

UHS
Student Handbook



"Ambition Never Rests"

Union High School

Home of the Cougars

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Motto, Mission, Vision, and Core Values

Union High School's Motto: "Ambition Never Rests"

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



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

COVID- 19 Information Please Contact Tri County Health Department - <https://tricityhealth.com/> or 1(435)722-6300



Union High School
2023-2024 Bell Schedule
5x5 a/b Schedule

“Ambition Never Rests”		
Monday-Thursday		
1st Hour	8:00-9:10	(70)
2nd Hour	9:15-10:25	(70)
3rd Hour	10:30-11:45	(75)
Lunch	11:45-12:20	(35)
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,
Loyal we ever will be,
In loss or victory,
It's good ol' Union High!
Fight! Fight! Fight!
Go Cougars!

Affirmative Action/Equal Opportunity Statement

Duchesne County School District is committed to providing educational and employment opportunities to students without regard to race, color, sex, religion, age, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

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.

Constitution of Union High School

Last Revision - 2013

PREAMBLE

We, the members of the Union High School Student Body, do establish and promote this constitution in order to better understand and appreciate the advantages of a good educational system as a part of our American way of life and to develop individuals of outstanding qualities for the benefit of our country. Through this constitution our object is to develop and maintain loyalty and unity within the school.

ARTICLE I

(Name and Membership)

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

Section II. Upon payment of student body fees all students are granted membership in this organization. All faculty members are included as members of this organization without payment of a special fee.

Section III. The mascot of Union High School is the Cougar because of its strength and courage.

Section IV. The colors of Union High School are Gold and Black.

ARTICLE II

(Student Body Officers)

Section I. The duties of the President shall be to supervise all student body functions, to call meetings of the student body and of the council at times of necessity, to preside and conduct at student council meetings, and to represent the school in matters pertaining to school affairs.

Section II. It shall be the duty of the Vice President to assist the president, except in the approving and passing of motions. He is to replace the president as a presiding officer in the event the president resigns or relinquishes office.

Section III. The duties of the Secretary shall be to attend to all matters concerning student body correspondence and take minutes of student council meetings.

Section IV. It shall be the duty of the Historian to keep a historical record of the general happenings of the school, including all contests, plays, operas, concerts, building improvements, listing of all governing officers and all other departmental activities.

Section V. Fourteen officers, that of commissioner of diversity (duty is to advise the student council concerning the involvement of minorities in all school

activities), commissioner of assemblies, two commissioners of publicity, commissioner of school spirit, two commissioners of activities, and that of two commissioners from each class will be appointed by an administrative team. These fourteen will be voting members of the student council.

Section VI. The above officers shall perform all other duties necessary for the welfare and good of the school.

ARTICLE III (Class Officers)

Section I. There shall be a president and vice president elected from each class.

Section II. Elections dates and times shall be determined by the student council and administration group.

ARTICLE IV (Governing Body)

Section I. 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), also the president and vice president of each class; namely, the senior, junior, sophomore, and freshman classes; also, the head cheerleader and the appointed commissioners.

Section II. Two faculty members shall be assigned by the principal to act as advisors to the council.

Section III. 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.

Section IV. Any club or organization having business with the student council may request permission from the student body president to send one non-voting representative to the student council meeting.

Section V. The student council shall meet as designated by class schedule or when the student body president calls it to session.

ARTICLE V (Powers of the Student Council)

Section I. The council shall have the power, by vote of the majority of its members and subject to the veto of the principal, to:

- a. Have charge of all financial matters in connection with student body funds or extra-curricular activities for the whole student body.
- b. Make recommendations to the student body or administration on any point thought desirable for the school's welfare.
- c. Authorize the president to appoint any committee thought desirable for any responsibilities with a two-thirds (2/3) majority vote of the

student body.

d. Make and enforce any rules necessary for the betterment of the school, subject to revocation with a two-thirds (2/3) majority vote of the student body.

e. The student council has the power of impeachment of any student body officer. Officers may be impeached if they do not follow: (1) eligibility, or (2) conduct rules.

Section II. 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)

Section I. Nomination forms for student body and class officer candidates shall be acquired in the main office as early as one week prior to student body and class officer primary elections. Completed nomination forms will be submitted to the office at or before noon the day before primary elections. Nominee must sign the nomination form. If a candidate running for a student body office chooses to run for a subsequent class officer position, the same form used to run for student body officer may be resubmitted with a new class officer position communicated. All nomination forms must be submitted to the front office by 12:00 pm the day prior to election.

Section II. Candidates should check their eligibility before signing the nomination form.

Section III. A student may nominate himself/herself if eligible.

Section IV. In the primary election the two candidates from each office having the highest number of votes shall run in the final election. There shall be at least one week of campaigning between the primary and final elections. (See Amendment II).

Section V. In case of a vacancy of the student body president, the vice president will assume the presidency. In case of a vacancy in any other student body office, new elections shall be held as best seen fit by the student council.

(Eligibility)

Section I. Student Body Officers

a. All student body officers must maintain an average scholastic rating of at least 3.0 with no failing grades.

b. The student body president must be in attendance at Union High School at least seven months of his/her junior year. The president, while in office, must be a senior. All officers must conform to the general eligibility rules in Section IV.

Section II. Class Officers

- a. All class officers must maintain an average scholastic rating of at least 3.0 with no failing grades.
- b. All class officers must also conform to the general eligibility rules in Section IV.

Section III. Cheer Team Captain and Commissioners

- a. The cheer team captain and commissioners must maintain a scholastic rating of at least 3.0 with no failing grades. (Refer to Amendment I.)
- b. The UHS cheer advisor(s) shall appoint the team captain. The team captain will fill the seat occupied by the cheer captain as a commissioner on the UHS student council.
- c. The cheer team captain and commissioners must conform to the general eligibility rules in Section IV.

Section IV. General Eligibility Rules

- a. No student may hold more than one major office/position per year. (Major offices/positions include student body officers, class president, cheerleaders, editor of the yearbook and editor of the newspaper.)
- b. No student shall be eligible to represent his school in inter-school competition unless he conforms to the current Utah High School Activities Association eligibility rules.
- c. Nominees for student body officers, class officers, head cheerleader, and commissioners must maintain an overall scholastic 3.0 grade point average. The nominee may have no failing grades posted from the previous quarter. These requirements apply to running for office and must be maintained each term thereafter. The candidate must maintain satisfactory citizenship (no U's).
- d. 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, the teacher, and parents.
- e. All students must conform to the citizenship rules in Section IV to be eligible for an activity or office.
- f. The following are examples of poor citizenship and could result in ineligibility of any student officer. The faculty, the principal or any witness to the eligibility committee, may report these:
 1. Truancy.
 2. Misrepresenting the school (anything that violates the

- conduct rules as stated in the student handbook).
3. Disrespecting teachers.
 4. Causing unnecessary disturbances in the halls and assemblies.
 5. Littering within the school and on school grounds.
 6. Being tardy when unexcused.
 7. Dressing improperly (anything that violates dress standards as stated in the guidelines of the student handbook).
 8. Reckless driving or speeding on school grounds.
 9. Using tobacco, intoxicants, or drugs on school grounds.
 10. Stealing and disrespecting others' property.
 11. Fighting on school grounds.
 12. Not attending assemblies or leaving assemblies before being dismissed without adequate excuse.
 13. Any violation of the Safe School Policy

g. Elected officers and commissioners 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.

Section V. Penalties for the Status of Ineligibility for Class and Student Body Officers:

1st offense--nine weeks of non-participation

2nd offense--no participation for the rest of the year and removal from office.

**ARTICLE VIII
(Amendments)**

Section I. Amendments or revisions of this constitution may be made by a majority vote of the student council.

Section II. Amendments can be suggested by the student council, student body officers or administration. Amendments can also be brought up to the council for discussion by any student if he has drawn up a petition stating the revision and has acquired a list of 30 names to support it.

AMENDMENTS

Amendment I. (Added to Article VI, Section 3-b). The head cheerleader must maintain an average scholastic rating of 3.0 with no failing grades. Other cheerleaders will fall under the extra-curricular scholastic guidelines.

Amendment II. (Added to Article VI, Section IV). Campaign rules and regulations for student body and class offices.

1. Students do not campaign until primary elections.
2. There will be no “mudslinging” between candidates or parties. Either or both may be declared ineligible.
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 judgment 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 the above will be declared ineligible.
7. FAILURE TO ABIDE BY ANY OF THE CAMPAIGN RULES FORFEITS THE CANDIDATE’S PRIVILEGE OF RUNNING FOR OFFICE.

Citizenship Proficiency Scale

	<p>Duchesne County School District</p> <p>Citizenship Proficiency Scale</p>	
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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 such as 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 2025-26 School Year:
 - No academic credit 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 *
H <small>(Honors)</small>	<input type="checkbox"/> H (Blue) matrix	<input type="checkbox"/> On Level 0 or 1	<input type="checkbox"/> 90-100% of work is competently completed
S <small>(Satisfactory)</small>	<input type="checkbox"/> S (Green) matrix	<input type="checkbox"/> On Level 2	<input type="checkbox"/> 75-89.9% of work is competently completed
N <small>(Needs Improvement)</small>	<input type="checkbox"/> N (Yellow) matrix	<input type="checkbox"/> On Level 3 <i>(must include teacher intervention plan)</i>	<input type="checkbox"/> 60-74.9% of work is competently completed
U <small>(Unsatisfactory)</small>	<input type="checkbox"/> U (Red) matrix	<input type="checkbox"/> On Level 4 or Higher <i>(must include admin and a contract)</i>	<input type="checkbox"/> 0-59.9% of work is competently completed
Make Ups?	<i>Yes. Get the Grade Up</i>	<i>Yes. Improve the Level</i>	<i>Yes, within teacher established deadlines.</i>

* *Classwork Citizenship is only for those teachers who use "collected" for the "assignments" in powerschool. Teachers establish the cut score for each assignment with modifications for those with an IEP.*

Attendance Policy

One of the most important competencies this school is responsible to teach is life-management skills. These skills relate to the success of a student in all real-life situations. When students graduate from Union High, demonstrated mastery in school attendance and punctuality should directly translate into responsible work habits.

For students to be successful at UHS, they must be in class on time and

working. Most students do this. For the students who choose not to do this and disrupt others' learning, there are consequences. Parents will be contacted when a student receives three or more unexcused tardies or any truancies in a term. Below are the consequences for student's inappropriate behaviors.

Attendance Matrix

Duchesne County School District Attendance / Grades Consequence Matrix

Secondary

		ATTENDANCE																		
		<i>(# of Days Absent per quarter per class. All absences count, except hospitalization.)</i>																		
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+	
G R A D E	As	As	As	As	As	As	As	As	As	As	As	As	As	As	As	As	As	As	As	As
	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs	Bs
	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs	Cs
	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds	Ds
	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M	F/M
Citizenship Grades																				
H	H	Honors level of attendance. Keep up the good work.																		
S	S	Warning: on watch. Keep your grades up and attend class to avoid dropping any further.																		
N	N	You are in study hall sessions until you get into the green or blue. Coordination with parents will take place.																		
U	U	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																	
		<i>(# of Days Absent per quarter per class. All absences count, except hospitalization.)</i>																	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
G R A D E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F

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 Mr. North's 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.

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.**

Each student is expected to keep their attendance under the following thresholds:

1. No more than 6 unexcused absences per class period during the duration of each Quarter.
2. No more than 10 tardies per class period during the duration of each Quarter.

Notification of absences

- If a student is marked absent for any class, Powerschool will send a notification to all parents who subscribe concerning their students' attendance.

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 contact 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 Absence

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

DCSD Behavior Intervention Levels

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

* Based on situational severity, school administrators may determine that specific behaviors warrant skipping levels. (Updated: Aug 2, 2023)

Behavior Level # ____ School: Date: Student:

Your own resolution to succeed is more important than any other. - Abraham Lincoln	
<p>WHY? What behaviors have caused you to be at this level?</p>	<p>ACTION PLAN What actions will improve behavior in the future?</p> <p>Follow-Up Timeline: <input style="width: 100%;" type="text"/></p>
<p>CONSEQUENCES Natural and/or imposed. Personal and/or Relationships.</p>	<p>NEEDS What do you need in order to succeed in the action plan?</p>
The most important single ingredient in the formula of success is knowing how to get along with people. - Theodore Roosevelt	

Student: _____ Parent: _____ School: _____

- 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.

Bullying Policy

Bullying is unwanted, aggressive behavior among school aged children that involves a power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally.

The civil harassment laws say “harassment” is: Unlawful violence, like assault or battery or stalking, OR. A credible threat of violence, AND. The violence or

threats seriously scare, annoy, or harass someone and there is no valid reason for it.

Union High School has a zero tolerance policy for Bullying and/or Harassment. Students or faculty are to report any such cases to Administration or Counselors.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical communication of a sexual nature. Sexual harassment may include but is not limited to:

- Verbal, written, or electronic harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against others
- Demanding sexual favors. Any unwelcome sexually motivated touching

Persons found in violation of this policy will be subject to discipline including but not limited to reprimand, suspension and referral to local police.

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.

Electronic Devices

Duchesne County School District School Board adopted a policy for use of electronic devices and cell phones at school. **“There shall be no**

unapproved student use of any electronic devices or cell phones during instructional time.”

The policy of Union High School is that Cell Phones/ iPods/ iPads/ Kindles/MP3 Players/ etc. may be used as educational devices and can play an important role in the classroom setting. Therefore, electronic devices are only to be used before and after school, between classes and during lunch break. Use during instructional time will be at the discretion of each individual teacher. Any cell phones or electronic devices seen or heard during instructional time, without express permission from the classroom teacher, will be confiscated.

Consequences for violation of Policy:

First Offense: Device will be confiscated by the teacher and returned at the end of the class period.

Second Offense: Devices will be confiscated and will be given to the administration until the end of the day

Third Offense: Parents must come to the school at the end of the school day to regain possession of the device for their child

Fourth Offense: Parents must come to the school to regain possession of the device and pay a \$5.00 fine.

Any Additional Offense: The device will remain in the office for one week. A parent must come to the school and pay a \$10.00 fine to regain possession of the device.

Creative and Innovative Uses for All Electronic Devices.

A. Individual teachers, school employees and schools are encouraged to use electronic devices creatively to communicate effectively with students and parents and to enhance instruction.

Other Provisions.

A. Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, washrooms, and dressing areas.

B. Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment.

C. Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

D. Students and parents should be informed and understand that confiscated electronic devices may be subject to search by school officials.

E. A student's penalties for violation(s) of an electronic device policy provision

may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation.

Duchesne District Safe Schools Policy

Safe Schools

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.
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.
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.

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.

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.

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, north and east parking lots. The east lot will be locked all day,

including the lunch hour. The west lot is for faculty and visitors. 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

Appearance and dress affect the behavior of students attending school; therefore, to create the best learning situation possible for all individuals concerned, the following is established district policy:

1. The attire and grooming of students should always be neat, clean and modest. Undergarments are not to be exposed. All shirts, blouses or dresses must have a sleeve, show no cleavage in front and must cover the entire midsection. No attire or accessories with writing or pictures depicting or promoting controlled substances shall be worn to school or school-sponsored activities; nor shall attire with vulgar expressions or obscene pictures be

permitted. Any type of chain is not allowed. Neither “grubby” nor mutilated clothing is acceptable. Shoes are to be worn while in school and on the school campus. Modest walking shorts are the only acceptable shorts and must be longer than the student’s arm length while standing. Skirts and dresses need to be longer than the student’s arm length while standing. Jeans should not have any holes or splits on the backside and holes or splits in the front need to be longer than the student’s arm length while standing. Proper athletic wear should be worn in physical education classes. Any exception deemed necessary for special school events, activities, or weather conditions will be determined and announced by the principal.

2. Piercings shall be limited to the ears only and shall not be done in a manner so as to cause a disruption or health hazard.

3. Hair must be styled so that it is neat, clean (to protect health), and well groomed. It must be styled so that it does not interfere with the student’s vision or create a situation that detracts from the educational process. Hair may only be dyed of natural colors. Reds, blues, greens, etc. are not natural colors and are not in keeping with the school’s educational mission and will not be tolerated.

4. Beards and/or mustaches must be kept neatly trimmed.

5. No hats, caps, bandanas or head-coverings are to be worn by students in school as per school and district policy. Hats will only be permitted for special occasions that have been pre-approved by school administration. Only special medical or individual needs basis will apply on as needed based on medical diagnosis or on individual basis.

6. Lewd, vulgar, defamatory 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 behavior demonstrated by speech or action that is detrimental to the educational process in the school system shall be grounds for suspension.

The administration is charged with the responsibility of carrying out the policies of the Duchesne County School District Board and is granted the latitude to do what is best for the welfare of the total school program in a given situation until the Board can consider the special matter.

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

Detention Hours Completion/Verification Policy

Detention hour lists will be placed in each head coach's mailbox the first school day of each week. The student-athlete will then be given three school days to complete the detention hours. If detention hours have not been completed and cleared through administration by this time, the student-athlete will not be eligible to participate in extracurricular activities. Detention hours must be completed and cleared before eligible status is reinstated.

The student-athlete must be responsible to obtain the Detention Verification Slip (front office), perform the required hours, and obtain signatures from the custodian/detention advisor and administration. After adjusting the detention hours on PowerSchool, the administrator will place the slip in the coach's box. This will be the official notification for the coach to release the player back into eligible standing.

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 will 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 protect the child, the parents, and the school from legal problems 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. The coach is also responsible for 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 has the right for more severe action if he/she wishes.

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, intervention and treatment 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

There are Four Options for earning credit towards graduation. All options are in alignment with USBE’s R277-700-7.

Preferred/Traditional Pathway:

- A student enrolls and takes classes during school hours and completes the entire course. A Traditional grade is awarded, ranging from: a,b,c,d, and f. The student has now earned credit towards graduation.

Grade Forgiveness

- For - Students who have taken the complete course, but are not satisfied with their course grade.
- How - The student must receive admin pre-approval prior to retaking the course.
- Course retaken must be comparable to original course
- Teacher - traditional teacher or online course
- Graded - Once the course is completed, the higher of the two course’s grades will be recorded (replacing the lower grade). Traditional A, B, C, D, and F grades are awarded.
- Approx. Time - Full length of the course (1 quarter, 1 semester, or 1 year)

Credit Recovery

- For - Students who have taken the complete course, but did not receive a passing grade
- How - The student must take a specifically designed, condensed credit recovery course
- Teacher - Designated credit recovery teacher or asynchronous online credit recovery course
- Graded - Once the condensed course has been completed, either a “P” passing grade or an “F” failing grade is recorded. The original F is not replaced. Traditional A, B, C, and D grades are not awarded. A Passing grade awards credit.
- Approx. Time - Varies. Evidence must be shown of competency on all priority standards.

Demonstrate Competency Assessment (DCA)

- For - Students who already know/understand the core standards of a course
- How - The student may attempt a DCA under the supervision of the District Testing Center located at Basin Online School.
 - Each DCA may only be attempted once within a 6th month period 9th thru 11th grade. Seniors may attempt more frequently with administrative approval.
 - Each DCA must be passed with 80% mastery. All DCAs for a course must be passed before credit for the entire course is given.
 - DCAs are provided in a variety of methods. ie, essays, projects, presentations, and written tests.
- Teacher - no teacher required
- Graded - Each DCA must be passed and graded separately, then all DCAs are combined to give an overall grade for the course. The student receives an A thru B- depending on the overall proficiency awarded on the DCAs. Traditional C, D, and F are not awarded.
- Approx. Time - one to two weeks per DCA.

Academic Probation

The skills developed and learned through disciplined academic achievement translate to every area of life. Union high school is committed to helping students develop life long skills. Students are to keep their grades at a certain level to stay in good academic standing at Union High School. If a student fails to stay in good standing then the said student will be placed on academic probation.

- If a student fails 3 or more classes at the end of a quarter. They will be placed on academic probation.
- The student will meet with an administrator to develop an action plan to get the student back to good academic standing.
- The student will be required to complete established criteria to return to good academic standing.

Possible action plan criteria to be met before return to good academic standing::

- ISS
- Credit Recovery
- Alternate Class Placement
- Alternate Education Placement

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.

Graduation Requirements

<u>Subject</u>	<u>Credits</u>
English	4.0
Social Studies (.5 Geography, 1.0 U.S. History, .5 World Civilizations, .5 U.S. Govt. & Citizenship .5 Elective)	3.0
Math (Secondary Math 1, 2, 3)	4.0*
Science (1.0 physical, 1.0 biological, 1.0 elective)	3.0*
Fine Arts	1.5
Information Technology (.5 computer elective, .5 computer tech)	1.0
Physical Education (fit for life required)	1.5
Health	0.5
Vocational Ed.	1.0
Financial Literacy	0.5
Electives – Class of 2022	16.0*

Total: Class of 2023 – 36.0

** Only transfer credits from other accredited schools will be accepted.

Valedictorian/Salutatorian

Selection Criteria:

- Grade Point Average

All students who achieve a GPA of 4.0 will be awarded valedictorian. If there is a tie between valedictorians then there will be no Salutatorian.

Graduation speeches:

The Union high school principal will be in charge of picking speakers for graduation.

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.
3. All seniors must meet with their counselor upon exit to review his/her grades and transcript information.