

# **UHS**

# **Student Handbook**



## **Union High School**

## **Home of the Cougars**

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## TABLE OF CONTENTS

[Portrait of a Graduate/District Mission](#)

[Union Mission, Vision, and Core Values](#)

[Help Lines](#)

[Standard Response Protocols](#)

[Bell Schedule](#)

[Union Cougar Fight Song](#)

[Student Residency](#)

[The Constitution of Union High School](#)

[Fee Schedule](#)

[Fee Waiver](#)

[Citizenship Proficiency Scale](#)

[Attendance Policy](#)

[Unexcused Absence \(Truancy\) / Tardiness](#)

[Attendance Matrix](#)

[Excused Absences](#)

[Internships, Online/Homeschool, and College Classes](#)

[Attendance Interventions/Consequences](#)

[Habitually Absent](#)

[Daytime Curfew](#)

[Student Behavior Policy](#)

[Behavior Intervention Levels](#)

[Bullying Policy](#)

[Sexual Harassment](#)

[Fighting & Assaults](#)

[Cell Phone Policy](#)

[Duchesne District Safe Schools Policy](#)

[Conduct Resulting in Suspension/Expulsion](#)

[Mandatory Expulsion/Suspension](#)

[Alcohol & Tobacco](#)

[Items Not Allowed at School](#)

[Drugs & Controlled Substances](#)

[Habitually Disruptive Behavior](#)

[Suspension/Expulsion of Handicapped Students](#)

[Handicapped Students](#)  
[Acceptable Use Policy](#)  
[Medication](#)  
[Campus Officer](#)  
[Search & Seizure](#)  
[Driving and Parking Regulations](#)  
[Detention](#)  
[Visitors](#)  
[Hall Passes](#)  
[Student Dress Code Policy](#)  
    [Formal On or Off Campus Dress Code](#)  
    [Semi-Formal Dress Code](#)  
[Extra-Curricular Activity Policy](#)  
    [Game Day Attendance](#)  
    [Bus Rules](#)  
    [Drugs, Alcohol, and Tobacco](#)  
    [Powerschool](#)  
    [Academic Letters](#)  
[DCSD/UEN Student Use Guidelines](#)  
[Internship Requirements](#)  
[Schedule Change Policy](#)  
    [Add/Drop Policy](#)  
    [Course Drops](#)  
[Earning Credit Towards Graduation](#)  
    [Grading Policy](#)  
    [Graduation Requirements](#)  
    [Athletic Participation Credit](#)  
    [Demonstrate Competency Assessment \(DCA\)](#)  
    [National Honor Society](#)  
    [Concurrent Enrollment Courses](#)  
    [UBTECH Courses](#)  
    [Integrity with Artificial Intelligence](#)  
[Valedictorian/Salutatorian](#)  
[Participation in Graduation Exercises](#)

# Portrait of a Graduate/District Mission

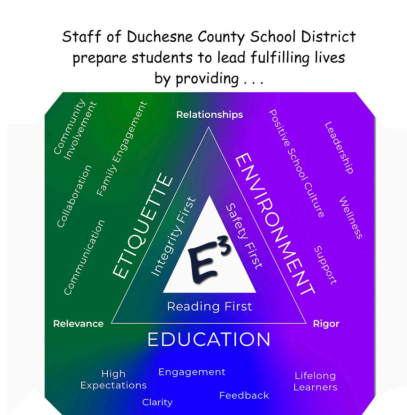
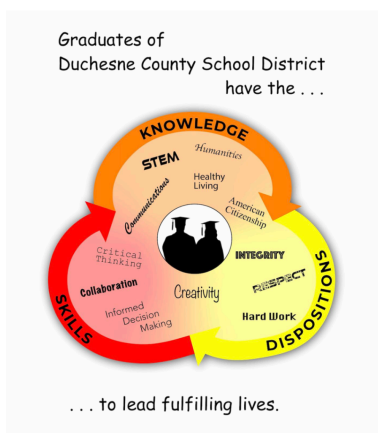
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Duchesne County School District

## Mission

Educators persistently engage students in gaining the knowledge, skills, and dispositions to lead fulfilling lives.



## Union Mission, Vision, and Core Values

### **Mission Statement:**

Union High School will provide a safe environment with meaningful educational opportunities that provide challenges for everyone to invest in learning throughout life.

### **Vision Statement:**

Union High School is an institution of excellence providing rigor, relevance, relationships, responsibility, and results in developing independent, healthy, productive adults.

## Core Values:

UNION HIGH CORE VALUES				
	Classrooms	Public Areas	Parking Lot/ Busses	School Activities
<b>Trust</b>  <i>Trust the Process</i>	<ul style="list-style-type: none"> <li>• Yourself</li> <li>• Adults</li> <li>• School Policies</li> <li>• Curriculum</li> <li>• Lead Like a Cougar</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Directions</li> <li>• Abide by School Rules</li> <li>• Protect the Campus</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Directions</li> <li>• Respect Property/People</li> <li>• Use Appropriate Language (no swearing, racial/ethnic slurs)</li> </ul>	<ul style="list-style-type: none"> <li>• Be Respectfully Rowdy (Respect property/people)</li> <li>• Use Appropriate Language</li> <li>• Have Fun!</li> </ul>
<b>Respect</b>  <i>Respect is First Given and Then Earned</i>	<ul style="list-style-type: none"> <li>• Be on Time</li> <li>• Be Prepared</li> <li>• Be on Task</li> <li>• Be Responsible for Own Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up After Yourself</li> <li>• Respect Property/People</li> <li>• Use Appropriate Language (no swearing, racial/ethnic slurs)</li> </ul>	<ul style="list-style-type: none"> <li>• Obey Laws &amp; Safety Rules</li> <li>• Park in Designated Areas</li> <li>• Place Trash in Bins</li> <li>• Be on Time for Departure</li> <li>• Lead Like a Cougar</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Policies for All on, or Off Campus Activities</li> <li>• Respect Property/People</li> <li>• Use Appropriate Language</li> <li>• Show Good Sportsmanship</li> </ul>
<b>Unity</b>  <i>To be One and Work Together to Achieve a Common Goal</i>	<ul style="list-style-type: none"> <li>• Be a Friend</li> <li>• Be Helpful</li> <li>• Listen to Teachers</li> <li>• Manage Your Time</li> </ul>	<ul style="list-style-type: none"> <li>• Use Positive Language</li> <li>• Manage Your Time</li> <li>• Help Others You See in Need</li> <li>• Lead Like a Cougar</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Directions &amp; Safety Guidelines</li> <li>• Use Caution when Entering or Exiting Parking Lots</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Rules of Event</li> <li>• Carry on Traditions from Those Who Came Before</li> <li>• Support All Events by Attending</li> <li>• Have Fun!</li> </ul>
<b>Service</b>  <i>Serve Your Family, Friends, Peers, Community, and Self</i>	<ul style="list-style-type: none"> <li>• Be Helpful</li> <li>• Be Supportive</li> <li>• Be Creative</li> <li>• Be Positive</li> <li>• Lead and Be Led</li> </ul>	<ul style="list-style-type: none"> <li>• Represent Your Family</li> <li>• Represent School Staff</li> <li>• Represent Peers in a Positive Way</li> <li>• Protect the Campus</li> </ul>	<ul style="list-style-type: none"> <li>• Respect Property of Others</li> <li>• See Something Say Something</li> <li>• Place Trash in Bins</li> </ul>	<ul style="list-style-type: none"> <li>• Cheer Loud, Cheer Proud</li> <li>• Show Passion and Ambition for UHS</li> <li>• Show Gratitude for Sponsors</li> </ul>
<b>Teamwork</b>  <i>Be Together in Action, Attitude, and Accomplishments</i>	<ul style="list-style-type: none"> <li>• Be an Active Participant</li> <li>• Be Physically Present</li> <li>• Possess a Passionate Drive for Greatness</li> <li>• Challenge Yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome Everyone</li> <li>• Include Others</li> <li>• Smile and Use Eye Contact</li> <li>• Remember Your Actions are on Display for All to See</li> </ul>	<ul style="list-style-type: none"> <li>• Make UHS a Positive Place</li> <li>• Drive Safely</li> <li>• Pick up Trash</li> <li>• Listen to Bus Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Get Involved</li> <li>• Take the Initiative</li> <li>• Lead Like a Cougar</li> <li>• Have Fun!</li> </ul>

How We 

## Help Lines

Students or parents that are needing any crisis intervention may download the Safe UT App at the following website or call any of the hotlines listed.

UHS has administrators, counselors and a campus officer available during regular school hours.

Safe UT -<https://safeut.med.utah.edu/> -The SafeUT Crisis Chat and Tip Line is a statewide service that provides real-time crisis intervention to youth through live chat right from their smartphone. This service is staffed by licensed clinicians 24/7 providing supportive or crisis counseling, suicide prevention, and referral services.

Suicide Prevention Hotline- When you or someone else is having thoughts of suicide call - 24/7 availability- 1-800- 273-8255

**Northeastern Counseling - 1-435-725-6300**

**In case of emergencies call - 911**

**Health Information Please Contact Tri County Health Department -  
<https://tricountyhealth.com/>  
or 1(435)722-6300**

### **Standard Response Protocols**

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Standard Response Protocol (SRP) for all emergencies. The following protocols will be used, depending on the situation:

- Hold - when hallways need to be kept clear of occupants
- Secure - used to safeguard people within the building
- Lockdown - used to secure individual rooms and keep occupants quiet and in place
- Evacuate - used to move people from one location to a different location in or out of the building
- Shelter - used in an emergency such as an earthquake or extreme weather

Other Emergencies: You are the responsibility of your teachers. Follow their directions when other emergencies occur.



# Union High School

## Bell Schedule

### 5x5 a/b Schedule

Monday-Thursday		
1st Hour	8:00-9:10	(70)
2nd Hour	9:15-10:25	(70)
3rd Hour	10:30-11:40	(70)
Lunch	11:40-12:20	(40)
4th Hour	12:25-1:35	(70)
5th Hour	1:40-2:50	(70)
Friday		
1st Hour	8:00-8:50	(50)
2nd Hour	8:55-9:45	(50)
3rd Hour	9:50-10:40	(50)
4th Hour	10:45-11:35	(50)
5th Hour	11:40-12:30	(50)
Lunch	12:35-1:05	(35)

## **Union Cougar Fight Song**

Onward with Union cheering,  
Onward with Union singing,  
Onward with Union 'til our goal is  
won!

Fight! Fight! Fight!

We'll always love you dearly,

TM Loyal we ever will be,

In loss or victory,

It's good ol' Union High!

Fight! Fight! Fight!

Go Cougars!



## **Student Residency**

The district of residence of a minor child whose custodial parent or legal guardian resides in Utah is:

1. The school district in which the custodial parent or guardian who has legal custody of the child resides; or
2. The district in which the child resides;
  - a. while in the custody or under the supervision of the Utah state agency;
  - b. while under the supervision of a private or public agency authorized to provide child-placement services by the state of Utah.

Those students seeking admission to schools in the Duchesne County School District must provide the following to the superintendent's office:

1. An official transcript from the school last attended.
2. A health certificate/immunization records no more than three months old from a medical doctor which shows immunizations and personal health.
3. Student's birth certificate.

## **The Constitution of Union High School**

*\*Most Recent Revision- February of 2025\**

### **PREAMBLE**

We, the members of the Union High School Student Body, do establish this constitution in order to better understand and appreciate the advantages of a good educational system, as well as enhance the culture of our current school system. We organize this constitution to help display positive character, encourage passion for success among students, and promote unity to all.

### **ARTICLE I**

#### **(The Name and Membership)**

1. The name of this association shall be the STUDENT BODY OF UNION HIGH SCHOOL.

2. Upon payment of student body fees, all students are granted membership of this organization. All faculty members are included as members of this organization without payment of a special fee.
3. The mascot of Union High School is the Cougar because of its strength and courage.
4. The colors of Union High School are Black and Gold.

## **ARTICLE II**

### **(Student Body Officers)**

1. The duties of the **Student Body President** shall be to supervise all student body functions, call meetings of the student body and of the student council at times of necessity, to preside and conduct an agenda at student council meetings, and to represent the school in matters pertaining to school affairs.
2. It shall be the duty of the **Student Body Vice President** to assist the president, except in the approving and passing of motions. He/she is to replace the president as a presiding officer in the event the president resigns or relinquishes office.
3. The duties of the **Student Body Secretary** shall be to attend to all matters concerning student body correspondence and publicity along with the responsibility of social media management. The Secretary shall also take minutes at every student council meeting.
4. It shall be the duty of the **Student Body Historian** to keep a historical record of the general happenings of the school, including all contests, plays, musicals, concerts, sporting events, building improvements, listing of all government officers, and all other departmental activities.

## **ARTICLE III**

### **(Class Officers and Committees)**

1. There shall be a president, vice president, and secretary elected from each class.
2. There will be 12 class officer positions, three freshman, three sophomores, three juniors, and three seniors.

3. Four committees will be run by Student Body Officers and Class Officers: Spirit(Seniors), Publicity(Juniors), Assemblies(Sophomores), and Activities(Freshman).
4. The elected Student Body and Class Officers, along with the advisor shall determine who is selected for each committee (5-6 students for each).

## **ARTICLE IV**

### **(Governing Body)**

1. The governing body of this organization shall be the Union High Student Council, which shall consist of the student body officers (president, vice president, secretary, and historian) as well as the president, vice president, and secretary of each class; namely, the senior, junior, sophomore, and freshman classes; as well as, the appointed officers of each committee.
2. At least one faculty advisor shall attend every meeting of the council. The advisor shall conduct at all such meetings when neither the president, vice president, nor principal are in attendance.
3. Any club or organization having business with the student council may request permission from the Student Body President to send 1+ members as a non-voting representative to the student council meeting.
4. The student council shall meet as designated by class schedule, during a monthly after school meeting, or when the Student Body President or advisor calls it to session.

## **ARTICLE V**

### **(Powers of the Student Council)**

1. The council shall have the power, by vote of the majority of its members and subject to the veto of the principle to:
  - 1.1. Have charge of all financial matters in connection with the student funds or extracurricular activities for the whole student body.
  - 1.2. Make recommendations to the student body or administration on any point thought desirable for the school's welfare.

- 1.3. Authorize the president to appoint any committee thought desirable for any responsibilities with a two-thirds majority vote of the council.
- 1.4. Make and enforce any rules necessary for the betterment of the school, subject to relocation with a two-thirds majority vote of the student body.
- 1.5. The student council has the power to impeach any student body officer, or class officer. Officers may be impeached if they do not follow (1) eligibility, or (2) conduct rules.
2. All decisions passed by this student council, or any other organization, shall be subject to the approval of the principal.

## **ARTICLE VI**

### **(Method of Elections)**

1. Election dates and times shall be determined by the student council and administration group.
2. The following will establish the election process:
  - 2.1. One-half of the primary/preliminary election votes shall be determined by the student body.
  - 2.2. One-half of the primary/preliminary votes shall be determined by 3 teacher evaluations upon the running candidate(primary/preliminary elections). The same teacher evaluations will be used for candidates that advance to the final election process.
  - 2.3. In the final election, one-third of the final election will be determined by the student body, One-third will be determined by the 3 teacher evaluation forms, and one-third of the final election will be determined by an interview with the administration group.
  - 2.4. A mandatory parent meeting with the student council advisor shall take place prior to the week of the preliminary election.
3. Nomination forms for student body and class officer candidates shall be acquired from the student council advisor as early as one week prior to the student body and class officer primary

elections. Completed nomination forms will be submitted on a given timeline to the student government advisor.

4. Candidates should check their eligibility before signing the nomination form. A student may nominate themselves if they meet the requirements.
5. Following the primary/preliminary election there will be a final election with the two candidates with the highest number of student/ teacher votes in the previous election.
6. In case of vacancy of the student body president, the vice president will assume presidency. In case of vacancy in any other student body office, new elections shall be held as best seen fit by the student council.

## **ARTICLE VII**

### **(Eligibility)**

#### **1. Student Body Officers**

- 1.1. All student body officers must maintain a grade point average of 3.0 with no failing grades.
- 1.2. All officers must conform to the general eligibility rules in Sections 1 and 2.
- 1.3. All officers must maintain a 90% attendance rate at Union High School.
- 1.4. All officers must maintain a 90 % attendance rate at all meetings, required school functions and activities.
- 1.5. All officers must maintain at minimum a satisfactory citizenship grade.
- 1.6. The student body president must maintain a 90% attendance rate at Union High School at least seven months of his/her junior year.
- 1.7. The president, while in office, must be a senior.

#### **2. Class Officers**

- 2.1. All class officers must maintain an average scholastic rating of at least a 3.0 with no failing grades.
- 2.2. All class officers must maintain a 90% attendance rate at Union High School.
- 2.3. All class officers must maintain a 90% attendance rate at all meetings, required school functions, and activities.

- 2.4. All class officers must maintain at minimum a satisfactory citizenship grade.
- 3. **Committee Officers**
  - 3.1. Must be selected by the student council advisor, as well as the student body and class officers.
  - 3.2. Must maintain a grade point average of 3.0 with no failing grades.
- 4. **General Eligibility Rules**
  - 4.1. No student may hold more than one major elected office/position per year. This does not include coach-appointed or elected positions within sports teams or clubs.
  - 4.2. No student shall be eligible to represent their school in inter-school competition unless he conforms to the current Utah High School Activities Association eligibility rules.
  - 4.3. Nominees for student body officers, class officers, and members of committees all must maintain a 3.0 grade point average, as previously mentioned. Nor have any failing grades posted from a previous quarter. These requirements apply to running for office and must be maintained each term thereafter. The candidate must also maintain a satisfactory citizenship grade (no U's).
  - 4.4. A student may be declared ineligible any time during the term upon evidence of poor citizenship. Before ineligibility is finalized, the student may be granted a hearing with the principal, advisor, and parent/ guardian.
  - 4.5. Elected officers will be required to enroll in and attend the "Student Government class" (full year). If unable to fulfill this requirement, the candidate will withdraw from elections or shall be removed from office. If the elected officer is unable to enroll and attend, the election runner-up shall fill the vacant seat.
  - 4.6. All students must conform to the citizenship and could result in ineligibility of any student officer. The faculty, the principal, or any witness to the eligibility of student(s), may report:
    - 4.6.1. Truancy

- 4.6.2. Misrepresenting the school (anything that violates the conduct rules as stated in the student handbook).
  - 4.6.3. Disrespecting teachers/ faculty members
  - 4.6.4. Causing unnecessary disturbances in the halls and assemblies.
  - 4.6.5. Littering within the school and on school grounds.
  - 4.6.6. Being tardy when unexcused.
  - 4.6.7. Reckless driving or speeding on school grounds.
  - 4.6.8. Use of tobacco, intoxicants, drugs, or alcohol on school grounds.
  - 4.6.9. Stealing and disrespecting others' property.
  - 4.6.10. Fighting on school grounds/recording a fight on school property.
  - 4.6.11. Not attending assemblies, activities, or school events that are required, or leaving before dismissal.
  - 4.6.12. Any violation of the Safe School Policy.
5. **Penalties for the Status of Ineligibility for Student Body and Class Officers:**
- 5.1. 1st Offense- nine weeks of non- participation
  - 5.2. 2nd Offense- no participation the rest of the year, as well the removal of office.

## **ARTICLE VIII**

### **(Amendments)**

- 1. Amendments or revisions of this constitution may be made by a majority vote of the student council.
- 2. Amendments can be suggested by the student council, student body, class officers, or the administration group. Amendments can also be brought up to the council for discussion by any student if they have drawn up a petition stating the revision and has acquired a list of 30+ names to support it.

## **ELECTION RULES AND REGULATIONS**

1. Students do not campaign until primary elections.
2. There will be no “mud sliding” between candidates of parties.
3. No posters or handbills of the self-adhesive type may be used.
4. There shall be a limit to size and number of posters or handbills; good judgement should be used in preparing and distributing slogans.
5. There shall be no material enticements such as candy, money, parties, etc. offered by any candidate.
6. Those disregarding any rule above will be declared ineligible.
7. **FAILURE TO ABIDE BY ANY OF THE CAMPAIGN RULES  
FORFEITS THE CANDIDATE'S PRIVILEGES OF RUNNING  
FOR OFFICE**



## Fee Schedule

Curricular Fees (Grades 9-12)			Extra-Curricular Fees (Grades 9-12)		
	Semester Fee	Yearly Fee		Semester Fee	Yearly Fee
General Fees	- - - - -	50	Band/Choir	----	0
Accounting		0	Baseball	----	50
Ag Mchanics		0	Boys Basketball	----	50
Ag Shop Fees	20	40	Boys Golf	----	50
AP Chem/Physics/Biol	10	20	Boys Tennis	----	50
AP Lit/Language			Boys Wrestling	----	50
AP Test		98	Cheerleading	----	50
Art/Drawing/Painting	15	30	Cross Country	----	50
Stained Glass	30	60	Debate	----	50
Business & computers			Drama	----	50
CAD	10	20	Drama Conference	----	200
Ceram/sculpt/St. Glass	30	60	Drill Team	----	50
Chemistry/Physics Lab	10	20	Drumline Hoodie	----	50
Choir/Band		0	ESports	----	
credit recovery/quarter	25	50	FBLA	----	20
Drivers Ed.	180	- - - - -	FCCLA	----	20
Drivers Ed. Online	205	- - - - -	FFA	----	20
Electronics	10	20	Football	----	100
Engineering	10	20	Forensics	----	
FACS	15	30	Girls Basketball	----	50
Floriculture & Greenho	10	20	Girls Golf	----	50
Foods I & II	15	30	Girls Soccer		50
Interior Design	10	20	Girls Tennis	----	50
Metal Shop		0	Girls Wrestling	----	50
Music		0	Boys Soccer	----	50
Orchestra		0	Robotics	----	75
PE		0	Softball	----	50
PE Uniforms	15	- - - - -	Student Council T-S	----	10
Photography	10	20	Swim Team	----	50
PSAT Test	18	36	Track	----	50
Robotics	10	20	Volleyball	----	50
Sewing	10	20			
School Play		0			
Science	10	20			
Speech		0			
Summer School	25	50			
TLC (Jr. High)		0			
Weights	10	20			
Wood Shop		0			

## Fee Waiver

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A fee waiver means a full or partial release from the requirement of payment of a fee and from any provision in lieu of fee payment. All fees are subject to waiver. Non-fee charges are not subject to waiver. A waiver shall be granted to a student if charging the fee would deny the

student the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.

A student is eligible for waiver upon providing verification that:



1. The student qualifies for free lunch based on family income;
2. The student receives SSI;
3. The family receives TANF funding;
4. The student is in foster care through the Utah Division of Child and Family Services;
5. The student is in state custody.

The principal, or the principal's designee, shall review and make decisions regarding fee waiver requests, verifying eligibility as required (including obtaining the required documentation).

### **Citizenship Proficiency Scale**

{E3}

Classwork Citizenship is only for those teachers who use “collected” for the “assignments” in Powerschool. Teachers establish the cut score for each assignment at a competent level with modifications for those with an IEP. There must be a minimum of 6 “assignments” in Powerschool for this grade to be given.

	<b>Duchesne County School District</b> <b>Citizenship Proficiency Scale</b>	
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- Attending class and engaging in class are fundamental to learning and being a responsible citizen.
- Expectation for students: Be where you are supposed to be and do what you are supposed to do.
- Beginning with the 2024-25 School Year:
  - Citizenship grades will be recorded on the report card.
  - Programs, rewards, and/or extracurricular eligibility are impacted.
  - Study Hall and/or other interventions will be required for those in yellow/red for attendance.
- Beginning with the 2026-27 School Year:
  - No academic credit toward graduation is awarded if any of the citizenship grades are a U.
  - The U can be made up, and academic credit awarded, if the required conditions are met.

School administrators will determine the conditions/contract based on severity.

Citizenship Grade	Attendance	Behavior	Classwork *
<b>H</b> (Honors)	<input type="checkbox"/> H (Blue) matrix	<input type="checkbox"/> On Level 0	<input type="checkbox"/> All work is competently completed (100%)
<b>S</b> (Satisfactory)	<input type="checkbox"/> S (Green) matrix	<input type="checkbox"/> On Level 1	<input type="checkbox"/> Large majority of work is competently completed (70-99.9%)
<b>N</b> (Needs Improvement)	<input type="checkbox"/> N (Yellow) matrix	<input type="checkbox"/> On Level 2 or 3 (at 3, teachers create an intervention plan)	<input type="checkbox"/> Most work is competently completed (50-69.9%)
<b>U</b> (Unsatisfactory)	<input type="checkbox"/> U (Red) matrix	<input type="checkbox"/> On Level 4 or Worse (must include admin and a contract)	<input type="checkbox"/> Most work is NOT competently completed (0-49.9%)
<b>Make Ups?</b>	Yes. Get the Grade Up	Yes. Improve the Level	Yes, within teacher established deadlines.

\* Classwork Citizenship is only for those teachers who use "collected" for the "assignments" in Powerschool. Teachers establish the cut score for each assignment at a "competent" level with modifications for those with an IEP. There must be a minimum of 6 "assignments" in Powerschool for this grade to be given.

(2.0 Updated: June 5, 2025)

# Attendance Policy

{E3}



## Duchesne County School District Accountability Compact

**Students:** Be where you are supposed to be. Do what you are supposed to do.

When you ... Attend classes 95% of the time or more  
Engage in class every day  
Behave in school so all can learn

And ...

**Parents:**

When you ... Ensure your child attends class 95% of the time or more  
 Encourage them to engage in class every day  
 Expect them to behave in school so all can learn

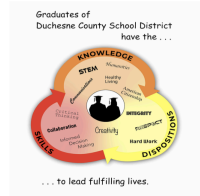
And ...

**Staff:**

We will ... Engage students in meaningful and relevant learning activities every day  
Expect and reinforce good behavior  
 Do all in our power to keep students safe  
 Treat each other, each student, and families with dignity and respect

Then ...

**Each student will acquire the knowledge, skills, and dispositions to lead fulfilling lives.**



Staff of Duchesne County School District prepare students to lead fulfilling lives by providing ...



## Duchesne County School District - Personal Accountability Contract

**WHY?** What expectations are not being met right now?

**ACTION PLAN** What actions will help to meet expectations in the future?

Follow-Up Timeline:

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## Unexcused Absence (Truancy) / Tardiness

### Unexcused Absences (Truancy)

Unexcused absence or truancy is defined as any time a student is missing a class without permission. **If a student leaves the school grounds for any reason, he/she must be checked out by a parent or guardian BEFORE the student leaves the school.**

### Attendance Matrix

{E3}

#### Duchesne County School District Attendance / Grades Consequence Matrix

2.0

Secondary		ATTENDANCE (# of Days Absent per quarter per class. All absences count, except hospitalization.)																		
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+	
GRADE	As																			
	Bs																			
	Cs																			
	Ds																			
	F/M																			
Citizenship Grades																				
H	Honors level of attendance. Keep up the good work!																			
S	Warning: on watch. Keep your grades up and attend class to avoid dropping any further.																			
N	You are in study hall sessions until you get back into the green or blue. Coordination with parents will take place.																			
U	An Attendance Contract is created in coordination with parents. You are in study hall until the conditions of the contract are met. Possible service opportunities, etc.																			

### (for Pass/Fail Courses)

Secondary		ATTENDANCE (# of Days Absent per quarter per class. All absences count, except hospitalization.)																	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
GRADE	P																		
	F																		

(2.0 Updated: June 5, 2025)

## Excused Absences

A parent or guardian are the only persons who can excuse a student from attending school on a particular day. The parent or guardian has 24 hours to excuse a student for a particular day. A parent or guardian may only excuse up to two weeks prior to the day of contacting the attendance office.

I. The following are considered excused absences:

- Illness/Medical
- Accident or death in the family
- Health appointment
- Educational/school activities
- Parental excuse when needed at home (**Please excuse the day of**)

Excessive absences of any kind could result in student concern meetings and court referrals.

II. Students who miss school for an excused absence shall make up the assignments of the day or days missed within two (2) school days. If the student misses school for more than three (3) consecutive days then he/she shall be permitted one (1) additional day of makeup time. (A/B day = 1 School Day)

Any student who misses school on a school excused absence (i.e., school sports, school testing, field trips, etc.) shall in no way be penalized. The teacher must allow the student to make up any test or assignments missed. The same time frame for make-up work must be met as set in the School Board policy. This includes a bell quiz or any type of participation points. Teachers have the option to give students longer to make up work if they choose, but they must meet the minimums as set in the School Board policy. Homework may be requested for excused absences only. Students need to make arrangements with teachers upon returning to school.

## Internships, Online/Homeschool, and College Classes

Students need to maintain good standing to remain in these classes with passing grades and good attendance. Students who have Internships, Online/Homeschool, or College Classes must be off campus, the library, or CAPS classroom. Students may not be parked in the parking lot

during these times or any other area on campus. They could receive Trespasses or Daytime Curfew tickets.

### **Attendance Interventions/Consequences**

**Tier 1:** Once a student has exceeded the recommended number of absences and/or tardies in any of their classes, the administration will schedule an attendance mediation with the student and the parent. At this mediation we will discuss the students current grades and attendance and potential solutions to the attendance problem. At this mediation, the student and parent will agree to and sign an attendance contract indicating what measures will be put into place to help the student to improve attendance efforts, a time frame for compliance, and the potential consequences for further attendance deficiencies.

**Tier 2:** When a student fails to meet the terms of the Tier 1 attendance contract and continues to struggle with attendance and/or tardies, we will schedule a second attendance mediation with the student and the parent. At this second mediation we will impose the consequences agreed upon in the first contract and work on a contract with more significant potential consequences for failure to comply. At this mediation, the student and parent will agree to and sign the attendance contract indicating what measures will be put into place to help the student to improve attendance efforts, a time frame for compliance, and the potential consequences for further attendance deficiencies.

Some of the potential consequences that may be contained in the Tier 1 and Tier 2 attendance contracts include but are not limited to:

- Placement on a daily attendance tracker
- Lunch Detention
- In-School Suspension
- Referral to intervention specialist.
- Revoked parking privileges
- Revoked participation at school dances/spectator privileges at UHSAA activities
- Parent spend the day with the student at school
- Suspension from participation in UHSAA sanctioned activities
- Other consequences developed in collaboration with parents and students

**Tier 3:** Once we have worked through the first two tiers of interventions with a student and these interventions have failed to help improve student attendance and/or punctuality, students and parents will meet

with administration one more time to discuss alternate educational placement options.

#### Checking on Student Attendance

1. Parents and students can download the PowerSchool app and monitor attendance using the app.
2. The UHS attendance office will run an attendance report every week. The report will identify students who are closing in on the threshold for mediation.

**School administrators shall have the discretion whether or not to refer a student to the Director of Student Services and/or court if, in the opinion of the administrator, there are reasonable special circumstances affecting the student's performance/behavior. A student may receive an alternative placement if the behavior of the student is deemed habitually disruptive or the student has received 5 truancies or more.**

#### **Habitually Absent**

The single greatest factor determining the likelihood of high school graduation is school attendance. Opportunities for success during and beyond secondary school are also directly affected by a student's attitude toward attendance in high school. In order to afford students the opportunity to be academically successful and responsible citizens, Union High School expects students to be in class, prepared, and on time each day.

Research has shown that school performance significantly declines once a student exceeds a 10% absentee rate. Students should be in attendance no less than 90% of the time. This includes both excused and unexcused absences. If students fall below the 90% threshold, they are increasing the likelihood that they will not be successful in their coursework and therefore not complete the graduation requirements for high school.

**The following action will be taken in the case of habitually absent cases:**

#### **Tier 1:**

After 5 consecutive days absent the parents will be sent an email with a notification of habitually absent. The parents will need to meet with administration to discuss an attendance contract.



**Tier 2:**

After 10 consecutive days absent the student will be dropped from Union High School. The parents must come into the school and meet with administration to discuss alternate educational placements.

If the truant behavior continues, after earnest and persistent efforts are made by the parents/guardians and the school, the student's academic placement will be re-evaluated and the student may receive an alternative placement. A student who has missed five days in a row will be dropped from the rolls and automatically be referred to the school administration. Parents that fail to correct their child's truancy/attendance issues will be referred to court for educational neglect and can be charged with a class B misdemeanor and a \$250 fine. If, in the opinion of the administrator, there are reasonable special circumstances affecting the student's performance/behavior, the administrator may continue the above procedures and add further help or counseling as is deemed appropriate by the administrator, before referring matters to the Director of Student Services and/or to Juvenile Court.

**Dropped due to lack of attendance**

- Students cannot have more than 50 unexcused absences during any quarter. If a student has missed 50 or more class periods in any quarter they can be dropped due to lack of attendance. It is also considered educational neglect according to the law ( 53G-6-210). Parents can be referred to authorities.

**Daytime Curfew**

The Roosevelt City Daytime Curfew Ordinance states that it is unlawful for any student under the age of 18, alone or in association with others, to be present in or upon any public areas or restricted dwellings within the city during the hours of 8:00 a.m. and 3:00 p.m. on school days. Although there are exceptions, any person convicted of violating this ordinance is guilty of a Class C Misdemeanor punishable by a minimum fine of \$150 and/or other sanctions. UHS supports this ordinance, and students violating the Daytime Curfew will be reported to authorities.

## **Student Behavior Policy**

- Any behavior problems, including profanity, will be referred to the office. Lewd, vulgar, or otherwise disruptive language is not acceptable in the school. The use of profanity or obscene language on school premises, on school buses, or during activities sponsored by the school (whether on or off the school premises), shall not be tolerated. Any violation of this policy shall be grounds for lunch detention or school suspension.
- Students will not ride skateboards, roller blades, longboards, or scooters in the school or on school grounds.
- Students will comply with all requests of teachers in regard to assignments of seating, requests for silence, order and other deportment. Students are expected to prepare their assignments each day to the best of their abilities and present the same in the class if so requested. Students will not leave the classroom without permission of the teacher--even at the end of a class period; pupils should wait for dismissal by the teacher (refer to truancy policy).
- Students are expected to obey all rules of conduct as outlined in the student handbook.
- Use or possession of alcohol, tobacco or other controlled substances is a five-day suspension and an automatic referral to juvenile court. Any additional offense will be a ten-day suspension, referral to juvenile court and possible release from school.

# Behavior Intervention Levels

{E3}

20

## DCSD Behavior Intervention Levels

Description	Possible Intervention(s)	
<b>Level 0</b> - Classroom <ul style="list-style-type: none"><li>Exemplary behavior in every school setting.</li></ul>	<ul style="list-style-type: none"><li>Positive relationships</li><li>Fulfilling life</li></ul>	<ul style="list-style-type: none"><li>Behavior Grade: H</li></ul>
<b>Level 1</b> - Classroom <ul style="list-style-type: none"><li>Not following class or school rules.</li></ul>	<ul style="list-style-type: none"><li>Behavior is corrected in class</li><li>Informal Documentation</li></ul>	<ul style="list-style-type: none"><li>Parents Notified By Teacher</li><li>Behavior Grade: S</li></ul>
<b>Level 2</b> - Classroom / School <ul style="list-style-type: none"><li>Repeated level 1 behaviors</li><li>Distracting, Disrupting, Disrespecting</li><li>Examples: pushing, talking out, inappropriate language, etc.</li></ul>	<ul style="list-style-type: none"><li>Verbal warning</li><li>Teaching of replacement behaviors</li><li>Behavior Tracker</li></ul>	<ul style="list-style-type: none"><li>Parents Notified By Teacher/Admin</li><li>Informal Documentation</li><li>Behavior Grade: N</li></ul>
<b>Level 3</b> - School <ul style="list-style-type: none"><li>Repeated level 1-2 behaviors</li><li>Disrespecting, Defying, Destroying, Degrading</li><li>Examples: insults, obstinance, bullying, damaging, etc.</li></ul>	<ul style="list-style-type: none"><li>Lunch DT or In-School Suspension</li><li>Refocus Lesson</li><li>Academic Probation</li><li>Behavior Tracker</li></ul>	<ul style="list-style-type: none"><li>Parents Notified</li><li>Formal Documentation</li><li>Intervention Plan Created</li><li>Behavior Grade: N</li></ul>
<b>Level 4</b> - School <ul style="list-style-type: none"><li>Repeated level 1-3 behaviors</li><li>Destroying, Degrading, Dangerous</li><li>Examples: vaping, drugs, harassing, fighting, threats, etc.</li></ul>	<ul style="list-style-type: none"><li>In-School Suspension</li><li>Out-of-School Suspension</li><li>Refocus Lesson</li><li>Academic Probation</li></ul>	<ul style="list-style-type: none"><li>Parents Notified</li><li>Formal Documentation</li><li>Contract Created</li><li>Behavior Grade: U</li></ul>
<b>Level 5</b> - School / District <ul style="list-style-type: none"><li>Repeated level 1-4 behaviors</li><li>Distributing Illegal Substances, Dangerous, Weapon</li></ul>	<ul style="list-style-type: none"><li>Out-of-School Suspension</li><li>Home Placement for Instruction</li><li>Individualized Plan</li></ul>	<ul style="list-style-type: none"><li>Parents Notified</li><li>Formal Documentation</li><li>New Contract Created</li></ul>
<b>Level 6</b> - District <ul style="list-style-type: none"><li>Repeated level 1-5 behaviors, Weapon</li><li>Failed School Contract</li></ul>	<ul style="list-style-type: none"><li>Expulsion / Home Placement</li><li>Alternate Location of Instruction</li><li>Individualized Plan</li></ul>	<ul style="list-style-type: none"><li>Parents Notified</li><li>Formal Documentation</li><li>New Contract Created</li></ul>
<b>Level 7</b> - District / Juvenile System <ul style="list-style-type: none"><li>Failed District Contract</li></ul>	<ul style="list-style-type: none"><li>Full Expulsion</li></ul>	<ul style="list-style-type: none"><li>Entry into Juvenile System</li></ul>

\* Based on situational severity, school administrators may determine that specific behaviors warrant skipping levels. (2.0 Updated: June 5, 2025)

Behavior Level # \_\_\_\_

School:

Date:

Student:

Your own resolution to succeed is more important than any other. - Abraham Lincoln

<p><b>WHY?</b> What behaviors have caused you to be at this level?</p> <div></div>	<p><b>ACTION PLAN</b> What actions will improve behavior in the future?</p> <div></div> <p>Follow-Up Timeline: <input type="text"/></p>
<p><b>CONSEQUENCES</b> Natural and/or Imposed. Personal and/or Relationships.</p> <div></div>	<p><b>NEEDS</b> What do you need in order to succeed in the action plan?</p> <div></div>

The most important single ingredient in the formula of success is knowing how to get along with people. - Theodore Roosevelt

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ School: \_\_\_\_\_

26

## **Bullying/Cyber-bullying/Abusive Conduct/Hazing**

{E3}

Definitions as used in Utah law 53G-9-601

"Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

"Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that: (i) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and (ii) substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.

"Staff bullying" does not mean instances of: (i) ordinary teasing, horseplay, argument, or peer conflict; (ii) reasonable correction of behavior by a school employee; or (iii) reasonable coaching strategies and techniques by a school employee who is a coach.

"Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that: (i) creates an environment that a reasonable person would find hostile; and (ii) interferes with a student's educational performance, opportunities, or benefits.

"Student bullying" does not mean instances of: (i) ordinary teasing, horseplay, argument, or peer conflict; (ii) reasonable correction of behavior by a school employee; or (iii) reasonable coaching strategies and techniques by a school employee who is a coach.

"Cyber-bullying" means using the Internet, a cell phone, or another device to send or post text,

video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

"Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

- I. (A) endangers the mental or physical health or safety of a school employee or student; (B) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; (C) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or (D) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
- II. (A) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or (B) is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

The conduct described constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

## **Title IX/Sexual harassment**

{E3}

### **5.0100.04 DISCRIMINATION POLICY**

*Issue Date: 5/8/97*

The policy of the District is not to discriminate on the basis of sex, disability, race, creed, color, national origin, age, religion, politics or any other condition as required by various state and federal laws for admission or access to treatment or employment in educational programs or activities.

Inquiries concerning Title VI, Title IX, and Section 504, may be referred to:

Duchesne County School District  
Office of the Superintendent  
P. O. Box 446  
Duchesne, Utah 84021  
435 738-1240

Or

U. S. Department of Education  
Office of Civil Rights  
1961 Stout Street  
Denver, Colorado 80294

### **5.0100 EQUAL EDUCATIONAL OPPORTUNITIES**

#### **5.0100.01 GENERAL**

*Issue Date: 5/8/97*

No officer or employee of the District, when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.

*Utah Admin Rule 300-112-3*

### *5.0100.02 TITLE IX*

*Issue Date: 5/8/97*

The Board shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972, as amended.  
*20 USC § 1681-86*  
*34 CFR § 106.8(b)*

### *5.0100.03 TITLE IX COORDINATOR*

*Issue Date: 5/8/97*

*Updated: 3/9/23*

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:  
Name: Phillip Bertoch  
Position: Human Resources Director  
Address: 1010 E 200 N, Roosevelt, UT 84066  
Office Telephone: 435-725-4520

### **Fighting & Assaults**

Fighting will not be tolerated. The police will investigate all fights and court referrals will be made when possible. The first offense (Disorderly Conduct) will result in a Five-day out-of-school suspension (OSS). The second offense will result in a ten-day OSS and a referral to court. The third offense will result in automatic referral to the Duchesne County School District Safe School Committee for determination of future status of the student.

In the case of assaults, the following policies will be enforced: the first offense--ten days OSS and court referral. The second offense--OSS and automatic referral to the Duchesne County School District Safe School Committee for determination of future status.

**Any student who helps to promote a fight by encouraging it, videoing it or in any way helps to incite the fight will be suspended for 5 days with the possibility of a court referral.**

The first assault and second disorderly referral- student will be suspended from school and his/her case will go before the Duchesne County School District Safe School Committee to determine the future of the student.

### **Cell Phone Policy**

{E3}

#### **5.0710 Student Use of Personal Electronic Devices In Schools** (Reference: Utah Code 53G-7-226)

##### **5.0710.01 Definitions**

"Cellphone" means a handheld, portable electronic device that is designed to be operated using one or both hands and is capable of transmitting and receiving voice, data, or text communication by means of: a cellular network; a satellite network; or any other wireless technology.

"Cellphone" includes: a smartphone; a feature phone; a mobile phone; a satellite phone; or a personal digital assistant that incorporates capabilities similar to a smartphone, feature phone, mobile phone, or satellite phone.

"Smartwatch" means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capacity to act in place of or as an extension of an individual's cellphone.

"Smartwatch" does not include a wearable device that can only: tell time; monitor an individual's health informatics; receive and display notifications or information without the capability to respond; or track the individual's physical location.

"Emerging technology" means any other device that has or will be able to act in place of or as an extension of an individual's cellphone.



"Emerging technology" does not include school-provided or required devices.

"Listening device" means any device used for the purpose of listening, via bluetooth or other means, to what is being sent from a cell phone, smartwatch or other emerging technology. Listening devices include, but are not limited to, ear buds, headphones, etc.

#### 5.0710.02 Restriction Of Devices

To allow all students to engage in learning during school, with minimal distraction, the following policy applies to all schools in the Duchesne County School District.

Cellphones, Smartwatches, emerging technologies, and listening devices must be turned off and out of sight during school. They may remain in the possession of the student, but cannot be visible in part or whole. This begins when the student arrives at school for the day and ends when students are dismissed for the day. Students will only be allowed to use school-issued electronic devices during class time. Students must keep personal devices off and out of sight during recess, passing time, and every other activity during the school day. As an exception, schools who have an open campus during lunch may allow students to use their personal devices throughout the lunch period. Schools that are a closed campus during lunch shall not allow student use of personal devices during lunch.

- Individuals assume full responsibility for their own technology devices. This includes the device's safety, security and maintenance.
- Personal communication devices and/or devices that can take pictures or videos may not be used in locker rooms or bathrooms at any time.
- No taking, uploading or sharing photos, recording audio, or capturing video during school.
- Students may not have their phone out in the hallway, unless it is an open campus school and it is during lunch time.

- Any disruption to class or other educational activity may result in disciplinary action.

### 5.0710.03 Exceptions

The following exceptions apply:

A student will be allowed to use a cellphone, smartwatch, emerging technology, or listening device:

1. to respond to an imminent threat to the health or safety of an individual;
2. to respond to a school-wide emergency;
3. to use the SafeUT Crisis Line;
4. to allow for a student to follow their Health Care plan, IEP, or Section 504 accommodation plan;
5. to address a medical necessity;
6. or during the lunch period of an open campus school.

In order to receive an exception, a student and/or their family needs to talk with a school administrator to discuss the nature of the need and the possible accommodations. If both the family and the school administrator agree, the student will be granted a specific exception for their specific need.

### 5.0710.04 Consequences

Any personal electronic device seen or heard will be confiscated.

- First Offense: The device will be confiscated until the end of the day.
- Second Offense: The parent must come to the school to regain possession.
- Third Offense: Parent must come to the school to regain possession and pay a fine.
- Fifth Offense: Parent must come to the school to regain possession and pay a fine.
- Additional Offense: The device may be confiscated until the end of the year and/or the student will enter into a behavior contract regarding this (and any other) behavior issue.

Fines collected will go into the school student activity fund to be directly used for student activities such as behavior rewards, positive behavior intervention supports, class rewards for achievement, field trips, etc.

## **Duchense County Safe Schools Policy**

This policy is adopted by the Board of Education of Duchesne School District pursuant to UCA 53A-11-901 - 907. It is the intent of the Board to provide every student in the district with the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. The Board has invited and received input from district employees, parents and guardians of students, and the community. The Board now adopts this policy, based on the principle that every student is expected to follow the rules of conduct, and to show respect for others and to obey persons in authority at the schools.

### **Conduct Resulting in Suspension/Expulsion**

A student may be suspended/expelled from school up to 10 days for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or district employee:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property. Misusing Lab equipment.
3. Behavior, threatened behavior, or intimidation, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school.
4. Willful defacement or injury to any school property.
5. Behavior, which unreasonably disrupts or interferes with the educational process for other students or removing clothing during class or in hallways.
6. Sells, gives, delivers, transfers, possesses, controls, or distributes alcoholic beverages or tobacco products within 1000 feet of school property or any school-sponsored event.
7. Is under the influence of an alcoholic beverage or controlled substance within 1000 feet of any school property or school sponsored

event.

### **Mandatory Expulsion/Suspension**

Students shall be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, or within 1000 feet of school property or within 1000 feet of and in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or district employee:

1. Possession of a weapon, explosive, or flammable material.
2. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities.
3. The sale, control, delivery or transfer or distribution of a drug or controlled substance as defined in UCA 58-37b-2.
4. The sale, control, or distribution delivery or transfer of imitation controlled substances as defined in UCA 58-37b-2.
5. The sale, control or distribution of drug paraphernalia as defined in UCA 58-37a-3.
6. Commission of an act involving the use of force or the threatened use of force which, if committed by an adult would be a felony or class A misdemeanor.
7. Assaults a teacher or other individual.

A student who commits an assault may be suspended until the next regularly scheduled school board meeting.

### **Alcohol & Tobacco**

Use or possession of alcoholic beverages, tobacco products, electronic cigarettes, or personal vaporizers is a five-day suspension and an automatic referral to juvenile court. Any additional offense will be a ten-day suspension, referral to juvenile court and possible release from school.

The student will be required to complete a course concerning the use of drugs.

### **Items not allowed at school**

{E3}

- Any dangerous weapon, or look-alike

- Any dangerous substance—drugs, alcohol, or imitation, or drug paraphernalia
- Any electronic device, when used in a physically harmful, or in a threatening way
- Any gang-related clothing, hats, jewelry, emblem, badge, symbol, sign, or other things that would evidence membership in a gang
- lighter

### **Drugs & Controlled Substances**

Use or possession of controlled substances, psycho-toxic chemicals or over the counter medication is an automatic referral to juvenile court. In addition, the student will be referred to the Duchesne County School District Safe School Committee for determination of future status of the student.

The student will be required to complete a course concerning the use of drugs.

### **Habitually Disruptive Behavior**

A student may be suspended/expelled if he/she is habitually disruptive and has failed or refused to completely comply with the student's remedial discipline plan.

1. An "habitually disruptive student" is one who has caused a disruption in a classroom, on school grounds, in a school vehicle, or at school-sponsored activities or events more than five times during a school year and whose behavior was initiated, willfully and overtly and required the attention of school employees to deal with the disruption.

2. When a student has caused his first disruption such as described in the preceding paragraph, the student's principal or principal's designee shall develop a remedial discipline plan to assist the student in altering his/her conduct and avoiding the occurrence of another disruption. The principal or designee will review the essential elements of the plan with the student at the time it is implemented.

### **Suspension/Expulsion of Handicapped Students**

Students identified as disabled under the Individuals with Disabilities and Education Act, or under 504 of the Rehabilitation Act of 1973 must be

given special considerations. Expulsion of a student for misbehavior that is related to a disability may constitute discrimination.

1. Short-term suspension. The school district may suspend students with handicaps from school for a period not to exceed ten official school days if it is determined that:

a. maintaining the student in a current placement is substantially likely to result in injury to self or to other persons; or

b. the student has engaged in conduct which would otherwise warrant suspension or removal for a non-handicapped student.

**Special Note:** The maximum number of ten days suspension is considered on a cumulative basis, within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with a disabled student. Any suspension should consider the least restrictive environment.

2. Long-term suspension. Any expulsion/suspension of a student, with disabilities for more than ten days, constitutes a change in placement. Prior to a change-in-placement, parents or the student must be notified of the proposed change and the Special Education Committee must first determine whether the alleged behavior is related to a handicapping condition. If the parent contests the proposed change, notice of due process rights must be given to the parent or guardian and the student must "stay put" in the present educational environment unless the parent or guardian agrees otherwise, pending resolution of the hearing.

### **Handicapped Students**

A handicapped student may be expelled for engaging in conduct that would warrant such action for a non-handicapped student only if the Special Education Committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten days while additional assessments are being conducted.

The Special Education Committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

### **Acceptable use policy**

{E3}

DCSD schools will use the document signed during registration "Responsible Use for Duchesne County School District Technology Resources" for all items pertaining to technology use.

### **Medication**

{E3}

- Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Parent/Guardian Medication Authorization Form must be completed and signed by the parent/guardian and the health care provider to administer the medication at school as needed. The Parent/Guardian Medication Authorization Form is available through the school office and on the District website.
- Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. (The Pharmacist may be requested to prepare a special container for school use.)
- The parent MUST bring the medication to school. Students are NOT allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact Office personnel for more information.
- Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.

- All over-the-counter and/or non-prescription medication must be given by a parent or we must have the district Medication Authorization form on file.

## **Campus Officer**

There will be a police officer on the Union High School campus. His duties are to investigate all incidents where the civil laws have been violated. The violations could include: fighting, assaults, use of prohibited substances and materials, traffic and parking violations, etc. He is working on the school campus in partnership with the Roosevelt City Police Department, the Uintah Basin Area Technology Center, Union High School, Duchesne County School Board and his efforts are coordinated with the Duchesne and Uintah County Sheriff Departments.

The officer may occasionally be a class visitor. He is occasionally called upon to be a guest in classes to help in class discussions that may be centered on questions of law. He is here to be of service to the students and staff of the school. Please feel free to approach him with questions; most requests for assistance should be channeled through the administration of the school. Video surveillance is used throughout the school and parking areas. The officer may also use a video camera in his duties on the campus.

## **Search & Seizure**

{E3}

5.0740.01 Students shall be free from unreasonable search and seizure by school officials. School officials may search a student or a student's property with reasonable suspicion or with the student's consent. A search must be reasonable both in the reason for the search and the scope of the search.

## **Driving and Parking Regulations**

Union High School makes every effort possible to accommodate those who choose to drive to school; however, students should know that neither the district nor school has an obligation to provide parking for students who drive to school. Parking at Union High School is a privilege



that may be revoked at any time by school officials. Students who choose to drive a private vehicle to school must abide by the following rules:

1. Obey all traffic laws. Speed limit--10 MPH.
2. Park only in student-designated parking areas. These include the tennis court area and north. The east lot will be locked all day, including the lunch hour. Handicapped parking is for those with the appropriate permit displayed.
3. Park only within the painted lines that designate a parking space.
4. Do not park on sidewalk or brick island areas.
5. Do not leave trash in the lots. Littering laws will be enforced.
6. All flags or decorations of any kind must be school appropriate.

The school will cite students violating the above rules. The fine is \$10 payable by cash or check to Union High School. Failure to pay within 10 days will result in the loss of parking privileges at Union High. Vehicles will be towed at the owner's expense.

### **Detention**

Detention will be given to those students who do not abide by school policies. Detention may be accomplished by completing school service under the direction of the school administration during lunchtime detention or outside of school hours and with a school designee.

### **Visitors**

Parents are welcome to visit anytime. All visitors must report to the front office and receive a visitor's pass from the front office. All unapproved visitors will be cited for trespassing and are not allowed at the school during the school day. This may include activities before and after school.

### **Hall Passes**

Students are expected to be in class during class time. Special situations may arise which require a student to leave the classroom. Students must obtain permission and a hall pass from the teacher to be excused from class. If a student is caught in the hall without a pass, he/she may be

considered truant. Hall passes are used at the teacher's discretion.

## **Student Dress Code Policy**

{E3}

Appearance and dress generally affect the behavior of students attending school; therefore, to create the best learning environment possible for all individuals concerned, the following is established Union High School policy:

1. Clothing:
  - a. The attire and appearance of students should always be neat and clean.
  - b. All shirts, blouses, or dresses must have a sleeve and must cover the entire shoulder, as well as the entire midsection, and not be low cut.
  - c. No attire or accessories with writing or pictures depicting or promoting controlled substances, including brand names, or violence shall be worn to school or school-sponsored activities; nor shall attire with vulgar expressions or obscene pictures be permitted on tee shirts.
  - d. Shoes are to be worn while in school and on the school campus.
  - e. Length of bottom must extend past the student's finger-tip length while standing. Pants, shorts, skirts, dresses, must not allow skin to show within these parameters. Layered clothing or patches may be used to meet these requirements.
  - f. Bottom attire must sit on the waist of the individual and can not hang below.
  - g. Proper athletic wear should be worn in physical education classes. PE Uniforms are required for secondary students.
2. Hair:
  - a. Styled so that it is neat, clean (to protect health), and well-groomed.

- b. Colored hair is permitted. Hair dye must be permanent enough to not be transferred from the hair. Hair must not be a distraction to learning.
- 3. Accessories:
  - a. Hats/baseball caps are allowed as long as they are not a distraction to learning. Hoodies are not allowed to cover the head.
  - b. Bandanas are not permitted on school grounds.
  - c. Wallet chains are not allowed.
  - d. Belts must be worn properly and tucked into pant loops. Belts can not be excessive in length and hang freely from the body.
- 4. Piercings are permitted unless they are a distraction to the student or others.
- 5. Clothing, attire or accessories that mimic non-human characteristics is not permitted.
- 6. Wearing, possessing, using or distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.

### **Formal On or Off Campus Dress Code**

(Prom)

**Girls' Dress:** Dresses should be of an appropriate style for a school function. Halter dresses and strapless dresses are permitted for these dances. Low cut dresses (front or back) will not be allowed. Dresses must have solid material from the shoulder blade down, show no cleavage in front, and cover the midriff. Dresses with high slits (above five inches from the middle of the knee) will not be allowed. Dresses of a transparent material are not acceptable.

**Boys' Dress:** Boys are to wear formal attire and shoes to the dance. Dress pants, shirts with collars, and ties are required. No shorts, sagging pants, or collarless shirts will be allowed.

### **Semi-Formal Dress Code**

(Homecoming, Winter Ball)

**Girls' Dress:** Dresses should be of an appropriate style for a school function. Halter dresses and strapless dresses are permitted for these

dances. Low cut dresses (front or back) will not be allowed. Dresses must have solid material from the shoulder blade down, show no cleavage in front, and cover the midriff. Dresses with high slits (above five inches from the middle of the knee) will not be allowed. Dresses of a transparent material are not acceptable.

**Boys' Dress:** Collared shirts with sleeves and ties are required for boys and must be buttoned up and tucked in at all times. Words or graphics on shirts are limited to pocket-sized logos or Union High School graphics. No shorts or sagging pants will be allowed.

**All Other Dances:** School dress according to Union High School Handbook. Union High School reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. Interpretation of and judgment in matters pertaining to dress and personal appearance are, obviously, necessary. In this area the Principal or Assistant Principals are the final judge of what is, or is not, acceptable for an individual student. If a student is found in violation of the dance dress code, he/she will not be allowed in the dance until the student has changed into suitable attire.

## **Extra-Curricular Activity Policy**

Extra-curricular activities are an important part of high school. Students must understand that it is a privilege to represent the school in these activities. In order for students to participate in extracurricular activities, they must adhere to the following rules:

**Grades:** Students must have a 2.0 GPA with no F's from the previous quarter. Spring quarter grades will be accepted for fall competition. Deficiencies in grades may be made up according to UHSAA policy (page 21 scholastic rule, section 7) during summer school period, provided the same class is offered that the student is deficient in. The class must be made up at Union High School summer school, UBATC, or USU. Courses not offered at the above-mentioned schools cannot be made up. All summer school grades will be pass/fail. The student's GPA will then be recalculated to see if he/she has the necessary GPA to be eligible for participation in fall sports. A student's citizenship must be in line with the current UHS policy also.

### **Game Day Attendance**

All Student-Athletes need to attend all classes until they are excused by the school for the Game Day Event. Previous arrangements such as: Funerals, Medical appointments, and Special Family Circumstances need to be approved a week in advance by administration. Unexcused absences are not allowed. Missing an assigned class will be handled by following the truancy policy steps, procedures, and can also lead to loss of playing time.

### **Bus Rules**

All students must ride the bus to, and from, the activity unless the coach releases them to ride home with their parents. Any other travel arrangements must have **prior** approval by a school administrator. This is to legally protect the child, the parents, and the school in the case of an accident. Release forms are available on the school's web page and in the office.

On any bus trip the coach is responsible for the behavior of the students and communicating to the bus driver concerning the itinerary of the trip.

### **Drugs, Alcohol, and Tobacco**

**First offense:** The student will be suspended from two consecutive weeks of games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program. This is a minimum penalty. A coach can opt for a more severe action.

**Second offense:** The student will be suspended for six weeks from games, meets, matches, competitions, or performances. The student will be required to participate in an assessment by a licensed substance abuse intervention or treatment program and must participate in any prescribed follow-up. Practice may continue only after the assessment has been completed and participation in the prescribed follow-up is occurring.

**Third offense:** The student will be suspended for 18 weeks from all

games, meets, matches, competitions, performances and practices. Where applicable, this suspension carries over to the following school year. Reinstatement of eligibility at the end of the 18-week suspension is predicated upon successful completion of a formal assessment and intervention program.

Restrictions may not be less than those outlined above. In all of the foregoing offenses, requirements which deal with discipline, suspension, corrective measures, parent/guardian involvement, and rehabilitation must be met. This is a minimum—coaches may set stricter rules if desired.

### **Powerschool**

Student Athletes should be responsible for keeping track of their own progress in each class. This can be done by accessing grades through the Internet. Students are encouraged to do the following:

1. Check in the counseling office and get your confidential student ID number and password.
2. Access the internet through your regular service provider, the public library, or the school library. Faculty and staff at Union High School will be more than happy to assist you.
3. Go to this address <http://powerschool.dcsd.org>. You will access a window and be directed to submit your confidential ID numbers.

**If students have questions concerning grades, they should contact the teacher in person or by email and set up a conference with the teacher.**

### **Academic Letters**

Athletic varsity letter requirements vary by sport and are awarded by the head coach. An academic letter may be earned in Business, FBLA, English, Journalism, Science, and Social Studies. Contact the individual advisor for information regarding requirements.

## **Duchesne School District/Utah Education Network**

### **Student Use Guidelines**

The primary purpose of the UtahLink in the school district is for the use of

the public school professional staff and secondary student access. The use of an individual student account is considered to be a privilege and is permitted to the extent that available resources allow. Students may be granted an account for up to one academic year at a time provided they read and agree to follow guidelines of the District. Students may not maintain accounts upon graduation. Generally, students are not permitted to enter professional UtahLink or discussion groups. All accounts issued must be approved by the school district. Misuse of the network will result in suspension or termination of network privileges. The above-mentioned use is subject to revision by the district and/or state office of education.

### **Internship Requirements**

Students who wish to participate in the Work-based Learning Internship Program must meet the following requirements:

1. Must be in good standing. Students must have passing classes in all classes and have good attendance in all classes.
2. Attend the Critical Workplace Skills class every Tuesday during their internship hour and complete weekly assignments.
3. Complete timesheets every 2 weeks.
4. Turn in internship packet and agreement within the first 2 weeks of each quarter.
5. All interns will receive a letter grade.
6. Interns can have no more than 2 hours of internship per day unless pre-approved by school administration.
7. All interns must be off school grounds during their internship hour(s).

Students wishing to be Teacher's Aides during the school day must enroll through the Internship program and follow the guidelines outlined above.

### **Schedule Change Policy**

Schedule changes must be made in the first ten days of a semester, and the first five days of quarter 2 and quarter 4.

Since numbers of course sections depend upon pre-registration information, valid reasons for a schedule change are:

1. Computer error
2. Changes needed to satisfy graduation requirements
3. Changes required by health
4. Completion of an approved summer school, community college or online course

### **Add/Drop Policy**

**(refer to specific date(s) on district yearly calendar)**

Valid reasons to add a course past the 10th day of each term and prior to the midterm.

1. Computer error
2. Changes needed to satisfy graduation requirements
3. Changes required by health
4. Completion of an approved online course
5. Administration request and approval

**No new course may be added past the midterm of any quarter.**

### **Course Drops**

Courses dropped after the midterm date of a quarter and prior to the 20th day of the end of a quarter or semester will receive the following on official high school transcript:

**WP/Withdraw with passing grade-** For a course dropped with a current passing grade. Students WILL NOT receive course credit and it will not be calculated on the students GPA.

**WF/Withdraw with failing grade-**For a course dropped with a current failing grade and will not be calculated on the students GPA.

Courses WILL NOT be dropped on or after the 20th day prior to the end of a quarter or semester grading term. Course grades will be stored on the official high school transcript.

### **Earning Credit Towards Graduation**

{E3}

An academic grade reflects successful demonstration of knowledge and/or skills pertaining to the Utah State standards for that course.



Teachers inform students of the content to be learned and the success criteria for each level of learning. These proficiency scales are available for student and parent information.

Each student will receive a report card at the end of each term or quarter. Credit is issued on a quarter basis, with each quarter being the equivalent of 0.25 credits. A full-year class equals 1 full credit (Concurrent Enrollment courses equal 1 full credit) and a semester class is 0.50 credits. To graduate with a regular diploma, a student must accumulate a total of 36 academic credits, with earned credits in all required subjects. For students transferring into a DCSD school from outside the district, all courses for credit must be earned from an accredited institution and those credits will be prorated into the DCSD credit system on an individual basis.

Students who fail classes required for graduation will need to make up these classes to gain the necessary credits. Please talk to your counselor to determine what option would work best for you to recover the credit and/or forgive the grade from the failed class.

### Grading Policy

#### WHY USE STANDARDS-BASED GRADING?

- Provides specific mastery scores connected to the standards of each course.
- It shows specific strengths and areas for growth for individual students.
- Clearly documents every students' progress, using the success criteria, on each standard.
- Allows and encourages multiple opportunities to demonstrate progress throughout the school year.
- Students who require extra time to master a skill are not penalized.
- It is designed for teachers to utilize more pre-tests and formative assessments to guide instruction.
- It demonstrates a student's readiness for summative assessments.
- It shows specifically what students have learned and has a strong correlation to positive standardized testing results.

#### ASSESSMENTS FOR LEARNING OUTCOMES

- A** – The student has demonstrated mastery of the standard.
- B** – The student has mastered all of the simple learning goals "C" and partially mastered the standard "A"
- C** – The Student has mastered all of the simple learning goals of the standard.
- D** – The student has partially mastered the simple learning goals of the standard.
- F** – The student has provided evidence, but has not attained the simple learning goals.
- M** – Missing. Student has not provided evidence on which to base a grade.

#### PROFICIENCY SCALES

- Specific scoring guides are created for each standard.
- The success criteria for each standard is clearly defined.
- The needs of students, at all learning levels, are addressed.
- Students learn to evaluate their own skill levels.
- Feedback on the success criteria of each standard is specific and it is done collaboratively.
- Students learn to evaluate their own skill levels using the success criteria.

"Reflective teaching must be based on evidence of student learning, and reflection is most powerful when it is collaborative." —John Hattie

Graduation Requirements



Duchesne County School District  
High School Graduation Check Sheet



DCSD requires 36 credits for graduation  
Each box equals 0.25 credit / 1.0 credit is equal to 1 year

Student Name: \_\_\_\_\_  
Graduation Year: \_\_\_\_\_

English Language Arts (6.0)

English 9				
English 9 Lab				
English 10				
English 10 Lab				
English 11				
4th Year English				

Mathematics (6.0)

Secondary Math 1				
Math 1 Lab				
Secondary Math 2				
Math 2 Lab				
Secondary Math 3				
4th Year of Math				

Science (3.0)

Life (Biology)				
Physical (Chem, Physics, Earth)				
3rd Year Science				

Social Studies (3.0)

World Geography				
World History				
U.S. History II				
U.S. Government				
Social St. Elective				

Fine Arts (1.5)


CTE (1.0)


Health & PE (2.0)

Health II				
Fit For Life				
PE Elective				

Financial Lit. (0.5)

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Computer Lit. (0.5)

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Electives (12.5)


Notes:

Credits Earned					
	Q1	Q2	Q3	Q4	Total
9th Grade					
10th Grade					
11th Grade					
12th Grade					
Total:					
Civics Test Passed:					<input type="checkbox"/>

\* Transfer students will have their credits prorated into our system by a counselor.  
\*\* Special thanks to Amanda Jenks of the Ute Tribe for inspiring this document!



## **Athletic Participation Credit**

{E3}

Students must have a minimum 2.0 GPA with no Fs from the previous grading period. A student who is declared eligible (or ineligible) shall be eligible (or ineligible) for the entire term insofar as academic grades are concerned.

A student may not have any Us from the previous grading period. A student restores eligibility by completing all requirements set forth by the Principal to make up the U.

Summer school make-up grades will be accepted for first term eligibility. For all other terms, once a grade has been entered on the report card, it cannot be made up. The grade can only be changed in case of teacher error with regard to the grade.

## **Demonstrated Competency Assessment (DCA)**

{E3}

Demonstrated Competency Assessment (DCA) gives students the opportunity to test out of a course to earn high school graduation credit. Students can take a DCA in an identified subject area and receive .5 or 1.0 credit (plus Lab credit as applicable). DCAs are available in ELA, Math, Health, and PE to all high school students. Tests are taken at scheduled times for assessment-only DCAs or by appointment prior to April 15th for project-based DCAs. DCAs are completed at the District Learning Center (DLC). Students and their parents should meet with a counselor to review previous coursework, standardized test scores or other relevant experience to decide if they are sufficiently prepared to be successful on a DCA.

## **National Honor Society**

The National Honor Society chapter at Union High is a nationally chartered organization, and procedures for admittance follow national guidelines. Students must have a 3.5 cumulative GPA to join. The application procedure takes place in the spring. Students must also pass a nomination process by the faculty and administration. Students are rated in areas of service, citizenship, leadership and scholarship. Names will be presented to the National Honor Society Council for final approval.

If approved, students will attend an induction ceremony.

Once inducted, a student must maintain a 3.5 GPA and must commit to 20 hours of community service per quarter. Should the GPA drop below the standard, or should a student fail to complete service hours, he/she may be put on probation or expelled from the National Honor Society. Students may also be expelled for any citizenship violation.

### **Concurrent Enrollment Courses**

You can earn college credits while in high school. This can be a great way to save time in college and tuition in the future.

Concurrent enrollment via Utah State University offers several classes where students can earn college credits that also count for high school credit.

Things to keep in mind when enrolling in Concurrent Enrollment

- You must have a GPA of 3.0 and higher to be eligible.
- You must apply for admission to Utah State by visiting [concurrent.usu.edu](http://concurrent.usu.edu)
- Concurrent enrollment course credits begin a permanent college transcript. The grades will follow you through your college career.
- There are fees and supply fees for each class.
- If you decide to withdraw from a USU class, you must withdraw from USU and Union High School. Failure to withdraw will result in an F and impact your GPA.
- USU offers a pathway that can help students complete most of their freshman year of college.
- USU requires a C or higher GPA(2.0) with concurrent enrollment to stay eligible.

### **UBTECH Courses**

UBTech offers several classes and certifications to Union High students. Coursework is designed to help complete a Certificate Program, earn a CTE pathway and/or prepare for an apprenticeship.

A GPA of 3.0 is required for medical courses. Pharmacy Technician and Medical Assistant require to complete an application in May. All UBtech classes now require registration through them as well as fees and material costs.(UBtech fee schedule for more information.

Programs include: Pharmacy Technician, Medical Assistant, Nursing Assistant (CNA), Office technician (business related), IT support technician, Welding, Construction, Electrician, Automotive and Diesel (must be 18)

UBtech reserves the right to refuse classes for inappropriate behavior and lack of attendance. Taking classes at UBTech is a privilege plus grades are stored on an official college transcript. This transcript can be sent to other college for credit after high school.

### **Integrity with Artificial Intelligence**

{E3}

As emerging technologies like artificial intelligence (AI) and Natural Language Processing (NLP) become more prevalent, our District is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning.

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of schoolwork except as outlined in governing board policy. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that staff is tasked with developing in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Behavioral Referral Process.

Under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students may use such resources to help them better understand and analyze information and/or access course materials. If students have any questions about whether they are permitted to use AI/NLP tools for a specific assignment, they should ask their teacher.

### **Valedictorian/Salutatorian**

{E3}

The designation of Valedictorian will be based on a student's GPA, with the highest GPA being awarded Valedictorian and the second highest GPA being awarded Salutatorian. If more than one student earns the highest GPA, then no Salutatorian shall be awarded (but may be honored in other ways). Only students who completed at least 50% of their total senior year in the DCSD high school from which they are graduating will be considered for this honor. Early graduates may be considered as long as they meet the 50% requirement. Grades must be submitted for this honor no later than the Monday before graduation (or sooner if the school requires). Grades submitted after this date will not be considered for this honor, but may impact student rankings. Note: Typically, 3rd Trimester CE courses do not finalize until after this date and should not be considered in Valedictorian determination if they are not finalized.

Graduation speakers shall be chosen from the pool of Valedictorians and/or Salutatorians. Students wishing to speak will audition by submitting their speech by the Monday before graduation. The administrative team and/or designees will review speeches and choose the winning candidate(s). If no speech passes analysis, no honors speaker is required.

## **Participation in Graduation Exercises**

For seniors to be eligible to participate in graduation exercises, the following conditions must be met:

1. The student must complete his/her last semester at Union High School.
2. The student must be on-track to graduate by mid-term of the fourth quarter. Grades will store the friday before graduation for seniors and all 36 credits must be earned.
3. All seniors must meet with their counselor upon exit to review his/her grades and transcript information.
4. The student must be enrolled in at least 60% of Union classes.