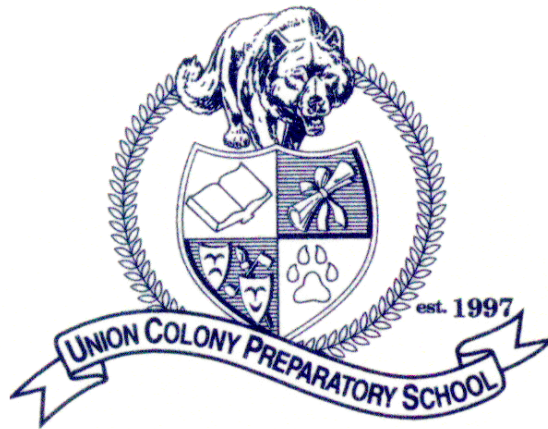


# UNION COLONY SCHOOLS



## **2021-2022 UCPS Student Handbook**

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Mrs. Carrie Leffler  
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# UNION COLONY PREPARATORY SCHOOL HANDBOOK

WELCOME TO THE NAVY BLUE AND SILVER OF TIMBERWOLF  
COUNTRY!

## **VISION**

All students at Union Colony will demonstrate, articulate, and value the skills and knowledge to be prepared to excel in college or other post-secondary endeavors.

## **MISSION**

Our mission at Union Colony Schools is to offer a K-12 educational program that recognizes and attends to the many unique needs of all students. The Union Colony community promotes integrity, growth mindset, life-long learning, compassion, the development of good citizenship, and we foster academic skills by providing all students with rigorous instruction. Students are then empowered to reach their full potential intellectually, socially, emotionally, and physically. To accomplish this mission, Union Colony provides:

- a cross-disciplinary exchange of knowledge among core subject areas, including fine arts, international languages, language arts, mathematics, science and social studies;
- a rigorous and challenging approach to thinking and learning;
- a strong focus on the processes and products of problem solving;
- an environment which fosters connections with teachers, other students and the community by limiting the size of the student body;
- and continuity for students with a grade six through twelve structure.

## EDUCATIONAL PROGRAM

The educational program at Union Colony Preparatory School prepares responsible, self-directed learners capable of excelling in a college environment. The program supports student success in college or other post-secondary educational endeavors by implementing a dynamic curriculum that integrates appropriate disciplines to teach learning processes and problem-solving skills.

Content knowledge is rigorously supported by requiring all students to take four years of core subject area classes in grades eight through eleven, and apply that content to solve applied problems through a cross-disciplinary approach.

Elective courses in the core subject areas are offered for students to expand their skills and knowledge or to prepare for Advanced Placement or college classes their senior year. Throughout a student's experience at Union Colony, emphasis is placed on the organizational and study skills necessary for success in a college environment.

The senior year combines the key elements of the Preparatory School 8<sup>th</sup>-11<sup>th</sup> curriculum with those skills necessary for the student to excel in the college experience. All seniors are required

to take a minimum of 5 classes each semester comprised of senior seminar, college courses/AP classes, and electives.

The senior year combines the key elements of the Preparatory School 8<sup>th</sup>-11<sup>th</sup> curriculum with those skills necessary for the student to excel in the college experience. All seniors are required to take a minimum of 5 classes each semester comprised of senior seminar, college courses/AP classes, and electives. Each senior is required to pass 4 approved college courses (equaling a minimum of 12 credits) and/or two Advanced Placement courses. Students electing to take classes at the local colleges will be reimbursed by the school for their tuition provided they pass courses with a C or better. Every senior is required to pass the senior seminar class. This course is divided into two parts: 1.) British Literature/AP Language and Composition and 2.) senior thesis. British Literature is a survey of literature from the Anglo-Saxon period through the modern era. AP Language and Composition uses nonfiction reading and writing to help prepare students for college level writing. The senior thesis project is a capstone portfolio that begins with research within the community to assess a local problem and provide a plan to reduce the problem, and then ends with a final thesis paper and presentation. The student will be evaluated on quality of research, thesis organization, topic development, writing skills, presentation, and content knowledge. Students who wish to earn an AP designation on their transcripts and be graded on a 5.0 scale must take the AP Lang/Comp exam.

## REQUIRED CORE SUBJECTS

### FINE ARTS

All students at Union Colony Preparatory School are required to take the equivalent of four years (eight semesters) of visual arts and/or music or performing arts from grade eight through grade eleven.

#### Visual Arts

Required courses in the visual arts are designed to allow students to extend their study of visual arts through a wide range of subject matter, symbols, images, and visual expression. Courses are structured to provide a framework that promotes thinking, communicating, reasoning, and investigational skills. Students become aware of ideas, concepts, issues and knowledge inherent to the visual arts. Visual arts courses are designed to encompass these thinking skills:

- Connoisseurship: to perceive through the senses with acute awareness;
- Metaperception: to cognitively and expressively manipulate perceptions;
- Problem Finding/Solving: to recognize artistic problems and work with alternatives toward a finished product;

- Creative Interpretation: to rework and refine decisions using elements of connoisseurship and metaperception;
- Critiquing: to evaluate oneself and others with fine artistic discrimination.

Visual Arts courses at Union Colony Preparatory School are designed to meet or exceed the following standards specified for a visual arts curriculum by The National Standards for the Visual Arts.

1. Understanding and applying media, techniques and processes.
  - Drawing
  - Painting
  - 3-Dimensional art forms
  - Computer graphics
2. Using knowledge of structures and functions.
  - Design
  - Study of architectural styles
3. Choosing and evaluating a range of subject matter, symbols and ideas.
  - Study of major artists and artwork
  - Investigation of prevailing themes in art
  - Applying subjects, symbols and ideas in their artwork through a variety of media
4. Understanding the visual arts in relation to history and cultures.
  - Study of art history and aesthetics
  - Study of artwork from different cultures
  - Study of the role of art historians, critics and artists in society
5. Reflecting upon and assessing the characteristics and merits of their work and the work of others.
  - Critical thinking about their own products
  - Evaluation, both verbal and written, of artwork of other artists
6. Making connections between visual arts and other disciplines.
  - Comparing the materials, technologies, media, and processes of the visual arts with those of other disciplines
  - Comparing characteristics of the visual arts within a particular period in history to similar ideas, issues, or themes in the humanities or sciences of the period

## Music

Every music course at Union Colony Preparatory School, including performance courses, provides instruction in creating, performing, listening to and analyzing music, in addition to focusing on its specific subject matter.

Music courses at Union Colony Preparatory School are designed to meet or exceed the following standards specified for a music curriculum by The National Standards

for Arts Education:

1. Singing, alone and with others, a varied repertoire of music.
2. Performing on instruments, alone and with others, a varied repertoire of music.
3. Improvising melodies, variations, and accompaniments.
4. Composing and arranging music within specified guidelines.
5. Reading and notating music.
6. Listening to, analyzing and describing music.
7. Evaluating music and music performances.
8. Understanding relationships between music, the other arts and disciplines outside the arts.
9. Understanding music in relation to history and culture.

## WORLD LANGUAGES

A minimum of four years of exposure to and acquisition of other languages and cultures enables students to communicate across cultures and gain knowledge of other cultures. Students are able to access new knowledge and information that is often only available through the second language, and they develop insights into their own language and culture. The acquisition of another language and culture provides students with the unique skills and knowledge that prepare them to interact effectively within the community and global marketplace.

Union Colony Preparatory School embraces the five goals of The National Standards in Foreign Language Education:

- Communicate in languages other than English
- Gain knowledge of other cultures
- Access new information and knowledge
- Develop insight into one's own language and culture
- Participate in multilingual communities and global society

Each year of International Language meets or exceeds the following national standards as students use the target language to reinforce and further knowledge of other disciplines, and discuss current knowledge of topics from other curricular areas both orally and in writing.

1. Year I: Listening, Speaking, Reading, Writing
  - Ask and answer questions, use simple sentences and paragraphs  
Initiate contextual conversation
  - Use correct pronunciation
  - Read aloud
  - Spell correctly

- Produce correct dictation
  - Learn customs and culture
  - Understand basic grammatical concepts: present and near future tenses, plurals, gender, agreement, pronouns, possession, negation, simple adverbial phrases.
2. Year II: Listening, Speaking, Reading, Writing
    - Add depth to Year I knowledge
    - Produce complex sentences and paragraphs orally and in writing
    - Understand grammatical concepts: past tense, interrogative pronouns, direct/indirect objects, irregular verbs, reflexives.
  3. Year III: Listening, Speaking, Reading, Writing
    - Add depth to Year I and II knowledge
    - Speak extemporaneously
    - Produce simple compositions
    - Participate in target language discussions
    - Understand grammatical concepts: future and conditional tense, imperfect past, demonstrative/relative pronouns, comparatives and superlatives.
  4. Year IV: Listening, Speaking, Reading, Writing
    - Add depth to Year I, II and III knowledge
    - Read and discuss literary works in the target language
    - Produce literary works
    - Understand grammatical concepts

## LANGUAGE ARTS

Language Arts courses at Union Colony Preparatory School are designed to set a high standard for communication skills and meet or exceed the following Colorado Model Content Standards:

1. Write and speak for a variety of purposes and for diverse audiences.
2. Write and speak using conventional grammar, usage, sentence structure, punctuation, capitalization and spelling.
3. Read and understand a variety of materials.
4. Apply higher-level thinking skills to reading, writing, speaking, listening and viewing.
5. Read to locate, select and make use of relevant information from a variety of media, reference and technological sources.
6. Read and recognize literature as an expression of human experience.

Reading, writing and communication skills are utilized by students in a contextual framework throughout the core subject areas.



## MATHEMATICS

To meet Union Colony Preparatory School graduation requirements, all students are required to complete at least three years of mathematics beginning with either Algebra I or Geometry. These three years consist of three of the following: Algebra I, Geometry, Algebra II, and/or Pre-Calculus. All students will meet or exceed the following Colorado Model Content Standards:

1. Develop number sense and use numbers and number relationships in problem-solving situations; communicate the reasoning used in problem solving.
2. Use algebraic methods to explore, model and describe patterns and functions involving numbers, shapes, data, and graphs in problem-solving situations and communicate the reasoning used in solving problems.
3. Use data collection and analysis, statistics and probability in problem-solving situations and communicate the reasoning and processing used in solving problems.
4. Use geometric concepts, properties and relationships in problem-solving situations and communicate the reasoning used in solving problems.
5. Use a variety of tools and techniques to measure and apply the results in problem-solving situations and communicate the reasoning and processes used in solving problems.
6. Link knowledge of concepts and procedures as they develop and use computational techniques, including estimation, mental arithmetic, paper-and-pencil, calculators and computers in problem-solving situations.

## SCIENCE

In the 8<sup>th</sup> grade through the 11<sup>th</sup> grade year, all students are expected to complete General Science (Earth/Physical), Biology, Chemistry and Physics or Advanced Biology. All students will meet or exceed the following Colorado Model Content Standards:

1. Understand the processes of scientific investigation and be able to design, conduct, communicate about and evaluate such investigations.
2. Know and understand common properties, forms and interactions of matter and energy.
3. Know and understand the characteristics and structure of living things, the processes of life and how living things interact with each other and their environment.
4. Know and understand the processes and interactions of Earth's systems and the structure and dynamics of Earth and other objects in space.
5. Know and understand ways that science, technology and human activity can affect the world.
6. Understand that science is a particular way of knowing and understand common connections among different disciplines.

## SOCIAL STUDIES

All students at Union Colony Preparatory School will meet or exceed the following Colorado Model Content Standards for Geography:

1. Know how to use geographic tools to locate and derive information about people, places and environments.
2. Know the physical and human characteristics of places, and use this knowledge to define and study regions for the purpose of interpreting patterns of change
3. Understand how economic, political, cultural and social processes interact to shape patterns of human populations, interdependence, conflict and cooperation on Earth's surface.
4. Understand the effects of interactions between human and natural systems and the changes in meaning, use, distribution and importance of resources.
5. Apply knowledge of people, places and environments to understand the past and present and to plan for the future.

And for History:

1. Understand the chronological organization of history and know how to group people and events into major eras to identify and explain historical relationships.
2. Understand that societies are diverse and have changed over time.
3. Understand how science, technology and economic activity have developed, changed and affected societies throughout history.
4. Understand political institutions and theories that have developed and changed over time.
5. Know that religious and philosophical ideas have been powerful forces throughout history.

And for Civics:

1. Research, formulate positions, and engage in appropriate civic participation to address local, state, or national issues or policies.
2. Purposes of and limitations on the foundations, structures and functions of government.
3. Analyze how public policy-domestic and foreign-is developed at the local, state, and national levels and compare how policy-making occurs in other forms of government.

And for Economics:

1. Productive resources-natural, human, capital-are scarce; therefore choices are made about how individuals, businesses, governments, and societies allocate these resources.
2. Economic policies impact markets
3. Government and competition impact markets
4. Design, analyze, and apply a financial plan based on short- and long-term financial goals (PFL)

5. Analyze strategic spending , saving, and investment options to achieve the objectives of diversification, liquidity, income, and growth (PFL)
6. The components of personal credit to manage credit to manage credit and debt (PFL)
7. Identify, develop, and evaluate risk-management strategies (PFL)

#### Grades 8 and 9 - World Studies

Studies in the eighth grade focus on the following historical eras:

- Expanding interactions in the Hemispheres, 1000-1500
- Global Encounter and Expansion, 1450-1770
- The Age of Revolutions, 1750-1918

Studies in the 9<sup>th</sup> grade, focus on the following geographic concepts and areas

- Five Themes of Geography
- Asia and the Pacific Rim
- Middle East
- East Asia
- Africa

#### Grades 10 and 11 – United States Studies and Civics

Studies in the 10<sup>th</sup> grade focus on the following eras in United States History:

- Colonization and Settlement, 1585-1763
- Revolution and the New Nation, 1754-1815
- Expansion and Reform, 1801-1861
- Civil Conflict, 1850-1877
- Development of the Industrial U.S., 1890-1930
- Economic Cycles and World Conflict, 1929-1945

Studies in the 11<sup>th</sup> grade focus on the following eras in United States History:

- Contemporary United States by decade, 1945-2010
- Civil Rights, 1950-1980
- Vietnam Years, 1950-1970
- Post War United States and Globalization
- World and U.S. Contemporary Issues
- Civics/Economics in contemporary United States.

This study brings a geographic and historical perspective to contemporary issues and present day events.

## CROSS – CURRICULAR APPROACH

During grades eight through eleven, the curriculum at Union Colony Preparatory School is centered around cross-disciplinary problem solving. Curriculum delivery focuses on establishing habits of thinking which develop lifetime skills required to discover, explore and understand the world around us and reinforces and maintains a common thread of critical thinking throughout the disciplines. Through selected conceptual themes, students are given the opportunity to explore interrelationships between academic disciplines.

## PHYSICAL EDUCATION

Union Colony Preparatory School requires that all students in grades nine through 12 complete one semester of physical education. Students may pursue their physical education credit through Independent Study Courses approved by their advisor and school administration.

## GENERAL INFORMATION

### **SCHOOL HOURS**

The school day begins at 8:00 a.m. and ends at 3:25 p.m Monday, Tuesday, Wednesday and Friday. Students are released at 2:50 p.m. on Thursday.

### **OFFICE HOURS**

Office hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday.

### **WEBSITE**

Up-to-date information can be found on our website [www.unioncolonyschools.org](http://www.unioncolonyschools.org). Parents/students can access Infinite Campus from this site to check grades using their password

### **BLOCK SCHEDULE**

Union Colony Preparatory School classes are run on a modified Block Schedule. Monday, Tuesday and Friday, classes meet for 47 minutes. Odd block classes meet on Wednesday for 90 minutes with a 30-minute advisory at the end of the day. Even block classes meet on Thursday for 90 minutes with an early release at 2:50. A copy of the Block Schedule is made available to all students. Additional copies are available in the Office.

### **MORNING ARRIVAL**

**The school's doors open at 7:30 a.m.** Unless students have an appointment with an instructor, they will be asked to wait outside the building or in the Commons area until 7:55 a.m. Students must have a pass to see their teacher before 7:55 a.m. The first passing period begins at 7:55 a.m. and students are expected to be in their seats and ready to work at 8:00 a.m.

### **FEES**

Student fees are assessed using the approved School District 6 student fee schedule. Some courses which require specialized materials may carry a nominal fee.

### **LOCKERS**

Lockers are issued to every student upon attendance at Union Colony. The following rules apply.

- Students may personalize their locker with shelves, mirrors, appropriate pictures, etc. Permanent or difficult-to-remove decorations like stickers and markers should not be used in lockers.
- Misuse or damage may result in the loss of locker privileges.
- **Students are not to share their combination with other students.** Union Colony cannot be held responsible for lost or stolen articles.
- Students may use only the lockers and locks that they are assigned.
- Lockers are the property of the school and as such are subject to search by school officials.

- We encourage you to get your belongings for several classes and limit how many times you go in your locker.
- Please be quiet in the hallway when other classes are in session.

### **CAR POOLS/TRANSPORTATION**

In order to facilitate the safest situation for Union Colony students and to reduce traffic jams we suggest you follow the traffic pattern outlined below.

- Parents may wait for students in the west parking lot after school.
- Parents may pick up students on 20th Street Road (the road to the south of the school).
  - If you need to cross the street, please use the crosswalk.

### **PARKING**

The large parking lot on the west side of the campus is designated as a student and visitor's parking area. The u-shaped lot in front of the main building entrance is for use by staff and visitors only (NOT STUDENTS). Students who drive to school are required to register their vehicle when they register for school (or at any time during the school year that they may begin to drive.) You must display a parking pass in your car to park on campus. Students are not to loiter in or go to parked cars before, during or after school.

**When driving in the school parking lot, please be safe and look for pedestrians.**

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities at UCPS include: Student Council, Key Club, Builder's Club, National Honor Society, Speech and Debate (Forensics), Yearbook, Dance Team, Drama, Prom Committee (11th graders) and Mock Trial. Additional clubs may be initiated by student interest. Some clubs meet during lunch while other activities may require a commitment of time outside the school day.

Union Colony offers athletic programs for students in grades 6-12. UCPS offers an athletic program for our 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. UCPS offers girls volleyball, boys and girls soccer, boys and girls basketball. Students wishing to participate in sports not offered at UCPS have the potential to do so at another school at the discretion of the Athletic Director. Student athletes are required to meet Union Colony Schools, CHSAA, and/or other school standards of academic performance and personal behavior. Ineligible students may participate in athletic practice but may not participate in events. Students on suspension for any regulatory violation may not participate in athletic practices or events.

### **LOST AND FOUND**

All lost and found items are to be turned into the school office. Most clothing items will be placed in a lost and found box, other items will be kept in the office. Students may check with the school secretary or principal if they have lost something.

## SNOW DAYS

In the event of inclement weather, Union Colony follows School District 6 procedures. If the District closes or is on a delayed start, Union Colony will be closed or on a delayed start as well. Information about closures can be found on the school website, Facebook page and will be reported to the following radio and television stations:

KFKA - 1310 AM  
KGRE - 1450 AM  
TRI102 - 102.5 FM  
9NEWS

KUNC - 91.5 FM  
KVVS - 1170 AM  
NEWS 4

KUAD - 99.1 FM  
85KOA - 850 AM  
7NEWS

## STUDENT MESSAGES

While in school, it is critical that students focus on educational pursuits. Messages for students will be delivered to classrooms at the end of the period or last block on Fridays. In the event of an emergency, students will be called out of class immediately. The school phone number is 673-4546.

## TELEPHONE USE

Cell phones are not allowed to be used or seen between 8:00 and 3:25, with the exception of during lunch in the commons or outside. They are never to be out in the hallways during the school day. Students may use the school office courtesy phone in the event of *EMERGENCY SITUATIONS*, and before and after school. However, students need to make prior arrangements for transportation home rather than tying up the phones at the end of the school day. Students caught using their cell phones will face disciplinary action.

## HEALTH CLINIC

Union Colony has a full-time Health Assistant. In the event a student becomes ill or injured at school, the Health Assistant will take whatever action is warranted by the situation. The clinic cannot and will not administer prescription or over-the-counter medications to any student without the written consent of the student's doctor and/or parent.

Students may carry certain medications on their person when a physician authorizes such medication. These medications include: 1) inhalers, necessary to control an upper respiratory condition, 2) medications for serious health conditions which may need immediate intervention. A physician's authorization extends to all school activities and to school activities away from the school building. Students may keep medication or needed medical articles in the Health Clinic. Students may not carry or take medication without a physician authorization, including cough drops and over-the-counter pain medication.

## SCHOOL LUNCHES/LUNCH OPTIONS

Union Colony participates in the District 6 school lunch program. **All students will be able to eat lunch for free this year.** Students attending the school who do not wish to participate in the school lunch program are encouraged to bring their lunch from home.

- Students may eat in the Commons or (in designated areas) on the school grounds. **Students may not spend the lunch period in or around vehicles.** When students are finished eating lunch, they are expected to leave the table and surrounding area clean. No food or drink (except water) may be consumed in classrooms.
- **You may not order food to be delivered to the school.**

## BUILDING RULES AND PROCEDURES

### CLOSED CAMPUS

Union Colony Preparatory School is a **CLOSED CAMPUS**. Students in grades 6 - 9 are not permitted to leave campus during the school day, including the lunch period. This regulation may be waived for students to attend off campus courses or internships, with the permission of their parents/guardians. Students from other campuses and other visitors, with the exception of parent/guardian, guest speakers or other school-authorized personnel, are not allowed on campus, including the parking lot, during the hours of 7:30 a.m. - 3:25 p.m. Unauthorized persons will be requested to leave the school grounds.

**When taking a student off campus for any reason, parents must call the office to sign the student out and in.** For their protection, students will not be released to anyone who does not appear as an authorized contact in Infinite Campus, or for whom parents/guardians have not given written authorization. Infinite Campus data is compiled from the Student Information sheet required to be updated every year at Student Registration.

School policy provides for parental notification by the school when students are absent without an excuse from parents.

### VISITORS AND SECURITY

Union Colony Preparatory School is committed to providing a safe environment for students and staff. State and federal laws require that all visitors to campus **must** report to the school office and sign in before entering the classrooms. The school campus is patrolled regularly by administration before, during and after school. Unauthorized persons will be requested to leave the school grounds. Persons refusing to follow school regulations will be dealt with pursuant to laws regarding trespass.

For the protection of students and staff, only the main entrance doors are unlocked for entrance into the building. All other doors may be used for exit only. Each classroom is provided with an evacuation plan in case of an emergency, and an evacuation practice is conducted monthly. In addition, Union Colony has crisis plans in place that will be initiated if the need arises.



## **ARTICLES NOT ALLOWED ON CAMPUS**

Students are not to bring portable radios, music players, video games, stuffed animals, toys, water guns or weapon facsimiles, laser pens, knives that represent a potential threat to the wellbeing of others. These items will be confiscated, disciplinary action will be taken, and parents contacted. Use of portable radios, CD/tape/MP3 players, video games, pagers or cellular phones are not allowed during the school day. **Use of such items will result in disciplinary action according to the code of conduct.** Skateboards or roller skates/blades must be stored in the student's locker or central office immediately upon arrival at school.

Articles that constitute a danger, including weapons, jewelry or wearing apparel with spikes, alcohol and controlled substances are forbidden on school grounds. Possession of such is cause for referral to the authorities. Students who bring such items to school face severe disciplinary action.

## **TOBACCO/VAPING-FREE**

Union Colony Schools does not allow tobacco/vaping use in the building, on the campus, or at school events before, during or after the school day. Students possessing tobacco/vaping products at school face disciplinary action.

## **BULLYING**

Bullying behavior means any written or verbal expression, or physical or electronic act or gesture or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student in the school, on school grounds, in school vehicles, at a designated school bus stop or at school activities or sanctioned events.

## **CODE OF DECENCY**

Union Colony expects its students to treat each another, staff, parents and visitors with respect and courtesy. Students are expected to help build a sense of community and pride within their school. This includes 1) taking care of their own and of other people's property, 2) keeping their hands to themselves, 3) respecting other's opinions and backgrounds although they may differ from their own, 4) resolving disagreements through civil discussion, whether on their own, through their Advisor, a staff member or the use of Peer Mediation, 5) using polite and respectful language with students, staff, parents or visitors, 6) encouraging and supporting the success of their peers in school and co-curricular activities, and striving to exemplify the high standards of the school in scholarship, leadership, citizenship and service.

## ATTENDANCE/TARDY POLICY

### ATTENDANCE

Regular attendance is essential to the student's success. Classroom experiences are difficult to duplicate. Families are encouraged to schedule vacation time during school breaks because of the added stress placed on the student who must complete make up work while trying to keep up with their daily assignments. Excessive absences, whether excused or unexcused, are detrimental to the student's ability to successfully complete course work. Excessive absenteeism (6 absences in a semester) may be cause to consider a recommendation for the removal of a student from class/school.

Parents/guardians are asked to call the school by 9:00 a.m. of the day of the absence to excuse their child from school. Union Colony will contact parents/guardians by 9:30 a.m. if a student is not in attendance and the school has not received a call from the parent/guardian excusing the student's absence. Parents will also be notified when their child has accumulated 4 absences in a class and reminded of the possible ramifications of 6 absences.

Unexcused absences are absences occurring without parental awareness, consent or permission. Parents will be contacted concerning any unexcused absence:

- First unexcused absence — parent contact
- Second unexcused absence — parent contact
- Third unexcused absence — in-school or out-of-school suspension
- Fourth unexcused absence — parent contact

### TARDIES

Tardies, **whether excused or unexcused**, are a distraction to the student and to other students' education. A student is considered tardy if he/she is not in the classroom at the designated start time of class.

Attendance is checked every two weeks. If a student receives four unexcused tardies (i.e. "occurrence") the following will occur:

- A written notice will be sent to the guardian and the student will receive disciplinary action for the first occurrence.
- If a student receives a second or third occurrence, additional disciplinary action will occur.
- If a student receives four occurrences, an out of school suspension (OSS) will be assigned in accordance with the disciplinary code.

All occurrences after the fourth will be considered habitual and will result in further disciplinary actions to include, but not limited to suspension and possible expulsion.

## **SCHOOL DRESS CODE**

Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators.

Tops - Undergarments are not to be exposed or seen through clothing--exception: the upper straps of a sports bra may show near the neck of a dress-code appropriate top. No tank tops, muscle shirts, tight fitting, or revealing shirts. Shirts must conceal cleavage, sides, back, midriff, and shoulders up to the width of a Student ID. No hats or sunglasses are permitted inside of the school building. If “hoodies” are worn, the hood may not be worn on your head inside of the school. (Religious headwear is an exception.)

Bottoms - Undergarments are not to be exposed or seen through clothing. Material must be thick enough to cover undergarments completely. Hemlines for shorts must reach to the end of fingertips when the arms are straight and shoulders are relaxed. Hemlines and slits for skirts must be one vertical student ID length above the top of the kneecap or longer. No pajama pants are allowed. Items must be clean and must fit the waist (no sagging). Lightly distressed clothing may be worn. Holes that show skin must be at the knee or below. Patched/repared clothing is allowed as long as it meets the other dress code requirements.

Jewelry - All jewelry must meet logos/graphics expectations. A single nose piercing is allowed but no larger than 16 gauge or can be a single hoop; no other facial piercing are allowed. No items that have the potential to inflict injury are allowed.(no spikes such as piercings, necklaces, or bracelets)

Shoes -Soled shoes or sandals must be worn at all times (for example, no “bedroom” slippers or similar footwear.)

Logos/graphics - All text and/or pictures must be appropriate. No alcohol, tobacco, sex, drugs, nudity, weapons, gang related commentary or profanity allowed. No social, ethnic/racial or religious slurs allowed. Tattoos that violate dress code must be covered.

Students who are in violation of the dress code may be asked to wear clothing provided by the school or may be sent home to change their clothing. Students who refuse to abide by the dress code face disciplinary action.

## **SCHOOL DISCIPLINE POLICY**

Union Colony Preparatory School observes Colorado State Statute and Weld School District 6 policies as they relate to student conduct and disciplinary action. It is essential that students be allowed to learn in a safe and disciplined school environment free from fear or unreasonable disruptions. On any matter involving a legal felony, the police will be called to the school. Such violations, as defined by 22-33-106 C.R.S., shall lead to expulsion.

Minor disruptions are handled in the classroom. Students whose behavior continues to be a problem will be referred to the office. Further disruptive classroom behavior may result in permanent removal from a class or referral to an expulsion hearing for habitual disruption.

Major discipline issues will be handled by administrators according to the code of conduct.

If a student is suspended from Union Colony Schools, the student may receive credit for homework assignments due and/or assigned during the suspension as long as assignments are turned in as soon as the student returns to the building from suspension or turns in the assignments when due if outside the suspension dates. Students do not get extra days to complete assignments and will not receive credit for work done in class during their suspension. Students do have the right to complete, for full credit, all tests and hand in any long term assignments due during the suspension. Students are responsible for obtaining assignments (i.e. before suspension begins, email to teachers, other students, etc.).

### **DISCIPLINE PYRAMID**

Colorado State Statute provides that students who are suspended from school are placed on a three-step discipline pyramid. When a student has reached the third step, having been suspended three times, the school may refer them for expulsion from public school for a period of one year.

## CLASSROOM GUIDELINES

### **BOOKS AND MATERIALS**

Union Colony is a public school. Regular textbooks are provided by the school for each class. Books should be covered to help keep them in good condition. Students taking books home assume responsibility for their care. Lost or damaged books must be paid for by the student. Each year the school issues a list of materials and supplies the student will need for the upcoming year. For some classes, students may be required to pay a fee for special materials. In some special or advanced classes, students may be required to purchase their own workbook. A nominal student fee is assessed for every student at the beginning of the school year.

### **ACADEMIC DISHONESTY/PLAGIARISM**

Academic dishonesty is **copying** another student's homework, class work or tests with the purpose of misleading the teacher into thinking the work is his/her own. At times, students will obtain knowledge through structured collaborative work which should not be confused with copying.

Plagiarism is to borrow someone else's words, facts, statistics and ideas without giving that person or source credit.

Academic dishonesty and plagiarism are not acceptable and will not be tolerated at Union Colony Schools. Students are expected to submit any sources used upon teacher's request. Students who engage in academic dishonesty or plagiarism may receive zeros on their work and may face disciplinary action for their behavior.

### **HOMEWORK, EXTRA CREDIT, RETAKES**

Union Colony Preparatory believes that meeting deadlines and turning work in on time is necessary for both academic growth and timely evaluation of student work. Conversely, not being prepared to turn work in on time impedes academic growth and complicates the evaluation of said work. As a matter of routine, the school maintains a "No Late Work" policy, but acknowledges that the occasional acceptance of work turned in past a due date may be appropriate at times. Under specified circumstances, late work will be accepted up to two school days late for full credit. Students must meet all the requirements.

- Students in grades 6-7 will be issued three and students in grades 8-12 will be issued two Late Work passes each semester to grant up to a two-school day extension on assignments for full credit. A Late Work Pass may not be used on assignments three or more school days late.
- Students are required to take the initiative to communicate with the teacher on the day an assignment is due that a Late Work pass is being used. If there is no

communication from the student, the assignment is considered late and receives no credit.

- The Late Work passes will be tracked by the teacher by a system of his or her choice, initialed by the student, and recorded in the Infinite Campus comments section as official documentation.
- Assignments eligible for a Late Work pass are usually Formative (e.g. homework, minor projects, daily work with a due date, etc.), but may be used on some Summative assessments, pending prior communication from the teacher.
- Assignments (Formative or Summative) not eligible for a Late Work pass are quizzes, tests, class presentations, graded discussions, long-term assignments, or any other assignment where turning in work past a due date constitutes an advantage over other students, a disruption to the class, or a burden to the teacher. The teacher is the final authority on eligibility.
- Teacher communication to students on the expectations and restrictions on the use of Late Work passes is required.
- Once a student has utilized the specified Late Work passes for the semester, no more are issued, and the standard “No-Late Work” policy is enforced.
- Unused Late Work passes do not carry over to the next semester.

Extra credit will not be offered in lieu of regular assignments and/or examinations. Retakes for tests are not allowed.

## **MAKE-UP WORK**

If a student is absent it is the **student’s responsibility** to contact the teacher, **within 48 hours**, for missed assignments and to obtain an agreed upon date for which all make-up work is to be completed. For planned extended absences, parents may request work ahead of time, with the understanding that the dynamic nature of the classroom may result in students having to complete additional work when they return. Students, who are unable to turn in an assignment because they are out of the building on school business, are expected to turn that assignment in at the earliest opportunity when the student returns to school.

If a student’s absence is excused on the day that a **long-term assignment (an assignment given at least a week in advance)** is due, that assignment is to be turned in at the earliest opportunity when the student returns to school.

## **BACKPACKS/BOOK BAGS**

Backpacks and bookbags may be used to carry books and materials to and from school and to class. Students may lose this privilege if they are using their bag to carry and inappropriately use articles that are not allowed on campus.

## **COMPUTER USE POLICY**

The use of computers at Union Colony Preparatory School allows students to send and receive e-mail, to talk online to other users with teacher approval only, to do research on the Internet and access other information resources provided by the school, to use school provided application software such as Microsoft Office and any other activities deemed appropriate by the faculty and staff. Because our network serves such a variety of uses, it is important that students understand the violations as well as the consequences, which accompany the violations if the terms and conditions are broken.

Major Violations —actions which directly violate privacy and security issues:

- Threats
- Harassment
- Security violations (stealing passwords, changing grade reports, etc.)

Serious Violations —actions which directly contradict the reasons for using the UCPS computer network include, but are not limited to:

- Pornography
- Profanity
- Having any offensive material associated with a student's account
- Connecting to any chat session without permission of the Building Technology Specialist
- Initiating talk requests with people you don't know or sending annoying e-mail
- Sending chain letters
- Installing software (including America Online, Compuserve, or any other online service software) on any school computer without the permission of the Building Technology Specialist. CD's and computer disks being used to potentially install software will be confiscated and may not be returned.
- Downloading anything from the Internet without the permission of the Building Technology Specialist
- Playing any non-instructional games on the computer
- Destruction of computer hardware or software

Consequences:

- 1<sup>st</sup> violation — suspend account for fifteen school days
- 2<sup>nd</sup> violation — suspend account for nine weeks
- 3<sup>rd</sup> violation — suspend account for the rest of the school year at a minimum

## **SCHOOL OF CHOICE**

Union Colony Preparatory School is a public school of choice designed for students who wish to focus on building the skills that will ensure their success in college. By electing to attend Union Colony, students acknowledge their responsibility for attending school regularly and punctually, completing homework assignments on time and in a quality manner and participating to the best of their abilities in class activities. Students agree to comply with state law, school district policies, school policies and procedures and the Code of Decency as set forth in this handbook or as developed by the Faculty Council over the course of time.



## SCHOOL SONG

### **Timberwolves Forever**

Hail to thee, my alma mater,  
Hail the school I choose.  
Hail to thee, my Union Colony,  
Silver and the blue.

Sing high praises to her virtue,  
Of her honor and her grace.  
Proclaim our adoration for thee,  
Of our hallowed, treasured place.

Years in passing cannot sever  
Old ties from the new.  
We're the Timberwolves forever,  
Silver and the blue.

## GENERAL REGISTRATION INFORMATION

Union Colony students begin their high school coursework in eighth grade. For students in the eighth grade at Union Colony to advance to the ninth grade, they must pass both semesters of Language Arts and Math as well as two or more classes each semester in the content areas of Science, Social Studies, Fine Arts and World Language. Students must also have an attendance rate above 90% to be promoted. If a student does not complete the requirements they will be retained in the eighth grade until they have completed the coursework necessary to advance.

- I. LANGUAGE ARTS (2 semesters required)
  - 8<sup>th</sup> grade Grammar and Composition
- II. SOCIAL STUDIES (2 semesters required)
  - 8<sup>th</sup> grade World History
- III. MATHEMATICS (2 semesters required)
  - 8<sup>th</sup> grade CPM Algebra I
- IV. SCIENCE (2 semesters required)
  - 8<sup>th</sup> grade Physical/Earth Science
- V. WORLD LANGUAGES (2 semesters required)
  - 8<sup>th</sup> grade Spanish I
- VI. PERFORMING ARTS/VISUAL ARTS (2 semesters required any combination of the following classes)
  - Beginning Band, Concert Band, String Orchestra,
  - Art Foundations
- X. ELECTIVES (2 semesters required)

For students entering Union Colony in the **ninth grade or above**, courses that have been successfully completed are recorded on high school permanent records.

- A total of 51 semester credits earned in grades 9 - 12 are required for graduation
- Students in grades 9 - 11 are registered for a minimum of 7 classes each semester limited only by availability and/or the successful completion of prerequisites. Students who have not successfully completed required courses may have to make them up during the school year or summer through online credit recovery through Branson Online School or Keystone (See counselor for more information).
- In addition, students in the 11<sup>th</sup> grade who have identified college major/career choices may substitute college course work for some upper level required courses if the course is not available at Union Colony with the consent of the Counselor, Principal, and Faculty Council.
- Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades may substitute college course work for elective courses offered at Union Colony with the consent of the Counselor, Principal, and Faculty Council.

## GRADUATION REQUIREMENTS

Required courses for grades 9 - 12 are listed under the eleven major areas listed below:

### I. LANGUAGE ARTS (8 semesters required)

- 9<sup>th</sup> grade World Literature and Composition - 2 semesters
- 10<sup>th</sup> grade American Literature and Composition - 2 semesters
- 11<sup>th</sup> grade Contemporary Literature and Composition - 2 semesters
- 12<sup>th</sup> grade AP English Lang & Comp/Senior Thesis Research - 2 semesters

### II. SOCIAL STUDIES (7 semesters required)

- Economics/General Business (9<sup>th</sup> – 12<sup>th</sup>) – 1 semester
- 9<sup>th</sup> grade World Geography and Cultures - 2 semesters
- 10<sup>th</sup> grade U.S. History through Civil War/Government- 1 semester
- 10<sup>th</sup> grade US History from Civil War to WWII - 1 semester
- 11<sup>th</sup> grade U.S. History 1950 - Present - 1 semester
- 11<sup>th</sup> grade Civic/Modern America - 1 semester

### III. MATHEMATICS (6 semesters required)

- 9<sup>th</sup> grade CPM Geometry - 2 semesters
- 10<sup>th</sup> grade CPM Algebra II - 2 semesters
- 11<sup>th</sup> grade CPM Precalculus - 2 semesters

(Students who enter Union Colony as a ninth grader may begin the math sequence at CPM Algebra I and complete CPM Algebra II as an 11<sup>th</sup> grader.)

### IV. SCIENCE (6 semesters required)

- 9<sup>th</sup> grade Biology - 2 semesters
- 10<sup>th</sup> grade Chemistry - 2 semesters
- 11<sup>th</sup> grade Physics - 2 semesters **OR**
- 11<sup>th</sup> grade AP Environmental Science - 2 semesters

### V. WORLD LANGUAGES (6 semesters required)

- 9<sup>th</sup> grade World Language Level 2 - 2 semesters
- 10<sup>th</sup> grade World Language Level 3 - 2 semesters
- 11<sup>th</sup> grade World Language Level 4 - 2 semesters **OR**  
Level 1 of language alternate

(Students who enter Union Colony as a ninth grader may begin the foreign language sequence at Level 1 and complete Level 3 as an 11<sup>th</sup> grader.)

VI. PERFORMING ARTS (6 semesters required in any combination with Visual Arts)

- Beginning Band
- Concert Band
- Concert Choir
- Advanced Choir
- String Orchestra

VII. VISUAL ARTS (6 semesters required in any combination with Performing Arts)

- Art Foundations
- Advanced Art

IX. PHYSICAL EDUCATION (1 semester required between 9<sup>th</sup> and 12<sup>th</sup> grades)

- Physical education courses may be pursued outside the school day. Students may achieve their physical education credit through Independent Study courses, including those contracted through the school, which are approved by their advisor and school administration or completion of an interscholastic sport season. Credit will be awarded after the student has acquired 60 hours of physical activity.

X. ELECTIVES (8 semesters required)

Classes are offered on the bases of student requests and instructor availability.

**CREDIT FOR GRADUATION**

To acquire credit for a class a student must receive a grade of D or higher.

Students may withdraw from a class without penalty within the first four weeks of the beginning of the semester. If a student withdraws after the first four weeks they will receive an F for the class.

Students may retake any class they have previously completed one time for credit. The original class will be deleted from the transcript. The most current grade and credit the student receives for the class will appear on the transcript.

XI. POST SECONDARY/ADVANCED PLACEMENT (4 semesters required)

The Post Secondary Enrollment Act was passed by the Colorado Legislature in 1988. This act allows public high school students to enroll in courses at any state institution of higher education during the regular school year for both high school and college credit (dual credit). The cost of tuition, but NOT of fees or books, is covered by the school district.

- a menu of acceptable post secondary courses is made available each year to upper class students
- advanced placement courses in mathematics, language arts, social studies, foreign language, music, art and science are available based on demand.

## WEIGHTED GRADES

Some courses at Union Colony have been determined to be extremely rigorous and therefore receive weighted grades. Most courses at UCPS are graded on a 4.0 scale which means that an A contributes 4 points to the cumulative Grade Point Average, a B contributes 3, a C contributes 2, etc. **Some Aims and University of Northern Colorado classes may receive weighted grade status. See your advisor/building administrator for approval.**

The following courses at UCPS have been determined to receive weighted grades:

All AP Classes	A = 5.0
	B = 4.0
	C = 3.0
	D = 1.0
Senior Seminar/Thesis	A = 4.5
Physics	B = 3.5
Spanish IV	C = 2.5
French IV	D = 1.0
Adv. Biology	
CPM Pre-calculus/Trigonometry	

**STUDENT CREDIT RECORD  
UNION COLONY PREPARATORY SCHOOL**

**Required Core Semester Credits: 43**  
**Elective Semester Credits: 8**  
**Total Credits for Graduation: 51**

**Student Name** \_\_\_\_\_  
**Number** \_\_\_\_\_  
**Advisor** \_\_\_\_\_

**LANGUAGE ARTS (8)**

LAN09	Wld Lit/Com		
LAN10	Am Lit/Comp		
LAN11	Cont Lit/Comp		
LAN12	AP English/Senior Thesis		

**SOCIAL STUDIES (6)**

SOC09	Wld Geo/Cult		
SOC10	U.S. Hist to Civ. War/Gvt		
SOC10B	U.S. Hist through WWII		
SOC11	U.S. Hist 1950-Present		
SOC11B	Civics/Modern America		

**SCIENCE (6)**

SCI09	Biology		
SCI10	Chemistry		
SCI11	Physics		
SCI12	AP Environmental Science		

**MATHEMATICS (6)**

MAT08	CPM Algebra I		
MAT09	CPM Geometry		
MAT10	CPM Algebra II		
MAT11	CPM Pre-Calculus/Trig		

**PERFORMING ARTS (6\*)      W/    VA**

FINCH	Concert Choir						
FINAC	Advanced Choir						
FINB	Concert Band						

**VISUAL ARTS (6\*)      W/    PA**

FINA1	Art Foundations						
FINA2	Advanced Art						

**FOREIGN LANG (6)**

FORS1	Spanish I/French I		
FORS2	Spanish II/French II		
FORS3	Spanish III/French III		
FORS4	Spanish IV/French IV		

**ELECTIVES (8)**

EXP			
EXP			
EXP			
EXP			

**ADV PLACEMENT (4\*)      W/    PS**

AP			
AP			

**POST-SECONDARY (4\*)      W/    AP**

EXPCO		
EXPCO		
EXPCO		
EXPCO		

**PHYSICAL EDUCATION (1)**

EXPPE		
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## **POST SECONDARY ENROLLMENT OPTIONS**

Students who elect to take courses at Aims Community College must complete the following steps to ensure enrollment and credit.

- Pick up the Post Secondary enrollment Options Program form from the Counselor, complete and return it **AT LEAST 60 DAYS PRIOR TO THE BEGINNING OF AIMS OR UNC CLASSES**. See Counselor if you have questions about this procedure.
- Complete an Aims and a UCPS Student Records Release Form (available from the Counselor).
- **FOR AIMS CLASSES:** take your Aims application and your Student Records Release to the Student Services Center. Turn your forms in to the Admissions Office. Go to the Assessment Center and sign up for (or take) the 1½-hour placement test (required for most classes\*\*). If you have your ACT/SAT score report, you may take that to the Assessment Center to determine if you will be exempted from the placement test.
- Register for classes: FOR AIMS--you will set up a date to meet with an Aims academic advisor to select classes the first time your register. You will receive information about times and dates you may complete your registration. After that, you are responsible for registering yourself for classes. (See the Counselor if you need assistance)
- You are responsible for paying for books and fees **BY THE DUE DATE**. You must get a copy of your transcript from the Registrar's Office at Aims and submit it to the Union Colony Office to receive credit. If you receive a grade lower than a D in a class you will need to pay the tuition for the class.
- In order to receive credit for the Aims classes you have taken, a copy of your transcript or grade report **MUST** be submitted to the Union Colony Office. (See the Counselor if you need assistance)