / COUNSELING**

The school counselor provides many services including classroom guidance, individual counseling, and small group counseling. The counselor also chairs meetings of the Student Support Team and attends Response to Intervention (RTI) meetings.

13. **HOMEWORK**

Homework is a part of the instructional program at UCES. Homework assignments may vary from grade to grade and teacher to teacher, but in general, most homework consists of practicing skills taught or completing projects that help reinforce knowledge, attitudes, or skills. Homework is valuable in helping teachers assess the progress of individual students. While it may be necessary and desirable from time to time to assist your child through explanation, please remember that the goal is for the child to complete the homework independently. Parents should resist the temptation to “tell the answer” or “do the work” for the child since final mastery of the skill will be assessed through the independent work of the student. Each grade level has consistent guidelines as to how much and what type homework parents should expect. If you have questions or concerns about your child’s homework, please call the office to schedule a parent/teacher conference. The following time guidelines apply to each grade level for homework. If your child consistently requires additional time than indicated below to complete homework, please schedule a conference with the teacher.

Homework Time Guidelines: 3rd Grade - 30 minutes; 4th Grade - 40 minutes; 5th Grade - 50 minutes

14. **MAKE-UP WORK**

Make up assignments are to be completed within the number of days absent, (i.e., Student is absent three days, all make-up work is to be completed within three days.) Parents may report to the office between 3:15-3:30 PM to request assignments.

A 24-hour notice is requested to have the work ready and waiting in the office.

15. **MEDIA CENTER SERVICES**

UCES maintains an accredited media center. Students use the media center for research as well as for checking out books. Students are able to visit the media center daily, if needed. The media center sponsors many enrichment activities including the Panther Pride Publishing Center.
16. MESSAGES FOR STUDENTS

16.1 Caller Verification

As the community continues to grow and the school’s enrollment changes, the staff is not always able to identify a caller as the “Parent of Record”. For the protection of the student, if office personnel are not able to verify the caller as the Parent of Record, further information and verification will be required.

16.2 General Messages

With an enrollment of over 600 students, it is not possible to deliver messages without interrupting instruction and interfering with the learning environment. If it is necessary to get a message to your student, the school must be contacted by 1:00 PM. If a message is of an emergency nature, the staff will make every effort to deliver it without delay. The school cannot guarantee that messages called in after 1:00 PM will be delivered to your child before the end of the school day.

16.3 Transportation Messages

Telephone calls will not be accepted for transportation changes except for an emergency situation. For the protection of your child, any change in transportation must be submitted in a written note signed by the parent/guardian. The note may be sent to school with your child or the parent/guardian may bring the note in person. The note needs to include the name, address and phone number of the alternate destination, and the alternate bus number and bus driver’s name if known.

In the continuing effort to get students to and from school as safely as possible, students who ride a school bus in the afternoon will be assigned to one bus based on where the parents want them to go at the end of the day for the majority of the week. In other words, if a parent decides their child will ride to their home address on Monday, Wednesday, and Friday and will ride to another location on Tuesday and Thursday, their bus assignment will be for the bus taking them to their home and a written note will be required every Tuesday and Thursday to ride to the alternate location.

In order for a student to ride another bus to the alternate location or a different destination a WRITTEN parent note will be required. Students should give their written note to their teacher 1st thing in the morning. If the parent needs to submit a transportation note after the school day begins the note will need to be submitted to the front office no later than 1:00 PM. Exceptions will only be made on an emergency basis.

NOTE:
Students WILL NOT be removed from a loaded bus. Parents are not permitted to go to a school bus and remove their child. Instead, parents need to report to the office and the secretary will contact an administrator. Students will not be called out of class between 2:30 and 3:30 PM.

For additional transportation information please refer to the section Transportation/Alternative Transportation at the End of the School Day (Transportation: Section 1.2).

17. ONLINE LEARNING OPTIONS

See the System handbook and the school system’s website @ www.ueschools.org for more information.
18. PARKING AND PARENT – STUDENT DROP-OFF / PICK-UP

The parent pick-up and drop-off is located behind the Elementary School 3rd Grade Building adjacent to the playground. Students are NOT to be dropped off in the parking lot. The drive-through area in front of the office will be closed to student drop-offs. For afternoon pick-up, parents are required to display their child’s identification number on the dash before their child will be called to the parent pick up area. Parents who do not have this number, must park in the designated parking area and report to the Elementary School office to get their child. Anyone who is not designated on the parent pick up list (updated at the beginning of each school year or upon enrollment) WILL NOT be permitted to pick up a child. Please note that the only two pick up areas are the designated line behind the gym and the front office. No student is to be picked up while en route to the gym or bus in the afternoons. Students will be called for parent pick up at 2:45 PM. Any student leaving before that time will be considered an early checkout and must be signed out in the office. Students will not be called out of class between 2:30 and 3:30 PM.

19. P.E. (PHYSICAL EDUCATION)

19.1 Participation

Physical Education and Health are an integral part of a student’s growth and development and are required in the state of Georgia.

19.2 Restricted P.E Program

If a student is not able to participate in the regular program for an extended period of time, a “Restricted P.E. Program” form, available in the front office, will need to be completed and a medical form explaining the reason and type of restriction will need to be attached. Both forms will need to be returned to the Front Office. If a student is not able to participate in P.E. on a given day, please write a note for the student to give to the P.E. coach to excuse the student for the day. Any special problems or limitations need to be reviewed with the P.E. coach or principal

19.3 P.E. Guidelines

Grades are determined by the following four criteria: Participation, Knowledge & Attitude, Skill Level, and, Following P.E. Class rules.

19.4 P.E. Attire

All students are required to wear appropriate shoes and clothing for P.E. activities. Prohibited clothing includes, but is not limited to, dresses, flip-flops, boots, dress shoes, and, sandals.

20. PERSONAL PROPERTY / LOST & FOUND

To reduce the number of lost articles of clothing at school, please put your child's name on each item. When an item is sent to the office, we look for some kind of identification before placing the item in our lost and found area. Please feel free to check the lost and found area if your child loses or misplaces something. Several times during the school year, unclaimed items are sent to charitable organizations.

21. PROMOTION / RETENTION

See Promotion and Retention Policy – IHE Available upon request
22. REPORT CARDS & PROGRESS REPORTS

Report cards will be sent home at the end of each nine-week grading period and progress reports will be sent home in Tuesday folders in the middle of each nine week grading period.

Parents are encouraged to make at least two appointments each year to discuss their child's progress with teachers. Parents can contact teachers through the front office. The secretaries will deliver the message and the teacher will return your call at his/her earliest convenience. Or if you would prefer, teachers can be contacted by e-mail. Teacher e-mail accounts are accessible to parents at www.ucschools.org.

23. SAFETY PROCEDURES / VISITORS / GUESTS

23.1 School Visitation

Exterior doors will be locked at all times. Entrance will be limited to the front doors of each school. Visitor and parent access will be primarily limited to the front lobby area only. Visitors and parents will not be able to enter the main part of the schools without checking in with the front office staff and having a valid reason to enter the classroom area of the schools. Access to the classrooms will be very limited for the protection of the children. Persons who do not check-in at the office will be considered trespassing.

Even though these safety procedures are in place, parents ARE welcome to visit the school to meet with teachers during their scheduled planning times (non-class time) & take an active part in their child’s education. However, all visitors must report to the main office, sign in, provide a Drivers License, and obtain a visitor’s pass!

23.2 What Parents Can Do To Enhance Their Children’s Safety At School

- Be prepared to show your Driver’s License or photo identification.
- Ensure that the school has your current and accurate contact/emergency information. This includes daytime phone numbers and names of adults authorized to pick up your child.
- Keep your student’s data current through the Parent Portal. Changes can be made throughout the school year, not just the beginning of the year.
- Be certain that the school has current medical information about your child.
- Encourage your child to report safety violations, threats, or incidents of bullying to a trusted adult.

23.3 Classroom Visitation/Observation

The enrolling parent and/or custodial parent will need to schedule a classroom visit/observation with a school administrator at least 48 hours in advance and receive administrative approval at least 24 hours in advance. A maximum of two observations per semester shall occur at a time to limit school and classroom disturbances. Observation will be limited to thirty minutes each. Parents/guardians are expected not to disrupt the classroom while present and may not request confidential information about other students. Observations will not be used for meetings with teachers, as such meetings will need to be scheduled after the instruction is completed. When appropriate, the parent/guardian will be accompanied by an administrator or designee. In addition, compliance with the school’s visitor procedures is expected at all times. Failure to comply with school procedures may result in parents/guardians being prohibited from visitations/observations. Exceptions or limitations to this procedure may be made on an individual basis due to unique circumstances at the administrator’s discretion. Parents/guardians/visitors/students may not utilize audio or video recording devices in the classroom.

23.4 Student Visitors From Other Schools

Students are not permitted to bring students from other schools to visit the school and/or classes.
24. SCHOOL DAY HOURS

School begins at 8:00 AM. Students arriving AFTER 8:00 AM are considered tardy. Students will be called to the parent pick up area at 2:45 PM. Students leaving before that time must be signed out in the office and this will be considered an early checkout.

25. STUDENT SUPPORT TEAM

A student support team comprised of several teacher specialists, the counselor, and an administrator meets regularly to discuss strategies for helping students who are not experiencing success at school. Parents are notified of the time and place of any student support team meeting for their child. PARENTS ARE ENCOURAGED TO ATTEND THESE MEETINGS! Parents are not required to attend, however, and the team will make decisions regarding teaching strategies with or without parent input.

26. TELEPHONE USE & CURRENT PARENT CONTACT INFORMATION

Students are discouraged from using the phone during the school day except in an emergency.

If your emergency, home, or work phone number changes at any time during the school year please notify Central Registration at 706-745-2322 or update the student’s data through Parent PowerSchool. Complete instructions to do this are located on the system’s website. When we have an urgent need to contact a parent and find that our telephone contact numbers are not valid, the school will contact local law enforcement or the Department of Family and Children Services (DFCS) for assistance.

27. TARDY / EARLY CHECK-OUTS

Students who arrive at school AFTER 8:00 AM are considered tardy. The person bringing the child to school is required to escort the student to the front office and sign them in providing the reason for the tardy.

Students who leave school prior to 3PM will be designated as early checkout. The checkout will be excused following the attendance protocol. Early checkouts must occur prior to 2:30 PM. Students cannot be called to the office between 2:45PM and 3:00PM due to safety procedures during dismissal.

28. TITLE I PROGRAM

28.1 Overview

Title I is the United States' largest federal aid program in our schools. Title I provides additional resources and instruction to improve the educational performance of low-achieving children in high poverty schools. Its goal is to help those children meet challenging state academic content and performance standards. A school that has a poverty level of greater than 40% is eligible for school-wide Title I funds, which have a positive impact on the education of all students in the school. A comprehensive needs assessment is used each year to establish a school-wide plan that will lead to improving the overall instructional program of the school. Several components of the Title I program at Union County Elementary School include, but are not limited to: reading specialists, Response to Intervention coordinators, parent involvement activities and workshops, professional development conferences and workshops, parent and staff resources, and school improvement planning and funding.

28.2 Parent Involvement
Union County Elementary School believes that educating a child should be a partnership between teachers and parents or guardians. The education of a child is most effective if performed as a group effort; therefore, the faculty and staff strive to involve students, parents, and other members of the community in many varied activities throughout the school year. Parents and guardians are children’s first teachers and working together will promote the growth of the whole child. Open communication between school personnel and parents/guardians is also crucial.

29. VOLUNTEERS

Volunteer services are always appreciated. If, as a parent, you are interested in volunteering, you will need to contact school administration to make the necessary arrangements. The principal or principal’s designee will determine volunteer placement and assignment of duties.

For the protection of the students, some volunteer levels will be required to complete a fingerprint/criminal background check. Please contact the school for further guidance. Subsequent fingerprint/criminal background checks will be required on a periodic basis, not to exceed every five years, using procedures and schedules as determined by the Superintendent or designee. The initial fingerprint/background check expenses shall be the responsibility of the volunteer. The expense of the required subsequent fingerprint/background check shall be shared equally 50/50 between the volunteer and Union County Board of Education.
Dear Students and Parents:

I am thrilled to welcome you back to school for the 2017-2018 year at Union County Middle School! Our faculty and staff have been working hard to prepare for another successful school year. I look forward to getting caught up with returning families and welcoming new members to our Panther family.

Union County Middle School is a great place! I believe that strong community-school relationships are essential to high academic achievement. Research shows that successful schools have a high involvement and support of parent and community members. We are fortunate to live in a community that recognizes the value of education and extra-curricular activities. Therefore, our goal at UCMS is for every student to grow both inside as well as outside the classroom. It takes an entire community to raise successful students and your support is greatly appreciated!

Sincerely,
Gwen Stafford
Principal
UNION COUNTY MIDDLE SCHOOL MISSION STATEMENT

Union County Middle School provides students the maximum opportunity to be successful.

UNION COUNTY MIDDLE SCHOOL’S BELIEF STATEMENTS

We believe:

• Each student is a valued individual with unique physical, social, emotional and intellectual needs.

• Learning is a life-long responsibility involving students, parents, school and community who share and support the school’s mission.

• Students learn best when they are actively engaged in the learning process.

• All students can learn, achieve and succeed.

• The value and dignity of each student and staff member will be respected.

• Our school provides a safe and positive climate for students and staff.

• Teachers should use student-centered instruction, encourage dreams and are positive role models.

• Our school promotes the values of a strong work ethic and civic responsibility.

• Our school serves as a bridge between the middle and the high school.
1. **ATHLETIC GYM BAGS AND BACK PACKS**

Athletic gym bags and backpacks are permitted at UCMS. All searches of bags and backpacks by school personnel will adhere to Union County School Board policy. **Aerosol sprays are not permitted at school.** Many of our students have allergic reactions and some may suffer asthma attacks as a result of these sprays.

2. **ASSEMBLY CONDUCT**

Assemblies are held for the education and enjoyment of students and faculty. Students will be expected to give every courtesy to the speaker and the program. It is the responsibility of each student to maintain high standards of conduct. Violations may result in a denial of assembly privileges and may be cause for further disciplinary action.

3. **BELL SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40</td>
<td>Dismiss from Gym/Cafeteria to Classroom</td>
</tr>
<tr>
<td>7:50</td>
<td>Tardy Bell to School</td>
</tr>
<tr>
<td>7:55</td>
<td>1st Period</td>
</tr>
<tr>
<td>9:00</td>
<td>2nd Period (Enrichment/Remediation)</td>
</tr>
<tr>
<td>9:55</td>
<td>3rd Period</td>
</tr>
<tr>
<td>11:05</td>
<td>4th Period (Includes Lunch)</td>
</tr>
<tr>
<td>12:45</td>
<td>5th Period</td>
</tr>
<tr>
<td>1:55</td>
<td>6th Period</td>
</tr>
</tbody>
</table>

Prior to 7:40 AM, all students must report directly to the cafeteria or gym.

Students are neither supervised before 7:30 AM nor after 3:25 PM (unless participating in a school sponsored program). Union County Middle School is not responsible for students’ safety during this unsupervised time period and they should not be on school property unless participating in a school sanctioned/sponsored program or activity.

4. **CAFETERIA RULES**

Cafeteria rules are discussed in classrooms with emphasis on good manners. Classroom teachers will seat students in designated areas. Students should not touch another student’s food. Energy drinks are prohibited at school. Throwing/tossing food will not be tolerated. Lunch detention may be assigned to those who choose not to follow the cafeteria rules.

5. **CELL PHONES**

Unless otherwise instructed, all students must keep their cell phones turned off and stored while attending UCMS (including while on the bus). Teachers have been instructed to take any cell phone that is being used when permission has not been granted. Parents will be required to collect their child’s cell phone in the front office if it is taken. Discipline actions may result after multiple infractions.

6. **CLUBS**

Clubs meet once a month during school hours. All students will sign up for a club of their choice at the beginning of the school year and will remain with that club for the entire year. Following is a list of the clubs offered for this school year.
• **Apples to Apples Junior Club:** Apples to Apples is a fun game that requires you to make whacky comparison based on your opponents personality and character. Advisor Karen Massey

• **Appreciation for 20th Century History of the United States Club:** We will look at various aspects of 20th Century United States history. World Wars, The Stock Market Crash, The Great Depression, and so on. Advisor Joyce English

• **Basketball Club:** Students will able to work on the basic basketball skills such as dribbling and shooting. Advisor Mandy Hunter

• **Beginning Yoga:** Students will participate in beginning yoga and other forms of light exercise. Advisor Laura Purser

• **Board & Card Games Club:** Students will play a variety of new & old board games and card games. Advisor Jacque Tallman

• **Book Club:** Students who love to read will have the chance to read just for fun. Advisor Tina Murphy

• **Brainteaser Club:** Come stretch your brain with logic puzzles, find-a-word, crossword, sudoku, optical illusions, and visual workouts. Advisor Denise Driskell

• **Collectable Card Games Club:** Collectable card games! Magic: The Gathering, Pokemon, Yu-Gi-Oh, etc. Find friends that also play the card games you like. If you don't know the game we'll teach you! Advisor Devin Ruff

• **Coloring Club:** Students will enjoy various coloring activities. Advisor Sherry Walker

• **Cosmetology Club:** Students will learn basic tips/ideas for skin, nail and hair care. We will practice hair styling, search for new ideas on Pinterest and other sites, make DIY facials and scrubs, and practice makeup and nail techniques. Members are responsible for bringing hair products/appliances, makeup and any materials needed for projects. Advisor Anna Roxbury

• **Cupcake Club:** Students will enjoy decorating cupcakes, sharing their cupcakes with others, and devouring their delicious sweets. Advisor Gail Bailey

• **DIY Club:** Think Pinterest! The DIY Club will give you the opportunity to create new crafting skills, build creative projects, and go on fun adventures. Advisor Katie Davis

• **Drawing Club:** Students will enjoy drawing activities and sharing their work. Advisor Carol Love

• **Early Childhood Education Club:** Students will explore careers in education and help younger students. They will assist primary and elementary classes in academics and PE. Advisor Kelly Helton

• **FBLA:** Future Business Leaders of America will look at several aspects of business including management, marketing, accounting, etc. Advisor Jill Parker

• **Fellowship of Christian Athletes (FCA) – Student led interdenominational Christian fellowship committed to integrity, serving, teamwork and excellence. Meetings are on Thursday at 7:15am – 7:50am in the Chorus room.**

• **FFA:** FFA is an extension of agricultural education taught in the classroom. Our elected officers for the 2016-2017 school year will be responsible for planning activities for the club. Activities include Blue and Gold Auctions, FFA Week, Leadership games, barn trips. Advisor Christina Dills
• **Fitness Club:** The Fitness Club will provide opportunities for students to improve their overall health and wellness by participating in aerobic exercise that develops strength, flexibility, and endurance. We will establish exercise routines, develop goals, and learn how to become fit for a healthy life. Advisor Danya Nichols

• **Games and Snacks Club:** We will play a different game each club day. Students will bring in their favorite snacks to share with others. Advisor Starla Day

• **Harry Potter Club:** Students will watch the HP movies, eat snacks, and make HP-related crafts. Advisor Caroline MacConnell

• **History of Baseball/Statistics Club:** Students will use statistics to understand baseball & also play the game. Advisor Caleb Paul

• **Hockey Club:** Students will learn the basic rules of hockey, basic skills in hockey (shooting, passing, etc.). We will also participate in a skills competition (stick handling, shooting accuracy, break away shootout, etc.) and scrimmages (5 on 5). Advisor Sean Spade

• **Intramural Sports Club:** Intramural Sports offers students the opportunity to play their favorite sport on a competitive or recreational level. Advisor Justin Stinnett

• **Jigsaw Puzzle Club:** Students will improve dexterity, spatial logic and reasoning by solving and framing puzzles. Advisor Daphne Sarrell

• **Junior BETA Club** – Community service and involvement, leadership development, encourage and recognize academic achievement. Faculty Advisor: Kathy Mancuso

• **Junior Thespians Club (Theater)** - The International Thespian Society (ITS), founded in 1929, is an honorary organization for high school and middle school theatre students located at more than 4,200 affiliated secondary schools across America, Canada, and abroad. The mission of ITS is to honor student achievement in the theatre arts. Students are eligible based on: grades, school enrollment and Thespian points. High school inductees are known as Thespians and junior high/middle school inductees are known as Junior Thespians. ITS is a division of the Educational Theatre Association (EdTA). Advisor Karen Massey

• **Karaoke Club:** Students will pick songs and sing in class. Advisor Kathy Mancuso

• **LEGO/Minecraft Club:** LEGO & Minecraft Club, students work cooperatively to create imaginative designs. Advisor Lora Mears

• **Mind Games Club:** Learn how to play various board games such as chess, scrabble, checkers, etc; Faculty Advisor: Julie Hale

• **Movie Club:** Students will watch movies of interest. We visit the movie theatre to see how it operates. Advisor Jennifer Fortenberry

• **Movies Based on Books Club:** Students will watch movies based on published books. Advisor Ashley Davis

• **Music Club:** Students will experience music of different genres and cultures. Advisor Beau Kelley

• **Mystery Club:** "Life is like a box of chocolates - you never know what your gonna get" - A surprise each month - activities will vary ex. cooking, guest speakers, safety, CPR, movies, & more! Advisor Debbie Wilson

• **Role Playing Game Club:** students will design and build characters to play in various gaming situations; students will also have a chance to create and build their own worlds and games for us in the club; various dice will be used as well as maps, graph paper, and online choose your own adventure novels. Advisor Michael Smith-Foot
• **Rugby Club**: Students will experience and learn the sport of Rugby. Advisor Justin Byers

• **Sewing Club**: Students will acquire basic knowledge of how to use a sewing machine. Day One - Students get a taste of the speed. We have fun and learn at the same time. Our main project will be sewing a pillowcase to present to a children's hospital. Advisor Sylvia Garner

• **Snack Pack Club**: Students will bring their favorite snacks, share nutrition facts, and how their favorite snacks are made. Watch video's of how they are made, and make some new snacks Too!! Oh and don't forget your favorite drink!! Advisor Casey Lusk

• **STEAM Club**: Students will explore Science, Technology, Engineering, Art, and Math as they participate in fun and creative activities. Advisor Jacinda Miller

• **Stress Free Club**: Teach various Stress Reducer/Relaxation Techniques (Coloring, Yoga, Exercise, Reading, gardening, music). Possible speakers include: yoga instructor, Guidance Counselor. Advisor Faith Bell

• **The Culture Club**: The Culture Club will explore and celebrate different countries/cultures from across the world each month with pictures, videos, food, etc. Advisor Connie Garrett

• **The Jazz Club**: Explore the world of jazz through youtube. Students will find and share jazz youtube videos as well as be exposed to some of Mr. B's favorites. Students may also bring their favorite snacks to share with the group. Advisor Richard Bentivegna

• **Travel Club**: Students will watch movies and learn about different places around the world. Advisor John McCrummen

• **Union County History Club**: Students will learn about Union County history by examining historical documents, viewing documentaries, listening to speakers, and visiting historical sites within walking distance of the school. Advisor Christina Mashburn

• **USA Wrestling Club**: Meets every Monday and Wednesday. Meeting time is 6:00 pm to 7:00 pm. In the PIT gym (elementary gym). Open to all ages AND boys and GIRLS. Wrestlers must have a water bottle, wrestling shoes, and a USA card for insurance. Cards can be purchased at teamgeorgiawrestling.com

• **Utopian Societies in Films and Books Club**: Explore and create a utopian society based on the novel Slated, and the films Divergent and The Village. Advisor Rebecca Ganley

• **Walking Club**: The Walking Club will encourage students to begin walking to increase their current physical activity. Walking is a great form of exercise and small steps make a big difference! We will set goals and track our steps each time we meet. Advisor Angie Everett

### 7. DETENTION

UCMS administrative staff reserves the right to assign students after school detention.

### 8. DRESS CODE

All UCMS students will be expected to comply with the appearance standards that include, but are not limited to, the following:

1. Clothing needs to be clean, neat, worn and sized properly.
2. Immodest clothing is prohibited. This includes, but is not limited to low-cut necklines, and slashed/torn jeans
exposing skin and/or underclothing above the knee.
3. Skirts and shorts must be at least mid-thigh in length.
4. Tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, bandanas, head-scarves, headpieces, or chains are not acceptable. Tights or leggings are prohibited unless top garment is mid-thigh.
5. Bare midriffs or midriffs that show when arms are raised or in a bent body position are prohibited.
6. Tops that leave the shoulder bare are not permitted. This includes, but is not limited to tank tops, halter-tops, muscle shirts, and spaghetti straps. Shoulder straps must be a minimum of 3 inches of solid material.
7. Sleeveless tops must fit properly on the shoulder and around the underarm opening.
8. Clothing with derogatory, terrorist, insulting, sexual, violent, or insinuating messages is prohibited.
9. Clothing with advertisements for drugs, alcohol, or tobacco is prohibited.
10. Clothing or jewelry related to gang activity is prohibited.
11. Shoes must be worn at all times. Shoes with cleats and shoe-skates are not permitted.
12. Pajama bottoms/pants are not allowed.

The administration has the authority to determine appropriate or inappropriate appearance. Disciplinary action for appearance code violations will follow the progressive discipline plan as indicated in school board policy.

9. EARLY RELEASE

Buses will start loading at the primary school at approximately 11:30 on scheduled early release days. Middle school students will be dismissed when the buses arrive at the middle school at approximately 12:00.

10. ELECTRONIC DEVICES

Electronic devices, including but not limited to, cameras, radios, Walkmans, and Play Station Portables (PSP) are prohibited at UCMS. Please do not bring an electronic device to school. Parents will be required to collect their child’s electronic device if collected by UCMS staff. The administrative staff reserves the right to place any student into ISS, Saturday School, and/or OSS for violation of UCMS rules, the Code of Conduct and/or School System procedures and policies.

11. ELIGIBILITY - ATHLETICS

Students participating in competitive interscholastic activities, including 4-H Club competition, the band and/or chorus are required to pass four out of six classes in the semester immediately preceding participation. UCMS reserves the right to suspend students from participating in any extracurricular school activity based on poor attendance, failing grades, and/or misbehavior. Any student participating in an athletic or other school sponsored program will be required to conform to additional rules and regulations set forth by the coach or sponsor of the activity.

12. GEORGIA CAREER INFORMATION CENTER

The Georgia Career Information Center was established at Georgia State University to provide Georgians with a central and usable source of career information based on comprehensive research and development. The primary mission of the center is to provide current and accurate career information to the university and other schools and agencies throughout Georgia in order to help young people and adults make informed occupational and educational choices.

All of our students have accounts on this website, and we encourage parents to look at it with their children. Each student will have a support team consisting of the school counselor, an advisor, other administrators and their parents.
13. GEORGIA VIRTUAL SCHOOLS

Georgia Virtual School is an education initiative of the GA Department of Education, providing opportunities and options for students to engage in online courses to enhance their learning experiences and further their academic curricula. The courses will be during the school day, at school, and in a supervised setting. In addition to GAVS requirements, UCMS also has specific requirements for participation in this program.

14. GUIDANCE / COUNSELING

14.1 Overview

Our school counselor and/or the system’s social worker may:

- Provide individual students and/or parents counseling
- Conduct or assist in parent conferences
- Provide orientation activities for incoming sixth graders
- Become a student liaison to team teachers
- Consult with other school personnel and professionals
- Provide support and skill development groups
- Provide lists of family assistance resources outside of the school
- Welcome new students
- Provide support as needed for parents, teachers, students, and administrators

14.2 Bridge Act HB 400

In order to meet the requirements of the BRIDGE Act HB400, we will use the Georgia Career Information Center (GCIC).

Our goal is for our students to increase intrinsic motivation, positive self-awareness, self-advocacy, and self-determinism.

15. HATS

Hats are prohibited at UCMS with the exception of school planned special events/activities. Students will be informed when hats are allowed for special events.

16. ISS / OSS – SUSPENSIONS IN & OUT OF SCHOOL

16.1 In-School Suspension (ISS)

The In-School Suspension program isolates disruptive students from the regularly assigned classrooms and activities of the school. However, these students are counted present at school and are expected to continue classroom assignments while in ISS. Each time a student is assigned to ISS, his/her parent/guardian is notified. The student will report to the ISS room as soon as first period begins. The student must bring all books, paper, and any materials required for completing assignments. A faculty member monitors the room, and all written assignments are provided for the student. Completed assignments are graded by the regular classroom teacher(s). Classroom discussions and activities are missed when a student is in ISS, and poor performance may result.

16.2 ISS Rules and Strike System

For each broken rule, a strike is earned. Strikes are cumulative for the total time being served. Accumulating two strikes may result in an extra day. More than two strikes may result in a meeting with an administrator and possible suspension from school.
Rules Resulting in a Strike Penalty:
1. No gum, candy, food, or drink at any time.
2. No sleeping or laying head down or leaning on the side of the booth.
3. No talking or making noises at any time, including restroom and lunch breaks.
4. No writing and/or passing notes.
5. Sit facing forward with both feet on the floor. Chair must have all four legs on the floor.
6. Do not get up without raising your hand, being acknowledged, and receiving permission.
7. Rebellious and/or disruptive behavior.
8. Unscheduled restroom breaks.
9. Not following instructions.
10. Not on task. Student must be working on a school related activity the entire time.

Rules with Stronger Penalties:
1. Forgetting to show up or late for ISS on any assigned day may result in one additional day.
2. Not bringing books, paper, or pen/pencil may result in one additional day.
3. Defacing the study booth in any way may result in one additional day plus the cleaning thereof.
4. Rude or disrespectful behavior toward the ISS instructor may result in one additional day.
5. Not turning in all work to the ISS instructor by the end of the day may result in an additional day.

The UCMS administrative staff reserves the right to prohibit extracurricular activities until a student’s ISS sentence has been served.

16.3 Out-of-School Suspension (OSS)

When it becomes necessary to suspend a student, he/she is suspended from ALL school functions (ballgames, club activities, dances, etc.) unless otherwise notified.

16.3 Life Skills

Botvin LifeSkills is an evidence-based prevention program targeting alcohol, tobacco, drug abuse and violence.

Lessons promote health alternatives to risky behaviors through activities designed to:
* Teach students the necessary skills to resist peer pressure to smoke, drink, and use drugs.
* Help students develop greater self-esteem and confidence.
* Enable students to effectively cope with anxiety.
* Increase the knowledge of substance abuse.

UCMS students will have lessons throughout the year.

17. LOCKERS

Lockers are issued to individual students and are not to be shared. Students are responsible for the contents and maintenance of their lockers. Lockers may be searched at any time by the administration or an administrative designee without the student’s consent.

18. MAKE-UP ASSIGNMENTS

- It is the responsibility of the student to ask about make-up work and schedule a time to make it up (or turn it in) within the time frame set by the teacher. (Typically, assignments are to be completed within the same number of days absent from school.) Parents/guardians may contact the school office to request make-up work. This should be done prior to 11:00am in order for the work to be available that afternoon. Students/parents may also check the school website for a link to their teacher’s webpage for additional information regarding classwork/homework.
• Students may be required to stay after school or come in early in order to complete make-up work.
• The student will receive a zero for any missed assignment until he/she makes up the work.

19. MESSAGES FOR STUDENTS (GENERAL & TRANSPORTATION)

19.1 Caller Verification

As the community continues to grow and the school’s enrollment changes, the staff is not always able to identify a caller as the “Parent of Record”. For the protection of the student, if office personnel are not able to verify the caller as the Parent of Record, further information and verification will be required.

19.2 General Messages

With an enrollment of more than 600 students, it is not possible to deliver messages without interrupting instruction and interfering with the learning environment. If it is necessary to get a message to your student, the school must be contacted by 1:00 PM. If a message is of an emergency nature, the staff will make every effort to deliver it without delay. The school cannot guarantee that messages called in after 1:00 PM will be delivered to your child before the end of the school day.

19.3 Transportation Messages

**Telephone calls will not be accepted for transportation changes except for an emergency situation.**

For the protection of your child, any change in transportation must be submitted in a written note signed by the parent. The note may be sent to school with your child or the parent/guardian may bring the note in person. The note needs to include the name, address and phone number of the alternate destination, and the alternate bus number and bus driver’s name if known.

In the continuing effort to get students to and from school as safely as possible, students who ride a school bus in the afternoon will be assigned to one bus based on where the parents want them to go at the end of the day for the majority of the week. In other words, if a parent decides their child will ride to their home address on Monday, Wednesday, and Friday and will ride to another location on Tuesday and Thursday, their bus assignment will be for the bus taking them to their home and a written note will be required every Tuesday and Thursday to ride to the alternate location.

**In order for a student to ride another bus to the alternate location or a different destination a WRITTEN parent note will be required.** Students should submit their written note to the front office 1st thing in the morning. If the parent needs to submit a transportation note after the school day begins the note will need to be submitted to the front office no later than 1:00 PM. Exceptions will only be made on an emergency basis.

**NOTE:** Students WILL NOT be removed from a loaded bus. Parents are not permitted to go to a school bus and remove their child. Instead, parents need to report to the office and the secretary will contact an administrator.

20. OLWEUS

The Olweus Bullying Prevention Program is designed to improve peer relations and make schools safer, more positive places for students to learn and develop. Goals of the program include:

- Reducing existing bullying problems among students
- Preventing the development of new bullying problems
- Achieving better peer relations at school
UCMS students have Olweus lessons throughout the year.

21. ONLINE LEARNING OPTIONS

See the System section of this handbook and the school system’s website @ www.ucschools.org for more information.

22. PARENT INFORMATION (CURRENT ADDRESS & PHONE NUMBER)

It is essential for the school to be able to reach parents/guardians or their designee if there is an emergency involving their child. An emergency telephone number is a requisite for complete enrollment.

Any change in address or phone numbers should be reported to the Central Registration Office at 706-745-2322 or update the student’s data through Parent PowerSchool. Complete instructions to do this are located on the system’s website.

23. PARKING AND PARENT – STUDENT DROP-OFF / PICK-UP

The traffic flow explanation below is for the safety and protection of the students, in addition to relieving some of the high traffic areas on the campus.

The Middle School main entrance will not be open for student drop-off at the beginning of the day or pick-up at the end of the day.

23.1 Student Drop-off in the Morning

Parents dropping off students will use the access road that connects the gym parking area with the student drop-off loop and main parking area. Parents will enter the Middle School Gym’s parking area, remain to the far left and proceed straight through to the drop-off loop in front of the school, drop-off their students and exit using the school’s main entrance.

All students arriving after 7:50 AM should be dropped-off in front of the middle school building and sign-in at the office.

23.2 Student Pick-up in the Afternoon

Parents picking up students will enter the Middle School Gym’s parking area.

- Parents picking up only 7th and/or 8th graders, will remain to the far left of the gym parking area and proceed straight through to the drop-off loop in front of the school, pick-up their students, and exit using the school’s main entrance.
- Those picking up 6th grade students along with a 7th or 8th grader, will proceed to the center of the gym parking area to line-up in anticipation of the last bell and the buses departing.

Note:
If a parent needs to check out a student after 2:30 PM for an appointment, they will be able to use the main entrance, park, and enter the building to checkout a student.
23.3 Student Pick-up During School Hours

All students are to be picked-up in the front office during regular school hours (7:50 AM-3:00 PM). Any student who must leave school early must be checked out by a parent/authorized person through the school office. The following information is required to pick up a student early from school: person picking up student must be on the student’s authorized pick up list in PowerSchool and a valid ID must be presented to the office staff. The following information is required on the “sign-out” sheet: student’s name, name of authorized person checking out student and reason for leaving early.

No one is permitted to go to a classroom to pick-up a student.

Student(s) will be called to meet the parent/authorized person in the lobby.

Any student leaving school grounds without following the appropriate school’s checkout procedures will be subject to disciplinary action. Students are expected to remain on campus from the time they arrive at school until the close of the school day. Students may not leave school for lunch. Students may not loiter in the parking lot, on athletic fields or along the perimeter of the campus for any reason.

24. P.E. PARTICIPATION

If enrolled in a P.E. class, students must participate unless the teacher receives a doctor’s note stating he/she is not physically able to participate in the activities. The note must indicate the time frame so the needs of the student can best be met. It’s suggested that students bring a change of clothing. Only rubber-soled shoes will be allowed on the gym floor.

25. PERSONAL PROPERTY / LOST & FOUND

In the event personal property is lost, we will assist your child in finding these items. Union County Middle School is not responsible for replacement of lost items.

26. PROMOTION / RETENTION

See Promotion/Retention Policy – IHE available upon request

27. REPORT CARDS / PROGRESS REPORTS

Progress Reports will be sent home weekly followed by report cards each semester. Parents are required to sign and promptly return progress reports and report cards to the issuing teacher. Parents can access student grades and assignments through the internet-based student information system (PowerSchool). Parents may get a confidential Power School username and password from Central Registration at 706-745-2322.

28. RESTRICTED AREAS

For the safety and well being of everyone, certain areas of the building are considered off-limits for students. These areas are:  • Elevators  • Storage Rooms  • Electrical Rooms  • Teacher Workrooms & Mailroom
29. SAFETY PROCEDURES / VISITORS / GUESTS

29.1 School Visitation

Exterior doors will be locked at all times. Entrance will be limited to the front doors of each school. Visitor and parent access will be primarily limited to the front lobby area only. Visitors and parents will not be able to enter the main part of the schools without checking in with the front office staff and having a valid reason to enter the classroom area of the schools. Access to the classrooms will be very limited for the protection of the children. Persons who do not check-in at the office will be considered trespassing.

Even though these safety procedures are in place, parents are welcome to visit the school to meet with teachers during their scheduled planning times (non-class time) & take an active part in their child’s education. However, all visitors must report to the main office, sign in, provide a Drivers License, and obtain a visitor’s pass!

29.2 What Parents Can Do To Enhance Their Children’s Safety At School

- Be prepared to show your Driver’s License or photo identification.
- Ensure that the school has your current and accurate contact/emergency information.
  -- This includes daytime phone numbers and names of adults authorized to pick up your child.
- Keep your student’s data current through the Parent Portal.
  -- Changes can be made throughout the school year, not just the beginning of the year.
- Be certain that the school has current medical information about your child.
- Encourage your child to report safety violations, threats, or incidents of bullying to a trusted adult.

29.3 Classroom Visitation/Observation

The enrolling parent and/or custodial parent will need to schedule a classroom visit/observation with a school administrator at least 48 hours in advance and receive administrative approval at least 24 hours in advance. A maximum of two observations per semester shall occur at a time to limit school and classroom disturbances. Observation will be limited to thirty minutes each. Parents/guardians are expected not to disrupt the classroom while present and may not request confidential information about other students. Observations will not be used for meetings with teachers, as such meetings will need to be scheduled after the instruction is completed. When appropriate, the parent/guardian will be accompanied by an administrator or designee. In addition, compliance with the school’s visitor procedures is expected at all times. Failure to comply with school procedures may result in parents/guardians being prohibited from visitations/observations. Exceptions or limitations to this procedure may be made on an individual basis due to unique circumstances at the administrator’s discretion. Parents/guardians/visitors/students may not utilize audio or video recording devices in the classroom.

29.4 Student Visitors From Other Schools

Students are not permitted to bring students from other schools to visit the school and/or classes.

30. SATURDAY SCHOOL

Saturday School may be held throughout the year at UCMS. Students assigned to Saturday School are required to report to the front office prior to 8:30 am. Saturday School hours are from 8:30 am-11:30 am. Students are required to stay the entire three hours. Parents will be notified by phone if their child has been placed into Saturday School. The administrative staff reserves the right to place any student into ISS, Saturday School, and/or OSS for violation of UCMS rules, the Code of Conduct, and/or School System procedures and policies.
31. SCHOOL – PARENT COMPACT

In an ongoing effort to improve each student’s academic achievement, Union County Middle School has a written agreement (compact) that will be used as a signed commitment between the school, the teachers, the parents, and the students as to each of their roles in the education of the student. The compact will be distributed at the beginning of the school year and to new parents/students at enrollment.

32. STUDENT SUPPORT PROCESS

The Union County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, Response to Intervention (RTI) teams, school counselors, school social worker, and may include chronic disciplinary problem student plans.

33. TEEN DRIVING – PERMIT / LICENSES

See the System Handbook for more information.

34. TELEPHONE USE

No student is authorized to use the telephone without staff permission.

35. TEST-OUT END-OF-COURSE

Students may demonstrate subject area competency by testing-out of any course that has an associated GEORGIA MILESTONES - END OF COURSE ASSESSMENT (formerly End of Course Test - EOCT). Although this may not pertain to every Middle School student, students and parents do need to be aware of this opportunity. See the High School handbook for more information.

36. TITLE I PROGRAM

36.1 Overview

Union County Middle School is a Title I school. Title I is the United States’ largest federal aid program in our schools. Title I provides additional resources and instruction to improve the educational performance of low-achieving children in high poverty schools. The goal is to help those children meet challenging state academic content and performance standards. A school that has a poverty level of greater than 40% is eligible for school-wide Title I funds, which have a positive impact on the education of all students in the school. A comprehensive needs assessment is used each year to establish a school-wide plan that will lead to improving the overall instructional program of the school.

36.2 Parent Involvement

Union County Middle School understands the importance of parental involvement and strives to develop a partnership between the parents, teachers, administrators, and children. When parents and families are involved in their children’s education, children do better in school, and the school improves as well. Parents and guardians are children’s first teachers and working together will promote the growth of the whole child. Open communication between school personnel and parents/guardians is also crucial.
153 Panther Circle Blairsville GA 30512
Phone (706) 745-2216
Fax (706) 745-4122
Parents and Students,

On behalf of our faculty and staff, I would like to welcome you to Union County High School. It is with great honor and excitement to have the opportunity to serve in one of the best high schools in the state of Georgia. At our school, our vision is to serve students through an educational community of excellence. Our students, teachers, parents, and community members will all:

- Teach and learn with passion
- Promote rigorous and sustained effort
- Value reason, respect, and responsibility

Our primary goal is to build independent young adults that have the skills needed to be successful in the next phases of their life. Ultimately, we want our students to be prepared to be employable citizens that are ready to make a difference in their chosen field. We will continue to provide educational opportunities to ALL students to help them realize and achieve their personal goals.

The UCHS staff has been working hard to prepare for the upcoming school year and we are excited about the opportunity to work together with you to make this a truly excellent year!

C.T. Hussion
Union County High School
Vision Statement

Our Vision is an educational community of Excellence!

Students, teachers, parents and community members will all:
- Teach and learn with Passion
- Promote rigorous and sustained Effort
- Value Reason, Respect and Responsibility

In doing so, Union County High School will remain the foundation of our community’s Pride by graduating citizens with Integrity and Purpose!
1. ADVISEMENT

1.1 Advisement Program for Students

Upon entry into high school, each student is assigned a homeroom advisor. The purpose of the advisory program is to ensure each student receives personal, periodic guidance from a certified staff member during his or her high school years for normal dissemination of information. Homeroom sessions will occur every Wednesday during Flex Time and other times deemed necessary by the administration. Additionally, ALL STUDENTS are required to attend advisement sessions. The counselors and administration will assist the student with appropriate academic course selection; make the student aware of graduation requirements, and other requirements. The responsibility for choosing courses to fulfill graduation requirements shall rest with the individual student and his/her parents. Parents are encouraged to review all pre-registration materials and assist in the selection of proposed courses. Parents are expected to take part in the advisement process by meeting with their child's advisor. Advisors initiate all schedule and curriculum changes. Advisors, parents, or teachers may schedule a parent-teacher conference as needed. Pathway advisement will occur two times per semester. Students will attend the pathway advisement they have chosen. Field and career experts, as well as college representatives will be involved in this process. These advisement sessions will occur in the mornings and be for an extended period of time.

Move on When Ready and WBL advisement will be mandatory on Tuesday mornings at 7:15am. Move on When Ready students will report to the designated counselor in the media center or other designated location. WBL students will report to the WBL coordinator.

1.2 Dual Enrollment

Students interested in dual enrollment/MOWR will need to make an appointment with the dual enrollment/MOWR advisor early in the semester prior to the semester in which the student would like to enroll. Student, parent(s), and MOWR advisor must meet to discuss the procedure and process, and complete the MOWR participation agreement. Students who fail a MOWR course or receive an incomplete will not be eligible for participation in MOWR courses. No senior will be allowed to enroll in a MOWR course that is a graduation requirement Spring Semester of their senior year. Students with less than a 1250 lexile are strongly encouraged to not participate in a MOWR course.

1.3 Georgia Virtual School

Georgia Virtual School (GAVS), an education initiative of the GA Department of Education, provides opportunities and options for students to engage in online courses to enhance their learning experiences and further their academic curriculum. The courses will be during the school day, at school, and in a supervised setting. In addition to GAVS requirements, UCHS also has specific requirements for participation in this program. Students need to contact the Guidance Office for further information.

1.4 Pathways. (See the curriculum guide found on the high school website)

Career pathways offer students the opportunity to choose an area of career interest in high school, and gain in-depth knowledge of career fields before graduation. Students achieve a high level of specific industry related education while completing three courses within each pathway. For more information regarding each of the career pathways offered at Union County High School, see the curriculum guide found on the high school website.

1.5 Work-Based Learning (WBL)

The Union County High School Work-Based Learning program (WBL) is open to 11th and 12th grade students who complete the application process and gain acceptance. The goal of WBL is to develop or build upon employability skills such as character, punctuality, communication, productivity, responsibility, organization, positive attitude, time management, professional image, and team work. WBL students have the opportunity to learn from local professionals in a career field with community organizations and business partners, and complete a career portfolio.
while earning CTAE elective credit from the WBL course. The program serves as a culmination to career pathways students have completed in high school, and further prepares students for high quality professional and technical employment in many occupational areas. The WBL program provides excellent preparation for the increasingly important school-to-career transition. WBL students are required to attend a parent/student orientation, sign in and out daily, maintain all passing grades, have no discipline violations, and have no unexcused absences or tardies to school or class. Failure to maintain these expectations may result in termination from the program.

1.6 Capstone Project

The career-related capstone project is an initiative put forth by the State of Georgia to provide students with an education, which leads them to college and career readiness. The capstone project will allow students to show their talents as they explore a career of personal interest. The project allows students to apply knowledge and skills learned in the academic setting to real-world problems. These projects should produce examples of each student's ability to think critically and problem solve as well as communicate effectively, and provide evidence of student learning and success throughout their educational experience. The capstone project is a graduation requirement for all high school seniors not participating in Work Based Learning.

1.7 Chromebooks/Student Email

Students are expected to check their email daily. This will be the primary means of communication with all students at UCHS. Students are expected to adhere to the acceptable use agreement, failure to do so may result in disciplinary action at the discretion of administration.

2. ASSEMBLY / FIELDTRIP CONDUCT

2.1 Assemblies

Assemblies are held for the education and enjoyment of students and faculty. Students will be expected to give every courtesy to the speaker and the program. It is the responsibility of each student to maintain high standards of conduct. Violations may result in a denial of assembly privileges and may be cause for further disciplinary action.

2.2 Field Trips

Students are expected to adhere to school rules and policies during field trips. Students are expected to maintain passing grades to participate in field trips. Administration reserves the right to approve/deny participation in field trips. Students must be in good academic and behavioral standing to participate in field trips. Student who do not meet these requirements will not be refunded for the cost of the field trip. Any or all students and their belongings may be searched before or during a field trip.

3. ATTENDANCE

3.1 Daily Attendance

Georgia's compulsory attendance law requires that all children at least 6 years old and under the age of 16 attend school (e.g., public, private, or a home study program.)

Please see the system Code of Conduct handbook for more information concerning daily student attendance.

3.2 Class Attendance and Course Credits

In addition to the daily attendance procedures and requirements, High School students are subject to attendance requirements for each class period as follows:
● Students are required to be present for at least 60 minutes of each class period. Less than 60 minutes per class will be considered an absence for that class period.
● Students with more than five (5) unexcused absences in any given one-semester class will lose credit for the course. Students with more than seven (7) unexcused absences will lose credit for a year-long course.
● Absences will only be considered excused for the reasons stated in the Attendance portion of this code with a written note received within three (3) school days. Written excuse notes for the first three (3) excused absences require parent/guardian signature. Each additional excused absence over three (3) will require a written explanation from a physician, clinic, court of law, or other government authority in order to be considered excused.
● Parents will be sent a letter indicating a loss of credit warning upon a student’s (third) 3rd unexcused absence in a class.

A notice of loss of credit will be sent upon six (6) unexcused absences from any semester-long class and upon eight (8) unexcused absences for a year-long class. At this point, the credit can only be reinstated through an attendance appeal process. Students who wish to appeal will be placed on an attendance contract. Students who comply with the attendance contract will have their credit reinstated. Students are able to recapture one unexcused absence for every two (2) Saturday academic remediation opportunities completed.

Only the Principal has the authority to reinstate a credit.
NOTE: Students who receive an “Incomplete” must complete all requirements to reinstate a credit within 5 calendar days of the end of the semester. Failure to do so will result in a grade of 50 being placed on the student’s transcript.

3.3 Tardies

Students are expected to report to class on time. We stress this as a positive work ethic skill that improves a student’s employability. UCHS students who are tardy to class must report to the attendance office located in the front office for a late pass for class. The second and subsequent unexcused tardies to school or class will result before school or Saturday detention. Failure to report to an assigned before school or Saturday detention will result in ISS placement.

● 3 unexcused Tardies within a 6-week grading period results in loss of early release privilege from FLEX for the following 6-week grading period.
● 2-4 Unexcused Tardies……………..Before School Detention
● 5 Unexcused Tardies……………..Saturday Detention
● 6 or more Unexcused Tardies…….ISS

3.4 Early Checkout

Any student who must leave school early or during the day must check out through the attendance/front office. If a student does not have a note, phone confirmation will be required and a follow-up written note will be required within three (3) days or the checkout and potential absences will be considered unexcused. No check outs after 2:30PM.

4. AWARDS, HONORS, AND GPA CALCULATIONS

4.1 Honor Graduate

Class of 2018 and forward: A student must have a High School Core Academic GPA (see next page) of at least ninety-three (93), and have failed no courses, and not received an “NC” (no credit) during his/her high school career in order to be an honor graduate. In addition, the student must have completed at least one Honors Track in the areas of (English/Language Arts, Mathematics, Science, or Social Studies). Honor graduate status is determined after final grades are calculated for the senior year (will be calculated as soon as all EOC test are returned from the GA Doe).
4.2 Valedictorian / Salutatorian

**Class of 2018 and forward:** In order to be eligible for designation as valedictorian/salutatorian a student must:

- Enrolled in UCHS for at least the previous four (4) semesters prior to graduation.
- Complete eight (8) semesters of high school.
- Complete at least two Honors Tracks in the core academics (ELA, Math, Science, or Social Studies).
- Have the top two (2) High School Core GPA’s out of Honors Track completers.
- Take NO more than four (4) online core academic courses counted in the student’s High School Core GPA.
- Have no failed courses on their high school transcript.
- Have not received an “NC” (no credit) on their high school transcript.

4.3 STAR Student

The Student/Teacher Achievement Recognition (STAR) program is an achievement award sponsored by the PAGE Foundation. To obtain the STAR nomination, high school seniors must have the highest **totaled** “section scores” in a single sitting of the SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. For complete details see the PAGE Foundation website at http://www.pagefoundation.org/displaycommon.cfm?an=4

*(NOTE: The “old” three-part SAT will not be accepted for sophomores and juniors for the 2018 STAR.)*

4.4 Class Rank

**Class of 2018 and forward:** Class rank for graduating seniors will be determined after eight (8) semesters of high school attendance. At the end of the eighth (8th) semester, (will be calculated as soon as all EOC test are returned from the GA Doe), the school will compile a list of all Honors Track completers. These students will be ranked based on their final High School Core Academic GPA to determine the honor graduate class rank, Valedictorian, and Salutatorian. Once the honor graduates have been determined, all remaining students will be ranked according to their High School Core GPA’s regardless of curriculum.

4.5 Cumulative Grade Point Average (GPA)

The High School Cumulative GPA is based upon a calculation including final grades for **every course** completed and/or attempted during a student’s high school career.

**NOTE:**

- This IS the GPA on a student’s high school transcript.
- This IS NOT the grade point average that is used for HOPE eligibility. (See HOPE Scholarship section)
- All high school grades (passing, failing and N/C) are included in the High School Cumulative GPA.

4.6 Core Academic GPA

The High School Core Academic GPA is based upon final grades earned in high school **core academic courses.**

**Class of 2018 and forward:** The academic courses used to determine this GPA are the core English, Math, Science, Social Science, and Foreign Language courses defined by the GA Dept. of Education’s appropriate course listing **AND** the CTAE courses in the same listing indicated as courses that may be used as a 4th Science credit. Elective courses are not included.

**NOTE:**

- This GPA is NOT on a student’s high school transcript.
- This MAY NOT be the grade point average that is used for HOPE eligibility. (See HOPE Scholarship section)
- All grades for the core courses (passing, failing and N/C) are included in the High School Core Academic GPA calculation.
4.7 Grade Point Average (GPA) Calculations

All High School GPA’s are calculated to the hundredths place (two decimal points).

The Union County School System uses the following GPA calculation method to determine a student’s GPA, both cumulative and core.

A GPA Grade Value is determined for each course by multiplying the numeric grade for each course by the potential credit for the course. The GPA Grade Values are totaled; the Potential Credits are totaled; the Total GPA Grade Value is divided by the Total Potential Credits; the result is the GPA.

GPA Cumulative Calculation Sample (All of the numbers are sample values)

<table>
<thead>
<tr>
<th>Course</th>
<th>Numeric Grade</th>
<th>Potential Credit</th>
<th>GPA Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>84.25</td>
<td>x 1.0</td>
<td>= 84.25</td>
</tr>
<tr>
<td>English</td>
<td>95.33</td>
<td>x 1.0</td>
<td>= 95.33</td>
</tr>
<tr>
<td>Algebra</td>
<td>86.75</td>
<td>x 1.0</td>
<td>= 86.75</td>
</tr>
<tr>
<td>Geometry</td>
<td>85.0</td>
<td>x 1.0</td>
<td>= 85.00</td>
</tr>
<tr>
<td>Health</td>
<td>69.0</td>
<td>x .5</td>
<td>= 34.50</td>
</tr>
<tr>
<td>P.E. (Phys. Ed)</td>
<td>80.5</td>
<td>x .5</td>
<td>= 40.25</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>426.08</td>
</tr>
<tr>
<td>Calculation</td>
<td></td>
<td></td>
<td>426.08 divided by 5.0 = 85.22 GPA</td>
</tr>
</tbody>
</table>

5. CAFETERIA RULES

Classes are assigned lunch times. No one is to leave the lunchroom during the lunch period without first obtaining permission from the faculty on duty.

The following rules apply to the cafeteria:

- All students must eat in the cafeteria.
- Students must pay all lunch debts, students who accrue more than $20 in debt will be provided an alternative meal. In addition, students with outstanding debt may be denied participation in extracurricular events, dances etc.
- Students will observe respectful table manners at all times in the cafeteria.
- Noise must be held to a minimum as determined by faculty on duty.
- No student is allowed in the kitchen.
- Students must report to the cafeteria with their class and leave with their class.
- Students should keep all litter off the floor and are responsible for cleaning up their trash.
- Students should return all trays, utensils, and litter to the wash area when finished eating.
- Outdoor picnic area is for seniors only using carry out trays.
Participation in clubs is a privilege. Failure to comply with school rules, the student code of conduct, and the expectations of the club, may result in the immediate removal from any club or extracurricular activity at the discretion of the club sponsor and administration. Students with failing grades or poor attendance may be denied the opportunity to participate in any student club or extracurricular activity.

- **4H Club: Tim Jennings (706-439-6030)**
  The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing members of society. This mission is accomplished, through "hands on" learning experiences, focused on agricultural and environmental issues, agriculture awareness, leadership, communication skills, foods and nutrition, health, energy conservation, and citizenship. The 4 H’s are for Head, Heart, Hands, and Health.

- **Access Explorers: Kim Terry**
  The Union County High School Access Explorers club was formed to give students with disabilities access to our world. Students may participate in community outings to learn about various companies in Union County who provide services to our citizens. Our members also participate in job shadowing throughout Union County and they travel to different regions of the United States to study various cultures in our country. Club members also participate in fundraisers, including selling snow cones and school spirit items, to help fund their travels.

- **Band: Will Stafford**
  The marching band performs at football games, the jazz band performs at basketball games, and the concert band performs at special events. Any student who is interested in playing an instrument in the band should meet with Mr. Stafford.

- **Beta Club: Dixie Conger, and Brandon Bradburn**
  The Beta Club is a club rooted in community service. To be inducted students must earn and maintain a 90 HOPE GPA. Members are inducted their Sophomore year and must participate in club community service projects as well as volunteer at least 20 hours per semester in community service projects of their choice. Members meet on the second Tuesday of each month.

- **Chess Club: Peggy Pyle and Kristy Adams**
  The Chess Club is for those who love to play the game of Chess as well as those who want to learn. The Chess Club meets on Friday mornings at 7:30 A.M. There are no dues to join.

- **Color Guard: Will Stafford**
  The Color guard uses props, along with movement, to express dynamic passages in the music accompanying the marching band show. The marching bands and color guards perform during football games at halftime. During competition the guard adds to the overall score of the band, but is also judged in its own category, usually called auxiliary.

- **DECA: Josh Davis**
  DECA is an association of marketing students that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. DECA is a co-curricular club that is part of the INCubator Edu program and students have the opportunity to compete each year at the region, state, and international levels.

- **Fellowship of Christian Athletes (FCA): Gabe Miller**
  The Fellowship of Christian Athletes (FCA) is an interdenominational Christian organization that focuses on the purpose: "To present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church." The FCA meets weekly and all students are welcome to participate. Membership dues are currently $5.00 that goes toward national membership and other club interests that arise during the year.
• **Family, Career and Community Leaders in America (FCCLA): Rhonda Colwell, Kim Williams**  
The mission of Family, Career and Community Leaders in America is to promote personal growth and leadership through Family and Consumer Science Education, with a focus on the multiple roles of family members. Club members are encouraged to develop skills to succeed in life such as being a wage earner and community leader. Members expand skills for life through character development, focus on creative and critical thinking, teamwork, intra and interpersonal communication skills, practical knowledge, and vocational preparation.

• **Future Farmers of America (FFA): Chris Crump**  
The mission of the Future Farmers of America (FFA) is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

• **Glenda’s Gang: Kim Terry**  
With a focus on helping others, this club was formed in memory of Glenda Gooch who was committed to serving those in need in Union County. Glenda’s Gang provides opportunities for students to become productive citizens by helping others through the Glenda Gooch Foundation. Members are involved in fundraising activities and serving at charitable events.

• **Interact Club: Melissa Bridges**  
The Interact Club is a youth service and leadership organization sponsored by the Rotary Club. There are no club fees to join and there is not a minimum GPA requirement. Members are expected to be active, hands-on participants who strive to make the community and world a better place through their service projects. Meetings will be held twice monthly, and there are opportunities for scholarships, travel, and leadership. It's "Serious Fun!"

• **Key Club: April Krieger**  
The Key Club at UCHS is the largest and oldest service program for high school students worldwide. It is a unique service organization because its projects and activities provide learning experiences outside of the classroom and encourages students to become involved in their school and community. Activities that the Key Club has participated in annually is Read Across America, the Thanksgiving Can Drive, buying presents for needy families, Christmas cards for local nursing homes, and raising money for Saint Jude's Hospital. To become a member there is a $10.00 fee. Participation is highly recommended. Members who participate develop initiative, leadership, and good citizenship.

• **Mock Trial: Amy Payne, April Krieger**  
The Georgia Mock Trial Competition helps students gain an understanding of the legal system by providing opportunities for school teams to participate in academic competitions where players assume attorney and witness roles in a court case. Attorneys coach students in developing questioning, critical thinking, and oral advocacy skills.

• **Spanish Club: Christina VanPelt**  
The Spanish Club welcomes any student who is currently enrolled in Spanish or who has taken a Spanish class. Spanish Club members engage in social activities that will immerse them in the Spanish language and culture. These activities include movie nights, scavenger hunts, restaurant trips, cooking lessons, dance lessons, holiday celebrations, and community service. Club dues are $20.

• **Student Council: Emily Cobb**  
Student Council is a student government organization in which the members are elected by peers from across grade levels. The council is primarily a service organization designed to serve the school as a whole. In addition to working on service projects, the council members represent the voice of students when administrators and teachers need student input. The Student Council officers are elected from a school-wide vote.
Skills USA: Derrick Dillinger
Skills USA is an international student organization open to secondary and postsecondary students. To be a member, students must pay dues and be currently or previously enrolled in a vocational class. The main goal of Skills USA is to strive to produce well-rounded individuals and provide all students with leadership skills that will prepare them for entry into the workforce. Skills USA also emphasizes the importance of teamwork. Skills USA also sponsors and organizes a skills competition for students who compete in district, state, national, and international contests. Skills USA dues are $15.00 per year. Meetings are held on Wednesdays at 7:45 am in Mrs. Hatfield’s room.

Technology Student Association (TSA): Bill Fine
The Technology Student Association fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs. The Technology Student Association's Motto: Learning To Live In A Technical World

Youth Leadership Union: Regina Allison, President, Blairsville Chamber of Commerce
The Youth Leadership Union program is presented by the Blairsville-Union County Chamber of Commerce and sponsored by Community & Southern Bank. The program has been developed to provide training to our county’s youth for the future leadership and well being of the community. The mission of Youth Leadership Union is to develop the knowledge and leadership skills of young people in Union County so that they may confidently become our leaders of tomorrow. Admission to this program will be limited. Applicants must demonstrate outstanding qualities as potential leaders and have the desire to effect change in their community. The students will be selected based upon a written application as well as an interview with the selection committee.

Students Against Substance Abuse (SASA): Kim Terry
The SASA club is Students Against Substance Abuse. The club brainstorms ways to educate youth about the real dangers of substance abuse. SASA members are involved in fundraising activities to raise money for guest speakers and substance abuse assemblies. This club is open to all students and parents. Please see Mrs. Terry for more information.

United Community Bank Junior Board of Directors: Sharon Arnold, Rita Gunter and Camie George
The United Community Bank’s goal in establishing the Junior Board of Directors program is to introduce high school seniors to the local business community. As ambassadors of United Community Bank, the Junior Board will have the opportunity to learn about leadership, community service, and the financial industry through association with the bank.
7. DAILY SCHEDULE

Students will not be allowed in the building before 7:00 AM. Students will report to the cafeteria before 7:30 AM unless serving detention or working with a teacher.

2017-2018 Regular Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 AM</td>
<td>Students report to 1st Block</td>
</tr>
<tr>
<td>7:50 AM</td>
<td>1st Block Begins</td>
</tr>
<tr>
<td>9:18 AM</td>
<td>1st Block Ends</td>
</tr>
<tr>
<td>9:28 AM</td>
<td>2nd Block Begins</td>
</tr>
<tr>
<td>10:56 AM</td>
<td>2nd Block Ends</td>
</tr>
<tr>
<td>11:03 AM</td>
<td>3rd Block Begins</td>
</tr>
<tr>
<td>11:03 AM</td>
<td>1st Lunch Begins</td>
</tr>
<tr>
<td>11:33 AM</td>
<td>2nd Lunch Begins</td>
</tr>
<tr>
<td>12:03 PM</td>
<td>3rd Lunch Begins</td>
</tr>
<tr>
<td>12:33 PM</td>
<td>4th Lunch Begins</td>
</tr>
<tr>
<td>1:03 PM</td>
<td>3rd Block Ends</td>
</tr>
<tr>
<td>1:10 PM</td>
<td>4th Block Begins</td>
</tr>
<tr>
<td>2:38 PM</td>
<td>4th Block Ends</td>
</tr>
<tr>
<td>2:43 PM</td>
<td>Flex / Advisement Period Begins</td>
</tr>
<tr>
<td>3:17 PM</td>
<td>End Of School Day</td>
</tr>
</tbody>
</table>

Half-Day Bell Schedule: (Lunches will be taken back to classroom to eat)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 AM</td>
<td>Students report to 1st period</td>
</tr>
<tr>
<td>7:50 AM</td>
<td>1st period begins</td>
</tr>
<tr>
<td>8:45 AM</td>
<td>1st period ends</td>
</tr>
<tr>
<td>8:50 AM</td>
<td>2nd period begins</td>
</tr>
<tr>
<td>9:45 AM</td>
<td>2nd period ends</td>
</tr>
<tr>
<td>9:50 AM</td>
<td>3rd period begins</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>3rd period ends</td>
</tr>
<tr>
<td>10:50 AM</td>
<td>4th period begins</td>
</tr>
<tr>
<td>10:55 AM</td>
<td>1st Lunch Begins</td>
</tr>
<tr>
<td>11:05 AM</td>
<td>2nd Lunch Begins</td>
</tr>
<tr>
<td>11:15 AM</td>
<td>3rd Lunch Begins</td>
</tr>
<tr>
<td>11:25 AM</td>
<td>4th Lunch Begins</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>End Of School Day</td>
</tr>
</tbody>
</table>

Extended FLEX Bell Schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 AM</td>
<td>Students report to 1st Block</td>
</tr>
<tr>
<td>7:50 AM</td>
<td>1st Block Begins</td>
</tr>
<tr>
<td>9:08 AM</td>
<td>1st Block Ends</td>
</tr>
<tr>
<td>9:18 AM</td>
<td>2nd Block Begins</td>
</tr>
<tr>
<td>10:36 AM</td>
<td>2nd Block Ends</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>3rd Block Begins</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>1st Lunch Begins</td>
</tr>
<tr>
<td>11:15 AM</td>
<td>2nd Lunch Begins</td>
</tr>
<tr>
<td>11:45 PM</td>
<td>3rd Lunch Begins</td>
</tr>
<tr>
<td>12:15 PM</td>
<td>4th Lunch Begins</td>
</tr>
<tr>
<td>12:45 PM</td>
<td>3rd Block Ends</td>
</tr>
<tr>
<td>12:57 PM</td>
<td>4th Block Begins</td>
</tr>
<tr>
<td>2:15 PM</td>
<td>4th Block Ends</td>
</tr>
<tr>
<td>2:20 PM</td>
<td>Flex Begins</td>
</tr>
<tr>
<td>3:15 PM</td>
<td>End Of School Day</td>
</tr>
</tbody>
</table>
FLEX First Bell Schedule
7:45 AM - Students report to FLEX
7:50 AM - FLEX Begins
8:15 AM - FLEX Ends
8:25 AM - 1st Period Begins
9:55 AM - 1st Period Ends

*Express Breakfast*
10:05 AM - 2nd Period Begins
11:30 AM - 2nd Period Ends
11:35 AM - 3rd Period Begins
*11:35 AM - 12:05 AM - 1st Lunch
*12:05 PM - 12:35 PM - 2nd Lunch
*12:35 PM - 1:05 PM - 3rd Lunch
*1:05 PM - 1:35 PM - 4th Lunch
1:35 PM - 3rd Period Ends
1:40 PM - 4th Period Begins
3:17 PM - Buses arrive (End of Day)

Extended Testing Bell Schedule (NO FLEX) Bell Schedule
7:45 AM - Students report to 1st period
7:50 AM - 1st period begins
9:25 AM - 1st period ends

*Express Breakfast*
9:35 AM - 2nd period begins
11:10 AM - 2nd period ends
11:20 AM - 3rd period begins
*11:20 AM - 1st Lunch begins
*11:50 AM - 2nd Lunch begins
*12:20 PM - 3rd Lunch begins
*12:50 PM - 4th Lunch begins
1:25 PM - 3rd period ends
1:35 PM - 4th period begins
3:17 PM - Buses arrive (End of Day)

8. DETENTION / ISS / OSS – SUSPENSIONS IN & OUT OF SCHOOL

Violations of school rules may incur disciplinary actions such as detention, ISS, or OSS as stated in the graduated discipline process.

8.1 Detention

Before School and Saturday Detention will be utilized as an intervention to encourage students to comply with the UCHS’s and school system’s dress code and attendance policies and procedures. Violation of school dress code and unexcused tardies to school or class will result in assignment to before-school detention. Chronic violation of these policies and procedures or failure to attend assigned before-school detention will result in Saturday detention. The times and locations of detentions are as follows: Before-School Detention at 7:00-7:30 A.M. in the media center and Saturday Detention at 8:00-11:00 A.M. reporting to the front office. Failure to report on time results in graduated sanctions.

8.2 In-School Suspension (ISS)

The In-School Suspension program isolates disruptive students from the regularly assigned classrooms and activities of the school. However, these students are counted present at school and are expected to continue classroom assignments while in ISS. Each time a student is assigned to ISS, his/her parent/guardian is notified. The ISS room is located within the Alternative Education Program (AEP) building. On an ISS assigned day, the student will report to a designated area for transport to the AEP campus. Students will be searched upon arrival at the AEP campus. A
male staff member will search male students and a female staff member will search female students. Failure to comply with all rules, policies and procedures while assigned to ISS will result in additional disciplinary action. The student must bring all books, paper, and any materials required for completing assignments. A faculty member monitors the room, and all written assignments are provided for the student. Completed assignments, however, are graded by the regular classroom teacher(s). Attendance in ISS should not be considered the same as presence in the regular class. Classroom discussions and activities are missed when a student is in ISS, poor performance may result. School activities such as athletic participation, pep rallies, concerts, clubs, etc. may not be attended the day(s) an ISS sentence is served.

8.3 Out-of-School Suspension (OSS)

When it becomes necessary to suspend a student, he/she is suspended from ALL school functions (ball games, club activities, dances, etc.) unless otherwise notified. Parents or guardians should make arrangements for students receiving OSS to be transported home immediately. Failure to comply may result in SRO involvement, and or additional punishment.

9. DRESS / APPEARANCE CODE

It is the Board of Education’s belief that it should have and enforce appearance codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, prevent interference with the learning of other students, set standards for appropriate student appearance for Union County School System, and assist students to be better prepared for whatever career path they may choose after their high school years. It is the belief of the Board of Education that the environment in which students are placed affects students’ ability to achieve. Teachers and staff will conduct a dress code check each morning, students out of compliance will be sent to the front office. Parents will be expected to bring students proper clothing or students will be sent home.

Thus, All Union County High School students and staff will be expected to comply with appearance standards that include, but are not limited to, the following:

1. Clothing needs to be clean, neat, and worn and sized properly. Immodest clothing is prohibited.
   - This includes, but is not limited to low-cut necklines.
   - Clothing with holes including below the knees (i.e., slashed/torn shirts or pants/shorts).
   - Skirts and shorts must be at least mid-thigh in length.
2. Tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, bandanas, headscarves, headpieces, or chains are not acceptable. Tights, leggings, jeggings, or yoga pants are prohibited unless top garment is at least mid-thigh.
3. Bare midriffs or midriffs that show when arms are raised or in a bent body position are prohibited.
4. Tops that leave the shoulder bare are not permitted. This includes, but is not limited to tank tops, halter-tops, muscle shirts, and spaghetti straps. Shoulder straps must be a minimum of 3 inches of solid material.
   - Clothing with derogatory, terrorist, insulting, sexual, violent, or insinuating messages is prohibited.
   - Clothing with advertisements for drugs, alcohol, or tobacco is prohibited.
   - Clothing or jewelry related to gang activity is prohibited.
   - Shoes must be worn at all times.
   - Gym clothes can only be worn in PE or Weight Training, but may not be worn outside of the gym.
5. Facial Piercings and Unnatural Hair Colors are Prohibited

NOTE: The administration has the authority to determine appropriate or inappropriate appearance. Parents will be expected to provide appropriate clothing for students before they are allowed to return to class. Failure to do so will result in the student being sent home.
Disciplinary action for appearance code violations will follow the progressive discipline plan as indicated in school board policy.

10. DRUG TESTING – RANDOM STUDENT DRUG TESTING

UCHS students who wish to participate in any extracurricular activity will be subject to a random drug-testing program. Extra-curricular activities are defined as: all school sponsored activities, which are not considered part of the academic curriculum. These include, but are not limited to, interscholastic athletics, cheerleading, band, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, CTAE organizations, Work Based Learning, the prom and other dances, parking/driving a vehicle on campus, non-academic field trips, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the school system.

In addition, any student who wishes to volunteer to be part of the drug-testing program will be welcome to do so. Testing will be completed randomly throughout the year. Consent forms will be included in the “Student Information” packets at the beginning of the school year or upon registration and must be on file in the office prior to participation in any of the above activities.

11. ELIGIBILITY - ATHLETICS

The Georgia High School Association (GHSA) governs eligibility status of students for participation in interscholastic competition. A student must be determined as eligible to participate in such activities as sports, literary events, etc. Eligibility rules are quite complex and students/parents should discuss them with the athletic director when questions arise. In general, the items that generally prevent a student from being eligible are:

- Grades: A student must pass (3) out of four (4) subjects the semester preceding participation and must be on track in reference to Carnegie units earned toward graduation. “On Track” can mean several different things:
  - First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
  - Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
- Place of residence: Students that move into the service area after the student has established residency and eligibility in another school district/state, must be deemed eligible by the GHSA via a Form “B” submission by the UCHS athletic director.
- Eight Semester Rule: A student has eight consecutive semesters of possible eligibility from the date of entry into the ninth grade.
- Age: A student must not have reached his/her 19th birthday prior to May 1st preceding the year of participation.

Any student participating in an athletic or other school-sponsored program will be required to conform to additional rules and regulations set forth by the coach or sponsor of the activity.
12. FLEX TIME PROCEDURES

12.1 Overview

During the 2017-2018 school year, UCHS will be utilizing a FLEX period at the end of the day. FLEX Time, which could include advisement time, remediation time, acceleration time, special events, or (early release time for certain students), club meetings, peer tutoring, and other activities will also occur during FLEX time. FLEX Time will occur from 2:43 PM - 3:17 PM each day.

12.2 Advisement Time

The first week of every semester and every Wednesday will be an Advisement period during FLEX Time. All students on campus will be required to attend until the 3:17 PM dismissal. There will be times that students will be required to stay during FLEX (i.e. registration, testing, pep rallies, etc.). Students will be notified ahead of time of special Advisement periods.

12.3 Remediation Time

If a student is failing a class at the end of a six-week grading period or fails the benchmark test, he/she will be scheduled to attend a remediation for that class. Students will also be rescheduled for the class they failed, in the event they pass the class during remediation they will be scheduled for another class. Each department will host remediation classes addressing the specific needs of each student. If a student is failing more than one class, his or her Math or English will take precedence unless an advisor overrides based on other data. Once a student has been placed in a remediation course, they will remain in the course for the next six-week period or the end of the semester. Students will report directly to their remediation course every day unless advisement occurs.

12.4 Acceleration

A student will participate in the acceleration portion of FLEX Time if they are passing all their classes, but are not on the “Early Release List” or able to leave. Acceleration will occur in the student’s advisor’s room. Opportunity for extra study/homework time and several different acceleration strategies will be available to students during this time.

12.5 Special Events

Throughout the year, several special events such as pep rallies and guest speakers will be scheduled during FLEX Time. ALL students will be required to stay on those days until the 3:17 bell.

12.6 Early Release

Students that are on the “Early Release List” will be allowed to leave at 2:47 PM everyday unless there is an advisement day or a special event. Unscheduled advisement days and special events will be communicated to students and faculty at least one week ahead of time.

12.7 The Early Release List

To be on the “Early Release List”, students must be on track to graduate. Eligibility will be based on four categories: Attendance, Tardiness, Grades, and Discipline. A student must earn eligibility for the “Early Release List”. The Early Release privilege is not a right and will be used as a reward incentive. “The Early Release List” will be evaluated at the appropriate six-week benchmarks.
**Attendance**
1. No more than one unexcused absence during a six-week period. In order for an absence to be excused, the school must receive written notice from a parent/guardian or a doctor’s office as to why the student was absent. This written notice must be received within *three days* of the student’s return from absence. **THIS PROCEDURE WILL BE STRICTLY ENFORCED.**
2. No more than 5 excused daily per class per 6 weeks.

**Tardiness**
1. A student is only allowed 2 unexcused tardies (to class and/or school) per six-week period in order to remain on the “Early Release List”.
2. See tardy rules in the *Attendance* section of this handbook for disciplinary action.

**Grades**
1. A student must have at least a 75 in all classes at the end of each 6-week period.
2. An incomplete will not be considered passing.

**Discipline**
Once a student has been assigned to ISS or OSS, they will no longer be eligible the for “Early Release” List until the following semester. (Unless the discipline incident occurs during the last 6 weeks of the semester, in which case the student loses the right to leave for the next 6 weeks of school.)

---

**13. FOODS / SNACKS / BEVERAGES**

The following rules must be followed in order that soft drinks and/or snacks may be provided to students
- Soft drinks/snacks from machines are not allowed in the lunchroom.
- All soft drink/snack containers should be deposited in trash containers.
- Soft drinks and/or snacks may be taken into classrooms at the teacher's discretion. If a teacher forbids these items, and they are taken into the classroom anyway, the teacher has the right to confiscate them.
- The entire student body is responsible for keeping UCHS litter free. Any student who sees litter should pick it up and place it in the nearest trash can. If campus litter in general becomes a problem, all snack and drink machines will be turned off until the litter problem is solved.
- Snacks and soft drinks are prohibited in the computer labs.
- School personnel will NOT PROVIDE CHANGE for students.
- Students are not allowed to check out for the expressed purpose of going to lunch.

---

**14. GRADUATION REQUIREMENTS**

*Graduation Requirements*

- The total credit requirement for graduation, including required and elective courses, is 29 credits.
  The required credits for transfer students shall be determined at time of enrollment.

- Students shall be required to pass each class in which a state End of Course Test (EOC Test) is administered. Currently, those classes include:
  - 9th Grade Literature, American Literature (11th Grade);
  - Algebra, and Geometry
  - Physical Science, Biology; and
  - U.S. History, Economics.
- The EOC Test shall count 20% of the final grade for the corresponding class.
- Students shall not be required to pass the particular EOC Test, but shall be required to pass the class.
- One of two diplomas (Employment Preparatory or Life Skills Concentration) shall be awarded to any special education student who has not met the state assessment requirements or has not completed all of the requirements for a high school diploma but who has nevertheless completed his/her Individual Education Plan (IEP).
Within the guidelines set forth by the student's advisor, each student shall be encouraged to take courses according to his/her interests and future career/educational plans.

For specific information concerning individual progress toward graduation or graduation requirements, see or contact the student advisor or the school counselor.

**EOC Test Test-Out Opportunity**

(See Testing / End-of-Course Test-Out Opportunity / Final Exam)

### 15. GUIDANCE / COUNSELING

The Guidance Department at Union County High School is designed to assist students with academic, career, and/or personal concerns. Students are encouraged to visit the Guidance Department when they have opportunity and need. A sign-up sheet is available for scheduling appointments in the Guidance Office.

Mid semester transfer students, students transferring from a 7 period day school and students who are academically behind will be recommended the opportunity to get on track to graduate in a Non-Punitive Alternative setting (See AEP section).

Parents are encouraged to call the Guidance Office to schedule appointments to discuss problems concerning their child. Students are urged to contact a counselor for the following:

- Personal issues
- Discuss career interests and post secondary plans
- Experiencing difficulty in a class or classes
- Information on educational opportunities during the school year and summer
- Help with interpreting various test scores
- Help with their programs of study
- Help with financial aid information
- Dual Enrollment / MOWR opportunities, application, and procedures.

### 16. HALLWAY PASS AND CONDUCT PROCEDURES

A student is required to have a hall pass signed by the teacher to be out of the classroom during class time. This procedure applies to the students leaving class to go to the office, the restroom, clinic, etc. Passes issued are for the most direct route to the destination, and violators will be referred to the office for disciplinary action.

Students are expected to conduct themselves in an orderly fashion when in the school hallways. Running, pushing, shoving, shouting, etc. are not appropriate actions in the halls and will not be tolerated. Students should keep to the right when halls are crowded. Horseplay of any nature is not tolerated, since the concern for student safety and welfare is of utmost importance.

### 17. HONOR GRADUATE

(See Awards, Honors, and GPA Calculations section)
18. HOPE SCHOLARSHIP PROGRAM

If you are a Georgia resident enrolling in a degree program at a Georgia public or private college, university, or technical college, you may be eligible for the HOPE Scholarship. HOPE is Georgia's scholarship program that rewards students with financial assistance in degree, diploma, and certificate programs at eligible Georgia public and private colleges and universities, and public technical colleges.

General HOPE Guidelines:

- The Georgia Student Finance Commission (GSFC) will determine HOPE grade eligibility.
- A Social Security Number is required, be sure a student’s SSN is on file with the high school.
- Numeric GPA’s for ALL attempted (passed and failed) core courses will be converted to a 4.0 scale by the GSFC.
  4.0 = A (90-100)   3.0 = B (80-89)   2.0 = C (70-79)   0 = F (Below 70)
- Local schools may continue to weight grades, but the weight will be removed for HOPE GPA eligibility.
- Only AP, International Baccalaureate, and Dual Credit courses will be granted a uniform grade weight as determined by the GSFC for HOPE GPA eligibility.
- High School credit awarded for a course taken in Middle School will not be used in the HOPE GPA calculation.
- Grades from the following academic courses will be used in the HOPE GPA calculation:
  All English, Mathematics, Science, Social Studies, and Foreign Language courses.
  Course numbers will identify these course types.
  There are no requirements as to a specific number of courses by subject.
- Academic Rigor – Students will be required to demonstrate that they have taken a certain number of rigorous high school courses. Graduating classes must have the four courses of rigor.

A “List of Courses Possessing Academic Rigor to Meet the HOPE Rigor Requirements can be found at www.gacollege411.org.

High School GPA vs. HOPE GPA

These grade point averages are calculated differently; they will not be identical.
***Courses taken in the 8th grade ARE NOT counted towards the students HOPE GPA***

For additional information please refer to www.gacollege411.org

19. LOCKERS

Lockers are made available for student use as a privilege. Students accepting usage of lockers must also accept the related responsibilities, including keeping the assigned locker clean both inside and out, and paying for any damage to the locker. Students are prohibited from “jamming” lockers with paper, pencils or other materials. Lockers are school property and are under the control of the Union County School System. Union County High School assumes no responsibility for any lost or stolen money or property kept in lockers or on school campus and reserves the right to search lockers when necessary to ensure safety and enforce school and district policies.

20. MAKE-UP WORK

Whenever a student misses a class, valuable opportunities for learning are lost therefore, make-up assignments will be provided for excused absences only. The school system is not required to provide make-up assignments for unexcused absences. While it is possible and desirable that students make up missed class work, it is not possible to recreate the class, with its interactive discussions, teacher lectures, and activities where learning takes place. In a sense, therefore, it is not possible to "make up" missed instruction. Students and parents should bear this in mind whenever a student is absent from all or part of a school day or a class. However when students are aware of upcoming absences, it is advised that assignments be completed or obtained prior to the absence.
• Any routine work for which a grade was taken may be made up if student requests upon the day of returning to school. **Make-up assignments are to be completed within three days upon returning to school.** However, for any absences exceeding five days, the make-up assignments are required to be completed in a maximum of five days. Failure to complete and submit make-up assignments based on these guidelines will result in a zero for missed assignments.

• It is the responsibility of the student, not the teacher, to ask about make-up work.

• Students may be required to stay after school or come in early in order to complete make-up work.

• The student will receive a zero for any missed assignment until he/she makes up the work.

### 21. MEDIA SERVICES

The Media Center houses a wide variety of materials for use by students and faculty. The latest technology is available in the Media Center for managing the collection. Media services include orientation for students and teachers, access to the Internet (with parent permission), computers for student use, and current research on a variety of topics. Students are expected to respect others by keeping the noise level low while using the center. Assuming responsibility for books and materials, including paying for lost or damaged items, is also expected of all students. Students may not report to the media center without written permission from the teacher whose class they are missing.

### 22. ONLINE LEARNING OPTIONS

See “Online Learning Options” in the System handbook and/or the school system’s website @ www.ucschools.org for more information.

### 23. PARENT INVOLVEMENT

Union County High School understands the importance of parental involvement and strives to develop a partnership between the community, parents, teachers, administrators, and students. When parents and families are involved in their children’s education, children do better in school, and schools improve as well. As one of the key decision makers in his/her child’s education each student’s Parent of Record should make every effort to attend all requested parent/student/school conferences.

### 24. PARKING / DRIVING RULES AND PROCEDURES

1. Student parking is a privilege that can be revoked for a violation of the student code of conduct.
2. All students who drive to school must have a valid driver's license, proper registration and proof of insurance.
3. In order to park on campus students will be required to obtain a $25.00 parking permit for the initial vehicle and $10 permits for any additional registrations, register their vehicle and sign a Parking/Driving contract. The Guidance Office will serve as the administration point for these purposes.
4. Student parking permits will be sold and parking spaces selected/assigned on a first come/first served basis in grade order starting with Seniors and working down through Freshmen.
5. Due to a limited quantity of student parking spaces, if all spaces are assigned the remaining students applying for a parking permit will be placed on a waiting list for the next space to become available.
6. Parking permits may not be swapped, traded, sold, loaned or otherwise used by anyone other than the person to whom the permit was issued.
7. Parking permit decals/tags are to be placed in the lower right hand corner/passenger side of both the front windshield and rear window.
8. Students may only park in their selected/assigned parking space – no exceptions.
9. Students who do not have properly placed parking permits or who park in another student’s parking space or in any non-student designated area will be subject to a parking citation/ticket.
10. If a student changes his/her registered vehicle on a permanent basis, the student will be required to take the parking permit/decals to the Guidance Office to report the vehicle change and receive new permit/decals if necessary.

11. If it is necessary for a student to temporarily drive a vehicle other than the currently registered vehicle, he/she will be required to arrive at school early enough to report to the Guidance Office and request a temporary vehicle parking permit. This shall occur each day the temporary car is driven.

12. Upon arriving at school, authorized student drivers will be required to park their car immediately, lock it, and proceed directly to class. Loitering in or around cars will not be tolerated.

13. Student parking areas will be considered restricted areas during the school day. Students may not report to their cars for any reason without written permission from an administrator or escorted by a staff member.

14. Students must observe the 10mph speed limit and no parking zones when driving on campus. Violators may lose parking privileges and may be reported to local law enforcement. Speeding and “laying drags” will not be tolerated.

15. Union County Schools’ security staff will patrol campus and issue citations/tickets to violators of these procedures and rules. Cars may be towed at the owner's expense if violations are persistent.

16. Cars parked on UCHS campus will be subject to routine searches at the discretion of the school administration.

17. Parking permit/decals will be assigned by number. Students must park in the space displaying the same number as their assigned permit. Students who do not have a parking permit or who park in the wrong parking space/area will be subject to disciplinary action and consequences. See below for complete details.

18. Students with outstanding citation/ticket fines MAY NOT park anywhere on Union County School System property until fines are paid in full.

19. Students in violation of any of these Parking and Driving Rules/Procedures rules may be subject to a citation/ticket, suspension of parking privileges, vehicle towing, and/or additional discipline as determined by administration.

20. **Citations/Tickets per school year will be issued as follows and carry the indicated fines:**
   - 1st Citation - Warning
   - 2nd Citation - $10.00
   - 3rd Citation - $25.00
   - Subsequent Citations - $50.00

   All fine payments shall be submitted to the Guidance Office.

25. **PARTICIPATION IN P.E. CLASS**

All students are expected to "dress out" and participate in physical education classes. Below are the procedures a student must follow to be excused from participating in a physical education class: Gym clothes are only to worn in the gym not in the building, students are expected to dress out and change before proceeding to the next class.

- He/She must have a written excuse from his/her family physician.
- For a minor cold or injury, a student must check with his/her P.E. teacher to be excused from participating in class.
- Students must dress out for physical education even if they do not participate.
- Failure to dress out will result in the following consequences. 1st violation warning, 2nd - 4th violation before-school detention, 5th violation Saturday detention, 6th ISS.

26. **PERSONAL PROPERTY / LOST & FOUND**

Lost/found articles will be reported to the school office. Although the administrative staff and faculty will assist in recovering lost items, they cannot assume responsibility for students’ personal items. Union County Schools are not responsible for any lost or stolen items. Students are encouraged to leave valuables at home or in their locked vehicle.
27. PROM / DANCE ATTENDANCE – JUNIOR / SENIOR FEES

27.1 Prom

Part of a long-running tradition at UCHS involves the junior class planning and hosting the Junior- Senior Prom in the spring. Juniors pay a “junior fee”, which is $40.00 per student. The fee entitles each junior to attend prom during both their junior year AND their senior year, as well as pays for miscellaneous graduation expenses. Fees are collected by one teacher designee and deposited into a class account that is specific for the year of the junior’s graduation. Students are expected to be in good fiscal standing with no outstanding fees or cafeteria debt to attend the Prom.

1. Only Juniors and Seniors in good academic/disciplinary standing, based on the grade designation below, are permitted to attend the High School Prom. (Appeals may be made to the high school principal.)
2. Juniors and Seniors attending Prom are allowed one guest, which must be less than 21 years of age and at least in the ninth grade. (No middle school students are allowed to attend Prom.)
3. All non-UCHS guests must complete an authorization form, which can be obtained from a Junior or Senior Advisor.

27.2 Dance Attendance

All students in good academic/disciplinary standing may attend school dances (other than Prom). UCHS students who wish to participate in any extracurricular activities/dances (Prom included), must complete a drug testing consent form.

28. PROMOTION / RETENTION / GRADE DESIGNATIONS / PROM ATTENDANCE

28.1 Promotion/Retention Policy

See Promotion/Retention Policy – IHE (Available on the school website or upon request)

28.2 Academic Credit

Students will receive one unit for each course if the final grade is seventy (70) or above and if the student has met seat time requirements*. A student's grade level status (9th, 10th, 11th, or 12th) is determined in the fall and remains the same throughout the year. Promotions to the next grade level are made only at the end of the summer regardless of accumulated credit hours during the year.

*The State of Georgia requires one hundred thirty-five (135) hours of seat time per class in order to receive credit. Students with excessive absences must make up seat time missed in order to receive credit. (See student attendance section for more details.)

28.3 Grade Level/Class Designation

• earned 22 units to be designated as a senior
• earned 7 units to be designated as a sophomore
• earned 14 units to be designated as a junior
• successfully completed 8th grade to be designated as a freshman

29. REPORT CARD / PROGRESS REPORTS

29.1 Report Cards

Report cards are issued within ten days after the end of the school year. It is the parents' responsibility to make sure they have seen their children's report cards. In order to receive a report card in the mail, students must provide a stamped, self-addressed envelope. Otherwise, report cards may be picked up in the front office during the summer.
Report cards will not be issued to any student owing fines, fees, monies, or school property to the school until these are paid in full.

29.2 Progress Reports

Progress reports are given to students as soon as possible after the end of each six weeks (see six week schedule below). It is the responsibility of the student to ensure parents see the progress reports, and progress reports must be signed by the parent/guardian and returned to the student’s advisor by the next scheduled advisement. Parents are encouraged to monitor these reports and request teacher conferences, if needed, by calling the high school administration office at 706-745-2216. Parents may view the progress of students daily through the school’s student information system, PowerSchool. The Parent of Record may get a confidential Power School user name and password from Central Registration at 706-745-2322.

Six Week Schedule:

- 1st Six Weeks Ends 9/15/17
- 2nd Six Weeks Ends 11/03/17
- 3rd Six Weeks Ends 12/15/17
- 4th Six Weeks Ends 2/09/18
- 5th Six Weeks Ends 3/23/18
- 6th Six Weeks Ends 5/25/18

30. SAFETY PROCEDURES / VISITORS / GUESTS

30.1 School Visitation

Exterior doors will be locked at all times. Entrance will be limited to the front doors of each school. Visitor and parent access will be primarily limited to the front lobby area only. Visitors and parents will not be able to enter the main part of the schools without checking in with the front office staff and having a valid reason to enter the classroom area of the schools. Access to the classrooms will be very limited for the protection of the children. Persons who do not check-in at the office will be considered trespassing.

Even though these safety procedures are in place, parents ARE welcome to visit the school to meet with teachers during their scheduled planning times (non-class time) & take an active part in their child’s education. However, all visitors must report to the main office, sign in, provide a Driver’s License, and obtain a visitor’s pass!

30.2 What Parents Can Do To Enhance Their Children’s Safety At School

- Be prepared to provide your Driver’s License or valid photo identification.
- Ensure that the school has your current and accurate contact/emergency information.
  -- This includes daytime phone numbers and names of adults authorized to pick up your child.
- Keep your student’s data current through the Parent Portal.
  -- Changes can be made throughout the school year, not just the beginning of the year.
- Be certain that the school has current medical information about your child.
- Encourage your child to report safety violations, threats, or incidents of bullying to a trusted adult.

30.3 Classroom Visitation/Observation

The enrolling parent and/or custodial parent will need to schedule a classroom visit/observation with a school administrator at least 48 hours in advance and receive administrative approval at least 24 hours in advance. A maximum of two observations per semester shall occur at a time to limit school and classroom disturbances. Observation will be limited to thirty minutes each. Parents/guardians are expected not to disrupt the classroom while present and may not request confidential information about other students. Observations will not be used for meetings with teachers, as such meetings will need to be scheduled after the instruction is completed. The parent/guardian will
be accompanied by an administrator or designee. In addition, compliance with the school’s visitor procedures is expected at all times. Failure to comply with school procedures may result in parents/guardians being prohibited from visitations/observations. Exceptions or limitations to this procedure may be made on an individual basis due to unique circumstances at the administrator’s discretion. Parents/guardians/visitors/students may not utilize audio or video recording devices in the classroom.

30.4 Student Visitors From Other Schools

Students are not permitted to bring students from other schools to visit the school and/or classes.

31. SCHOOL DAY

Students should arrive at school before 7:45 AM. Breakfast is served from 7:00 until 7:45 AM with an express breakfast being served between first and second blocks. First block begins at 7:50 AM. School is dismissed at approximately 3:17 PM. When students board the school bus each morning, they are under school authority and remain so until they leave the bus in the afternoon. If students drive to school, or come by some means other than by the bus, they are considered "in school" upon entering school grounds. They must enter the building upon arrival at school. Students must use proper procedures for leaving school. **Students should make it a priority to be at school on time, and to remain at school until the dismissal at the end of the day.**

32. TELEPHONE USE – GUIDELINES FOR STUDENT USE OF SCHOOL PHONES

The office telephones are not to be used by students except in cases of extreme emergency. Office staff will not call to get permission for students to leave campus. This must be prearranged with parents. Students who bring a note from a parent granting the student permission to leave campus for a doctor appointment or other emergency should report to the attendance office before 7:45 AM with their note. Students under 18 must have a parent note, or a parent call to be released. Students are not allowed to use phones in classrooms without permission from the classroom teacher.

33. TESTING / END OF COURSE TEST-OUT OPPORTUNITY / FINAL EXAMS

33.1 Test-Out Opportunity

Students may demonstrate subject area competency by testing-out of any course that has an associated-Georgia Milestone End of Course Assessment (formerly End-of Course Test – EOCT).

**EARNING UNITS OF HIGH SCHOOL COURSE CREDIT BY TESTING-OUT**

1. A student may demonstrate subject area competency by **testing-out** of any course that has an associated End of Course (EOC) test
2. A unit of course credit is awarded to students who reach the performance level of **Exceeds** on an EOC test **prior** to taking a specific EOC test course.
3. Students have only one opportunity per course to test-out.
4. At this time, a student may only earn up to three credits by testing-out.
5. Students must meet the following requirements for earning course credit through testing-out:
   - Not currently or previously enrolled in the course;
   - Have earned a grade of B or better in a content area course that is the same content area of the course for which the student is attempting the EOC test;
   - Received a teacher recommendation from the teacher of the most recent course in the same content area for the course the student is attempting the EOC test (or, if not available, a teacher in the same content area with knowledge of the student’s academic achievement); and
- Received the Parent of Record’s permission to test-out if the student is less than 18 years of age.

6. Have taken and received a score of 85 or above on corresponding USA Testprep in the requested “Test-Out” subject.

7. Students and parents will be required to complete an EOC test Test-Out Application, which will be reviewed by an Advisement Committee to determine student’s eligibility to test-out of the specifically requested EOC test.

8. Students will not be permitted to Test-Out of a course, reach the performance level of Exceeds, earn course credit for the course and then enroll in the same course at a later time.
   i. Students who do not reach the performance level of Exceeds when attempting to test-out must enroll in and complete the associated course and retake the EOC test even if the students makes a passing grade on the EOCT during the testing-out attempt.
   ii. Students who are currently enrolled, or who have previously been enrolled, in a higher-level course are not allowed to earn credit by later attempting to test-out of a lower level course. For example, a student already taking AP Physics may not earn credit for Physical Science by testing-out.
   iii. The score earned as a result of the test-out option will be the score posted to the student’s transcript. That score will also be used in the calculation of the student’s Grade Point Average (GPA). No additional points will be added to the exam score.

9. Grade Equivalent from EOC test to GPA
   
   EOC 90 = Grade 93  
   EOC 91 = Grade 94  
   EOC 92 = Grade 95  
   EOC 93 = Grade 96  
   EOC 94 = Grade 97  
   EOC 95 = Grade 98  
   EOC 96 & Above = Grade 100

10. Under NCAA requirements, units of credit earned through testing-out using the EOC test will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.

11. The EOC tests will be administered in an online format. Students will be charged a fee of $50.00 per test as established by the Georgia Department of Education. This fee must be paid prior to the administration of the EOC test. The fee will be refunded for students who meet the eligibility criteria and achieve the Exceeds performance level.

33.2 Final Exams

Final exams will be given at the teacher’s discretion in any course. Final exams may count up to 20% of a student’s final grade. Final exams for seniors may be scheduled somewhat earlier in order to prepare for graduation. Final exam exemption will be at the teacher’s discretion.
Alternative Education Program
Dear Student:

Welcome to the Towns & Union Alternative Education Program. We wish you great success in our school.

The purposes of this handbook are to outline procedures that will (1) curb school violence, (2) assist everyone in responding effectively and appropriately while in school, and (3) provide a safe learning environment for students, teachers, and other school personnel.

The goal is to provide you a safe and productive educational environment in order for you to overcome the difficulties you had in the regular school. You will be placed in a program that will assist you in (1) maintaining your academics, (2) reducing or eliminating your social/emotional problems, and (3) preparing for a successful transition back to your regular school.

This handbook is based on the principle that you have certain rights and responsibilities in the school. You have the right to expect an orderly, productive learning environment. On the other hand, you have the responsibility for conducting yourself in a manner that promotes order and productivity. You have the right to know what is expected of you and your fellow students in terms of behavior and you have the responsibility of exhibiting that behavior. We expect all students to treat one another with respect and dignity.

We are here to serve you, so please do not hesitate or be afraid to ask for help. Since you will be conscientiously building a record that will permit you to return to your home school, we urge you to work hard and try to realize your greatest potential as a student.

Sincerely,
C.T. Hussion & Casey Jones Administrator
1. GENERAL INFORMATION AND PURPOSE

1.1 Overview

The Alternative Education Program (AEP) is a collaborative effort of Towns & Union County School Systems. It is located on the Union County School campus and all AEP students abide by the Union County School Calendar. The AEP serves only students who are placed by tribunal or tribunal waiver.

1.2 Mission

A.E.P.’s primary objective is to provide students a safe and caring environment that encourages academic achievement, personal growth, and a sense of civic responsibility. We want our students to be members of society that value and respect our rights and responsibilities, face life with confidence, and experience success. We want our school to be a place where the students feel safe, successful, and valued.

1.3 Philosophy

The A.E.P. center provides an educational vehicle by which the students who experience chronic behavioral problems can develop skills that will enable them to realize their educational potential. The alternative setting is designed to improve the student’s academic, behavioral, and attendance performance with the goal of transitioning the student back into the regular school program.

1.4 Beliefs

- We believe regular attendance is a key component of being a successful and productive citizen. Our program is one that will focus on improving the attendance patterns of each individual. Students who fail to maintain satisfactory attendance will be held accountable.
- We believe appropriate behavior is a key component of being a successful and productive citizen. Our program is one that will focus on improving personal and social skills of each individual. Students who fail to exhibit appropriate behavior will be held accountable.
- We believe and recognize that some students need a more structured environment to be successful in their educational experience. Success for the student will be the result of a collaborative effort between the student, parent(s)/guardian(s), school personnel, and the community.

1.5 Goals

- No Dress Code Violations.
- Students will be Leaders and Role Models.
- Suspension Totals will be kept to a minimum.
- No More Than 5 absences per student.
- No Student will embarrass the Program.
- Students will show Respect for Staff and Peers.
- Students will show Maximum Effort in all areas of the Program.
- Students will follow all Lunchroom Procedures.
- All students will pass all Subjects.
- No Students will be in Phase 1 at the end of the semester.

1.6 Academic Opportunities

Transition Class (UCHS Students)
Students who need a continuation of AEP support, will be given the opportunity to complete a semester in a transition class. This class will be located in the AEP building and students will continue to follow the rules and procedures of AEP. Students will be allowed to attend elective(s) classes at the high school and participate in school sponsored
activities. These students must maintain good behavior, attendance, and grades. At the end of the semester, each student will be evaluated and recommendation will be made for the following semester.

Credit Recovery (UCHS Students)
Union County High School offers students who are missing or behind in credits the opportunity to catch up on those credits. Also, students who are failing one or more classes at the time of evaluation may be recommended for credit recovery. The Principal and School Counselor will make recommendation for the credit recovery program. The credit recovery classroom will be housed in the AEP building. Students will complete classes through a self-paced, individualized online curriculum. Students will be required to follow the procedures of AEP while in the credit recovery classroom. These students may be able to continue enrollment in elective classes at the high school and participate in school-sponsored activities. If at the end of the semester, the student has made progress to be considered on track for graduation, the student will be referred back to full time status at the high school.

1.7 Vision
To reach and serve all at-risk students in our collaborative area by providing educational opportunities for the individual student as well as social service support for the entire family.

To create and maintain an exemplary alternative education program that will serve as a model based on current research and development in the field of alternative education.

2. APPEARANCE / DRESS CODE

It is the Board of Education’s belief that it should have and enforce appearance codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, prevent interference with the learning of other students, set standards for appropriate student appearance for Union County School System, and assist students to be better prepared for whatever career path they may choose after their high school years. It is the belief of the Board of Education that the environment in which students are placed affects students’ ability to achieve.

All AEP Students will be expected to comply with the following appearance standards:

- Clothing must be sized appropriately, not excessively large or baggy nor too tight. No stretchy pants, dresses or skirts.
- Trench coats are prohibited.
- Shirts, pants, and shorts must be of solid color and be free of designs, graphics and messages or advertisements.
- Immodest clothing is prohibited. No shirts with revealing neck lines or made of see-through material. No scoop neck, v-neck, or boat neck shirts are allowed. Shorts must have a minimum 7-inch inseam. If in question, a measurement will be made by the student.
- If undergarments are visible it is out of dress code.
- No jewelry will be permitted and any decorative or supplemental accessories are not permitted. No oversized belt buckles.
- Hair will not cover the eyes or ears and will be clean, neat and well groomed. Facial hair is not permitted. Unnatural hairstyles or colors, make-up, paints (nail coloring), or clothing and cosmetic accessories such as false fingernails, hair beads, etc are prohibited.
- Clothing will be clean, neat, and worn properly.
- Slashed clothing, clothing with holes, tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, and bandanas are not acceptable.
- All shorts and pants must be worn at a natural waistline, belted, and must be hemmed or cuffed. All clothes must be sized appropriately, and clothing may not touch the floor. Pants and shorts cannot have more than four pockets and must have belt loops. Cargo pockets are prohibited.
- Shirts must be tucked in for both boys and girls in order to have a visible belt line.
- Bare midriffs or midriffs that show when arms are raised or in a bent body position are prohibited.
- Sleeveless shirts are prohibited. Tops that leave the shoulders bare are not permitted – no tank tops, halter-tops, muscle shirts, spaghetti straps, etc.
- Shoes must be worn at all times. Tennis (running) shoes are the only acceptable footwear.

**PE Dress Code:**

Students must dress out in proper clothing for physical education class. PE clothes may be shorts, athletic pants, sweatpants, t-shirts or sweatshirts. Clothing must meet the school dress code in terms of proper length and fit. Examples of clothing not allowed: tank tops, sleeveless shirts, running tights or leggings, yoga pants, or short running shorts.

*The administration has the authority to determine inappropriate appearance not covered by the above guidelines. After the third violation of this dress code, students will be suspended.*

### 3. BOOK BAGS AND SUPPLIES

Students are not permitted to bring book bags to school. The school will provide all necessary school materials, except pencil and paper. Students must provide their own pencil and paper or be prepared to purchase these items at school. No pens or mechanical pencils will be allowed.

### 4. CLASSROOM ORGANIZATION

Students are assigned to one or more classrooms. In this setting, they will receive instruction for the entire school day. A large majority of the AEP instructional curriculum is self-paced and individualized. This means that students will be working on various courses independently and at their own pace. Students will also participate in a step program where students can move up and down the steps depending on their behavior. The school is broken into three steps or phases and what level the student is on at the end of a semester will be taken into consideration when evaluating whether or not a student returns to their home school.

- **Phase 1:** This phase is designed for students who are having trouble following the rules and procedures of the program. In this level students will be given a remediation of rules and procedures.
- **Phase 2:** This is the starting point at which all students will begin. This phase is a strictly structured environment, but not as strict as the Phase 1 environment. These students participate in normal classes and can earn privileges for good behavior.
- **Phase 3:** This is the highest phase in the program. These are students who have become mature young adults that show a good work ethic, social skills, and exemplify all that the program strives to achieve.

Students move up and down the steps depending on their behavior. A student's present phase is a substantial factor when evaluating whether a student will return to their home school or not. **Students who are in Phase 1 at the time of evaluation will not be eligible for returning to their home school.**

This will probably be very different from other educational settings that most students have experienced so far in their school careers. Obviously, some students will be more successful in this type of environment than others. Students who find this type of instruction difficult will be assisted in discovering alternative methods of learning.

### 5. DISCIPLINE

Because we maintain the highest degree of safety for your child and our school, any student who endangers the safety of himself or the safety of another student or staff member may be physically restrained. Also, any student who refuses to report to their designated (or assigned) area may be physically escorted to that area.
6. DRIVING PRIVILEGES

Student driving is a privilege that will be granted, denied, or withdrawn based upon the student’s school performance. Driving privileges must continue to be earned after being assigned to the AEP. No student will be permitted to be in or near the automobiles during school hours. No loitering will be permitted prior to or after school.

7. GRADUATION REQUIREMENT

Union County Board of Education requires students to be enrolled in and attend high school a minimum of eight (8) semesters during regular school terms to be considered a candidate for graduation. Early graduation is not permitted for traditional high school students. For students served in a non-traditional, restricted setting (Alternative Education, GNETS, etc.), successful completion of state required courses is a minimum. Upon completion of the 23 state-required courses, students may petition the Board after receiving approval from the High School Principal and Superintendent. An early graduation ceremony will be provided for the student and family at the Alternative Education Program the Friday following Board Approval.

8. OUT-OF-SCHOOL SUSPENSION

There are certain actions or behaviors that will not be tolerated at school in order to protect each student’s right to an education. Due to the nature of this program, the most common disciplinary action is OSS, out-of-school suspension.

Students who receive out-of-school suspension must be transported off school campus immediately by a parent or guardian. If a parent is notified of the suspension, but does not arrive within one hour to transport the student, the suspended student will be given an additional day of suspension. When a student disrupts the school environment, the school resource officer (SRO) will be contacted and the student will be released to him.

9. PARTICIPATION IN GROUPS

An essential part of a student’s experience in the Towns & Union AEP will be participation in various support groups. These groups are designed to assist the student in developing appreciation for self, self-esteem, and their relationship to other persons. Agreement to adhere to policies and procedures set forth in this handbook indicates parental permission for students to participate in support groups.

10. PROGRESS REPORTS

Students will be given a copy of their progress reports on a regular basis. Please feel free to call if you feel we need to set up a parent/teacher conference. Seventy percent (70%) or above is passing, anything below 70% is failing.

11. SCHOOL DAY

The school day begins at 8:00 AM. Students are tardy after 8:00 AM and must sign in at the office to be counted present. Each day the students will participate in Motion Education. This is a required part of the Program and is taken in consideration when evaluating a return to home schools. Motion education has been proven to stimulate the brain’s activity level making for a more conducive educational environment. School will be dismissed at 2:50 PM for those students who ride buses and at 3:00 PM for those students who drive or walk. When students board the school bus each morning, they are then under school authority and remain so until they leave the bus in the afternoon. If students drive to school, or come by some means other than bus, they are considered “in school” upon entering school grounds and must use proper procedures for leaving school. Parents are required to come inside the school building to the office to sign out their child during the school day.
12. SCHOOL MEALS

Students will be provided a regular school food service breakfast and lunch each day. These meals will be provided on the school campus. No student will be allowed to leave campus for either meal. If possible, students should pay ahead for lunches on a weekly basis. Fast foods and drinks are not allowed.

Students are not permitted to possess or consume vending machine-type foods or drinks.

13. TELEPHONE USE – CELL AND SCHOOL

Students are not permitted to possess a cell phone or to use the school’s phone(s).

14. TIME-OUT ROOM

A time-out room will be utilized when a student’s behavior or administrator deems it necessary.
Dear Students and Parents,

We want to welcome both new and returning students to Woody Gap School for another exciting year. Our school’s goal is to be recognized as the most outstanding school in Georgia. Our primary focus as administrators is to provide a productive and safe learning environment for all students. We want our students to have an educational foundation that will enable them to achieve any goal they may envision. We want students to develop their own unique talents as well as critical thinking, technological, and lifelong learning skills needed to become productive and responsible citizens. One strategy that you, as the parent, may help us in fulfilling this goal is having your child attend school. Attendance is a vital part of any successful school. As one study on attendance noted, “Attendance works.” Our faculty and staff are dedicated in providing your child the best education possible.

Parents please remember that the number one ingredient for your student’s success is your involvement in their education. We welcome your input and look forward to seeing you at Woody Gap School. One strategy that you, as the parent, may help most is having your child attend school. Attendance is a vital part of any successful school. As one study on attendance noted, “Attendance works.”

It is important that both parents and students carefully read the enclosed material in this handbook, because it contains general information that is important to a successful and enjoyable school year. This handbook contains a detailed account of the expectations, rules, and procedures for both the Union County System and Woody Gap School. Some information may be different from that of previous years. If parents or students have any questions concerning the contents of this handbook, please contact us at 706-747-2401.

Please refer to the handbook as needed throughout the school year, as it will be both informative and helpful to you and your child. We look forward to meeting you this year.

Sincerely,
Carol Knight, Principal
Woody Gap School will provide a quality educational environment that will prepare our students to become productive citizens within and beyond our rural community.

**Mission Statement**

Woody Gap School will provide a quality educational environment that will prepare our students to become productive citizens within and beyond our rural community.

**Motto**

“Weaving the Past with the Present for the Future”

**Vision**

Woody Gap School will be recognized as one of the most outstanding rural, isolated schools in the Southeast. Its educational program will be comprehensive and high quality. Competent, caring personnel will prepare our students to meet their individual needs, the needs of the community, and the needs of the state and nation. Woody Gap School will be part of a high quality educational system.

Our facilities will appropriately accommodate our programs and services. Our classrooms, laboratories, and support facilities will be exemplary with state-of-the-art equipment and technology. The school will have a safe, clean, and attractive learning environment.
1. ADVISEMENT

1.1 Advisement Program for Students

Upon entry into high school, each student is assigned a homeroom advisor. The purpose of the advisory program is to ensure each student receives personal, periodic guidance from a certified staff member during his or her high school years. Additionally, ALL STUDENTS are required to attend advisement sessions. The advisor will assist the student with appropriate course selection; make the student aware of graduation requirements, and other requirements. The responsibility for choosing courses to fulfill graduation requirements shall rest with the individual student and his/her parents. Parents are encouraged to review all pre-registration materials and assist in the selection of proposed courses. Parents are expected to take part in the advisement process by meeting with their child's advisor. Advisors initiate all schedule and curriculum changes. Advisors, parents, or teachers may schedule a parent teacher conference as needed.

1.2 Dual Enrollment

High school students who have scored as “Proficient” on the English/Language Arts portion of their most recent Milestone exam may apply to local colleges such as The University of North Georgia, Young Harris College, and North Georgia Technical College to take courses for college credit. These courses may be taken online at Woody Gap School or on the college campus. If taken on campus, parents are responsible for providing transportation. Please see the principal or counselor for more information.

1.3 Georgia Virtual School

Georgia Virtual School (GAVS), an education initiative of the GA Department of Education, provides opportunities and options for students to engage in online courses to enhance their learning experiences and further their academic curriculum. The courses will be during the school day, at school, and in a supervised setting.

1.4 Pathways

Career-focused planning will lead to selecting a Career, Technical and Agricultural Education (CTAE) pathway. CTAE provides academic skills and real-world experiences necessary to build fulfilling careers in the 21st Century. In CTAE programs and courses, students are prepared for post-secondary education and for the workplace. CTAE is a vital component of the total education of an individual.

1.5 Work-Based Learning (WBL)

The Work-Based Learning program (WBL) is open to 11th and 12th grade students. The program is career-related, skills-based education that provides a mix of academic and technical instruction for students in both secondary and post-secondary institutions. Opportunities for study are combined with work-based learning at local community organizations and business partners. The program serves to prepare students for high quality professional and technical employment in many occupational areas. Students in WBL "placements" receive financial benefits, as well as course credit. Students placed in career "internships" through the WBL program may not receive financial benefits, but will receive course credit. The Work-Based Learning program serves as excellent preparation for the increasingly important school-to-career transition. WBL students are required to sign in and out at the office, to maintain all passing grades, have no discipline violations and have no unexcused absences or tardies to school or class. Failure to maintain these expectations may result in termination from the program.

2. ANNOUNCEMENTS

Announcements are made at the beginning and close of the school day as needed. All announcements must be received in the office for prior approval from the administration.
3. ASSEMBLY CONDUCT

Assemblies are held for the education and enjoyment of students and faculty. Students will be expected to give every
courtesy to the speaker and the program. It is the responsibility of each student to maintain high standards of conduct.
Violations may result in a denial of assembly privileges and may be cause for further disciplinary action.

4. ATHLETICS / GYM / OTHER BAGS

Athletic bags are to be left in homeroom or in a designated area assigned by the teacher. Aerosol sprays are not permitted
at school. Many of our students have allergies and some may suffer asthma attacks as a result of these sprays.

5. ATTENDANCE

5.1 Daily Attendance

Georgia's compulsory attendance law requires that all children at least six (6) years old and under the age of 16 attend
school (e.g., public, private, or a home study program.)

Please see the system Code of Conduct handbook for more information concerning daily student attendance.

5.2 Class Attendance and Course Credits

In addition to the daily attendance procedures and requirements, High School students are subject to attendance
requirements for each class period as follows:

1. Students are required to be present for at least 60 minutes of each class period. Less than 60 minutes per class will
   be considered an absence for that class period.
2. Students with more than five unexcused absences in any given class will lose credit for the course.
3. Absences will only be considered excused for the reasons stated in the Attendance portion of this code with a
   written note received within three (3) school days. Written excuse notes for the first three (3) excused absences
   require parent/guardian signature. Each additional excused absence over three (3) will require a written
   explanation from a physician, clinic, court of law, or other government authority in order to be considered excused.
4. Parents will be sent a letter indicating a loss of credit warning upon a student's (third) 3rd unexcused absence in a
   class.
5. A notice of loss of credit will be sent upon six (6) unexcused absences from any class. At this point, the credit can
   only be reinstated through an attendance hearing process. It will be the student’s/parent's responsibility to request
   an attendance hearing. The request will need to be made in writing to the principal by Monday of the last week of
   the school year for seniors and within the first week of the following semester for all underclassmen.

Only the Attendance Appeals Committee has the authority to reinstate a credit. An attendance hearing must be
requested and scheduled through the high school office.

NOTE: Students who receive an "Incomplete" must complete all requirements to reinstate a credit within five
calendar days of the end of the semester. Failure to do so will result in a grade of 50 being placed on the student’s
transcript.

5.3 Tardies

Students are expected to report to class on time. We stress this as a positive work ethic skill that improves a student's
employability.
WGS students who are tardy to class must report to the front office for a late pass for class. The second and subsequent unexcused tardies to school or class may result in disciplinary actions.

5.4 Early Checkout

Any student who must leave school early or during the day must check out through the office. If a student does not have a note, phone confirmation will be required.

6. AWARDS, HONORS, AND GPA CALCULATIONS

6.1 Awards

Teachers in all grades recognize superior academic performance at the end of the school year. These awards are intended to motivate students as well as recognize achievement, attendance, and behavior.

6.2 Honor Roll

Students that are eligible for the A-Honor Roll must have all report card grades 90% or higher. Students are eligible for the A/B-Honor Roll if no report card grade is below 80%.

6.3 Honor Graduate for the Class of 2018 and Forward

Effective with the Class of 2018, Woody Gap School will determine and recognize Honor Graduates. These students must have a High School Core Academic GPA (see next page) of at least ninety-three (93), and have failed no courses, and not received an “NC” (no credit) during his/her high school career in order to be an honor graduate. In addition, the student must meet the rigor requirement for the HOPE Scholarship.

6.4 HOPE Scholarship Program

See HOPE Scholarship section that follows.

6.5 STAR Student

The Student/Teacher Achievement Recognition (STAR) program is an achievement award sponsored by the PAGE Foundation. To obtain the STAR nomination, high school seniors must have the highest totaled “section scores” in a single sitting of the SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. For complete details see the PAGE Foundation website at http://www.pagefoundation.org/displaycommon.cfm?an=4

(NOTE: The “old” three-part SAT will not be accepted for sophomores and juniors for the 2018 STAR.)

6.6 Valedictorian / Salutatorian

• Class of 2018 and forward: In order to be eligible for designation as valedictorian/salutatorian a student must:

1. Enrolled in Woody Gap School for at least the previous four (4) semesters prior to graduation.
2. Complete eight (8) semesters of high school.
3. Have the top two (2) High School Core GPA’s out of Honors Graduates.
4. Should there not be any Honors Track completers, this requirement will be fulfilled by the students with the top two (2) High School Core Academic GPAs.
5. Have no failed courses on their high school transcript.
6. Have not received an “NC” (no credit) on their high school transcript.
6.7 Cumulative Grade Point Average (GPA)

The High School Cumulative GPA is based upon a calculation including final grades for every course completed and/or attempted during a student’s high school career.

**NOTE:**
- This IS the GPA on a student’s high school transcript.
- This IS NOT the grade point average that is used for HOPE eligibility. (See HOPE Scholarship section)
- All high school grades (passing, failing and N/C) are included in the High School Cumulative GPA.

6.8 Core Academic GPA

The High School Core Academic GPA is based upon final grades earned in high school core academic courses.

**Class of 2018 and forward:** The academic courses used to determine this GPA are the core English, Math, Science, Social Science, and Foreign Language courses defined by the GA Dept. of Education’s appropriate course listing AND the CTAE courses in the same listing indicated as courses that may be used as a 4th Science credit. Elective courses are not included.

**NOTE:**
- This GPA is NOT on a student’s high school transcript.
- This MAY NOT be the grade point average that is used for HOPE eligibility. (See HOPE Scholarship section)
- All grades for the core courses (passing, failing and N/C) are included in the High School Core Academic GPA calculation.

6.9 Grade Point Average (GPA) Calculations

All High School GPA’s are calculated to the hundredths place (two decimal points). The Union County School System uses the following GPA calculation method to determine a student’s GPA, both cumulative and core.

A GPA Grade Value is determined for each course by multiplying the numeric grade for each course by the potential credit for the course. The GPA Grade Values are totaled; the Potential Credits are totaled; the Total GPA Grade Value is divided by the Total Potential Credits; the result is the GPA.

GPA Cumulative Calculation Sample (All of the numbers are sample values)

<table>
<thead>
<tr>
<th>Course</th>
<th>Numeric Grade</th>
<th>Potential Credit</th>
<th>GPA Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>84.25</td>
<td>1.0</td>
<td>84.25</td>
</tr>
<tr>
<td>English</td>
<td>95.33</td>
<td>1.0</td>
<td>95.33</td>
</tr>
<tr>
<td>Algebra</td>
<td>86.75</td>
<td>1.0</td>
<td>86.75</td>
</tr>
<tr>
<td>Geometry</td>
<td>85.0</td>
<td>1.0</td>
<td>85.00</td>
</tr>
<tr>
<td>Health</td>
<td>69.0</td>
<td>.5</td>
<td>34.50</td>
</tr>
<tr>
<td>P.E. (Phys. Ed)</td>
<td>80.5</td>
<td>.5</td>
<td>40.25</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>5.0</strong></td>
<td><strong>426.08</strong></td>
</tr>
<tr>
<td>Calculation</td>
<td></td>
<td></td>
<td>426.08 divided by 5.0 = <strong>85.22 GPA</strong></td>
</tr>
</tbody>
</table>
7. BELL SCHEDULE & SCHOOL HOURS

School hours for high school students are from 7:50 A.M. – 3:00 P.M. A 7:45 A.M. bell will sound to send all 9-12 students to their assigned first-period classes. All 9-12 students are expected to be in class by the 7:50 A.M. bell and will be considered tardy after 7:50 A.M.

School hours for middle school students are from 7:55 A.M. – 3:00 P.M. All 6-8 students are expected to be in class by the 7:55 A.M. bell and will be considered tardy after 7:55 A.M.

School hours for grades K-5 are from 8:00 A.M to 3:00 P.M. All K-5 students will be considered tardy after 8:00 A.M.

Students are neither supervised before the first bus arrives or after the last bus leaves (unless participating in a school sponsored program). Woody Gap School is not responsible for students’ safety during this unsupervised time period. Students should not be on school property unless participating in a school sanctioned/sponsored program or activity.

8. CAFETERIA

Breakfast is served from 7:20 AM to 8:00 AM. Lunch is served from approximately 10:45 AM to 12:00 PM. Lunch schedules vary for each grade group. Parents are invited to join their children for lunch. Parents planning to join us for lunch should send a note to the child’s teacher and then pay in the cafeteria at the time they are served.

Parents need to pick up a visitor’s badge in the office upon entering the school.

Food, drinks, and condiments are not to be taken out of the lunchroom to any other part of the building. When a faculty member gives permission to high school students, they may eat at the picnic tables outside the lunchroom. Food trays should be taken to the dishwasher window as soon as the student has finished eating. Students should clean up any mess that they make. Discipline will be at the discretion of the school administration or personnel assigned to lunchroom duty. Both breakfast and lunch are served daily.

9. CELL PHONE USE

While students are permitted to have cell phones at school, the school cannot accept responsibility for the security of cell phones at any time. Unless otherwise instructed, all students must keep their cell phones turned off and stored while attending WGS (including while on the bus). Teachers have been instructed to take any cell phone that is being used when permission has not been granted. Parents will be required to collect their child’s cell phone in the front office if it is taken.

Failure to follow the school’s cell phone procedures may result in disciplinary action. If cell phone infractions continue a student may have his/her phone taken for an extended period of time, be placed into a Behavior Contract, or receive a more severe disciplinary action. If the cell phone is taken the parent will be required to collect the phone.

10. CLASSROOM CELEBRATIONS

Gifts, balloons, flowers, or invitations to individual students will not be delivered. You may send in cupcakes, cookies, or goodies for the entire class in honor of your child’s birthday if you wish. Please coordinate this with the teacher in advance of the celebration. Invitations to students will only be given out at school if there is one for each child in the classroom.
11. CLUBS

- **Art Club**
  Art Club meets weekly during Flex to study the basics of drawing and painting. Its purpose is art appreciation and skills development. Students who are interested in art are invited to join, and further art courses may be added according to members' areas of interest. Sponsor – Lisa Sweet

- **Beta Club**
  Woody Gap School's Beta Club is for sophomore through senior students with an academic average of 90 or greater. Members must also exemplify worthy character and commendable attitude. Woody Gap School’s Beta Club promotes good character, community service involvement, and leadership. Sponsor – Mary Kidd

- **C.H.A.M.P.S.**
  The mission statement of C.H.A.M.P.S. is "to provide an educational program for Georgia's youth, which provides guidance, and the skills, ability and knowledge to be safe, healthy, and happy, in preparation for a successful life." C.H.A.M.P.S. is a twelve-week program that targets fifth graders. The program was designed by the Georgia Sheriff's Association and stands for Choosing Healthily Activities and Methods Promoting Safety. C.H.A.M.P.S. promotes children’s participation in health activities that are drug and alcohol free, non-violent, and safe. Some of the course programs include Alcohol Awareness, Drug Awareness, Choices and Consequences, Positive Alternatives, Vehicle Safety, and Seat Belt Usage. Sponsor – SRO Office

- **Chess Club**
  The Woody Gap Chess Club provides an opportunity for students to compete with one another and encourages the development of healthy minds by cultivating mental sharpness for diverse learners grades 6–12. The patterns and processes that are learned through the game of chess can promote learning as well as instill confidence as students achieve higher levels of play. Sponsor – Pam Jernigan

- **SADD Club**
  Woody Gap SADD Club, a youth education and prevention organization, endorses a firm "NO USE" message with regard to alcohol and other drugs. With its expanded focus, SADD now highlights prevention of all destructive behaviors and attitudes that are harmful to young people, including underage drinking, substance abuse, impaired driving, violence, and suicide. All 6th, 7th, and 8th graders and all high school students are encouraged to join SADD and pledge to remain free from alcohol and drugs, to wear a seat belt, and to never ride with someone who has been drinking. Sponsor – Pam Jernigan

- **SkillsUSA**
  SkillsUSA provides educational programs, events, and competitions that support career and technical education in the nation’s classrooms. Woody Gap high school students compete annually in a broad range of skill categories. Sponsor – Gary Butler

- **Student Council**
  Student Council is dedicated to the service of our school and community. Students learn responsibility and leadership skills by organizing school and community activities that promote school morale and provide school improvement projects. Sponsor – Althea Cantrell

12. DRESS CODE

12.1 Overview

All Woody Gap students will be expected to comply with the appearance standards that include, but are not limited to, the following:

- Clothing needs to be clean, neat, worn and sized properly.
• Immodest clothing is prohibited. This includes, but is not limited to low-cut necklines, and slashed/torn jeans exposing skin and/or underclothing above the knee.
• Skirts and shorts must be at least mid-thigh in length.
• Tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, bandanas, headscarves, headpieces, or chains are not acceptable. Tights or leggings are prohibited unless top garment is mid-thigh.
• Bare midriffs or midriffs that show when arms are raised or in a bent body position are prohibited.

• Tops that leave the shoulder bare are not permitted. This includes, but is not limited to tank tops, halter-tops, muscle shirts, and spaghetti straps. Shoulder straps must be a minimum of 3 inches of solid material.
• Sleeveless tops must fit properly on the shoulder and around the underarm opening.
• Clothing with derogatory, terrorist, insulting, sexual, violent, or insinuating messages is prohibited.
• Clothing with advertisements for drugs, alcohol, or tobacco is prohibited.
• Clothing or jewelry related to gang activity is prohibited.
• Shoes must be worn at all times. Shoes with cleats and shoe-skates are not permitted.
• Pajama bottoms/pants are not allowed.

The administration has the authority to determine appropriate or inappropriate appearance. Disciplinary action for appearance code violations will follow the progressive discipline plan as indicated in school board policy.

12.2 Hats

Wearing hats are prohibited inside Woody Gap school buildings except for “special occasions” as determined by the administration. Hats are permitted outdoors. However, if wearing a hat is determined to be a disruption, the hat may be confiscated for a specified period of time.

Additionally should the hat rule be continually violated, the administration has the authority to completely ban students from wearing or possessing hats anywhere on the Woody Gap School campus.

13. DRUG TESTING – RANDOM STUDENT DRUG TESTING

Woody Gap high school students who wish to participate in any extra-curricular activity may be subject to a random drug-testing program. Extra-curricular activities are defined as: all school sponsored activities, which are not considered part of the academic curriculum. These include, but are not limited to, interscholastic athletics, cheerleading, band, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, the prom and other dances, parking/driving a vehicle on campus, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the school system. In addition, any student who wishes to volunteer to be part of the drug-testing program will be welcome to do so. Testing can be completed randomly throughout the year. Consent forms will be included in the “Student Information” packets at the beginning of the school year or upon registration and must be on file in the office prior to participation in any of the above activities.

14. ELECTRONIC GAMES / DEVICES

Use of all electronic games/devices is prohibited during the school day, on field trips, and on school buses without administrative approval. Game days are no exception to the prohibition of electronic games. Electronic games/devices include, but are not limited to, iPods, Gameboys, and any game/device that has the capacity to serve as a messaging tool.
These prohibited items will be confiscated and the student may receive disciplinary actions as a result. A parent or guardian will be required to collect the prohibited item from the front office.

15. ELIGIBILITY – ATHLETICS

15.1 Middle School Athletics

The State Board of Education rules and Union County Board policies govern the eligibility status of middle school students for participation in interscholastic activities. Students participating in competitive interscholastic activities are required to pass four (4) out of six (6) subjects in the semester immediately preceding participation. Woody Gap reserves the right to suspend students from participating in any extracurricular school activity based on poor attendance, failing grades, and/or misbehavior. Any student participating in an athletic or other school sponsored program will be required to conform to additional rules and regulations set forth by the coach or sponsor of the activity.

15.2 High School Athletics

The Georgia High School Association (GHSA) governs eligibility status of students for participation in interscholastic competition. A student must be determined as eligible to participate in such activities as sports, literary events, etc. Eligibility rules are quite complex and students/parents should discuss them with the athletic director when questions arise. In general, the items that generally prevent a student from being eligible are:

- Grades: A student must pass three (3) out of four (4) subjects the semester preceding participation and must be on track in reference to Carnegie units earned toward graduation. “On Track” can mean several different things:
  - First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
  - Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
- Place of residence: Students that move into the service area after the student has established residency and eligibility in another school district/state, must be deemed eligible by the GHSA via a Form “B” submission by the athletic director.
- Eight Semester Rule: A student has eight consecutive semesters of possible eligibility from the date of entry into the ninth grade.
- Age: A student must not have reached his/her 19th birthday prior to May 1st preceding the year of participation.

Any student participating in an athletic or other school-sponsored program will be required to conform to additional rules and regulations set forth by the coach or sponsor of the activity.

16. FIELD TRIPS

All school rules apply on field trips. Parents who wish to transport their children home from the field trip destination must make arrangements prior to the field trip and are required to sign their child out with the teacher. Students will only be released to parents/guardians when leaving from the field trip destination. Students may only be transported from a field trip destination by a parent/guardian. They may not be transported by another student’s parent, a family friend, and/or neighbor, etc.
17. FLEX PROCEDURES

The high school schedule includes Flex from 2:30 PM - 3:00 PM each day. Flex is flexible time that will be used for many activities including but not limited to:

Advisement
All high school students will be required to attend scheduled advisement sessions with their advisor until the 3:00 PM dismissal. These sessions will be scheduled as needed, typically at the beginning of each semester and about once per month.

Club Meetings
Sponsors may use Flex to meet with their club memberships. Students should remain with the teacher until the 3:00PM dismissal.

Remediation
If a student’s grade falls below 75, he/she will be scheduled to attend remediation for that class until the grade goes above 75. The teacher will inform the student that their grade has fallen below 75 and the student is then required to begin attending Flex with that teacher the following school day.

Make-up Work from Absences and/or Tardies
When a student is absent, the student will plan to attend Flex beginning the day they return to school until all teachers are satisfied that the student has completed all missed assignments and instruction. If a student has more than one unexcused absence per class per six-week period, they will remain with that teacher during Flex for the remainder of the semester. In order for an absence to be excused, the school must receive written notice from a parent/guardian or a doctor’s office as to why the student was absent. This written notice must be received within three days of the student’s return from absence. If a student has more than five excused absences per class per six-week period, they will report to that teacher(s) for the remainder of the semester. If a student has more than two unexcused tardies (to class and/or school) per six-week period, they will remain at school for Flex for the remainder of the semester.

Enrichment
A student may participate in enrichment activities during Flex. These activities are designed to meet the needs and interests of individual students. These activities may be initiated by either a teacher who offers enrichment or at the request of one or more students.

Special Events
Throughout the year, several special events such as competitions and guest speakers will be scheduled during Flex. ALL students will be required to stay on those days until the 3:00PM bell.

Early Release
Early release during Flex is a privilege granted at the discretion of the teachers and administration and may be denied for any reason deemed appropriate by the teachers and administration. Early release is not a right and no student should assume that they will receive early release when planning future commitments. Students who have earned early release and choose to do so must exit the school campus immediately. Students who have earned early release and choose to remain on campus must report to a designated location and remain there until the 3:00PM dismissal.

******Failure to report to assigned locations on time may result in disciplinary actions.******

18. FOODS / SNACKS / BEVERAGES

We encourage parents and students to consume healthy snacks. When purchasing soft drinks/snacks at school, the following rules must be followed in order for soft drinks and/or snacks to be offered to students:

1. All soft drinks from machines are not allowed in the lunchroom.
2. All soft drink/snack containers should be deposited in trash containers.
3. Soft drinks and/or snacks may be taken into classrooms at the teacher’s discretion. If a teacher forbids these items, and they are taken into the classroom anyway, the teacher has the right to confiscate them.
4. The entire student body is responsible for keeping Woody Gap School litter free. Any student who sees litter should pick it up and place it in the nearest trash can. If campus litter in general becomes a problem, the drink machine will be turned off until the litter problem is solved.
5. Snack and soft drinks are prohibited around the computers.
6. School personnel will NOT PROVIDE CHANGE for students.
7. Purchasing snacks is a privilege earned by the students at the discretion of the teacher. If a student loses break time due to disciplinary action, he/she may also give up his/her snack privileges.
8. Chewing gum in class is at the teacher’s discretion.
9. Middle school and elementary school students will not be allowed to purchase beverages of minimum nutritional value on a regular basis.

19. GRADUATION REQUIREMENTS

The following requirements reflect the State Board of Education and Union County Board of Education expectations regarding the End of Course Assessments.

**Graduation Requirements**

- The total credit requirement for graduation, including required and elective courses, is 29 credits. The required credits for transfer students shall be determined at time of enrollment.
- Students shall be required to pass each class in which a state End of Course Test (EOC Test) is administered. Currently, those classes include: 9th Grade Literature, American Literature (11th Grade); Algebra I, Coordinate Algebra, Geometry, Analytic Geometry; Physical Science, Biology; U.S. History, and Economics.
- The EOC Test shall count 20% of the final grade for the corresponding class.
- Students shall not be required to pass the particular EOC Test, but shall be required to pass the class.
- One of two diplomas (Employment Preparatory or Life Skills Concentration) shall be awarded to any special education student who has not met the state assessment requirements or has not completed all of the requirements for a high school diploma but who has nevertheless completed his/her Individual Education Plan (IEP).
- Within the guidelines set forth by the student's advisor, each student shall be encouraged to take courses according to his/her interests and future career/educational plans.
- For specific information concerning individual progress toward graduation or graduation requirements, see or contact the student advisor or the school counselor.

**EOC Test Test-Out Opportunity**

(See Testing / End-of-Course Test-Out Opportunity / Final Exam)

20. GUIDANCE / COUNSELING

The Guidance / Counseling Program at Woody Gap School is designed to assist students with academic, career, and/or personal concerns. Students are encouraged to visit the counselor when they have opportunity and need. A sign up sheet is available for scheduling appointments in the office. Parents are encouraged to call the school to schedule appointments with the counselor to discuss problems concerning their child. Students are urged to contact the counselor when they experience difficulty in a class or classes, need help in planning or adjusting their program of study, or would like to discuss their career interests. The counselor also can help interpret various test scores or financial aid information, share information about future educational opportunities, or talk about personal problems. The counselor acts as a liaison for professional referral services and facilitates parent/teacher conferences, as well as coordinating advisement, scheduling, and testing.
21. HOMEWORK

21.1 Purpose

Woody Gap School subscribes to the philosophy that homework is an important part of the educational process and that it is valid if it meets the following objectives:

1. To promote growth in self-responsibility, self-direction, and learning;
2. To provide direction toward good work habits;
3. To enrich and externalize school research experiences;
4. To provide contact with out-of-school learning experiences;
5. To help students learn to budget time;
6. To provide essential practice in developing skills.

Homework assignments may vary from grade to grade and teacher to teacher, but generally speaking, may consist of practicing skills taught or projects that help reinforce knowledge, attitudes, or skills.

21.2 Expectations

As an instructional tool, homework is expected to be completed on time. It is the student's responsibility to request missed assignments and make arrangements for make-up work. Homework assignments may vary from grade to grade and teacher to teacher, but generally speaking, may consist of practicing skills taught or projects that help reinforce knowledge, attitudes, or skills. Homework is valuable in helping teachers assess the progress of individual students. While it may be necessary and desirable from time to time to assist your child through explanation, please remember that the goal is for the child to complete the skill being taught independently. Parents should resist the temptation to “tell the answer” or “do the work” for the child since final mastery of the skill will be assessed through the independent work of the student. Each grade level has consistent guidelines as to how much and what type of homework parents should expect. This will be explained through written memorandums/curriculum newsletters or by scheduling a conference with the teacher.

21.3 Union County Learning Enrichment Center (UCLEC)

Kindergarten through third grade students attending Union County Learning Enrichment Center (UCLEC) will be exempt from teacher assigned homework other than 20 minutes of reading at home. Additionally, students in the fourth and fifth grades will not be given more than ten (10) math problems. As a parent you may request that teacher assigned homework be sent with your child to be completed at home.

22. HOPE SCHOLARSHIP PROGRAM

If you are a Georgia resident enrolling in a degree program at a Georgia public or private college, university, or technical college, you may be eligible for the HOPE Scholarship. HOPE is Georgia's scholarship program that rewards students with financial assistance in degree, diploma, and certificate programs at eligible Georgia public and private colleges and universities, and public technical colleges.

General HOPE Guidelines:

- The Georgia Student Finance Commission (GSFC) will determine HOPE grade eligibility.
- A Social Security Number is required, be sure a student’s SSN is on file with the high school.
- Numeric GPA’s for ALL attempted (passed and failed) core courses will be converted to a 4.0 scale by the GSFC.
  \[4.0 = A (90-100) \quad 3.0 = B (80-89) \quad 2.0 = C (70-79) \quad 0 = F (Below 70)\]
- Local schools may continue to weight grades, but the weight will be removed for HOPE GPA eligibility.
• Only AP, International Baccalaureate, and Dual Credit courses will be granted a uniform grade weight as determined by the GSFC for HOPE GPA eligibility.
• High School credit awarded for a course taken in Middle School will not be used in the HOPE GPA calculation.
• Grades from the following academic courses will be used in the HOPE GPA calculation:
  - All English, Mathematics, Science, Social Studies, and Foreign Language courses.
  - Course numbers will identify these course types.
  - There are no requirements as to a specific number of courses by subject.
• Academic Rigor – Students will be required to demonstrate that they have taken a certain number of rigorous high school courses. Graduating classes must have four courses of rigor.

A “List of Courses Possessing Academic Rigor to Meet the HOPE Rigor Requirements can be found at www.gacollege411.org.

**High School GPA vs. HOPE GPA**

*These grade point averages are calculated differently; they will not be identical.*

***Courses taken in the 8th grade ARE NOT counted towards the students HOPE GPA***

For additional information please refer to www.gacollege411.org

---

23. IN-SCHOOL and OUT-OF-SCHOOL SUSPENSIONS

23.1 In-School Suspension (ISS)

The In-School Suspension program isolates disruptive students from the regularly assigned classrooms and activities of the school. However, these students are counted present at school and are expected to continue classroom assignments while in ISS. Each time a student is assigned to ISS, his/her parent/guardian is notified. The high school ISS room is located within the Alternative Education Program (AEP) building. On an ISS assigned day, the student will report to a designated area (to be determined by administration and parent/guardian) for transport to the AEP campus. Students will be searched upon arrival at the AEP campus. A male staff member will search male students and a female staff member will search female students. Failure to comply with all rules, policies and procedures while assigned to ISS will result in additional disciplinary action. The student must bring all books, paper, and any materials required for completing assignments. A faculty member monitors the room, and all written assignments are provided for the student. Completed assignments, however, are graded by the regular classroom teacher(s). Attendance in ISS should not be considered the same as presence in the regular class. Classroom discussions and activities are missed when a student is in ISS, poor performance may result. School activities such as athletic participation, concerts, clubs, etc. may not be attended the day(s) an ISS sentence is served.

23.2 Out-of-School Suspension (OSS)

When it is necessary to suspend a student, he/she is suspended from the entire school campus to include school functions (ball games, club activities, etc.) unless otherwise notified. Parents or guardians should make arrangements for students receiving OSS to be transported home immediately. All suspensions must be followed by a parent conference with the administrator prior to readmission. If parents do not attend the required conference during the prescribed time of suspension to discuss readmission, the student will remain suspended until a conference is conducted.

24 LOCKERS

Students accepting usage of lockers are expected to accept the related responsibilities, including keeping the assigned locker clean both inside and out. Students are prohibited from overflowing lockers with paper, pencils, or other materials. Lockers are school property and are under the control of Union County Schools. Woody Gap School
assumes no responsibility for any lost or stolen money or property kept in lockers and reserves the right to search lockers when necessary to ensure safety and enforce school and district policies.

### 25. MAKE-UP ASSIGNMENTS

- It is the responsibility of the student to ask about make-up work and schedule a time to make it up (or turn it in) within the time frame set by the teacher. (Typically, assignments are to be completed within the same number of days absent from school.) Parents/guardians may contact the school office to request make-up work. This should be done prior to 11:00 am in order for the work to be available that afternoon. Students/parents may email the teacher(s) for additional information regarding classwork/homework.
- Students may be required to stay after school or come in early in order to complete make-up work.
- The student will receive a zero for any missed assignment until he/she makes up the work.

### 26. MESSAGES FOR STUDENTS (GENERAL & TRANSPORTATION)

#### 26.1 Caller Verification

The staff is not always able to identify a caller as the “Parent of Record”. For the protection of the student, if office personnel are not able to verify the caller as the Parent of Record, further information and verification will be required.

#### 26.2 General Messages

It is not possible to deliver messages without interrupting instruction and interfering with the learning environment. If it is necessary to get a message to your student, the school must be contacted by 1:00 PM. If a message is of an emergency nature, the staff will make every effort to deliver it without delay. The school cannot guarantee that messages called in after 1:00 PM will be delivered to your child before the end of the school day.

#### 26.3 Transportation Messages

Telephone calls will not be accepted for transportation changes except for an emergency situation. For the protection of your child, any change in transportation must be submitted in a written note signed by the parent/guardian. The note may be sent to school with your child or the parent/guardian may bring the note in person. The note needs to include the name, address and phone number of the alternate destination.

In order for a student to ride the bus to a different destination than normal a WRITTEN parent note will be required. Students should submit their written note to the front office first thing in the morning. If the parent needs to submit a transportation note after the school day begins the note will need to be submitted to the office no later than 1:00 PM. Exceptions will only be made on an emergency basis.

### 27. ONLINE LEARNING OPTIONS

See the System section of this handbook and the school system’s website @ www.ucschools.org for more information.

### 28. PARENT INFORMATION (CURRENT ADDRESS & PHONE NUMBER)

It is essential for the school to be able to reach parents/guardians or their designee if there is an emergency involving their child. An emergency telephone number is a requisite for complete enrollment.
Any change in address or phone numbers should be reported to the Central Registration Office at 706-745-2322 or update the student’s data through Parent PowerSchool. Complete instructions to do this are located on the system’s website.

29. PARENT INVOLVEMENT

Woody Gap School understands the importance of parental involvement and strives to develop a partnership between the parents, teachers, administrators, and children. When parents and families are involved in their children’s education, children do better in school, and the school improves as well. Parents and guardians are children’s first teachers and working together will promote the growth of the whole child. Open communication between school personnel and parents/guardians is also crucial.

30. PARKING AND PARENT – STUDENT DROP-OFF / PICK-UP

30.1 Student Drop-off/Pick-Up

Students are not permitted to cross the flow of traffic in the parking lot unless accompanied by an adult and/or are not permitted to pass by the bus to get to cars unless accompanied by an adult. Students should be dropped off at the designated walkway in the upper parking lot; however, parents may park past the designated walkway in the upper parking lot and walk their students to the building. Parents may pick up students at the end of the school day anytime after 3:00 PM. They will need to park the car and report to the office. Parents arriving prior to 3:00 PM should remain in the lobby area. The first school bus departs at 3:00 PM. All students must be picked up by 3:30 PM unless other arrangements have been made. All parking should be in the upper parking lot in the designated area. Parking is not permitted at any time in the bus-loading zone.

30.2 Student Pick-up During School Hours

All students are to be picked-up in the front office during regular school hours. Any student, who must leave school early must be checked out by a parent/authorized person through the school office. The following information is required to pick up a student early from school: person picking up student must be on the student’s authorized pick up list in PowerSchool and a valid Photo ID must be presented to the office staff. The following information is required on the “sign-out” sheet: student’s name, name of authorized person checking out student and reason for leaving early. No one is permitted to go to a classroom to pick-up a student.

Student(s) will be called to meet the parent/authorized person in the lobby. Any student leaving school grounds without following the appropriate school’s checkout procedures will be subject to disciplinary action. Students are expected to remain on campus from the time they arrive at school until the close of the school day. Students may not leave school for lunch. Students may not loiter in the parking lot, on athletic fields or along the perimeter of the campus for any reason.

30.3 Student Parking

• All automobiles parked on school grounds must be registered with the school. To register a car students should bring their insurance card and driver’s license to the office. A copy will be made and the student will be given a form to complete.
• Parking is strictly limited to the student parking area.
• The school is not responsible for the automobile or its contents.
• There is to be no loitering or visitation in the parking lot without permission. Upon parking the vehicle, a student should lock the vehicle and enter the school building immediately. No student will be allowed in the parking lot during school hours without authorization from the front office.
• The speed limit on campus is 5 mph. Speeding and “laying drags” will not be tolerated. Violators may be reported to local law enforcement officials.
• Student vehicles may be subject to search if there are grounds to suspect that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
• Parking privileges may be revoked if rules are not followed. Please remember it is a privilege to park on school grounds.
• Tardiness to school may jeopardize a student’s parking privileges.
• Students will not be called from class to move a car unless it is interfering with another person’s parking privilege or blocking a vehicle that must be moved immediately. In cases where a student must be called to move a car, additional disciplinary consequences may be imposed by administration.

31. P.E. PARTICIPATION

All students are expected to participate in physical education and wear appropriate shoes. Middle school and high school students are expected to “dress out”. For an exception to this rule a student must have a written excuse from his/her parents. After more than two days of non-participation a written doctor’s excuse is required.

32. PERSONAL PROPERTY / LOST & FOUND

Students are expected to bring to school only the items of personal property, which are necessary for participation in class and extracurricular activities. Items, which are considered potentially dangerous or disruptive of school procedures, will be confiscated. Student theft will be severely dealt with by the administration. Students are especially encouraged not to bring valuables and large sums of money to school. Students are encouraged to place names on valuable personal items (shirt, shorts, pants, dresses, shoes, etc.).

Lost and found items should be turned in to the school office. Items that remain unclaimed for two months will be given to a charitable organization. Lost textbooks will be sent to the appropriate teacher.

In the event personal property is lost, we will assist your child in finding these items. Woody Gap School is not responsible for replacement of lost items.

33. PROMOTION / RETENTION / GRADE DESIGNATIONS / PROM ATTENDANCE

33.1 Promotion/Retention Policy

See Promotion/Retention Policy – IHE (Available on the school website or upon request)

33.2 Academic Credit

Students will receive one unit for each course if the final grade is seventy (70) or above and if the student has met seat time requirements*. A student’s grade level status (9th, 10th, 11th, or 12th) is determined in the fall and remains the same throughout the year. Promotions to the next grade level are made only at the end of the summer regardless of accumulated credit hours during the year.

*The State of Georgia requires one hundred thirty-five (135) hours of seat time per class in order to receive credit. Students with excessive absences must make up seat time missed in order to receive credit. (See student attendance section for more details.)

33.3 Grade Level/Class Designation

• earned 22 units to be designated as a senior
• earned 14 units to be designated as a junior
• earned 7 units to be designated as a sophomore
• successfully completed 8th grade to be designated as a freshman

33.4 Prom Attendance
Only Juniors and Seniors in good academic/disciplinary standing, based on the previous grade designation, are permitted to attend the High School Prom. Invited guests/dates may not be 21 years of age or older and may not be a middle school student.

### 34. REPORT CARD / PROGRESS REPORTS

Students in grades 1-8 are given grade reports each nine (9) weeks. Kindergarten and grades 9-12 will send reports to parents a minimum of twice a year, once at the end of the first semester and once at the end of the year. It is the student’s responsibility to take the report home. Students who receive an “Incomplete” must complete all requirements to reinstate a credit within five (5) calendar days of the end of the semester. Failure to do so will result in a grade of 50 being placed on the student’s transcript. Parents may request extra progress reports through the front office. Parents may view their child’s progress daily through PowerSchool on the school website. The Parent of Record may contact Central Registration at 706-745-2322 to set up a PowerSchool account. Parents are encouraged to make appointments with our faculty to discuss their child’s progress. Parents can either call the office or contact the teacher directly through e-mail. Faculty e-mail addresses can be found at www.ucschools.org.

### 35. RESTRICTED CAMPUS / BUILDING AREAS

For the safety and well being of everyone, certain areas of the campus are considered off-limits for students. These areas are:

- Behind the Gym
- Behind the Vocational Building
- Behind the Cafeteria Building
- Electrical Rooms
- Storage Rooms
- Teacher Workrooms
- Vocational Office
- Gym Elevator w/o Prior Permission
- Any area without supervision/permission, to include the auditorium

### 36. SAFETY PROCEDURES / VISITORS / GUESTS

#### 36.1 School Visitation

Exterior doors will be locked at all times. Entrance will be limited to the front doors of each school. Visitor and parent access will be primarily limited to the front lobby area only. Visitors and parents will not be able to enter the main part of the schools without checking in with the front office staff and having a valid reason to enter the classroom area of the schools. Access to the classrooms will be very limited for the protection of the children. Persons who do not check-in at the office will be considered trespassing.

Even though these safety procedures are in place, parents **ARE** welcome to visit the school to meet with teachers during their scheduled planning times (non-class time) & take an active part in their child’s education. **However, all visitors must report to the main office, sign in, provide a Drivers License, and obtain a visitor’s pass!**

#### 36.2 What Parents Can Do To Enhance Their Children’s Safety At School

- Be prepared to provide your Driver’s License or valid photo identification.
- Ensure that the school has your current and accurate contact/emergency information.
  -- This includes daytime phone numbers and names of adults authorized to pick up your child.
- Keep your student’s data current through the Parent Portal.
  -- Changes can be made throughout the school year, not just the beginning of the year.
- Be certain that the school has current medical information about your child.
- Encourage your child to report safety violations, threats, or incidents of bullying to a trusted adult.
36.3 Classroom Visitation/Observation

The enrolling parent and/or custodial parent will need to schedule a classroom visit/observation with a school administrator at least 48 hours in advance and receive administrative approval at least 24 hours in advance. A maximum of two observations per semester shall occur at a time to limit school and classroom disturbances. Observation will be limited to thirty minutes each. Parents/guardians are expected not to disrupt the classroom while present and may not request confidential information about other students. Observations will not be used for meetings with teachers, as such meetings will need to be scheduled after the instruction is completed. When appropriate, the parent/guardian will be accompanied by an administrator or designee. In addition, compliance with the school’s visitor procedures is expected at all times. Failure to comply with school procedures may result in parents/guardians being prohibited from visitations/observations. Exceptions or limitations to this procedure may be made on an individual basis due to unique circumstances at the administrator’s discretion. Parents/guardians/visitors/students may not utilize audio or video recording devices in the classroom.

36.4 Student Visitors From Other Schools

Students are not permitted to bring students from other schools to visit the school and/or classes.

37. TEACHER / SCHEDULE CHANGES

Schedule changes for high school students will be made just prior to and within the first three days of a new schedule assignment for the following reason(s):

- Student does not have proper prerequisites
- A computer error was made
- Senior must have another course to graduate
- Student has already received credit for the course

The procedure for schedule changes will be explained to the students in advisement.

38. TELEPHONE USE – GUIDELINES FOR STUDENT USE OF SCHOOL PHONES

The office telephones are not to be used by students except in cases of extreme emergency. Office staff will not call to get permission for students to leave campus. This must be prearranged with parents. Students who bring a note from a parent granting the student permission to leave campus for a doctor appointment or other emergency should report to the attendance office before 8:00 AM with their note. Students under 18 must have a parent note, or a parent call to be released.

39. TESTING / END OF COURSE TEST-OUT OPPORTUNITY / FINAL EXAMS

39.1 Test-Out Opportunity

Students may demonstrate subject area competency by testing-out of any course that has an associated-Georgia Milestone End of Course Assessment (formerly End-of Course Test – EOCT).

EARNING UNITS OF HIGH SCHOOL COURSE CREDIT BY TESTING-OUT

- A student may demonstrate subject area competency by testing-out of any course that has an associated End of Course (EOC) test
- A unit of course credit is awarded to students who reach the performance level of Exceeds on an EOC test prior to taking a specific EOC test course.
- Students have only one opportunity per course to test-out.
- At this time, a student may only earn up to three credits by testing-out.
- Students must meet the following requirements for earning course credit through testing-out:
• Not currently or previously enrolled in the course;
• Have earned a grade of B or better in a content area course that is the same content area of the course for which the student is attempting the EOC test;
• Received a teacher recommendation from the teacher of the most recent course in the same content area for the course the student is attempting the EOC test (or, if not available, a teacher in the same content area with knowledge of the student’s academic achievement); and
• Received the Parent of Record’s permission to test-out if the student is less than 18 years of age.
• Have taken and received a score of 85 or above on corresponding USA Testprep in the requested “Test-Out” subject.
• Students and parents will be required to complete an EOC test Test-Out Application, which will be reviewed by an Advisement Committee to determine student’s eligibility to test-out of the specifically requested EOC test.
• Students will not be permitted to Test-Out of a course, reach the performance level of Exceeds, earn course credit for the course and then enroll in the same course at a later time.
  o Students who do not reach the performance level of Exceeds when attempting to test-out must enroll in and complete the associated course and retake the EOC test even if the students makes a passing grade on the EOC during the testing-out attempt.
  o Students who are currently enrolled, or who have previously been enrolled, in a higher-level course are not allowed to earn credit by later attempting to test-out of a lower level course. For example, a student already taking AP Physics may not earn credit for Physical Science by testing-out.
  o The score earned as a result of the test-out option will be the score posted to the student’s transcript. That score will also be used in the calculation of the student’s Grade Point Average (GPA). No additional points will be added to the exam score.
• Grade Equivalent from EOC test to GPA
  EOC 90 = Grade 93  EOC 91 = Grade 94  EOC 92 = Grade 95  EOC 93 = Grade 96
  EOC 94 = Grade 97  EOC 95 = Grade 98  EOC 96 & Above = Grade 100
• Under NCAA requirements, units of credit earned through testing-out using the EOC test will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.
• The EOC tests will be administered in an online format. Students will be charged a fee of $50.00 per test as established by the Georgia Department of Education. This fee must be paid prior to the administration of the EOC test. The fee will be refunded for students who meet the eligibility criteria and achieve the Exceeds performance level.

39.2 Final Exams

Final exams will be given during the last day or two in all courses. Final exams for seniors may be scheduled somewhat earlier in order to prepare for graduation. Final exams may be exempt by seniors who have an "A" average in the course.