## School Calendar

### 2019-2020

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ALMA MATER

Here’s to our Purple and Gold,
Long may it wave,
Over our dear old school,
Colors never fade,
Purple and Gold for loyalty,
And for faithfulness
Here’s to our dear old school,
UCHS!
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DIRECTOR’S MESSAGE
Union City School System is one of the best school systems in the state and nation because of great people like yourself. We are one of the best because we have extraordinary students, teachers, administrators, staff members, parents, Board of Education members, and community members. It is an honor for us to serve you, the student, as you prepare for your future, and you, the parent, by helping you give your child the opportunity to be successful. Our mission is to prepare students to live, work, contribute, and excel in an ever-changing world. This mission is one that every administrator, teacher, and staff member takes very seriously and is resolved to see it through. I am honored that you have chosen Union City Schools. Go Tornadoes!!
Wesley Kennedy
Director of Schools

UNION CITY BOARD OF EDUCATION MEMBERS
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Cathy Waggoner, Vice Chair (Ward 4)
John Clendenin, M.D. (At-Large)
Scott Gilliam (Ward 5)
Tim James (Ward 1)
Wright Jernigan, M.D. (At-Large)
Curtis McClendon (Ward 3)

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Michael Paul Miller, Assistant Superintendent
Jeannie Babb, Special Education/Federal Projects, Pre-School Administrative Assistant
Cindy Davis, Bookkeeper
Camille Mobbs, Administrative Assistant to the Director
Carol Flood, Finance Director/Office Manager
Ashley Phillips, Instructional Secretary/Special Projects
Rene Flood, Classroom/Curriculum Coordinator
Chuck Reedy, Maintenance/Bus Supervisor/Safety Director
Jerod Howell, IT Specialist
Laney Rogers, Special Education Coordinator/Preschool
Mike Hutchens, Communications Director
Nan Tilghman, Payroll/Food Service Coordinator
Annette Lafever, Food Service Bookkeeper
Kristen Miles, School Health Coordinator

BOARD BELIEFS / MISSION STATEMENT / GOALS
Adopted December 14, 2009

We Believe That:
- Student learning should be our primary focus for all decisions. Learning encompasses academics, character, and personal development.
- High expectations for all students is our standard for success.
- A safe, secure, and inviting learning environment is necessary for a school to be effective.
- Technology is an essential component of a successful educational program.
- An effective school must have a Highly Qualified, enthusiastic, and involved staff, who fosters mutual respect and positive relationships with students and families. All stakeholders (students, teachers, administrators, school board members, families, and community) should be accountable for achieving our mission. A well-rounded education provides learning opportunities in the core academic subjects, fine arts, career and technical education, and extra-curricular activities.
- Diversity in the school population strengthens the system.

Mission Statement:
The mission of the Union City School System is to prepare students to live, work, contribute, and excel in an ever-changing world.

**Goals:**
1. To utilize and expand parental and community involvement.
2. To provide highly qualified and effective personnel.
3. To exceed the benchmarks of both state and federal education requirements.
4. To provide a safe, secure, and inviting learning environment.
5. To provide a curriculum (traditional as well as advanced) that challenges students at every level.

**Expectations**
Expectations for ALL students attending Union City Schools:
1. Follow directions of ALL adults
2. Show kindness and be courteous and respectful to everyone
3. Be prepared and on time
4. Move about quietly and orderly in this school and on this campus
5. Dress appropriately
6. Do what is right
7. No excuses

**General Objectives**
Education should lead the individual to the development of the following:
1. Disciplined self-reliance
2. Constructive thinking in all learning situations
3. A sense of responsibility toward work (Work is the basis of the American way of life.)
4. The ability to adjust to social progress
5. High moral and spiritual values
6. Worthy use of leisure time
7. Deep sense of loyalty and patriotism
8. Competency in using the fundamentals of learning
9. Adequate physical and mental health

**Grading Scale**

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<td>93-100</td>
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<tr>
<td>B</td>
<td>85-92</td>
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<tr>
<td>C</td>
<td>75-84</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
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**Honor Roll**
- To make FIRST HONOR ROLL, a student must have an "A" in all subjects.
To make SECOND HONOR ROLL, a student must have either an "A" or "B" in all subjects.
Students with incompletes will not qualify for HONOR ROLL.

**Parent Conferences**
- Conferences between parents and teachers are an ideal way for both to better understand students’ problems and to help them with their learning tasks. School-wide parent-teacher conferences are scheduled at all schools during the first and second semester.
- Conferences may be requested by the teachers or can be arranged upon request of the parent. Arrangements should be made through the principal's office.
- At no time is a parent to presumptuously enter the building and confer with a teacher in the hall or classroom. Clearance must be obtained in the school office.

**Tardies (UCMS / UCHS)**
- School begins at 7:40 (UCHS) and 7:55 (UCMS). Students should plan to be here at that time.
- A student is tardy for school if he arrives after 7:40 am (UCHS) or 7:55 am (UCMS).
- Students who arrive after the tardy bell (7:40 (UCHS); 7:55 (UCMS) are required to get an admit slip in the cafeteria (UCMS).
- After the third tardy, he will be assigned a detention.
- Students arriving tardy after 8:00 am (UCHS); 8:15 (UCMS) will be considered unexcused and will receive a detention.
- Failure to obtain a tardy/admit slip before homeroom or 1st period (see bell schedule) will result in a detention.

**Tardies (UCES)**
- A student is tardy for school if he arrives in his classroom after 7:55 am.
- After the fifth tardy, he will be assigned ISS during his specials, unless he has a doctor’s note.
- The classroom doors will be open at 7:05 am.

**Attendance / Absences Procedures**
Students returning to school following an absence of any duration must follow this procedure:

1. When you return to school following an absence, you must check in to the Attendance Person as follows:
   a. UCES: Secretary
   b. UCMS: Cafeteria until 8:15
   c. UCHS: Office: If students arrive at school after 7:40 am, then they must obtain both an admit slip AND a tardy slip

2. In order to get an excused absence, a student must have one of the following:
   a. A written note, signed by their parents. The administration will determine whether the absence is excused or unexcused. Students without a note upon returning to school will receive a note, pending status. The student will have three days from the date of the absence to bring a note or the absence will become unexcused.
   b. A conditional absence form signed by the principal or his appointed designee prior to the absence. If the conditional absence is for a senior to visit a post-secondary institution, the student must bring a letter from said institution verifying the visit.
   c. For medical appointments, the student must present a slip from the office of the doctor or dentist.
A student must remain in school until his 18th birthday or until he has graduated from the twelfth grade. The parent(s) of a student absent for more than five (5) days without an acceptable excuse may be cited before the juvenile judge and is subject to a fine each day the student is absent.

**Attendance Policy**

- Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.
- Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled.
- Absences shall be classified as either excused, conditional, or unexcused as determined by the principal or his/her designee. A note from a parent or verification from the doctor or the courts is required within three (3) days of absence or it becomes unexcused.
- Excused absences shall include:
  1. Family or personal illness (physician’s statement may be required);
  2. Medical appointments verified by a doctor;
  3. Death in the family;
  4. Religious holidays regularly observed by persons of their faith; and,
  5. Any situation absolutely beyond the control of the student and family that is verified.

**Conditional Absence**

- A conditional absence is one that does not meet the guidelines for an excused absence but may be approved by the principal or his designee when it is determined that it has educational value or is a significant family event.
- The parent or guardian must make a request for a conditional absence prior to that absence. The student or parents must make arrangements for makeup work in advance of the absence. The makeup arrangements will be made in writing and will be signed by the teacher and parent in grades K-4 and by the teacher, the parent, and student in grade 5-12. Failure of the student to meet the written arrangements will result in the absence being classified as unexcused. Documentation of the activity is required upon the students return.
- Note: Consideration for the conditional absence will be given to the value of the absence, the pattern of the student's attendance, discipline, and overall grades of the student.
- No more than one (1) approved conditional absence event will be granted per academic year.

**Unexcused Absence**

- Students who are absent for reasons not covered in the provisions as described under “Excused Absences” are considered “unexcused.” Daily class work may not be made up and will earn a grade of “0.” Upon request, the student may make up tests or projects due on the day of the absence. The request must be made on the day of return from the absence. A grade no higher than 84 (c) shall be used for credit purposes on an unexcused make-up test or project. *This includes mid-term and final exams.
- A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within an adequate time excusing those absences, or request an attendance hearing, then the Director of Schools/designee shall implement the Progressive Truancy Intervention Plan prior to referral to juvenile court.
- All external suspensions will be classified as an unexcused absence.
Excuse notes from the parent should be sent to the principal and clearly state the reason the student has been absent.

Excessive absences are defined as:
1. More than 18 absences per year for students in grades K-12 in full year classes and more than 9 absences in high school semester classes.
2. Absent more than 10% of the days enrolled in Union City Schools.

The penalty for excessive absences is failure to be promoted or receive credits earned.

When a student has an unfavorable attendance pattern (e.g. missing every Monday) or has 5 absences per semester course; 9 absences per full year course, a referral will be made to the attendance supervisor and notice given to the parents.

After a student establishes a pattern of excessive illness-related absences, the principal/designee may require verification from the student's physician for future absences to be excused.

Makeup opportunity will exist for all absences except unexcused absences. (See Unexcused Absences).

Following an absence, the student and/or parents will have the responsibility of making the initial inquiry into their makeup requirements. At the time of the inquiry, the teacher will be responsible for establishing the makeup requirements. Students will be given a reasonable length of time to make up work missed. Timing will be determined by the length of absence and type of assignment.

Each teacher may develop a personal plan for makeup, but it must include the above mentioned characteristics. It will need to be approved by the principal, then posted in the classroom.

The Board of Education recognizes that exceptional circumstances beyond the student's control may arise which will result in failure to meet the minimum attendance standards. Therefore, provisions are made for an appeal process for students with passing grades but who could be denied promotion or credit earned because of excessive absences.

1. For students with passing grades, but who had more than 18 absences (more than 9 in semester classes) – all of which are excused – the principal will: (1) grant the promotion and approve the credits or (2) refer the student's case to the hearing Committee without parental involvement. The Committee will consider the student's case and recommend the principal to either approve the earned grades, or notify the parents of the student's failure and of their right to a full hearing before the Hearing Committee, if they request it.
2. For students with passing grades, but who had more than 18 absences (more than 9 in semester classes) – at least one being an unexcused absence – the principal shall notify the parents that the student has failed to gain promotion or earn credit. He must also advise them that they can appeal the failure to the Hearing Committee.

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirement that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.
The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

The address of Mr. Wesley Kennedy, Director of Schools and the Board of Education is PO Box 749, Union City, TN 38281.

**PowerSchool**
Parents can check grades online by using the Parent Portal access to PowerSchool, which is our student management system. Parents will be issued an access code by contacting the appropriate school.

**Special Education**
All special education experiences must be supported and evaluated by the Multi-Disciplinary Team (M-Team). Evaluation for credit earned or promotion/grade placement will be based on the written Individualized Education Plan (IEP), which has been approved by the M-Team.

**Guidance Services**
The guidance office is committed to helping each child reach their mental, physical, social, and emotional potential. The guidance counselor welcomes calls and visits by parents. A major goal of the guidance office is to form a valuable link between the home and schools.

**School Assemblies**
Our assemblies, an extension of the instructional program, are provided for all to emphasize the following functions:

1. To unify the school;
2. To emphasize correct audience habits;
3. To recognize publicly worthwhile achievements;
4. To promote school spirit and patriotism;
5. To correlate school and community interests; and,
6. To provide educational entertainment.

Students are required to attend all assemblies and to be on time. Students may be excused from assembly ONLY BY AN ADMINISTRATOR.

Students are to conduct themselves in a proper manner at all times. Courtesy is to be shown to the speaker or entertainers. Misconduct will result in ISS.

**School Functions and Activities**
It is necessary to secure approval from the principals’ office in order to hold a function in the name of the school outside regular school hours. The sponsor of the group or organizations must approve, be present, and assume responsibility for the general success of the activity. (A member of the faculty must be present and assume responsibility of care of the building and see that the policies of the Union City Board of Education and school rules are observed.) Permission to hold these activities should be secured several days in advance. All school rules and policies are in effect at every school sponsored activity.

**Dress**
*Union City Schools Standard Dress Code*
Union City Schools must be an environment in which work can be accomplished by adults and students. Students' dress will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distraction. The school administrator will make the final decision about whether an article or style of dress falls outside these guidelines.

**Shirts:**
- Solid color with a collar and sleeves (polo shirt is an example but not the only alternative) will be allowed. Shirts should be designed to be buttoned to the neck. Only the top button may remain unfastened. Turtleneck or mock turtleneck shirts cannot be worn alone but may be worn as an undergarment.
- Shirts should be tucked in at all times.
- Shirts should be sized to fit, neither skintight nor oversized.
- Shirts should have no design or printing other than a small manufacturer or school logo that can be covered with a 3/5" x 2" business card. (The logo of UC School is exempted from this size requirement.)
- Shirts should have no holes or tears.

**Pants: (Pre K-Grade 2)**
- Pants should be sized to fit, neither skintight, oversized, sagging, nor dragging the ground or floor.
  - **Pants should have no embroidery, sequins, beads, appliqués, patches, or other decorations.**
  - Pants should have no holes, tears, or shredded hemlines.
  - Pants should be a solid color (khaki, navy, brown, black, olive, gray, or blue or black denim).
  - Shorts of the above listed colors that touch the top of the knee when standing are allowed.
  - Capris are acceptable in the above listed colors.
  - No sweatpants, wind pants, or pajama pants are allowed. No overalls.

**Pants: (Grades 3-4)**
- Pants should be sized to fit, neither skintight, oversized, sagging, nor dragging the ground or floor.
  - **Pants should have no embroidery, sequins, beads, appliqués, patches, or other decorations.**
  - Pants should have no holes, tears, or shredded hemlines.
  - Pants should be a solid color (khaki, navy, brown, black, olive, gray, or blue or black denim).
  - Shorts of the above listed colors that touch the top of the knee when standing are allowed.
  - Capris are acceptable in the above listed colors.
  - No sweatpants, wind, pants, or pajama pants are allowed. No overalls.
  - **Belts must be worn on pants with belt loops in grades 3-4.**

**Pants: (Grades 5-12)**
- Pants should be sized to fit, neither skintight, oversized, sagging, nor dragging the ground or floor.
  - **Pants should have no embroidery, sequins, beads, appliqués, patches, or other decorations.**
  - Pants should have no holes, tears, or shredded hemlines.
  - Pants should be a solid color (khaki, navy, brown, black, olive, gray, or blue or black denim).
  - Shorts of the above listed colors that touch the top of the knee when standing are allowed.
  - Capris are acceptable in the above listed colors.
  - No sweatpants, wind, pants, or pajama pants are allowed. No overalls.
  - **Pants must have belt loops and belt must be worn.**
  - No ties or bands on pant legs.

**Skirts, Dresses, Jumpers:**
- Dresses must conform to the shirt standards and be solid color, with collar and sleeves.
• Skirts or skorts must be sold solid colors (khaki, navy, brown, black, olive, gray, or black). Hemlines must at least touch the top of the knee when standing.
• Leggings/tights will be allowed, but the skirt which is worn over the leggings must at least touch the top of the knee when standing.

**Outer Garments:**
• UC “Spirit Wear” sweatshirts without hoods are allowed and are not required to be tucked in, but must be no longer than hip level. A solid colored, collared shirt or solid colored turtleneck must be worn under the sweatshirt.
• Vests are not allowed.

**Sweaters and Pullovers:**
• Solid colored sweaters and pullover with no offensive writing or symbols may be worn and do not have to be tucked in to the waist band.
• A solid colored collared shirt must be worn under the sweater or pullover.
• Long-sleeved T-shirts, flannel shirts, and full-zip jackets are not considered a pullover or sweater and are not allowed.

**Shoes:**
• For safety reasons, shoes must be laced, tied, strapped, or hooked, if intended.
• Sandals, loafers, and boots are permitted. House shoes are not permitted.
• For safety reasons, heel height is limited to 1.5” in grades K-5.
• Socks do not have to be a solid color.

**“Spirit Wear”:**
• The building principal may designate days as “School Spirit Days.” During these days, allowances for standard dress may be amended. However, the guidelines regarding neatness, safety, and modes of apparel will be adhered to on these days. In grades K-5, cheerleading uniforms with matching trunks will be allowed.

**The following clothing items are considered to be inappropriate:**
• Clothing with low-cut neckline or clothing that exposes midriffs or backs cannot be worn in the school building.
• See-through clothing cannot be worn in the school building.
• Sleepwear cannot be worn in the school building.
• **Coats, jackets, hooded clothing, shawls, ponchos, and raincoats cannot be worn inside the school building.**
• Hats, bandanas, head scarves, neck scarves, sweatbands, stocking caps, hair racks/combs, hair rollers, rakes, “do-rags”, grills, sunglasses, and other distracting apparel cannot be worn in the school building.

**While not considered student dress, the following can cause distraction to the normal educational process and will not be allowed:**
• Body piercing, except for traditional pierced earlobes for ornamental earrings, will not be allowed.
• Haircuts, hairstyles, or hair colors which are non-traditional to the point of causing distraction are not allowed.
• Fingernails that are excessively long are not allowed.

*The principal or designee has the authority to determine if any attire is improper and interferes with the teaching-learning process or is prejudicial to good order at school.*

A religious exemption can be based on the religion of the parent or the religion of the student, but the parent must apply for the exemption in either case.

A medical exemption can be based on the medical needs of the students, but the parent must apply for the exemption.
COMPLIANCE

First violation: The school shall attempt to call the student’s parent or guardian to determine whether the student has standard clothing. If the student has standard clothing, the school should request that the parent bring the standard clothing to the school. If the parent cannot be reached or cannot provide standard clothing, the student will be placed in in-school suspension for the remainder of the day.

Second violation: The student shall receive detention/in-school suspension, depending upon the severity of the infraction.

Third violation: The student shall receive in-school suspension.

Fourth and Subsequent violation: The student shall receive out-of-school suspension. The parent must meet with the principal before the student will be given permission to re-enter.

LIBRARY

Every student has the privilege of checking books out of the school library. These are usually checked out for one week, and care should be given that they be returned properly. Student must pay the cost of lost/damaged library books.

WITHDRAWAL FROM SCHOOL

- Students who withdraw from school for any reason shall first notify the counselor when it is known they will withdraw.
- On the day of withdrawal, the student shall return his/her books to the teachers. All responsibilities must be finalized before any information will be released to another school.

CARE OF VALUABLES

The school cannot be responsible for valuables that are lost or stolen. All students who carry large sums of money or who are careless with their books, coats, etc., cannot expect the school to act as guard for these. No more money should be brought to school than is needed for that day. No effort will be made to locate items that are in violation of school rules (cell phone, iPods, etc.).

EVACUATION PROCEDURES

Each classroom has posted the emergency evacuation route to be followed by the students in case of a fire or during a fire drill. During the emergency or drill, each teacher is in complete charge of his class. The alarm will be a long blast of the fire alarm.

When the alarm sounds:

1. Stop all work and stand. Close all windows as you leave the room;
2. Follow evacuation route in single file;
3. Do not run, push, or talk;
4. Do not carry books;
5. Teachers shall follow their class, being certain all students are evacuated;
6. Once outside, move far enough from building to be out of danger;
7. Teachers will check the class roll;
8. Maintain strict order at all times, and;
9. After a fire drill, return to classes using the evacuation route. The signal to re-enter the building will be the class change tone.

TORNADO WARNING PROCEDURE
Each classroom has posted the tornado shelter area and the route to be taken to the area in case of a tornado warning. In case of a warning or drill, each teacher is in complete charge of his class.

1. Proceed in a single file to the shelter area designated for that class, leaving all windows and doors open behind.
2. Upon arriving at the shelter area, sit on the floor with back to the wall, heads between knees, and hands over the backs of head, and;
3. Remain in that position until the all clear signal is given. That signal is one long blast on the class change tone.

**Emergency Closing of School**

In situations where the weather is of such unusual severity as to prevent normal operations of schools, the Director of Schools may decide to close down the school for this period of time. At such time, students are urged to tune in to either of the local radio stations for news relative to school closing. Parents will be notified with the School notification system. Please keep your phone number updated at the school.

**School Lunches**

- Each student who has a need for free/reduced lunch should complete the application for assistance. These will be provided on the first day of school.
- No notice will be made on the fact that you eat free. If you or your family have a real need, you are encouraged to apply to the principal.

<table>
<thead>
<tr>
<th>Breakfast Prices</th>
<th>Lunch Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK - 4 ................................Free</td>
<td>PK-4 .................. $2.25</td>
</tr>
<tr>
<td>5-12 ................................... $1.75</td>
<td>5-12 .................. $2.50</td>
</tr>
<tr>
<td>Staff/Guests ....................... $2.00</td>
<td>Staff............... $3.40</td>
</tr>
<tr>
<td></td>
<td>Guests............ $3.90</td>
</tr>
</tbody>
</table>

In compliance with the National Student Lunch Program, students are not allowed to use any vending machines from:
7:00 am - 8:30 am AND 10:00 am - 12:45 pm

**Cafeteria**

Students are expected to go to the lunch area in an orderly fashion. Students enter the line designated where lunch is served even for small orders such as ice cream, milk, etc. and exit at the line by the cashier. Good order is expected at all times. No deliveries from outside vendors are allowed except by prior approval of the principal.

**Search and Seizure**

- The US Supreme Court has ruled that schools have the authority to conduct searches without a warrant when the school authorities have "reasonable suspicion" that the student is in violation of school rules. Lockers and desks can be searched for any good reason on the basis that this equipment is school property and students should have no expectation of privacy for things stored in it. Under the court ruling, automobiles parked on school property may be searched without a warrant when in the view of school authorities there is "reasonable suspicion" that school rules have been violated or the student is concealing materials that are illegal for students to possess.
• Trained dogs for the detection of controlled substances may be used during the search. Visitors’ automobiles are subject to be searched. The principal or his/her designee shall accompany the police during the search.

**Leaving Campus During School Time**

As the school is responsible for students during regular school hours, no student is to leave campus at anytime without first clearing it with office. If a student must leave school early, he must have a note from his parents or guardian or he must have his parent or guardian notify the office by telephone. Students are to sign out in the office prior to leaving campus. For medical appointments, the student must present a note from the office of the doctor with whom the appointment was made.

**Code of Conduct**

Students and teachers will respect self, fellow pupils, teachers, and other adults; respect their own and other people’s property; be courteous, well-mannered, and well-behaved; be honest, trusting, and hard-working; take responsibility for words and actions; be friendly and cooperative; show tolerance toward others.

**Code of Behavior and Discipline**

- The Director of Schools shall be responsible for the overall implementation and supervision of the Board’s Code of Behavior and Discipline. He shall ensure that students at all schools are subject to a uniform and fair application of the Code.
- The Principal of each school shall be responsible for implementation and administration in his/her school. He/she shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.
- The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each type of school, such as elementary, middle, and senior high school. The development of each Code shall involve principals and faculty members of each type of school and shall be consistent with the content of the Board’s Code.
- A copy of the Code and each applicable school code shall be placed in the library and principal’s office at each school as a notice to the students, teachers, and administrative staff of their duties and responsibilities.
  1. The Principal is responsible for establishing and maintaining effective discipline within the school.
  2. It is the responsibility of all teachers to assist in the discipline of the total school.
  3. The teacher is recognized as the person responsible for maintaining appropriate classroom management.
  4. The authority of school administrators and teachers to control student conduct will extend to all activities of the school including, but not limited to, athletic events, public performances, and school trips.

**Discipline Procedures**

**Responsibility and Authority**

The Board of Education delegates to school administrators and teachers the responsibility and authority to enforce regulations regarding conduct of students and supports them in their efforts to maintain orderliness. The Board authorizes disciplinary or punitive measures as seem necessary including counseling, detention, in-school suspension, suspensions, and corporal punishment. The authority relationship and responsibility that exists in the school is as follows:

  1. The Principal is responsible for establishing and maintaining effective discipline within the school.
  2. It is the responsibility of all teachers to assist in the discipline of the total school.
  3. The teacher is recognized as the person responsible for maintaining appropriate classroom management.
4. The authority of school administrators and teachers to control student conduct will extend to all activities of the school including, but not limited to, athletic events, public performances, and school trips.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.¹

**MISBEHAVIORS: Level I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

**Examples** (not an exclusive listing):
- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions
- Chewing gum

**Disciplinary Procedures**
- Immediate intervention by the staff member
- Determine what offense was committed and its severity
- Determine offender and that he/she understands the nature of the offense
- Employ appropriate disciplinary options
- Record of the offense and disciplinary action maintained by staff member

**Disciplinary Options**
- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits which might affect citizenships or deportment grades
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Out-of-school suspension

**MISBEHAVIORS: Level II**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

**Examples** (not an exclusive listing)
- Continuation of unmodified Level I behaviors
School or class tardiness
School or class truancy
Using forged notes or excuses
Disruptive classroom behavior

**Disciplinary Procedures**
Student is referred to Principal for appropriate disciplinary action
Principal meets with student and teacher
Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
Principal takes appropriate disciplinary action and notifies teacher of action
Record of offense and disciplinary action maintained by Principal

**Disciplinary Options**
Teacher/schedule change
Modified probation
Behavior modification
Social probation
Peer counseling
Referral to outside agency
In-school suspension
Transfer
Detention
Suspension from school-sponsored activities or from riding school bus
 Corporal punishment
Restricting school-related honors student is otherwise due
Out-of-school suspension not to exceed ten (10) days

**MISBEHAVIORS: Level III**
Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

**Examples** (not an exclusive listing)
Continuation of unmodified Level I and II behaviors
Fighting (simple)
Vandalism (minor)
Stealing
Threats to others (bullying)
Harassment (sexual, racial, ethnic, religious)
Possession and/or use of alcohol
Possession or use of tobacco / vaping products

**Disciplinary Procedures**
Student is referred to Principal for appropriate disciplinary action
Principal meets with student and teacher
Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct
Principal takes appropriate disciplinary action
Principal may refer incident to the Director of Schools and make recommendations for consequences
If students’ program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing
Record of offense and disciplinary action maintained by Principal or Director of Schools

**Disciplinary Options**
In-school suspension
Detention
Corporal punishment
Restitution for lost, damaged, or stolen property
Out-of-school suspension not to exceed ten (10) days
Social adjustment classes
*(cont’d)*
Transfer
Long term out-of-school suspension

**MISBEHAVIORS: Level IV**
Acts which result in violence to another’s person or property or which post a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

**Examples** (not an exclusive listing)
Unmodified Level I, II, and II behaviors
Death threat
Extortion
Bomb threat
 Possession/use/transfer of dangerous weapons*
Assault
Battery*
Vandalism
Theft/possession/sale of stolen property
Arson
Possession of unauthorized substances*
Use/transfer of unauthorized substances

**Disciplinary Procedures**
Principal confers with appropriate staff members and with the student
Principal hears accusation by accusing party and permits offender opportunity of explaining conduct
Parents are notified
Law enforcement officials are contacted
Incident is reported and recommendations made to the Director of Schools
Complete and accurate reports are submitted to the Director of Schools
Student is given hearing before disciplinary hearing authority

Disciplinary Options
Expulsion
Alternative schools
Other hearing authority or Board action which results in appropriate placement

*Expulsion/remand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis.

ADDITIONAL GUIDELINES
1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court, unless the student is charged with a felony and student's continued presence in school poses a danger to persons or property or disrupts the educational process.
2. A Principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
   a. Pay any activity fee;
   b. Pay a library or other school fine, or
   c. Make a restitution for lost or damaged school property
6. When corporal punishment is administered, proper forms will be completed by the person administering the punishment and filed in the office of the principal on the day of disciplinary action.

Legal Reference:
1. TCA 49-6-4001 through 49-6-4105; TCA 49-6-4018
2. TCA 49-6-3007(h)

Bus Conduct Policy
ALL SCHOOL RULES ARE IN EFFECT WHILE ON THE BUS UNTIL STUDENT EXITS THE BUS UPON ARRIVAL TO DROP-OFF.

At the discretion of Principal, some misbehavior will result in immediate loss of bus privileges.

Examples: fighting & defiance

Suspension of Pupils by Principal
A. Any Principal or Principal-Teacher of any public school in this state is authorized to suspend a pupil from attendance at such schools, including its sponsored activities, from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for suspension may include, but shall not be limited to, (1) willful or persistent violation of the rules of the school or truancy; (2) immoral or disreputable conduct or vulgar or profane language; (3) violence or threatened violence against the person or any personnel attending or assigned to any public school; (4) willful or malicious damage to real or personal property of said school, or the property of any person attending or assigned to said school; (5) inciting, advising, or
counseling of others to engage in any of the acts herein before enumerated; (6) marking, defacing, or destroying school property; (7) possession of a pistol, gun, or firearm on school property; (8) possession of a knife, etc. as defined in Section 39-4901 on school property; (9) assaulting a Principal or teacher with vulgar, obscene, or threatening language; (10) unlawful use or possession of barbital or legend drugs, as defined in Section 52-1301; (11) any other conduct prejudicial to good order of discipline in any public school.

B. Immediately upon the suspension of any pupil upon any grounds by the Principal or Principal-teacher of any public school, the said Principal shall report his action in writing at once to the Director of Schools, the attendance officer, or other persons authorized by the board, serving the county, municipality, or school district in which said school is located, and the parents or parent, guardian or person standing in loco parenting to him. The attendance officer, or other person authorized by the Board, shall immediately investigate the cause of said suspension and take any action required by law or rules of the school district.

**Procedure for Student Suspension**

- The student will be given oral or written notice of the charges against him and, if he denies them, an explanation of evidence the authorities have.
- The student will be allowed to present his version of the incident, and the decision to suspend will be based on the facts developed at this conference, though the Principal may consider prior conduct if he so informs the student at this conference.
- There are recurring situations in which prior notice and hearing cannot be insisted on. Students whose presence poses a continuing danger to persons or property or are an ongoing threat of disrupting the academic process will be immediately removed from school. In such cases, the necessary notice and rudimentary hearing will follow as soon as practicable.
- After suspending the student, the Principal will notify as soon as possible in writing the student’s parents, the attendance officer, and the Director of Schools of his action, as required by the local board of education.
- The above is in compliance with U.S. Supreme Court ruling in the case of Goss versus Lopez – January 22, 1975.

**Student Records Privacy Rights**

- The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Union City School District, with certain exception, obtain parental written consent prior to the disclosure of personally identifiable information from the child’s education records. However, the Union City School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow our school district to include this type of information from your child’s education records in certain school publications. Examples include:
  - a playbill, showing your student’s role in a drama production;
  - the annual yearbook; honor roll or other recognition lists;
  - graduation programs; and
  - sports activity sheets, such as for football, showing weight and height of team members.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listing – unless parents have advised the LEA that they do not want their student’s information disclosed without a prior written consent.¹
If you do not want The Union City School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 15, 2019. The Union City School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

**SECTION 504 PROCEDURES**

- Union City Schools is committed to maintaining equitable employment/educational practices, services, programs, and activities that are accessible and usable by qualified individuals with disabilities.
- *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with handicaps in the United States, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Eligibility under Section 504: Section 504 covers qualified students with disabilities. To be protected, a student must be determined to: (a) have a physical or mental impairment that substantially limits one or more major life activities; (b) have a record of such impairment; or (c) be regarded as having such impairment.

**Complaint Procedure**

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator’s proposed resolution.

- At any time, a complaining party may request a hearing before an impartial hearing officer designated by the LEA. The request for a hearing may be made in writing or orally to the 504 Coordinator. The request shall then be submitted or reduced to writing on a form provided by the LEA.
- The LEA shall ensure that no later than forty-five (45) calendar days after the receipt of a request for a hearing:
  - A. final decision is reached in the hearing; and
  - B. a copy of the decision is mailed to each of the parties.
- The hearing officer may grant specific extensions of the forty-five (45) day timeline at the request of either party.
GENERAL SCHOOL RULES

1. **WEAPONS ON CAMPUS**: State law prescribes a maximum penalty of (5) five years imprisonment and a fine not to exceed $2,500 for carrying weapons on school property. (All incidents of possession/use of weapons will be reported to the proper police authorities. Students who violate this policy shall be subject to suspension and/or expulsion.)

2. **TOBACCO / VAPING**: The possession and/or use of any tobacco/vaping product will not be permitted in the school building or on the school property from the time students arrive at the school until they leave the school grounds at the end of the day. The use of any tobacco/vaping product will also be prohibited at school functions. (A violation of the tobacco usage rules will result in a citation into court for students under 18 years of age, and for those 18 and older will result in school initiated discipline.)

3. **UC ANTI-BULLYING POLICY**: UC Schools recognizes the right of all students to receive their education in a positive environment. We take seriously our responsibility to create and maintain a secure and safe environment for our students. UC will not tolerate any form of bullying behavior designed to intimidate, humiliate, or abuse another person. Any bullying will fall into a level three misbehavior and can result in an in-school suspension or external suspension. See Union City Schools website tomadtouch.net for the complete Union City Board of Education policy 6.304 "Student Discrimination/Harassment and Bullying/Intimidation and Cyber bullying".

4. **FIGHTING**: Students are always expected to conduct themselves in an orderly and respectful manner. Those students who abuse the rights of others and resort to fighting will be subject to an external suspension.

5. **CELL PHONES AND ELECTRONIC DEVICES**: As the school cannot accept responsibility for personal items such as cell phones or other electronic communication devices, students are not allowed to have them at school. Violation of this will result in the following: (Infraction includes text messaging.)
   - **1st Offense**: Issue a detention and confiscate the phone. The phone will be returned to the student at the end of the day. At UCES, instead of a detention the student will miss two recess times.
   - **2nd Offense**: 2 days ISS. Return phone at the end of the day.
   - **3rd Offense**: 5 days ISS. Return phone at the end of the day.
   - **4th and subsequent offense**: 3 Days OSS.

6. **DANCES**: Dances only apply to UCMS and UCHS. All school rules apply for dances. Students are expected not to dance in a suggestive manner.
   - Guidelines:
     1. Face to face
     2. Hands above waist
     3. No “circling up” or “bunching up” to hide unacceptable behavior

7. **CONDUCT**: Students are expected to always maintain proper conduct at school and school-sponsored activities that would create and reflect pride toward our school and community.

8. **LEAVING GROUNDS**: Leaving the school grounds for any reason requires approval from the administration and parents.

9. **NO FOOD AND DRINK IN HALLS AND CLASSROOM**

10. **CODE OF CONDUCT FOR PEP CLUB/SPIRIT GROUPS, ETC.**: Students are encouraged to support and cheer but should be mindful that behaviors not directed to support the cheerleaders and players or drawing attention to oneself will not be tolerated. You are strongly encouraged to wear purple and gold, and lettering of clothes should only include Union City, UC, Tornado, etc. Signs, posters should only promote positive school spirit and must be approved by the administration. Union
City High School expects its student body to understand there is a particular code of conduct, a particular level of expected behavior, and a way to act that is proper if one wishes to be a part of an athletic contest, regardless of how they participate.

**TSSAA Guidelines of Examples of Unacceptable Behavior**

Yelling or waving arms during opponent's free throw attempt, serve, etc. Disrespectful or derogatory yells, chants, song, or gestures. Booing or heckling an official's decision. Criticizing officials in any way; displays of temper with an official's call. Yells that antagonize opponents. Refusing to give recognition for good performances. Blaming loss of game on official, coaches, or participants. Name-calling in any form (officials, coaches, participants). Use of profanity or displays of anger that draw attention away from the game. Doing your own yells instead of following the lead of the cheerleaders.

**Zero-Tolerance Behavior**

*(Legal Reference TCA 49-6-3401)*

In order to ensure a safe and secure learning environment, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who unlawfully bring a narcotic, stimulant drug, prescription drug, or any other controlled substance or firearm onto a school bus, onto school property, or to any school event or activity.
2. Any student who, while on a school bus, on school property, or while attending any school event or activity:
   (a) unlawfully possesses a narcotic, stimulant drug, prescription drug, or any other controlled substance or firearm; or
   (b) commits a battery on a teacher, Student Resource Officer, or other employees of the school system

**Disciplinary Hearing Authority**

*(Legal Reference TCA 49-6-3401)*

The Board of Education shall establish a Disciplinary Hearing Authority (DHA). The DHA shall meet and render a decision in three circumstances.

1. Appeals by parents of students who have been suspended for more than 10 days.
2. Suspension cases in which the Principal or Assistant Principal recommends a suspension of more than ten (10) days, and agreement on the length or conditions of the suspension cannot be reached by the Principal or Assistant Principal and the Superintendent's designee present at the student hearing.
3. Discipline case involving student actions interpreted by a school Principal as possibly being zero-tolerance behavior

The DHA shall consist of the Superintendent's designee, the High School Principal or Assistant Principal, the Middle School Principal or Assistant Principal, a classroom teacher and one Elementary School Principal. The Superintendent's designee shall serve as chairman of the DHA and shall perform the following duties.

1. Identify and appoint the members of the DHA
2. Set the time, place, and date for each hearing
3. Notify the appropriate persons in writing either in person or by certified mail of each meeting of the DHA
4. Vote in the case of a tie
5. Prepare and disseminate a written record of each meeting
6. Notify both parties in writing either in person or by certified mail the decision of the DHA.

Each hearing shall be conducted by at least three (3) members of the DHA, one of which shall not by the Principal or Assistant Principal from the home school of the suspended student.
**Medication Administration Guidelines**

- As per the rules set by the State Board of Education, the parent or guardian should make arrangements for medications to be administered at home, BEFORE and AFTER school. When possible, most short-term prescriptions and over-the-counter medicines can be handled this way. This will allow the teacher and student more time for classroom instruction.
- If a student's physician believes the student's learning ability is being compromised by not receiving medications during the school hours and the physician prescribes it that way, the school nurse or designee may administer the medication with the following guidelines:

  1. **The Medication Administration Consent (MAC) form**, available in the school office and local doctors' office, **MUST**…
     a. be completed and signed by physician, parent/guardian and returned to school,
     b. must be on file prior to administration of medicine by school personnel OR parent/guardian MUST COME TO SCHOOL to administer, and
     c. be renewed at the beginning of each academic year OR with any change in administration of medication.

  2. The medication **MUST** be brought to school by the parent/guardian in its original labeled container from the pharmacy (request to the pharmacist to divide medication into two bottles, one for home, and one for school). This must be accompanied with MAC form.

**Over-the-Counter Medicines**

1. Bring in original labeled container with the child's name on it
2. Bring note with instructions and signature
3. Bring ONLY ENOUGH for the number of days needed

If it is thought necessary for your child to have an over-the-counter medication throughout the school year, a note from his/her physician is **mandatory**.

All pupils, upon entering our school, will have visual, hearing, and speech screening. Parents will be notified of any negative results.

**Coordinated School Health**

The CDC’s Coordinated School Health (CSH) model is a systematic approach that ensures that a school community effectively links health with educational success. Although these components are listed separately, it is their composite that allows CSH to have significant impact. CSH is implemented in a way that fits the unique needs and resources of a school community. The eight components of CSH are: Health Education, Physical Education/Activity, Student/Family/Community Involvement, Health Services, Nutrition Services, Health School Environment, Health Promotion for Staff, and Counseling, Psychological and Social Services.

**Technology**

**General Information**

- We are pleased to offer students of the Union City Schools access to the district computer network for enrichment, research, and remediation, which will enhance instruction and improve student achievement. Telecommunication, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental in preparing our students to live, work, and excel in a global society.
- Access to Internet will enable students to explore thousands of libraries, databases, and bulletin boards. While our Internet resources are filtered by our Internet provider and monitored by the staff of the Union City Schools, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory,
inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find way to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantage. Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources.

General Technology Guidelines
- Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- Network storage areas may be treated like school lockers. Network administrators, school administrators, and teachers may review files, bookmarks, and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or local computers will always be private.
- Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside School and with independent access, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

District Acceptable Use Policy
- The Board supports the right of students to have reasonable access to various formats and believes it incumbent upon students to use this privilege in an appropriate and responsible manner.
- The Director of Schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:
  1. General rules and ethics of Internet use
  2. Prohibited and illegal activities, including but not limited to:
     - Sending or displaying offensive messages or pictures
     - Using obscene language
     - Harassing, insulting, defaming, or attacking others
     - Damaging computers, computer systems, or computer networks
     - Hacking or attempting unauthorized access to any computer
     - Violation of copyright laws
     - Trespassing in another’s folders, work, or files
     - Intentional misuse of resources
     - Using another’s password or other identifier (impersonation)
     - Use of network for commercial purposes
     - Buying or selling on the Internet

Internet safety measures shall be implemented that effectively address the following:
- Controlling access by students to inappropriate matter on the Internet
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including “hacking” and other unlawful activities by students online
- Unauthorized disclosure, use, and dissemination of personal information regarding students
- Restricting students’ access to materials harmful to them
- All students will receive instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

- The Director of Schools/designee shall establish a process to ensure the district’s education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:
  - Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography, or harmful to students
  - Monitoring online activities of students

- All students will participate in Internet Safety Instruction integrated into the district’s instructional program in grades K–12. Schools will use existing avenues of communication to inform parents about Internet safety and acceptable use.

- The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

- A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student where applicable. This document shall be executed each year and shall be valid in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student’s parent/guardian (or student who is at least 18 years old) must provide the Director of Schools with a written request.

- All data including e-mail communications stored or transmitted on school system computers shall be monitored. Students have no expectation of privacy with regard to such data. E-mail correspondence, which will be limited, may be a public record under the public record law and may be subject to public inspection.

**Violations of the Acceptable Use Policy**

- Violations of the AUP may result in loss of access as well as other disciplinary actions that are in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

**Union City School System Web Site**

- The Union City School System has its own web site on the Internet (tornadotouch.net). Each school within the system will be represented. Information about school calendars, staff, student activities, and events will be included. This will also include photos of students participating in these various activities. The students in the photos will not be identified by name. If you object to the use of a photo of your child, please notify the school in writing.

**Newspaper, Media, Etc.**

If you object to your child’s picture or the release of newsworthy information relating to the instructional program, clubs, athletics, and other school activities, please notify the Principal in writing.

**Elementary and Secondary Education Act (ESEA)**

- The Union City School System receives federal funds under ESEA Programs. This money is used based upon needs assessments and implemented through School Improvement Plans. Title I of ESEA of 2001, Pub. L. No. 107-110, requires support of parents’ right-to-know about educational issues in the Union City School System.

- As a parent, you have a right to request information regarding the professional qualifications of your child’s classroom teacher(s) and any paraprofessional providing support to your child. As reported by the State Department of Education, all Union City Schools are in good standing. All Union City School System teachers are highly qualified.
• The Union City School System will provide appropriate programs as needed for students who are identified as Limited English Proficiency.

• Parental involvement policies for each school are on file with Principals and available on request from parents. Annual meetings are held each year to provide information about Title I programs and to answer and all questions, receive feedback, ideas, etc. from parents concerning their children in the Title programs. School-parent-student contracts are given out at registration.

• Due to the requirements of ESEA for systems receiving federal funds, Union City High School will release directory information which includes names, addresses and phone numbers of students to all military recruiters if requested unless parents notify the high school Principal in writing not to release this information.

• Any child who is a victim of a violent crime at school has a right to transfer to another school within the district as required by ESEA.

PUBLIC CHAPTER 585 CONTACT INFORMATION

Tennessee State Department of Education
1-888-212-3162
http://www.state.tn.us/education/speced/index.htm
Legal Services: 615-741-2851
West Tennessee Regional Resource Center: 731-421-5074
Child Advocacy Groups
http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp

PROCEDURE FOR STUDENTS TRANSFERRING BETWEEN SCHOOL SYSTEMS WITHIN OBION COUNTY

• TCA§ 49-6-3104 (a) provides, in part, "Local boards of education may admit pupils from outside their respective local school systems without the approval of the LEA which the pupil previously attended up to two (2) weeks before the beginning of the school year in the LEA the pupil wishes to attend. Within two (2) weeks of the beginning of the school year and during the school year, the approval of both the sending and receiving LEAs is required."

• It is mutually agreed between the Directors of Schools of the Union City and Obion County School System that once both school systems have been in session for five (5) simultaneously consecutive days, students will not be allowed to transfer between school systems unless:
  1. there has been a permanent change of residence which results in the legal residence of the student being located in another school district within the county, i.e., from inside the Union City city limits to the county or from outside the Union City city limits to within the Union City city limits; or
  2. other extraneous circumstances for which both Directors of Schools agree are in the best interest of the student.

IPAD/TABLET POLICY, PROCEDURES, AND INFORMATION

The focus of the iPad program at Union City Schools is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program, and increasing access to technology is essential for the future. One of the learning tools of the twenty-first century students is the iPad. The individual use of iPads/tables is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital roles of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads/tables integrated technology into the curriculum anytime, anyplace. The policies, procedures, and information within this document apply to all iPads/tables used in the Union
City School System, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. **Taking Care of iPads/Tablets**
   Students are responsible for the general care of the iPad they have been issued by the school. iPads/tablets that are broken or fail to work properly must be reported to the classroom teacher for an evaluation of the equipment.

   1. **General Precautions**
      - The iPad/tablet is school property and all users will follow this policy and the Union City Schools acceptable use policy for technology.
      - Only use a clean, soft cloth to clean the screen, no cleaners of any type.
      - Cords and cables must be inserted carefully into the iPad/tablet to prevent damage.
      - iPads/tablets must remain free of any writing, drawing, stickers.
      - iPads/tablets must never be left in an unlocked locker, unlocked car or any unsupervised area.
      - Students are responsible for lost or stolen iPads/tablets.

   1.2 **Carrying iPads/Tablets**
   The protective cases provided with iPads/tablets have sufficient padding to protect the iPad/tablet from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
   - iPads/tablets should always be within the protective case when carried.
   - Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.
   - iPad/tablet damage: Students are responsible for any and all damages.

   1.3 **Screen Care**
   The iPad/tablet screens can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
   - Do not lean on the top of the iPad/tablet when it is closed.
   - Do not place anything near the iPad/tablet that could put pressure on the screen.
   - Do not place anything in the carrying case that will press against the cover.
   - Clean the screen with a soft, dry cloth or anti-static cloth.
   - Do not “bump” the iPad/tablet against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2. **iPads/Tablets are school property**
2.1 Although students may be issued a device to take home in order to complete an assignment, iPads/tablets are considered school property at all times and not the personal property of the student.
   - Students are not allowed to load extra software/Apps on their iPads/tablets. Union City Schools will synchronize the iPads/tablets so that they contain the necessary apps for school work. Students will not synchronize iPads/tablets or add apps to their assigned iPad, to include home synching accounts.
   - Students may be selected at random to provide their iPad for inspection.
   - If technical difficulties occur or non-Union City Schools installed apps are discovered, the iPad/tablets will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.
   - Students will be held responsible for ALL damage to their iPads/tablets including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed eh cost of
purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

- Any misuse of the device such as downloading inappropriate content, allowing unauthorized use, etc. will be considered a violation of Union City Schools acceptable use policy and dealt with as a discipline infraction. Such violations may result in suspension of use of the device and/or other disciplinary action.

2.2 **Students are responsible for:**
- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. “Damage” may include, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students own negligence, errors, or omissions.
- Helping Union City Schools protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Students should always turn off and secure their iPad after they have finished working in order to protect their work and information.
- If a student should receive e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to turn it in to the office.

2.3 **Student Activities Strictly Prohibited**
- Illegal installation or transmission of copyrighted materials.
- Any action that violated existing board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sits, selling term papers, book reports, and other forms of student work.
- Messaging services -EX: MSN Messenger, ICQ, etc.
- Internet/Computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing the iPad settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps.
- Spamming/sending mass or inappropriate e-mails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communication such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet account including those necessary for chat rooms, EBay, e-mail, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or date, including, but not limited to, the uploads or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Union City Schools web filter through a web proxy.

3. **Managing files and saving work**
• It is recommended that students save all data to their OneDrive account in the Office 365 tenant. Students may also save data to a flash drive.
• It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunction is not an acceptable excuse for not submitting work.
• The Union City School district makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

**Student Pledge for iPad/Tablet Use**

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will no disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet UCHS expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of Union City School.
12. I will follow the policies outlined in the iPad Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the district iPad, case, and power cords in good working condition.
Union City Elementary School
Teacher-Student Contract

The program of Union City Elementary School is designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

I. As a Teacher, I will…
   1. Show respect for each child and his/her family.
   2. Arrive to class prepared to teach.
   3. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable each child to meet the State's student achievement standards.
   4. Help each child grow to his/her potential.
   5. Provide parents with frequent progress reports.
   6. Provide meaningful and appropriate homework activities.
   7. Discuss the school-parent contract as it relates to each child’s individual achievement at the fall parent-teacher conference.
   8. Enforce school and classroom rules fairly and consistently.
   9. Maintain open lines of communication with student and parents.
  10. Demonstrate professional behavior and a positive attitude.

II. As a Student, I will…
   1. Always try to do my best in my work and in my behavior.
   2. Work cooperatively with my classmates and teachers.
   3. Obey the school rules.
   4. Show respect for myself, my school, and other people.
   5. Take pride in my school.
   6. Arrive to class prepared with my homework and my supplies.

III. As a Parent, I will…
   1. See that my child attends school regularly and on time.
   2. Provide a home environment that encourages my child to learn.
   3. Insist that all homework assignments are completed.
   5. Support the school in developing positive behaviors.
   6. Talk with my child about his/her school activities every day.
   7. Encourage my child to read at home and monitor his/her TV viewing.
   8. Show respect and support for my child, the teacher, and the school.
Union City Elementary Personnel
Phone: 731-885-1632
Fax: 731-885-9699

David Byars, Principal
Thel Taylor, Vice Principal

**Pre-K**
Angela Davis
Kim Taylor
Cindy Thralls
Katie Worrell

**Kindergarten**
Lindsey Beth Atkins
Sara Brown
Taylor Edwards
Jessica Graham
Angie Searcy
Stephanie Sisco

**1st Grade**
Jennifer Durham
Jessica Flood
Tina Grissom
Ellen Hopkins
Trisha Long
Alyx Minyard
Mallory Powers

**2nd Grade**
Stephanie Carpenter
Karen Fields
Destiny Flood
Paula Houston
Kristy Long

Kristen Parks
Dawn Taylor

**3rd Grade**
Rhonda Griffin
(Math/Science)
Randi Lynn McBride (ELA/SS)
Julie Morgan (Math/Science)
Laura Nipp (ELA/SS)
Christa Taylor (Math/Science)
Clarissa Youngblood (ELA/SS)

**4th Grade**
Chelsea Cupp (ELA/SS)
Corey Anne France
(Math/Science)
Kristy Jones (Math/Science)
Ashleigh Roberson (ELA/SS)
Alicia Suiter (Math/Science)
TeAnna Thomas (ELA/SS)

**Special Education**
Maggie Fulwood
Stacy Hogan
Halle Kennedy
Jamie Pardue

**Intervention**
Melanie Kern

**ESL**
Selena Barker
Debra Lawrence

**Special Areas**
Antawn Coby
Tammy Harris
Bill Kail
Mindy McClanahan
Mason Storey
Katie Tohn

**Office Staff**
Tammie Edwards,
Receptionist
Leslie Sinclair,
Bookkeeper
Shauna Wisener,
Nurse

**Cafeteria Staff**
Debbie Marvin, Mgr.
Gwen Hassell
Dena Lewis
Jean Carson
LeAnna Jones
Tammy Poole
Stacie Sweatt

**Educational Assistants**
Carla Alexander
Staci Allen
Elizabeth Becton
Laura Betts
Beth Brinkley
Barbara Brooks

**Support Staff**
Stephanie Marshall, SRO

Teacher websites and e-mail can be found by going to:
Tornadotouch.net
ACADEMIC INTERVENTION
UCES offers intervention services to students who may need extra instruction. Standardized test scores (TCAP) and/or formative assessment scores (AIMS web) will determine a student’s need for additional assistance.

ACCIDENT OR SICKNESS
- In case a child becomes ill or suffers an accident, every effort will be made to contact the parents. The school will be overcautious rather than assume that a sickness or accident is not serious. Every parent should supply the school on registration day the emergency contact names and numbers to assume responsibility of your child if the parent cannot be reached. Children will not be released to anyone who is not listed on the registration form unless prior notification is made to the office. The school will hold unlisted phone numbers in confidence if requested.
- In the event a child has head lice, the school nurse will notify the parents. A letter will be sent home with the child to explain the condition, requirements for readmission, and deadlines for satisfactory completion of the treatment. Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and student must be found free of nits by the school nurse.

AFTER-SCHOOL CARE
- After-school care, Kids Club, is available for a limited number of students from dismissal time until 5:30 pm each full day school is in session. There is a well-trained, caring staff with Gloria McClendon serving as director. Each afternoon, students in Kids Club will be provided a snack, homework assistance, and recreational activities. Kids Club will meet in the library, and students should be picked up in the library as well.
- The cost is $7.00 for each afternoon the child attends Kids Club. Drop-in service is also available for children who are pre-registered. A completed registration form and annual fee of $10.00 are required prior to attendance. Payment for drop-ins must be sent with the child or paid upon pick-up. Please call the school office (885-1632) for additional information.

BICYCLES
Bicycle racks are provided on the Bishop Street side of the campus. Bicycles must be walked on the school ground. Students entering from Oak Street should come down the lower parking lot to the front of the gym. Those students entering from Bishop Street should proceed to the rack on the Bishop Street side of the campus.

LUNCH WITH YOUR CHILD
You may eat lunch with your child on their birthday in the cafeteria. For summer birthdays, you may choose one day during the school year. For non-summer birthdays, you may eat with your child one day during their birthday week. You will need to call the school office at least one day in advance to make a reservation. Also, parents or grandparents may schedule a lunch at any time in the courtyard by calling the office in advance to make a reservation.

MAKE-UP WORK
Arrangements for make-up work will be the responsibility of the student when the student returns to school. Books and assignments will be given upon request when absences will exceed two or more days. Assignments for make-up work may be picked up in the office after 2:00 pm when the request is made before 10:00 am. All make-up work must be complete by the time specified by the teacher or a grade reduction will result.
**Perfect Attendance**
In order for a student to be counted present for a full day, he/she will have to be in attendance for the majority of the school day.

**Physical Education**
Physical Education is a subject of the curriculum for which a grade is given. Every student is expected to participate. If on any given day a student is not able to participate, a note should come to the Principal explaining the specific medical reason why the student cannot participate. A statement from the doctor is required if the child is to be excused from both physical education and recess for an extended time. Tennis shoes should be worn on days when the student has P.E.

**School Traffic**
The most dangerous time at Union City Elementary School is unloading time in the morning and loading time in the afternoon. We solicit the utmost caution and cooperation of each parent or person in delivery or picking up of students. With the cooperation of every driver, students can be dropped off/picked up efficiently, safely, and with a minimum of inconvenience.

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**Union City Elementary School Drop-off / Pick-up Zones**
- Students will be grouped by grade and unloaded and picked up at designated areas to the rear and south of the building. (Bus drop-off/pick-up is located at a separate location.) NOTE: See map for details.
- We appreciate your continued support and cooperation relative to our school traffic. In order to keep the flow of traffic running safely and smoothly, it is necessary to adhere to the following guidelines.
  1. **General**
     A. No drop-off/pick-up at the front of the school.
     B. The speed limit is 5 mph.
     C. Do not double park in the flow of traffic.
     D. Parents who need to enter the building for school business should drop-off/pick-up at normal designated areas, make the loop, and then park in the visitor parking on the northwest corner of the school. At no time should cars park in the loop.
II. Transportation Changes
   A. May be sent to the teacher by note.
   B. May be called in to the office before 2:00 pm.
   C. May not be sent verbally by a child.

III. Drop-off / Pick-up
   A. Cars should pull forward to the end of the drop-off/pick-up zone. Please resist the urge to drop-off/pick-up directly in front of the door. This allows more cars to drop-off/pick-up and reduces backup of traffic on Miles Avenue and the crossover zone, which only multiplies the problem. (Make use of sidewalks.)
   B. Parents who drop-off/pick-up K-2 students need to stay in the inside lane until students have been dropped off/picked up and remain in the inside lane until they have reached the crossover zone.
   C. Parents of grade 3-4 students need to stay in the outside lane until reaching the crossover zone at which time you can merge to the inside lane.
   D. If you have students in grades K-2 and 3-4, just stay in the inside lane until exiting the campus.
   E. Students should enter and exit cars from school side only.
   F. Advise children to enter and exit as quickly as possible.
   G. Parents who have more than one child in UCES will designate as such on a transportation form and arrangements will be made to carry the younger child to the older for pickup.
   H. Obviously, in inclement weather, some adjustments will be necessary.
   I. Due to safety concerns, please refrain from cell phone use in pick-up and drop-off lines.
   J. Student color-coded number tags will be issued to every car rider. These must be displayed on the car mirror. No one will be allowed to pick up a student in the car line without the school issued color coded car tag displayed.

**Student Criteria for Advanced Classes – UCES: 2019-2020 School Year**

**ENGLISH/LANGUAGE ARTS**
- ELA End of Year Assessment score of 80 or above
- AIMSWEB score of Advanced
- Teacher recommendation
- Final grade in English/LA
  - Incoming 4th graders
    - Final grade of 93 or above in English/LA in 3rd grade
    - No grade lower than 85 if enrolled in 3rd grade advanced English/LA
  - Incoming 3rd graders
    - Final grade of 93 or above in English/LA in 2nd grade

**MATH**
- Math End of Year Assessment score of 80 or above
- AIMSWEB score of Advanced
- Teacher recommendation
- Final grade in Math
  - Incoming 4th graders
    - Final grade of 93 or above in Math in 3rd grade
- No grade lower than 85 if enrolled in 3rd grade advanced math
  - Incoming 3rd graders
    - Final grade of 93 or above in Math in 2nd grade

**MAINTENANCE OF GRADES**
- A student must maintain a “C” average and have no “D”s and “F”s in any class to remain in an advanced class.
- If, at the end of the first semester, the student does not have an average of “C” and has “D”s and “F”s in any class, the student will be withdrawn from the advanced classes at the end of the first semester. The student will then be placed in traditional classes.
- A school administrator may make the decision to withdraw a student from the advanced classes at the end of the first semester. The student will then be placed in traditional classes.

**TRANSFER STUDENTS**
- Final grade of 93 or above in Math and English/LA (from transferring school)
- Students who have been enrolled in honors classes or gifted programs must supply documentation as requested.

**Time Schedule**
School begins at 7:55 AM. Pre-K dismissal is at 2:25. Kindergarten dismissal is at 2:35. First (1st) through Fourth (4th) grade dismissal is at 2:45.
Union City Middle School Personnel
Phone: 731-885-2901
Fax: 731-885-3677

Lance Morgan, Principal
Allison Palmer, Vice Principal

Teachers
Kelsey Arnold
Casey Arnett
Luann Barkley
Jennifer Bruff
Allison Butner
Rhonda Chandler
Cole Clanton
Emily Cross
Abby Cruce
Jason Deem
Beverly Dones
Robyn Doyle
Penne Guess
Renee Hempel
Carter Hooks
David Houston
Michele Huffstutter
Allison Kail
Josh Keown
Cristina King
Mack Moore
Macie Morris
Chris Palmer
Candra Smith
Cheryl Stewart
Brandy Tanner
Christina VanHooser
Lindsay Walker
Mellany Warner
Ryan Wilkerson
Lisa Williams
Nelson Youngblood

Educational Assistants
Laura Ashley Chism
Andre Coby
Judy Gierling
Alison Lamb
Holly Scribner

Cafeteria Staff
Tess Westmoreland
Cafeteria Manager

MaLeah Adams
Carolyn Dysart
Crystal Pollock
Stephanie Webb

Other Staff
Mary Wiggins
Guidance Counselor

Raphe Whaley
School Resource Officer

Amy Martinek
Amy Petty
Receptionist/Secretary

Kristen Miles
School Nurse

Stacy Hogan
Speech Pathologist

Teacher websites and e-mail can be found by going to:
Tornadotouch.net
ATHLETIC PARTICIPATION
To be eligible in athletic contests, a student shall have been academically promoted to the next higher grade. Any student repeating a grade is ineligible to participate. A student who is ineligible at the beginning of the year may gain eligibility the second semester by passing five (5) subjects or the equivalent, the preceding semester, provided the student is not repeating the same grade.

BELL SCHEDULE - UCMS

<table>
<thead>
<tr>
<th>5th grade lunch</th>
<th>6th grade lunch</th>
<th>7th grade lunch</th>
<th>8th grade lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

1st lunch

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Lunch</th>
<th>4</th>
<th>5</th>
<th>Focus</th>
<th>6</th>
<th>PM Ann</th>
<th>7</th>
</tr>
</thead>
</table>

2nd lunch

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Lunch</th>
<th>4</th>
<th>5</th>
<th>Focus</th>
<th>6</th>
<th>PM Ann</th>
<th>7</th>
</tr>
</thead>
</table>

JUNIOR Beta Club – UCMS

Standards of Membership

- The classes from which members may be drawn shall be the sixth, seventh and eighth grade classes.
- The scholastic requirements for membership shall be:
  - Students who finish their 5th grade year with a numeric GPA of 93 and above, with no more than one “C” in any class, may qualify to become a member of the Beta Club.
  - Students will be evaluated for eligibility at the beginning of each school year.
  - Transfer students, who had been a National Junior Beta Club member at their previous school, may be eligible for membership if they meet the qualifications after the first nine weeks.

Maintaining Membership

- To maintain membership, students’ nine-week cumulative GPA must be 93 or above, with no more than one “C” in any class.
- Students who fall below this benchmark will be notified and will be placed on probation for one nine-week grading period. During this probation period, students will be prohibited from participation in Beta Club activities.
- Students may be placed on probation no more than two (2) times. If a student fails to meet the requirements for a third time, they will be dismissed from the club.
- If, at the end of the school year, grades meet the numeric GPA of 93, with no more than one “C” in any class, the student will be reinstated.
- If a student is externally suspended from school, he/she will lose membership for one calendar year from the time the suspension begins. At the conclusion of the time, reinstatement to the Beta Club will be considered at the discretion of faculty sponsors and the school administrator at the middle school.
- The administrator of Union City Middle School may drop a member from membership for moral or disciplinary reasons.
• If an officer is put on probation, he/she forfeits officer status. A new officer will be selected through an open election at the next chapter meeting.

**Detention (UCMS)**

• Detention will meet on Tuesday and Thursday from 7:00 – 7:45 in the morning and 3:00 – 3:45 in the afternoon.
• Morning detention will meet in the gym lobby before 7:00. Afternoon detention will meet outside the cafeteria unless otherwise noted during announcements.
• Detentions issued on Wednesday, Thursday, or Friday will be served on Tuesday of the following week
• Detention lists will be posted throughout the building. Failure to serve detentions will result in ISS.

**Physical Education**

• Physical education is required by state law as part of the curriculum. If, for some serious physical reason, the student should not take part for a day, the parent must inform the office by a written note. If the student will not be able to participate for an extended period a time, a note must be furnished by the doctor.
• Proper gym shoes (shoes worn in gym class only), shorts, and shirts are to be worn by each student. Exceptions to the rule must be cleared through the office. Gym clothes should be clean. Each garment should be marked with a name tag.

**School Lockers**

• Each student will be assigned a locker at the beginning of the school year at UCMS. Each locker has a built-in combination lock; therefore, each student is responsible for keeping up with his/her own material and for seeing that the locker is not damaged or defaced, and for seeing that the locker is locked.
• As the locker is considered school property, unannounced locker checks will be made periodically. Students are not allowed to trade or share lockers.

**Student Criteria for Advanced Classes – UCMS: 2019-2020 School Year**

**English/Language Arts**

• ELA End of Year Assessment score of 85 or above
• AIMSWEB score of Advanced
• Final grade in English/LA
  o Incoming 5th graders
    ▪ Final grade of 93 or above in English/LA in 4th grade
    ▪ No grade lower than 85 if enrolled in 4th grade advanced English/LA
  o 6th and 7th graders
    ▪ Final grade of 93 or above in English/LA in preceding grade if not in Advanced Reading/LA class
    ▪ No grade lower than 85 if enrolled in advanced English/LA the preceding year

*Students who meet 3/3 of the criteria will be ranked first.*
**MASSIVE**
- Math End of Year Assessment score of 85 or above
- AIMSWEB score of Advanced
- Final grade in English/LA
  - Incoming 5th graders
    - Final grade of 93 or above in Math in 4th grade
    - No grade lower than 85 if enrolled in 4th grade advanced math
  - 6th and 7th graders
    - Final grade of 93 or above in Math in preceding grade if not in Advanced Math class
    - Final grade of 85 or above in Science in preceding year

*Students who meet 3/3 of the criteria will be ranked first.*

**8th GRADE ALGEBRA**
- 85 or above on the Math End of the Year Assessment
- Final grade of 93 or above in 7th grade Math
- Final grade of 85 or above in 7th grade Science
- AIMSWEB score of Advanced

*In order to qualify for 8th grade Algebra, a student must meet all 4 criteria.*

**MAINTENANCE OF GRADES**
- A student cannot have any "D"s or "F"s in any class during the school year.
- If, at the end of the first semester, the student does not have an average of "C" in any advanced class, the student may be withdrawn from advanced classes and placed in traditional classes.
- The school administrator may make the decision to remove a student from advanced classes.

**TRANSFER STUDENTS**
- Advanced in Math and/or English Arts TCAP (if transferring from a Tennessee school)
- Final grade of 93 in Math and English/LA (from transferring school)
- To qualify for 8th grade Algebra, a student must meet all specified criteria for Algebra.
- Students who have been enrolled in honors classes or gifted programs, must supply documentation as requested.
- Transfer students will remain on probation during the first nine weeks they are enrolled at the middle school.

**STUDENT EXCEL**
A Student Excel will be selected for each grade level in each subject area, thus recognizing more students for their outstanding academic achievements. The award is based on a student's average in a specific subject area after the 3rd nine-weeks grading period. Students may receive a Student Excel Award in more than one subject area.
Union City High School Personnel
Phone: 731-885-2373
Fax: 731-885-5011

Jacob Cross, Principal
Shane Sisco, Vice Principal

Darren Bowling
Dan Burnham
Trudi Collins
Brian Conner
Jason Deem
Stevie Gossett
John Graham
Jennifer Hall
Karyn Hill
Tara Kendall
Teka Kennedy
Laura Kingrey
Jo Kathryn Maddox
Wade Maddox
Ashley Martin
Cole McAdams
Paige McMillan
Andrew Nipp
Carolyn Nipp

John Parr
Katie Parr
Jodi Powell
Jason Qualls
Kelly Shanks
Kim Sherwood
Tom Sisco
Eddie Suiter
J.B. Suiter
Jessica Tuck
Regina Turner
Travis VanHooser
Coby Watts
Hillary Webb
Rob Wiggins
Joanna Wisener

Educational Assistants
Pam Barber
Pat Bobo
Monty Mooney
Robin Rodgers
Tammy Sparks
Susan Searcy
Guidance Counselor
Vickie Roberson
Cafeteria Manager
Raphe Whaley
School Resource Officer
Robin McWherter
Bookkeeper
Linda Graham
Secretary
Shauna Wisener
School Nurse
Stacy Hogan
Speech Pathologist

Teacher websites and e-mail can be found by going to:
Tornadotouch.net
UCHS School Improvement Mission Statement and Beliefs

The mission of Union City High School is to provide students a strong foundation that will promote wise decision-making and lifelong learning by nurturing, challenging, and guiding all students toward their maximum intellectual, moral, physical, emotional, social, cultural, and creative potential.

The parents, community members, and faculty and staff of Union City High School believe in the following:

1. Providing a safe and secure environment to promote student learning;
2. Respecting each student as an individual with unique physical, social, emotional, and intellectual needs;
3. Developing each student's potential through a program of instruction and guidance so that he/she may be better prepared to perform efficiently as a student and later as a responsible adult in his/her community;
4. Enhancing each student's self-esteem through positive relationships and mutual respect among and between students and staff;
5. Encouraging teachers, parents, and the community to share the responsibility for support of the school's mission;
6. Encouraging teachers, parents, and the community to share the responsibility for fostering a sense of moral and ethical values;
7. Encouraging all students to participate in extracurricular and enrichment activities; and,
8. Recognizing cultural and ethnic diversity when planning the programs of the school.

Athletics

The purpose of the Union City athletic department is to provide teams that will represent the school and the city in competitive interscholastic contests with pride. It is a privilege, not a right, to participate in athletics as athletes are held to a higher standard than the regular student body. In order to participate, a student must meet the standards of the Tennessee Secondary School Athletic Association, and must abide by the rules that are established for team conduct. The athletic program strives to teach a winning attitude, sportsmanship, teamwork, leadership, and promote and reward excellence. To be eligible to participate in athletic contests during any school year, a student must earn six credits the preceding school year. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous year. If a student is not eligible the first semester, they may become eligible the second semester based on passing six courses at the conclusion of the first semester.

Bell Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40:03</td>
<td>No Homeroom</td>
<td>No Homeroom</td>
<td>7:40:03</td>
<td>7:40:03</td>
</tr>
<tr>
<td>1st Lunch Times:</td>
<td>8:07-9:22</td>
<td>1st Lunch Times:</td>
<td>8:07-9:22</td>
<td>1st Lunch Times:</td>
</tr>
<tr>
<td>2nd Lunch Times:</td>
<td>9:26-10:11</td>
<td>2nd Lunch Times:</td>
<td>8:29-9:44</td>
<td>2nd Lunch Times:</td>
</tr>
<tr>
<td>3rd Lunch Times:</td>
<td>10:15-11:00</td>
<td>3rd Lunch Times:</td>
<td>9:48-10:33</td>
<td>3rd Lunch Times:</td>
</tr>
<tr>
<td>1st Lunch Times:</td>
<td>12:19-1:04</td>
<td></td>
<td>12:19-1:04</td>
<td></td>
</tr>
<tr>
<td>2nd Lunch Times:</td>
<td>12:21-1:53</td>
<td></td>
<td>12:21-1:53</td>
<td></td>
</tr>
<tr>
<td>3rd Lunch Times:</td>
<td></td>
<td></td>
<td>12:21-1:53</td>
<td></td>
</tr>
<tr>
<td>4th Lunch Times:</td>
<td></td>
<td></td>
<td>12:21-1:53</td>
<td></td>
</tr>
<tr>
<td>1st Lunch Times:</td>
<td></td>
<td></td>
<td>12:21-1:53</td>
<td></td>
</tr>
<tr>
<td>2nd Lunch Times:</td>
<td></td>
<td></td>
<td>12:21-1:53</td>
<td></td>
</tr>
</tbody>
</table>

1st Lunch Times: 11:00-11:26, 12:19-1:04
2nd Lunch Times: 11:49-12:15, 12:21-1:53

Announcements: 1:53-1:56

2019 – 2020 UCHS Bell and Lunch Schedule

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**Bus Conduct Policy**

**Bus Arrival and Departure Procedure**
- Students are expected, upon arrival to school, to enter the doors at the bus drop off (do not enter building using the front lobby entrance) and immediately go to the commons area.
- Permission to go to classrooms must be approved by administration. The only exception will be for those students going to the library for detention.
- P.M. / afternoon bus riders are to go to the commons area and remain seated at the designated tables. Students are expected to remain quiet and exit to bus in an orderly fashion when bus color is called.

**Union City College Preparatory Magnet School Procedures and Guidelines**

1. **Registration/Enrollment**: Union City students may first enroll in Magnet School classes in the ninth grade. Those students who have been in the Union City System but have not participated in the Magnet School as freshmen may choose to enroll in the program at a later date, but must make up all required courses by graduation. Magnet School students must take a minimum of six (6) Honors and three (3) AP classes, in which three (3) of the Magnet School classes must be Honors English.

   Transfer students must be enrolled in Union City High School for a minimum of the final four semesters in order to be considered as Magnet School graduates. These transfer students must successfully complete the required courses (at least 1 Honors/1 AP as a junior, and 2 AP as a senior.) In order to be considered as a candidate for valedictorian or salutatorian, a student must have met the graduation requirements of the Magnet School, and have been a Union City High School student for the final two years of their high school career.

2. **Summer Requirements**: All Honors and AP courses will have required summer activities. All summer work will be due on the first day of class. Failure to meet the deadline will result in the student receiving a grade of “0”. The opportunity to make up summer work will be restricted to transfer students who enroll at the beginning of the school year. It is understood that this summer work will be utilized as a part of the class requirements during the first nine weeks of the school year.

3. **Magnet School Withdrawal**: When it is in the best interest of the student, the administration will have the obligation to remove a student from an Honors or AP class and enroll in a traditional section. After the beginning of school, a student may not drop an Honors or AP class and enroll in another.

4. **Magnet School Enrollment and Board-Required Classes**: The Union City Board of Education has required that all students graduating from Union City High School must meet all Union City High School graduation requirements.

5. **Top Ten**: Only students enrolled in the Magnet School will be eligible for Top Ten. 26 credits will be required to graduate from the Magnet School. **Freshmen must be enrolled in at least 2 Honors classes to be considered to Top Ten.**
The following Honors and AP courses have been implemented at Union City High School:

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>H English I, H Geometry, H World History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>H English II, H Geometry, H World History, H Algebra II, H Biology, AP World History</td>
</tr>
<tr>
<td>Grade 11</td>
<td>H English III, H Pre-Calculus, H Chemistry, AP US History, AP Biology</td>
</tr>
<tr>
<td>Grade 12</td>
<td>AP English, AP Calculus, AP Physics, AP Biology, AP US History, AP Chemistry, AP World History</td>
</tr>
</tbody>
</table>

*H Refers to Honors, AP refers to Advanced Placement*

6. **Diplomas:** Conferred upon the graduating class will reflect College Preparatory Magnet School enrollment.

7. **Standards for Honors and AP Courses:** Students will have 3 percentage points added to the final average for an honors class while 5 percentage points will be added for an AP class. The course content for an AP course will be based on curriculum guides as set forth by the College Board. Students will be required to take the AP examination for each AP course they take. Cost of the exam will be the responsibility of the student.

**Detention (UCHS)**

- Detentions will be held in the library Monday thru Thursday from 6:45 – 7:30 or after school in the cafeteria from 2:45 - 3:30 on Tuesday or Thursday.
- The detention list will be posted on Monday in the lobby. All detentions (once posted on Monday) must be served by Friday. Failure to serve detentions will result in ISS time.

**Driver License Attendance Compliance**

- Tennessee law requires that students who are ages 15 to 17 maintain certain attendance and academic standards to receive and maintain a driver’s license. The Department of Safety will be notified when a student has 10 consecutive or 15 total unexcused absences during a semester. They will also be notified when a student is not passing at least three units of credit at the end of a semester.
- Once the Department of Safety receives notice from the school system that a student is not in academic or attendance compliance, then a student’s license may be suspended. The Department of Safety will notify the student.
- Students can have their license reinstated at the end of the following nine-week grading period by having 30 consecutive days attendance without an unexcused absence and by passing at least 3 subjects. Reinstatement forms are in the school office and should be sent to the Department of Safety by the student. If a student’s license is suspended twice under this law, the student loses his or her license until the age of 18.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
<tr>
<td>Weighting for Honors Courses</td>
<td>Weighting for Advanced Placement Courses</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Will include the addition of 3 points to calculate the final average.</td>
<td>Will include the addition of 5 points to the grades used to calculate the final average</td>
</tr>
</tbody>
</table>

- It is the intent of the Union City Board of Education that students be encouraged to take the more challenging courses offered. It should be understood that when signing up for Honors/AP courses that additional rigor will be implemented in the framework of standards for those courses listed:
  - Honors English I, II, III, AP Lit and Comp 12
  - Honors Algebra II, Honors Geometry, Honors Pre-Calculus, AP Calculus
  - Honors Biology, Honors Chemistry, AP Chemistry, AP Biology, AP Physics
  - Honors World History, AP US History, AP World History
- Honors and Advanced Placement courses will substantially exceed the content standards, learning expectations, and performance indicators approved by the State Board of Education. Teachers of Honors/AP courses will include multiple forms of assessment such as short answer, constructed-response prompts, performance-based tasks, open-ended questions, essays, original or creative interpretations, authentic products, portfolios, and analytical writing.

**Graduation Rules and Procedures**

1. Graduation is scheduled for Sunday, May 19, 2019, at War Memorial Stadium at 8:00 pm. If there is inclement weather, it will be held in the Civic Auditorium. Tickets will be required for your guests to enter graduation.
2. Be at the high school lobby and ready to line up no later than 7:00 pm Sunday, May 19, in graduation attire. A detailed graduation checklist will be distributed to Seniors in early May.
3. Those students who want their picture taken in their cap and gown may do so beginning at 6:30 pm in the school lobby Sunday afternoon.
4. **If you are absent from practice, do not expect to participate in the graduation ceremony.**
5. Please notify the Principal prior to practice day if you do not plan to participate in graduation.
6. It is required that boys do the following:
   a. Have a neat haircut.
   b. Wear a dark tie and solid color dress shirt, preferably white.
   c. Wear dark dress slacks and socks (NO BLUE JEANS).
   d. Have shoes shines (NO TENNIS SHOES OR FLIP FLOPS).
7. It is required that girls do the following:
   a. Wear black or dark color shoes.
   b. Avoid large items of jewelry.
   c. Wear a dark color dress.
   d. No flip flops.
8. Caps and gowns must be worn.
9. No gum during the service.
10. All cell phones must be turned off.
11. During commencement through awarding the diplomas, the tassel is work on the left side of the mortarboard. On a signal from stage and after diplomas have been awarded, tassels will be shifted to the right side of the mortarboard.
12. Student conduct during graduation services must meet the standards expected by Union City High School and the Union City Board of Education in order for the student to receive your diploma. Provided things are satisfactory, you will receive your official diploma from you homeroom teacher after the ceremony.

13. Please add dignity to the graduation ceremony. You owe it to yourself and, above all, you owe it to your family. Remember we are UCHS… give your best!

14. Students who are more than two credits short will not take part in graduation.

15. Parents, family members, and friends of the graduates are asked to please refrain from shouting any remarks when the graduate's name is called.

**In-School Suspension (UCHS)**

In-School Suspension will be from 7:40 am to 2:45 pm. Students will be required to work on assignments at all times. Sleeping will not be allowed. All school rules apply during In-School Suspension. Violation of any rules will result in Out-of-School Suspension. Dismissal time may be prolonged for discipline infractions while to ISS.

**Parking Lot and Cars**

- A parking facility is provided for teachers and students. Cars should be locked each day if the student possesses valuables in the car. UNDER NO CONDITION SHOULD STUDENTS SIT IN OR CONGREGATE AROUND VEHICLES WHILE THEY ARE PARKED ON CAMPUS.
- Students are cautioned not to use the parking areas reserved for faculty members.
- Traffic lanes shall be kept open at all times. Students who park improperly will lose their parking privilege or will get a ticket from the city police or fire department.
- All motorbikes will be parked across the street in front of the building in the area designated. They are not to be used until time to leave school. Students may not return to their cars or to the field house for a forgotten item. Stereos should abide by city ordinance regulating noise.

**Promotion / Retention**

This policy is designed to provide system-wide uniform academic standards upon which promotion is based.

<table>
<thead>
<tr>
<th>Grade Completed</th>
<th>Credits Required</th>
<th>To be promoted to grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>11</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>12</td>
<td>24 minimum credits with specific course credits*</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

*Magnet School graduation requires 26 credits.

**Criteria for Earning Credits**

In order to be awarded credit, students must meet the following criteria:

A. Teacher recommendation
   1. Grades
   2. Daily work (homework, class participation, tests, etc.)
B. Attendance: Students must attend 90% of the regular class periods to receive credit: 80 class hours per ½ credit course; 160 class hours for a full credit course. (See exceptions addressed in the Attendance Policy.)

**Promotion/Retention Statements**

A. Students who do not meet the attendance requirement will receive the grade earned in the class but will not be awarded credit (Carnegie Unit). The grade will be figured as a part of the cumulative average.

B. Extenuating circumstances will be reviewed for appropriate action by the Principal and, where necessary, by the Superintendent or his designee.

**Student Council**

- The purpose of the Student Council is to instill in the individual student the knowledge and basic concepts of a working community. The Council strives to develop the spirit, ideals, and practices of good citizenship in the school and to bring equality and justice to all students in the benefits and responsibilities of school life.
- The Student Council, under the direction of its faculty advisor, is governed by its own constitution.

<table>
<thead>
<tr>
<th>Tennessee Scholars</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
</tr>
<tr>
<td>Math</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Wellness</td>
</tr>
<tr>
<td>Career Technical OR 2 additional AP Classes</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
</tr>
<tr>
<td>Fine Arts</td>
</tr>
<tr>
<td>Physical Education &amp; Health</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Attendance</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Discipline</td>
</tr>
<tr>
<td>Community Service</td>
</tr>
<tr>
<td>Average</td>
</tr>
</tbody>
</table>
UNION CITY SCHOOLS HANDBOOK SIGNATURE FORM
This form **must** be signed and returned to school.

*(Please complete both sides/pages of this form.)*

Student Name: __________________________________________________________

Parent or Guardians: ____________________________________________________

To read the handbook, go to www.tornadotouch.net. Click on PARENTS/STUDENTS. Then click on STUDENT HANDBOOK.

Please verify reading the student-parent handbook by signing below and having your son/daughter return this form to his/her homeroom teacher.

☐ I will abide by the Student Pledge for iPad/Tablet use on pages 29/30.

☐ I will abide by the Internet Acceptable Use Policy (Technology page 24 of handbook) of the Union City School System.

☐ I will also abide by the UCES Student/Parent Contract on page 31.

_________________________________________
Student Signature

_________________________________________  _________
Parent/Guardian Signature             Date

Do you have Internet access at your residence?

☐ YES

☐ NO
Contact Information
(Please Print)

Student's Name: ________________________________________________________________

Student's Cell #: _______________________________________________________________

Address: ______________________________________________________________________

_____________________________________________________________________________

Phone # to use for School notification: _____________________________________________

Parent(s)/ Guardian(s) with whom student resides:

1. _____________________________________________________________________________

Home # ___________________ Cell # ___________________ Work # ___________________

E-mail ___________________________ Work Location ________________________________

2. _____________________________________________________________________________

Home # ___________________ Cell # ___________________ Work # ___________________

E-mail ___________________________ Work Location ________________________________

Emergency Contact Person (other than parent):

1. _____________________________________________________________________________

Phone #: __________________________________________________________________________

2. _____________________________________________________________________________

Phone #: __________________________________________________________________________