

**U**

**N I O N**

*MIDDLE*

*MAGNET*

*SCHOOL*

*HANDBOOK*

*2008 -  
2009*



**C A D E M Y**

**A**

Dear Students and Parents:

Welcome to Union Academy. We are very excited about working with you. This handbook will help you with your transition into middle school. It includes our policies, procedures, expectations, classroom rules and consequences for Union Academy. We hope you will take the time to carefully read through this handbook. This booklet should be kept with you in your notebook and referred to throughout the year when you have questions or concerns. If there is anything you do not understand, do not hesitate to talk with us. We look forward to a wonderful year of learning with each of you.

Sincerely, Union Academy Staff

**SCHOOL OFFICE PH: 534-7435**

Dr. Steve Petrie.....Principal  
Bryant Joyner.....Assistant Principal  
Eric Ehrhart.....Guidance Counselor  
Kathi Spence.....Foodservice Manager  
Judy Grimes.....Principal’s Secretary  
Ana Delgado.....Financial Secretary  
Theresa Tillman.....Terminal Operator  
Debbie Milligan.....Clinic Para  
Lisa Durham.....Media Para

**SIXTH GRADE TEAM**

Debbie Canning.....Math/Team Leader  
Mica Barrington.....Language Arts  
Cindi Clark.....Research  
Cindy Moellering.....Science  
Gail Perez.....Reading  
Joyce Violette.....Geography

**SEVENTH GRADE TEAM**

Jan Wilson.....Science/Team Leader  
Shanna Calandros.....Math  
Julie Goldstein.....Language Arts  
Abby Kayden.....Social Studies  
Carole Marler.....Reading  
Yomara Williams.....Research

**EIGHTH GRADE TEAM**

Larry Hughes.....Research/Team Leader  
Kristen Chaves.....Math  
Heather Landreth.....Language Arts  
Audrea Quinton.....Reading  
Bennie Woodard.....History  
.....Science

**ELECTIVE TEAM**

Beverly Williams.....Art/Team Leader  
Lydia Alderman.....Spanish  
Avis Douglas..... Intensive Math  
Brian Giardina..... ESE  
Charissa Kesler.....Chorus  
Kent Kesler.....Band  
Janice Lunn.....Media Specialist  
Mic McCarty.....Wheel/Technology  
Sean McCraw.....Physical Education  
Susan Prevatt.....Physical Education  
Christy Trotter.....Intensive Reading  
Antionette Wilcox.....Economics

## EXPECTATIONS

Students should **EXPECT**.....

- homework daily.
- UA notebook.
- to keep your notebook neat and organized.
- uniformed heading for all classes.
- to write your homework assignments on your calendar.
- to read five books per nine-weeks and take an Accelerated Reader Test.
- long-term projects.
- to have appropriate supplies daily.
- to be prepared to write assignments in cursive and black/blue ink.
- to review homework assignments at the end of the day.

Students **will**.....

- develop a new sense of responsibility.
- use new study habits.
- use time management skills.
- prioritize and adjust to flexible scheduling

## What Parents should EXPECT...

- an adjustment period for your child.
- to complete a notarized out-of-county field trip form.
- a progress report each Monday (6<sup>th</sup>) or Wednesday (7<sup>th</sup> & 8<sup>th</sup>) to be signed and returned the following day.

### Notebooks

Every student is expected to . . .

- carry the UA notebook with calendar, dividers, and required supplies (2 pencils, 2 black/blue pens, 2 red pens, and a small thin calculator) (*Ruler and colored pencils are required for seventh grade*).

### Calendar

- Keep your UA calendar up to date.
- It can be replaced, if necessary, for only \$1.00.
- Parents, please check calendars on a daily basis. Look for homework assignments, tests, and long-term projects.
- Check notebook for graded papers.
- Notebook should be neatly organized and assignments written neatly on the calendar.

## Other

Please do not bring a book bag or backpack to school for the following reasons:

- lack of space in the classroom.
- each student has a set of books at home.
- important papers somehow end up in the book bag or backpack instead of the notebook.

## Homework Policy

- **Full credit** will not be given for homework that is late.
- Students may select a study buddy in each subject area in order to have someone to call if they are absent or not sure of the assignment.
- Students are given at least a week's notice on long-term projects and major tests. We feel it is very important for students to develop a sense of responsibility by being held accountable for work on the due date.

## Advanced Absences

If a parent knows that a child must be absent two or more days for reasons other than illness, death, etc., advanced permission is required. Parents need to complete a Request for Excused Absence (may be picked up from Student Services). The request is approved by the principal and forwarded to child's team of teachers for comments, if needed. An approved copy will be sent home to parent.

## Tardies

Students must report to school and to each class on time.

- Tardies will be cumulative.
- Three tardies or more to school may result in work detail.

**Students may be exited from Union Academy based on excessive absences and/or tardies.**

## Attendance Policy and Make-up Work

Attendance is very important. You need to be in class everyday in order to do your very best. Please, if possible, arrange appointments after school hours. It is very important for you to make-up any work you have missed due to absences. **Please do not call the school to ask for assignments, because many assignments need teacher explanation.** Upon your return, ask the teacher for clarification on any assignment you do not understand. Sixth Grade, upon your return, pick up an assignment sheet from Mrs. Moellering's door (room 17) and ask the teacher for clarification on any assignment you do not understand. Arrange with the teacher to make up a test before or after school. Always check with the teachers before you decide to stay to make up work. They may have other obligations (bus or car duty, content meeting, faculty meeting, or extracurricular activities). If you are absent, you have one day per day absent to make-up the work. Parents are requested to send a note stating the reason for the absence. This is county policy.

### **Progress Report**

- Students will receive a weekly cumulative progress report with a numerical grade.
- Reports will be sent home weekly.
- This report will inform you of your child's academic progress, and behavior. (Please see sample.)
- Please sign and return progress report the following day. This is a vital communication tool between the parents and the team.

### **"Incomplete Papers" Policy**

- Papers that are incomplete in some manner (i.e. heading, subject matter, point value, etc.) will lose a percentage of the possible points. Please refer to your grade's team leader for the exact grading practice and percentage.

### **Promotion Requirements**

A STUDENT MUST PASS ALL ACADEMIC SUBJECTS AND HAVE AN OVERALL 2.0 GRADE POINT AVERAGE TO BE PROMOTED. Academic courses are: Language Arts, Reading (6th and 7th), Math, Research, Science, and Social Studies.

**A student must have a 2.0 Grade Point Average to return to Union Academy.**

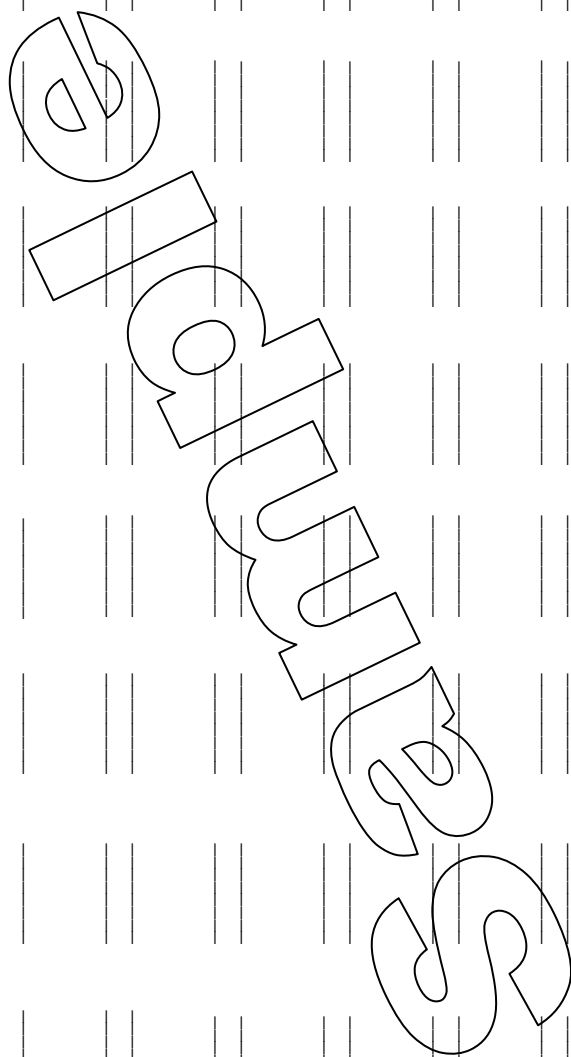
### **Conference Policy**

Call the guidance counselor, to schedule conferences. He may be reached at 534-7435. If you are unable to keep your scheduled conference appointment, please call to reschedule.

UNION ACADEMY MAGNET SCHOOL WEEKLY PROGRESS REPORT

Name \_\_\_\_\_ Grading Period - \_\_\_\_\_ Advisory Teacher - \_\_\_\_\_  
 Please sign and return this form the following day. This form is used for the entire nine week period. If you would like to schedule a parent/teacher conference, please call the guidance office at 534-7435.

<u>Subject:</u>	<u>Wk 1</u>	<u>Wk 2</u>	<u>Wk 3</u>	<u>Wk 4</u>	<u>Wk 5</u>	<u>Wk 6</u>	<u>Wk 7</u>	<u>Wk 8</u>
<u>GEOGRAPHY</u> Current Grade Comments	_____	_____	_____	_____	_____	_____	_____	_____
<u>LANG. ARTS</u> Current Grade Comments	_____	_____	_____	_____	_____	_____	_____	_____
<u>MATH</u> Current Grade Comments	_____	_____	_____	_____	_____	_____	_____	_____
<u>READING</u> Current Grade Comments	_____	_____	_____	_____	_____	_____	_____	_____
<u>RESEARCH</u> Current Grade Comments	_____	_____	_____	_____	_____	_____	_____	_____
<u>SCIENCE</u> Current Grade Comments	_____	_____	_____	_____	_____	_____	_____	_____



Comment Key:

1. Work has improved
2. Good effort
3. Good class participation
4. Outstanding work
5. Request parent/team conference
6. Absent - work incomplete
7. Does not stay on task
8. Does not follow directions
9. Does not work cooperatively
10. Low homework score

Grading Key:

- |   |         |
|---|---------|
| A | 90 -100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| F | 0- 59   |

11. Low class work score
12. Low test score
13. Does not participate in class
14. Excessive talking in class
15. Did not do assigned project
16. Not working to ability
17. Non - attentive
18. Disrespectful to others
19. Missing assignments-communication note given
20. Late work - earned 1/2 credit

## Classroom Rules

1. Raise hand for question and wait for permission to speak.
2. Eyes up front when the teacher is talking.
3. Be respectful to others - keep hands, feet and other objects to self and use polite words.
4. Follow directions the first time they are given.
5. Bring notebook with calendar, paper and writing utensil to class.

## Parent/Teacher Communication

Students not following classroom rules will receive a Parent/Teacher Communication note to inform parents of the disruptive behavior (6<sup>th</sup> and 7<sup>th</sup> grades only). Please read and discuss the disruptive behavior with your child. Sign and return the note the following day. Teachers will make calls home, when appropriate, to discuss progress and behavior. It is very important that we have your support if we are to establish a safe and orderly climate of learning for all students.

Team time-outs or work detail will be given to students for severe disruption of class, continuous misbehavior, failure to return notes or serve detentions. Each team has established a specific discipline policy. Students not returning notes with completed work may be assigned an Extended Learning session. Students attending more than two Extended Learning sessions may be asked to conference with team/parent/administration to help correct situation.

### **Extra Help**

Students needing more explanation or clarification of an assignment should see the teacher before or after school. Teachers are available for extra help and "See Me" notes Tuesday, Wednesday, and Thursday from 7:30-8:00 AM and from 2:30-3:15 PM. Please check with the teacher to see if he/she is available before making plans to come in. Parents may write a note so students can leave the cafeteria or gym in the morning to see a teacher. Papers with the note, "See Me", at the top may also be used to leave their designated area. All students must have permission from the teacher on duty to leave the cafeteria or gym to seek help.

### **"See Me" Notes**

Teachers sometimes write the note, "See Me", on the top of students' papers. This indicates that the teacher needs to see the student for clarification or assistance on an assignment. The teacher will initial the paper upon review of the work with the student. No credit is given until the paper has been rechecked and initialed by the teacher. Look for these papers in your child's notebook and ask your child if he/she saw that teacher.

### **Volunteers**

- Volunteers are needed for field trips, book orders, and other activities.
- Previously approved school volunteer, please update your volunteer record. All individuals wanting to become volunteers to Polk County Schools will need to complete a volunteer application form - available in the school office.

## **Medication Procedures**

Students taking medication during school hours must have a doctor's authorization. No medication of any kind will be dispensed from the office without a doctor's authorization. Students may not carry medication on their person. Even though this is an inconvenience, it is a state requirement.

## **Helpful Hints for Successful Students**

1. Share something wondrous and exciting every day with your child that you personally learned during the day.
2. Take your child to events that are designed specifically for learning.
3. Speak of school and your job in a positive manner.
4. Make your home a rich, positive learning environment, full of challenge and novelty.
5. Avoid sarcasm, negative remarks and criticism of your child -- believe 100% in your child's potential.
6. Provide affection, warmth, love, and acceptance of your child -- give genuine compliments.
7. Provide an adequate, stress-free, safe, secure environment for your child.
8. Use the television sparingly.

(From Brain-Based Learning by Eric Jensen)

# RESPONSIBLE STUDENTS

Learning to take responsibility is an important part of growing up. Remember – it's up to you to:

**ATTEND SCHOOL REGULARLY** – you can't learn if you're not here.

**GET TO CLASS ON TIME** – school begins at 8:00 AM and ends at 2:30 PM -- if you are late, report to Student Services for a pass to class.

**DO YOUR HOMEWORK**, and hand it in on time. Homework should be expected nightly, Monday - Friday.

**Study** – when you make the effort, you're more likely to succeed. Remember to gather all materials before you begin. Set a regular time each day to study.

**MAKE UP WORK** – if you're absent, check calendar in each classroom, and ask the teacher at the appropriate time for help or clarification. Don't expect the teacher to come to you.

**PAY ATTENTION IN CLASS** – it will make learning a lot easier. Remember to look at the speaker and focus on what is being said.

**ASK FOR HELP** – if you need it. Teachers are on campus at 7:30 AM and remain until 3:15 PM. Make an appointment in advance.

**DO YOUR OWN WORK** – trust in your own ability.

**It's to your advantage to do your very best!**

## UNION ACADEMY SUPPLY LIST

### REQUIRED:

All students at Union Academy carry a standard three-ring notebook with calendar and dividers with index tabs. The notebook package can be purchased at Union Academy during the Fall Orientation.

### SIXTH GRADE:

Wide-ruled, loose-leaf notebook paper  
(no spiral notebooks)  
2- reams of white 8½ x 11 Xerox paper  
Pencils  
Erasable black ink pens  
Red pens for checking work  
4- pkgs. of white, lined, 3x5 index cards  
1- small highlighter pen  
1- pkg. of Ten Twist Up Crayons (Wal-Mart)  
1- box of self-adhesive hole reinforcements  
Combination lock (for PE)  
1- box of Kleenex  
Hand soap

### SIXTH GRADE DONATIONS:

Old belts (dress code)

### EIGHTH GRADE:

Wide-ruled, loose-leaf notebook paper  
(no spiral notebooks)  
Pencils  
Colored pencils  
Black or blue ink pens for class work  
Red pens for checking work  
1- pkg. of white, lined, 3x5 index cards  
Scientific calculator (no graphing calculators)  
Ruler with metric measurement (6 or 8 inch)  
Graph paper (1/4 inch grid)  
2- pocket folders w/brads  
1- pkg. of white 8½ x 11 Xerox paper  
Combination lock (for PE)  
Flash Drive

### EIGHTH GRADE DONATIONS:

Ziploc bags, all sizes (for Science)  
Box of Kleenex  
Hand soap  
Paper towels  
Old belts (dress code)

### SEVENTH GRADE:

Wide-ruled, loose-leaf notebook paper  
(no spiral notebooks)  
Pencils (no mechanical pencils)  
Black pens for class work  
Red pens for checking work  
1- small, basic function calculator  
1- highlighter pen  
Combination lock (for PE)

### SEVENTH GRADE STUDENTS ARE TO LEAVE THESE SUPPLIES WITH THEIR 1<sup>ST</sup> PERIOD

### TEACHER FOR USE ALL YEAR:

Colored pencils  
Glue sticks  
Double stick tape  
1- pkg. of white, lined, 3x5 index cards  
2- pocket folders w/brads

### SEVENTH GRADE DONATIONS: (FOR PROJECTS & EXPERIMENTS)

Paper towels and Kleenex  
Plastic storage bags (quart size)  
Index cards  
Long or short file folders  
Wide-ruled, loose-leaf notebook paper  
Pack of construction paper  
Assorted tissue paper  
Cellophane tape  
Paper clips  
Scissors  
Ream of white 8½ x 11 Xerox paper  
Old belts (dress code)

**BACKPACKS & PENCIL POUCHES ARE NOT PERMITTED. STUDENTS ARE TO CARRY P.E. SUPPLIES IN PLASTIC BAGS.**

**NOTES**



(Detach and return bottom portion to Advisory Teacher)

**I have read and understand the policies and procedures for Union Academy.**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

# SCHOOL CALENDAR

## August

- 18 First Day of School
- 20 Fundraiser Kick-Off

## September

- 1 Holiday
- 10 Student Holiday
- 19 Interim Report

## October

- 13-17 National School Lunch Week
- 17 Student Holiday
- 22 End of 1st Nine Weeks
- 23-31 Red Ribbon Week

## November

- 4 Distribute Report Cards
- 16-22 American Education Week
- 24-28 Thanksgiving Holidays

## December

- 1 Interim Report  
School Science Fair
- 22 Winter Holidays Begin

## January

- 6 Students return from holidays
- 16 End of 2nd Nine Weeks
- 19 Holiday
- 20 Student Holiday
- 30 Distribute Report Cards

## February

- District Science Fair
- 10-13 FCAT Writes
- 16 Holiday
- 23 Interim Report

## March

- 10-23 FCAT Testing
- 25 End of 3rd Nine Weeks
- 27 Personality Pictures
- 30-31 Spring Break

## April

- 1-3 Spring Break  
Enterprise Village/Finance Park
- 10 Holiday
- 14 Distribute Report Cards

## May

- 4 Interim Report
- 4-8 Teacher Appreciation Week  
NJHS Luncheon  
6th & 7th Grade Awards Assembly  
8th Grade Awards Assembly
- 25 Holiday

## June

- 1-4 Final Exams
- 4 Last Day of School