THE WOLVERINE WAY

The 2026-2027 UGHS Addendum
For the Henry County Student/Parent Handbook

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Home of the Wolverines!

Union Grove High School

120 East Lake Road
McDonough, Georgia 30252

Welcome to Union Grove! We are excited and looking forward to an exciting and productive school year. This handbook is specific to Union Grove and supplements the Henry County Board of Education Handbook. This is just another tool we have prepared with the hopes of providing UGH students, parents, and staff with information that is needed for a successful educational experience. As administrators, our primary responsibility is to provide a safe and orderly school environment that is conducive to student achievement. Our expectations are high for all those associated with Union Grove; therefore, this handbook supplement addresses some of the expectations we deem important.

High school is a time when teenagers begin to transition into young adults. It's a time when teens learn to develop decision making skills and accept ownership and responsibility for their decisions. I hope this information will help our students make informed decisions to enhance their high school experience. My expectation is that every student, parent, and staff member read, retain, and refer to this handbook during the school year. I, along with the administrative staff, wishes every student a successful and amazing school year.

Ensuring Excellence,
Dr. LaTonya K. Richards Principal

Mission Statement
The mission of Union Grove High School is to provide the highest quality educational experience by ensuring access to exceptional opportunities, engaging students in rigorous coursework, and fostering a culture of excellence in order to prepare students to meet the challenges of the future.

The Wolverine Way
Unity, Grit, Helpfulness, Self-Respect: Members of the Union Grove High community will have a sense of Unity and work towards a common goal, possess the Grit to stick by decisions, exhibit Helpfulness through positive interactions with all stakeholders, and demonstrate Self-Respect by behaving with honor and dignity as a member of the Wolverine community.

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I. Union Grove High School
Bell Schedule
2026-2027

8:15 – 9:05 1st Period

9:10 – 10:20 2nd Period

10:00 - 10:20 Instructional Focus

10:25 – 11:15 3rd Period

11:20– 12:30 4th Period

11:18 – 11:40 A Lunch

11:43 – 12:05- B Lunch

12:08 – 12:30- C Lunch

12:35 – 1:25 5th Period

1:30 – 2:20 6th Period

2:25 – 3:15 7th Period

*3:35 ALL STUDENTS WHO ARE NOT BEING SUPERVISED BY A TEACHER OR COACH MUST EXIT THE BUILDING.

**4:20 ALL STUDENTS NOT INVOLVED IN A SCHOOL-RELATED ACTIVITY SHOULD BE OFF CAMPUS AT THIS POINT.

II. DAILY ROUTINE

School Hours
The school is open from 7:30-4:15. Students arriving at school before 8:05 are to report directly to the commons area. Students should not be in the hallways or at their lockers prior to the 8:05 bell unless they have a pass. The school staff is not responsible for the supervision of students who arrive at school before 7:45 a.m. Once students arrive on campus, they should not leave unless they have followed proper procedures and have been approved through the attendance office. Students must be in class by the start of first period. Students arriving at school any time after the start of first period must check-in at the attendance office. Students assigned to In-School Suspension should report to the ISS Room at the start of first period.

It is vital that students participating in after-school activities are supervised. Students on campus after 4:20 P.M. who are not participating in a school-sponsored activity must wait for their transportation in front of the building. Unsupervised students may not be inside of the building after 3:35 p.m. After 4:20 any student not picked up is considered to be in an unauthorized area and will receive consequences.

Students who are involved in school-sponsored activities must be picked up within 20 minutes of the completion of their activity. All students should be picked up in a timely manner. If this becomes a problem, the student may be removed from the team or not allowed to attend school-sponsored activities and may receive consequences.

Instructional Focus
Instructional Focus (I.F.) is a twenty-minute, non-credit bearing enrichment program that affords students the opportunity for tutoring and/or enrichment during the school day. I.F. is an extension of instructional time in which students have scheduled time to complete various assignments, homework, and/or projects. I.F. also serves as a vehicle for mandatory tutoring for those students who may need additional assistance in mastering concepts, or assistance in preparing for the content portions of high-stakes assessments (Georgia Milestones, Advanced Placement).

Student Expectations for Instructional Focus:

- Students are expected to work daily on specific subject areas according to the I.F. schedule.
- Students may work quietly on academic assignments or log in to Progress Learning.
- Students may use this time to make-up missed assessments (per teacher approval).
- All students should be engaged in academic work during I.F. This is not social time or free time.

Tutoring
All teachers are required to offer after- or before-school tutoring for a minimum of two sessions each week. Students and parents can view the weekly tutoring schedule here. This document will be updated by Friday afternoon each week, to allow for students/parents to plan when they will attend tutoring for the next week.

Student Conductor
UGHS uses a student management system called Student Conductor. This system will allow administrators and teachers to more closely monitor student tardiness and passes out of the classroom. Whenever students are late to school or class, they will be directed to the student conductor kiosk machines placed in different areas of the school. Parents will be notified by email whenever a student uses the machine to record a tardy to school or tardy to class. Teachers will allow students into the classroom when the student shows them a ticket retrieved from the student conductor kiosk.

Restrooms
Restroom passes will not be given the first 15 minutes or the last 15 minutes of class. Restrooms are open during each class change and are to be used during that time. The student will be dismissed from class only if he/she becomes ill or if circumstances arise which prevent the student from using the restroom between classes or if medical documentation is provided. Student passes will be allocated using our student conductor system. The student conductor system will allow for more efficient monitoring of the students in and out of the classroom. Students will be limited to one restroom pass per hour. **Students are not allowed to take their cell phones or any other electronic device or accessory with them into the restroom**.

Attendance Requirements for Extra-Curricular Activities
1. The student must be in attendance for at least four scheduled classes in order to participate or practice for an extracurricular activity or event for that day. Extenuating circumstances must be approved by an administrator.
2. Students missing school due to athletics or other extracurricular activities are responsible for any work missed during their absence in order for full credit to be granted.
3. While traveling, coaches or sponsors shall arrange for the safety and health of students. The coach or sponsor shall arrange for parents to be notified of arrival and departure times. All students are to travel with school-arranged transportation. Students may only be released to parents and guardians.
4. In order for students to attend extra-curricular activities during the instructional day, a student must be in good academic/disciplinary standing. The student must also have a good attendance record. Sponsors should check with students' teachers to make sure they are in good standing. This policy also includes Homecoming and Prom.
5. Administrators reserve the right to require students to remain in class during the instructional day.

III. COUNSELING AND GUIDANCE SERVICE

Guidance Services
The Guidance Services, which is basically an extension of the classroom, exist to help with the student's growth and development through school. These services are designed to provide help in physical, educational, vocational, social, and emotional development. The counselors handle orientation and registration procedures and give individualized help in planning for the present and future. They work with students individually and in groups to solve personal problems and provide information so that intelligent decisions can be made. The counselors also conduct meetings in the fall and spring concerning college planning and financial aid.

Appointments
Students who want to make appointments to see a counselor should give their names to the administrative assistant in the counseling office. Appointments will be scheduled in a timely manner. Since the counselors have an extensive schedule of group and classroom activities, parents should call ahead to set up an appointment when they need to speak with a counselor or for a teacher conference.

IV. MEDIA CENTER

Our goal is to provide students with the resources and services necessary to support the curriculum. The media center and school store are open daily from 7:50 A.M. until 3:30 P.M.

Students visiting the media center during class must follow all hall pass procedures. Students should utilize Student Conductor and then obtain a pass from their teacher. The pass should include the specific activity the student should be working on.

Students may check out and renew two items for two weeks. Students will be charged a fine of $.10 per item per day until the material is returned. Students are responsible for all materials checked out in their names. Failure to return material at the end of the year can lead to a student’s parking pass being held at the beginning of the following school year, or participation in graduation activities for seniors.

Media Center staff enforces all county guidelines regarding computers. Students discovered violating this policy will be subject to disciplinary action.

V. ATTENDANCE OFFICE

Absences

If a student is absent from school, he/she must bring a note or provide appropriate documentation, from the parent, legal guardian, or doctor on the first day back to school and present it to the attendance office from 7:45 AM to 8:10 AM. Legally excused absences will be determined in compliance with the Board of Education's policies. Absences will be excused for illness or death of an immediate family member. Any other circumstance must be excused by an administrator. School assignments may be made up for excused absences only. If a student returns to school without a written note within three days after returning to school, then his/her absence(s) will be considered unexcused and all missed work will result in zeros. A minimum of twenty-four hours will be required for assignments to be collected. Please know that excessive unexcused absences will affect getting a certificate of attendance and result in a suspended license or the ability to obtain a license.

- Students will be allowed five (5) handwritten parental notes per year for absent days. Absences are then unexcused unless the student provides approved documentation within three days of return. E-mails will not be accepted.
- Students will be allowed five (5) parental notes per year for a combination of check-in/ check-outs/morning tardies. Check-in/ check-outs will then be unexcused unless approved documentation is provided, at the time of check-in.
- Parents/Guardians may request work after the third consecutive absence.
- Car trouble and traffic will not be excused.
- It is the student's responsibility to keep up with absences, tardies, check-outs, and check-ins. No warnings will be given.
- Students participating in Work Based Learning are required to sign out each day before leaving the building. Failure to do so could result in grade penalties.
- Approved (excused) documentation for absences includes- doctor's notes, funeral bulletins, and court documentation.
- If a student has a planned absence that does not fall under the above-approved documents, prior approval by the principal is required. (i.e.-non-school athletic trips, educational trips, etc.)

Checking In or Out of School

Once a student arrives at school, he/she is not permitted to leave the school grounds at any time during the school day. In addition, students checking in after 8:15 must check in to the attendance office before reporting to class. A student should submit the check-in note upon arrival to class. Failure to follow the proper procedure will result in disciplinary action as deemed appropriate by an administrator. There are no check-outs after 2:45 PM.

Students are expected to be at school on time. Unexcused tardies to school in the morning will result in disciplinary actions. If a student accumulates three unexcused tardies during a semester lunch detention will be assigned. Subsequent unexcused tardies will receive consequences according to the student handbook. Parking rules will apply to unexcused tardies to school.

If a student has to leave school early:

- He/she should bring a note from home indicating the reason his/her parents will be picking him/her up from the school.
- The student is to take this note to the attendance office prior to the start of the school day.
- The student's parent or guardian must sign him/her out as the student leaves the building.
- Students that do not follow the rules of attendance may be subject to disciplinary actions. See section eight of this handbook for additional details.

If anyone other than a parent or legal guardian is to sign a student out of school, that person must be on the student's emergency contact list in Infinite Campus. The student must bring a note in the morning that indicates the person's name and relationship to the student and include the person's telephone number and parent number for verification. Students will not be released to any other persons.

Students who accumulate excessive unexcused check-ins and/or check-outs will be subject to an administrative referral.

Attendance for Final Exams and Testing
All students are expected to take final exams on the scheduled dates and times, therefore; there will be no check-ins or checkouts without prior written approval during exams. No early exams will be given prior to winter break or the end of the school year**.**

Certificate of School Enrollment
The attendance office must be notified 48 hours in advance before receiving a certificate of attendance. Certificates of Enrollment expire after 30 days. Requests for an additional certificate will result in a charge of $5.00.

Illness during the School Day
If a student becomes ill or has an accident and is injured, the parent or guardian is to be notified immediately. The student will be sent to the clinic aide for any necessary assistance. The parent or guardian must come in person and sign the student out. All students who have a fever, have vomited, and or are contagious in any way will not be permitted to school for 24 hours.

Work Permits
Laws require that all persons under sixteen years of age must secure a work permit for each new job in which they are engaged after school hours, on Saturdays and Sundays, and during vacation. Permits may be obtained in the main office during the year upon presentation of proof of age.

VI. LUNCH PROGRAM

Lunchroom Expectations

The following procedures are to be followed in the lunchroom:

1. Students will discard all milk containers, napkins, and excess material in the trash cans as soon as they finish eating. Students will keep the area in which they eat neat and clean.
2. Students will remain in the lunchroom during their lunch period. Students are not allowed to walk the halls, enter the gymnasium, or congregate in the vending area.
3. The senior courtyard is only available to seniors. Any other students caught in this area may be subjected to disciplinary action.
4. Failure to comply with lunchroom expectations will result in disciplinary action.

Federal Food Guidelines
Students are not to sell candy (food) on the school campus without Board approval. Food items brought to school to be sold will be confiscated and the student will receive consequences according to the handbook.

County/Federal policy prohibits food deliveries to students. Union Grove High School will not accept or allow any food deliveries from outside companies (i.e. Door Dash, Uber Eats, etc.). If food is delivered, the student cannot get the food until 3:15 pm.

VII. TRANSPORTATION

Afternoon Dismissal/Bus Procedures

- Students who are riding buses, walking, or riding in cars are to exit the building when the bell rings.
- Students must go to their area of departure immediately after school. Students will not be allowed to move from one area to another without administrative approval.
- Students are not permitted to walk over to the middle school to board their buses.
- Students will not be allowed to ride other buses unless there is an extenuating circumstance that must be approved by an administrator.
- Once the buses start rolling, buses will not be stopped, and students

will have to arrange for other transportation.

VIII. STUDENT PARKING

All students, including dual-enrolled, that park on the UGHS campus must purchase a parking permit. Students who park on campus must follow the parking regulations as printed in the *Henry County Student Handbook* and on the parking application. Failure to follow rules and regulations will result in parking privileges being revoked with no refunds. Only students with current valid permits will be allowed to park on campus. Parking permits are issued in the office for a fee, and they are not transferable.

Students are to park only in their allotted area. Spaces are available for a yearly fee of $50.00 cash only. The speed limit on campus is 10 mph. Students are to leave their cars immediately upon parking. No student is to remain seated in a student's car upon arrival at school or remain seated and parked in the afternoon when it is time to depart from school.

All students who accumulate five (5) unexcused tardies, check-outs/check-ins, OR three (3) unexcused absences per semester will have their parking permit revoked for one week. Students who accumulate six (6) or more unexcused tardies, check-outs/check-ins, OR four (4) unexcused absences will have their parking permit revoked for the remainder of that semester.

A student's parking permit may be revoked without a refund for disciplinary infractions. Permits will be revoked upon withdrawal from school. Parking permits are non-transferable. Cars without permits and cars parked in unauthorized areas can be towed at the owner's expense.

All items necessary for school, including but not limited to lunch money, books, and projects, need to be brought in from cars when you enter the building in the morning. Trips to the student parking lot will not be allowed during the school day.

IX. K-9 DETECTION BY LAW ENFORCEMENT AGENCIES

Union Grove High School works in partnership with the local and state law enforcement agencies for the purpose of providing a safe learning environment for all students. K-9 dogs come on campus randomly and unannounced for this purpose. K-9 dogs are trained to detect drugs, alcohol, and explosives. It is critical that students adhere to the requirements of the Board of Education when bringing any prescription or over-the-counter medication to school. Please refer to the procedures regarding medication at school.

X. STUDENT EXPECTATIONS

UGHS will continue to support a safe and orderly environment by following and enforcing the Henry County Schools Code of Conduct. In doing so, UGHS administrators will remain consistent when giving consequences for Level One violations by following the guidelines below:

- First Offense — One day of in-school suspension
- Second Offense — Two days of in-school suspension
- Third Offense — Three days of in-school suspension
- Fourth Offense — Four days of in-school suspension
- After the fourth offense of a Level One violation, the student will receive a chronic disciplinary letter sent by certified mail and must attend a chronic disciplinary conference with a parent and complete a behavior contract.
- Fifth Offense — Two days of out-of-school suspension
- Sixth Offense — Five days of out-of-school suspension
- Seventh Offense — Disciplinary Hearing

Any student who accumulates seven or more Level One violations may be taken to a disciplinary hearing in accordance with the Henry County Code of Conduct. UGHS administrators have the discretion to deviate from the progressive consequences stated above. Students who refuse their ISS assignment or fail to comply with ISS expectations will be assigned out-of-school suspension.

Tardy to Class

Students have plenty of time during class changes to go to the bathroom or locker. We expect all students to enter class before the tardy bell rings. It is your responsibility to be on time and it is your responsibility to have a pass or a signed hall pass if you have a reason for being late. Coming to class and leaving class without permission to go to the bathroom or locker is not an excuse for being late. If you leave the classroom for any reason you must have a pass.

When students arrive late to class, they are required to use the student conductor system. Students will type in their student ID number and receive an entrance ticket into class. Each entrance ticket will include discipline information in the following intervals:

- 1st through 3rd Offense: Warning or email to parents
- 4th Offense: Verbal Warning and Visit to Administrator, Email to Parents
- 5th Offense: Lunch detention, Email to Parents
- 6th Offense: Referral Warning, Email to Parents
- 7th Offense: Discipline Referral
- Progressive discipline aligned with the Henry County Handbook for each additional tardy.

Unexcused Tardy to School

1. Parent notification via Infinite Campus
2. Parent notification via Infinite Campus
3. Administrative email to parent/lunch detention in ISS room
4. Administrative email to parent/ lunch detention.
5. Discipline referral

- Tardies to school and to class will start over in the second semester
- Students that are not able to attend detention will be allowed one rescheduled opportunity with administrative approval.
- Failure to attend either a teacher-assigned or administrative detention will result in one day of in-school suspension.

Personal Electronic Device Policy

In accordance with HB 1009 and HCBOE Policy JCDAF (Use of Electronic Devices by Students) and the Student Code of Conduct, the use of personal electronic devices during the instructional day (7:45 am - 3:15 pm) is prohibited to ensure a focused, safe and academically productive environment.

Prohibited devices included (but not limited to):

- Cell phones
- Headphones and earbuds
- Smart watches
- Smart glasses
- Any personal electronic communication or entertainment device

Expectations:

- Devices must be powered off, stored out of sight, and not displayed during the instructional day.
- Devices are not permitted in classrooms, hallways, restrooms, or any area of the school during the instructional day.
- Students are expected to follow all directions from school personnel regarding device use.

Progressive discipline: Consistent with HCBOE expectations for progressive discipline, the following action will occur:

- First and second offense: warning issued and item confiscated
- Third and subsequent offense: discipline referral submitted in accordance with the Student Code of Conduct
- Devices that are visible or in use will be confiscated immediately
- Confiscated items must be picked up by a parent or guardian from the front office between 8:00 am - 4:00 pm.
- If an item is confiscated, it may not be brought to the front office until after 3:15 pm on the day it was confiscated.

Failure to comply may result in additional disciplinary consequences as outlined in the Student Code of Conduct.

Prohibited Items

Problems arise each year because students bring items that are hazardous to the safety of others or that interfere with learning or school procedure in some way. The following are examples, but not all-inclusive of such items: playing cards, cameras, laser pointers, e-cigarettes, META glasses, and vapes. Any item, in the opinion of the principal or the principal's designee, that would interfere with learning, cause a disruption to the educational environment, or be a health or safety hazard is prohibited. If such items are brought to school, they will be confiscated, and disciplinary action will be taken.

General Rules for Classroom Behavior

1. Bring all materials to class, including charged Chromebook daily.
2. Be in the class ready to learn when the bell rings.
3. Respect and be polite to all people.
4. Respect other people's property.
5. No food or drinks allowed in class.
6. Stay in your seat until the dismissal bell.
7. Keep cell phone/electronics in bookbag,

Dress Code

- All pants should be buttoned and secured to hold the pants above the hips and undergarments should not be visible.
- Any shorts, skirts, pants with holes, etc. worn should meet the expectation of the finger tip length rule.
- Jeans or pants with holes shorter than finger tip length must be patched or cannot show skin. Clothing with excessive holes, as determined by administration, is not allowed.
- Bodysuits and undergarment type clothing are prohibited.
- Leggings cannot not be made of material that is see-through..
- All tops must cover undergarments and have straps that are at minimum of 2 inches wide.
- All tops must be long enough to cover the midriff with an appropriate neckline.
- Slippers, house shoes, or any other footwear deemed as inappropriate are not allowed.
- Hoods, hats, bonnets, bandanas, scarves, ski masks, sunglasses, pajamas, loungewear, and bedroom shoes will not be worn during the school day.
- No face paint or masks are allowed during the school day.
- Any apparel that displays inappropriate language, logos, pictures (including weapons, drugs, and alcohol), gang affiliation, and advertisements is prohibited.
- Any other student attire that is deemed distracting to the learning environment by the administration is also prohibited.

- Dress-up costume days will be approved by the administration. Please understand that this list is not all-inclusive.

- Any type of spike jewelry or accessories are prohibited

Dress Code Warnings/Consequences

- The first dress code violation will result in a warning.
- Any additional dress code violations will result in disciplinary action according to the student's disciplinary steps as outlined in the Henry County handbook.
- Please note – Any student refusing to serve ISS and checks out will be marked unexcused and not allowed to make up work.

Food and Drink

Consumption of food and drink is restricted to the commons area only, with the exception of water, in the hallways or classrooms of Union Grove High School. No open containers such as cans, bottles, or cups will be allowed in the hallways or classrooms. Students will be asked to discard any such items or referred to the office for disciplinary action. Failure to dispose of food and drink as requested by an adult within the building will result in a disciplinary referral for insubordination.

Academic Dishonesty

- When a student commits an act of academic dishonesty, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and the instructional assistant principal.
- Presenting someone else's thoughts, ideas, or words as your own, is a form of academic dishonesty. Plagiarism in any form will result in a zero for the submitted assignment. Students should be careful to follow each instructor's guidance for citing the work of other authors.

Public Display of Affection

Kissing and any physical contact deemed inappropriate by the administration is prohibited. A few examples, that are not all inclusive, are: extended hugs, sitting on another's lap, and leaning up against each other on a wall.

XI. IN-SCHOOL SUSPENSION (ISS)

Students are expected to follow all rules of the ISS program. Failure to adhere to ISS rules will result in additional disciplinary action which may include out of school suspension and students not being allowed to make up work.

XII. SATURDAY SCHOOL

Saturday School is an opportunity designed to support student success by increasing attendance, maximizing instructional seat time, and providing additional academic support to help students improve their performance.

Information regarding Saturday School dates, eligibility, expectations, and other updates will be communicated through the school website. Parents and students are encouraged to check the website regularly for the most current information.

XIII. ATHLETICS AND STUDENT ATHLETES

To view our Union Grove High School Athletic Handbook, click here - or visit our athletic website (www.uniongroveathletics.com) and click "more" and then, 'UGHS Athletic Handbook".

The handbook includes information, policies, and procedures for student-athletes, parents, coaches, and spectators. Topics covered include core values of the UGHS Athletic Department, eligibility and participation requirements, a link to the GHSA constitution, updated communication policy, and expectations for sportsmanship and conduct.

XIV. HONOR'S NIGHT AWARDS

Below is a tentative list of awards that students may earn throughout the year. These awards will be presented during our annual Honor's Night Celebration. Please note, the awards are subject to change from year to year.

Departmental Awards
National Merit Program
Certificate of Merit
NJROTC Scholar Athlete Award
HOBY Youth Leadership Award
DAR Citizenship Award
Boys/Girls State
Youth Leadership Henry
President's Education Award
Student Leadership Award
Perfect Attendance Award (K-12)
"A" Honor Roll
Governor's Honors Program
Honor Marshal
Principal's Award (for each grade)
STAR Student/Teacher
Latin Honors
White Tassel (Cumulative "A" Average for all 4 years of HS)
Honor Graduate (Top 10% of class)
Salutatorian
Valedictorian

Georgia Scholar
The Spirit of the Wolverine

Cindy Schell George Award

XV. GRADUATION EXPECTATIONS

The graduation ceremony will be a formal and dignified ceremony. Therefore, high expectations for dress and behavior will be strictly enforced. Seniors will be provided with detailed information at the senior meeting. Additional information will also be posted on the school website. Seniors not in dress code or arriving late to graduation will not walk with their class.

As graduation season nears, please refer to the Class of 2027 site on the UGHS website for updates of important dates.

XVI. ADMINISTRATORS

Veronica Copeland
10th - 12th grade (A-M)
504/Special Education/HHB

Dr. Charles Hight
10th - 12th grade (N-O)
Bus Transportation

Katrina Overstreet
9th grade
MTSS

Jessica Walker
Instruction/Testing