

RESTORE, REPAIR, HEAL, CONNECT

# STUDENT HANDBOOK

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# RESTORE, REPAIR, HEAL, CONNECT

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## **MISSION STATEMENT**

The mission of the Township of Union Public Schools is to build on the foundations of honesty, excellence, integrity, strong family, and community partnerships. We promote a supportive learning environment where all students are challenged, inspired, empowered, and respected as diverse learners. Through cultivation of students' intellectual curiosity, skills and knowledge, our students can achieve academically and socially as well as contribute as responsible and productive citizens of our global community.

## **EQUAL EDUCATIONAL OPPORTUNITIES/AFFIRMATIVE ACTION**

The Union High School staff and administration pledge to provide equal educational opportunities to all students regardless of race, color, creed, religion, sexual orientation, gender identity, ancestry, national origin, persons with disabilities, or social, marital, economic status. To ensure compliance with federal, state, and local mandates, the Board of Education has appointed a district affirmative action officer, and representative in each building. Gerry Benaquista, Assistant Superintendent, is the district affirmative action officer (851-6425).

For inquiries regarding section 504, Rehabilitation Act of 1973, (P.L. 93-112) contact Ms. Lucille Williams (851-6883). Questions concerning affirmative action practices or alleged violations of policy should be directed to one of the above individuals. If a student wishes to file a formal grievance, the district's form may be obtained from the main office.

## **AFFIRMATIVE ACTION** **SEXUAL HARASSMENT-STUDENT-to-STUDENT**

### ***Protocol***

1. TELL THE HARASSER TO STOP
2. TELL A FRIEND
3. WRITE DOWN EVERYTHING THAT HAPPENED
  - a. Place
  - b. Date/Time
  - c. Who was present
4. AVOID BEING ALONE WITH HARASSER
5. DISCUSS SITUATION WITH:
  - \*Parent
  - \*Teacher
  - \*School Counselor
  - \*Administrator (Principal or designee)

## **POSSIBLE CONSEQUENCES:**

- ☐ Verbal reprimand
- ☐ Recommend to counseling
- ☐ Detention
- ☐ Deprivation of extracurricular activities
- ☐ Suspension/police contacted-formal complaint may result

## **UNION HIGH SCHOOL MARKING PERIOD PLAN**

The school year at Union High School is divided into four marking periods. For each course a student receives a final grade. End of semester exams are given in each academic subject. Students earn 5 credits for each full year course. Students taking courses that last for 2 marking periods (one semester) will be awarded 2.5 credits. See Board Policy Graduation Requirements for details regarding required subjects and the number of credits necessary for grade level advancement.

## **PROGRAM SELECTION AT UNION HIGH SCHOOL**

At Union High School each subject that meets five periods a week for four marking periods earns five credits per year. Each subject that meets five periods a week for two semesters earns 2.5 credits. The minimum number of credits required for graduation is 120 credits. Electives will be chosen by the student under the direction of his/her school counselor and with parental approval. The right is reserved to

\*Subject to change\*

cancel any class with insufficient enrollments. For every subject a grade of “D” or better for the year is necessary for the student to receive credit for the subject.

## **GRADING POLICY**

% Scale	Grade	GPA
97-100	A+	4.33
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
65-69	D	1.25
0-64	F	0.00

## **COMPUTATION OF GPA CLASS RANK**

An unweighted GPA/rank and a weighted GPA/rank are computed for each student at the end of the junior year. All subjects are used in computing unweighted and weighted GPA and rank. In computing un-weighted GPA/rank, all subjects are given weight based upon the number of credits the course is worth. Weighted GPA/rank is computed by giving honors courses, college level courses, and AP courses additional weight. Since Union High School employs a dual ranking system, both ranks appear on a student’s transcript.

## **VALEDICTORIAN SELECTION**

Class ranking for the purpose of naming a valedictorian will be performed at the end of the first semester of the senior year. Determination shall be made by weighted rank GPA only. ALL subjects are included when determining class rank and valedictorian status. If there is a tie between two or more people for valedictorian, all shall speak at commencement.

## **REPORTS TO PARENT/GUARDIAN**

Report cards are done electronically, four times during the school year. Parents/guardians are urged to examine the report card carefully. Any questions regarding the student’s achievement may be discussed with the subject teacher or the student’s counselor. Appointments may be arranged by calling the high school at 851-6504. Parents are encouraged to register for the Genesis Parent Portal. This resource provides immediate information regarding their child’s academic performance including attendance and discipline information. For information regarding the portal, contact your child’s school counselor.

## **ADULT STUDENTS - COMMUNICATION WITH PARENT/GUARDIAN OF 18 YEAR OLD STUDENTS**

Under present legislation the school must honor the request of an 18 year old student to have all communications with the school sent to him or her. Students must notify the principal in writing if they wish to have all school communications sent to them and not their parent/guardian. Upon receipt of a signed formal letter, the school will notify the parent/guardian of this request.

## **PREPARATION FOR POST GRADUATION**

Nearly all colleges require a minimum of 16 academic units of college preparatory work. These academic units come from the areas of English, Math, Science, Social Studies, and World language. A student earns the required units by taking college preparatory courses in grades 9-12. Each academic unit is equal to a full year course (**5 credits**). College entrance requirements vary from one college to the next and may vary from year to year. For this reason it is important to refer to the current college information for entrance requirements. The responsibility for meeting entrance requirements to the institutions of the student’s choice rests with the student. All such information is clearly stated on the college web page or in college catalogs and guidebooks located in the school Counseling Office. Guidebooks may also be found in the township library or school library. Guidebooks may also be purchased at a bookstore. Information is also available on the internet. Students are encouraged to take the most rigorous courses for which they are prepared. In addition to demonstrating success in a strong college preparatory program, colleges seek students with a wide variety of interests and experiences. Students are encouraged to participate in extracurricular activities (community service organizations, athletic programs, student government, clubs, etc.) Colleges review a student’s secondary school record (GPA/rank), SAT/ACT scores, and leadership in extracurricular activities.

If students are interested in other post graduation options, school counselors are available for information regarding the requirements, i.e. trade school, military, work force, etc.

## **ADVANCED PLACEMENT**

The advanced placement courses are given in English, World Language, Mathematics, Science, Art, Music and Social Studies. These courses prepare the student to take the advanced placement exam. Some colleges will accept this exam as the equivalent for the freshman course through Project Acceleration or other dual enrollment programs.

## SCHOOL COUNSELING SERVICES

### SCHEDULING

Course selections for the following school year begin in January. Students interested in taking honors or AP courses must speak to their current teacher and request such information. Departmental supervisors will notify counselors of students eligible to enroll in each of the honors/AP courses. Students accepted into an honors or Advanced Placement class will not have the option of withdrawing once the school year begins. These classes are very challenging and require a lot of work so students must be ready to accept the workload that comes with accelerated courses. **In order to be promoted to a higher level course, prerequisite(s) must be met.**

UHS has made the Curriculum Guide available on the high school website. Prior to scheduling, parents/guardians and students should familiarize themselves with course offerings. The school counselor is available to discuss program selections with parents/guardians and the student.

School counselors meet with students to review course and credit requirements and discuss career plans. Together the counselor and student select courses based on the student's interests and ability level. All student course requests must be reviewed by the parent/guardian.

### PROCEDURE FOR STUDENT SCHEDULE CHANGE

Course selections are made in conference with the school counselor and with parental approval through March. All selections are final as of that time because the master schedule for the following year is established based on the requests for courses made by students during this scheduling period. Staffing for the following year is also determined by these totals.

After the student schedule is created course changes may only be considered for sound educational reasons. Requests for teacher changes or period time changes will not be entertained. **ONLY THE BUILDING PRINCIPAL CAN AUTHORIZE A SCHEDULE CHANGE.**

### BOARD POLICY GRADUATION REQUIREMENTS - (MINIMUM)

The Township of Union Board of Education, acting in accordance with the "High School Standards Act" (P.L. 1979, C.241) and Title 6, Chapter 8 of the New Jersey Administrative Code, hereby adopts the following policy:

The Board realizes that it has as one of its major goals, "student proficiency in basic skills." This goal is an integral part of its duty to provide opportunities for a thorough and efficient education to the pupils residing in Union Township, Union County in the State of New Jersey.

It is crucial to the process and the anticipated attainment of this goal that pupils share in the responsibility of their own education. Thus the Board will fulfill its statutory obligation to set forth in writing its graduation requirements policy and cause to promulgate the necessary administrative regulations to be distributed to all incoming ninth grade students and their parents or guardians so that they are aware of the requirements for graduation from Union High School with the State endorsed diploma. Additionally, requirements for successfully mastering the proficiencies of any particular courses required for graduation will be distributed to students and parents or guardians at the start of such courses.

In keeping with its obligations under N.J.A.C. 6:8-4.6, the Board directs the Superintendent to promulgate administrative regulations and procedures, which shall meet the requirements of statute and regulations regarding pupil promotion and high school graduation in the following areas:

<b><u>Language Arts Literacy/English:</u></b> 4 years, 20 credits	<b><u>Math:</u></b> 3 years, 15 credits including Algebra I content (effective with the 2008-2009 9 <sup>th</sup> grade class), geometry content (effective with the 2010-2011 9 <sup>th</sup> grade class), and a third year of math that builds upon Algebra I and geometry and prepares students for college and 21 <sup>st</sup> century careers (effective with the 2012-2013 9 <sup>th</sup> grade class).	<b><u>Science:</u></b> 3 years, 15 credits including laboratory biology (effective with the 2008-2009 9 <sup>th</sup> grade class), chemistry, environmental science or physics (effective with the 2010-2011 9 <sup>th</sup> grade class) and an additional lab/inquiry-based science (effective with the 2012-2013 9 <sup>th</sup> grade class).	<b><u>Social Studies:</u></b> 3 years, 15 credits including histories and integrated civics, economics, geography and global content.
<b><u>Financial Literacy:</u></b> ½ year, 2.5 credits in financial, economic, business and entrepreneurial literacy.	<b><u>Health &amp; Physical Education:</u></b> 4 years, 20 credits	<b><u>Visual &amp; Performing &amp; Career/Technical Arts:</u></b> 2 years, 10 credits (1 year specifically in Visual & Performing Arts and 1 year specifically in Career/Technical)	<b><u>World Language:</u></b> 1 year, 5 credits

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The NJSLA assessment was implemented for the 2015-2016 school year. The state of NJ will be forthcoming with passing scores for this assessment. The State of NJ will be implementing new testing requirements for graduation. When the details are made available to the schools, UHS will share the information with the school community.

## **CREDIT REQUIREMENTS FOR GRADUATION: 120 CREDITS**

### **FERPA (THE FAMILY EDUCATION RIGHTS & PRIVACY ACT)**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

#### **These rights are:**

- (1) The right to inspect and review the students' education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. On exception, which permits disclosure without consent, is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility.

#### **\*\*Disposition of Cumulative folder other than Pupil Files/Student Records\*\***

Cumulative folder will be kept for one year following the date of graduation.

### **INTERVENTION AND REFERRAL SERVICES (I&RS)**

N.J.A.C.6A:16-7

The Union High School Intervention and Referral Services (I & RS) is a school-based program designed to assist students experiencing learning, behavior, social and/or health difficulties. The I & RS is an interdisciplinary team of professional staff members created to develop intervention strategies to help both the student and teacher resolve problem areas. I & RS meets regularly to monitor the progress of students and recommend changes in strategies if necessary. The parent/guardian of the student is invited to be part of this I & RS process. Contact Diana Prieto, UHS School Counselor, at (908) 851-6565 with any questions.

### **WHAT IS A SECTION 504?**

Section 504 is a broad civil rights law protecting the rights of individuals in programs and activities that receive federal funding from the U.S. Department of Education. The law protects all school-age children who qualify as persons with disabilities. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity conducted by any executive agency or by the United States Postal Service" (Sec.794)

The Township of Union Public School District does not discriminate in admission or access to, treatment or employment in its programs and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA.

Questions regarding Section 504 should be directed to Gerald Benaquista, Assistant Superintendent of Schools, and to the Section 504 designee in each of the district's schools. The Section 504 designee for Union High School is L. Williams (908-851-6883).

### **MILITARY ACCESS TO PUPIL RECORDS**

In accordance with the **No Child Left Behind Act of 2001** (NCLB), military recruiters will be provided with lists of the names, addresses and phone numbers of all juniors and seniors. This is the same courtesy extended to colleges and universities. An **OPT OUT** form is available in the School Counseling Office to any parent/guardian who does not wish this information to be divulged.

## BELL SCHEDULE

Period	Start	Finish
HR	7:35	7:48
P1	7:53	8:33
P2	8:38	9:18
P3	9:23	10:03
P4	10:08	10:48
P5	10:53	11:33
P6	11:38	12:18
P7	12:23	1:03
P8	1:08	1:48
P9	1:53	2:35

## ATTENDANCE

The Board of Education requires students enrolled in the Township of Union School District to attend school regularly in accordance with the State of New Jersey (legal reference: N.J.A.C. 6:8-4.7 (2) (d) (2)). Students missing (9) classes of a half-year course and eighteen (18) classes for a full-year course will not receive the assigned credits for the course. Any student with nineteen (19) or more unexcused absences for a complete day will lose credit in all classes for the year. If a student is unexcused from an individual class 19 or more times, credit will be withheld from that specific class. Please refer to the Township of Union's district policy regarding attendance policy.

**Absences from school are defined as non-attendance in regular classes for the entire school day or arriving at school after 10:35am.** A minimum of four (4) hours of instructional time in school is necessary for the student to be counted present for the day. For a half-day schedule, the student must be in school for the entire time to be considered present for the day. Only students with valid reasons for their absence shall be given the opportunity to make up daily work missed as a result of such absence.

## EXCUSED ABSENCES

Only valid excuses are recognized as suitable reasons for a student's absence. In this district a valid excuse is one for illness, legal matters, religious observance or the death of a member of the student's immediate family. Official days that the schools are closed can be found on the School Calendar for the current school year. **Proof to confirm the legitimacy of the absence must be brought to the Attendance Office within *three business days* of the student's return to school and may be in the form of the following:**

- Doctor/Dental note
- Court Document
- State approved religious day of observance
- Documentation concerning the death of a member of the student's immediate family
- **Please note that proof of absence(s) received after three business days will be reviewed, but may not be accepted. Notes from parents/guardians are not considered a valid excuse.**

## COLLEGE VISITS

**Only three (3) college visits per year will be excused.** College visits will need to be consistent with the following procedure:

- On the day of the college visit (or prior if traveling out of state), the Parent/Guardian needs to call the Attendance Office and report the absence as a College Visit.
- Upon return to school, **students must provide a letter from the college on their stationery/letterhead with the student's name, as well as confirming the date of the visit in order for it to be excused. (Parking stubs or orientation folders will not be accepted as proof of visit.)**

## EXAMS

- Students must be present every day during the exam period, unless otherwise directed.
- Any student absent from school during a scheduled exam must present a valid note as indicated under excused absences.
- Students not presenting a valid excuse will receive a failing grade for the exam.

## UNEXCUSED ABSENCES

Unexcused absences are those that are not recognized as Board-approved (please see Excused Absences).

**Unexcused absences include, but are not limited to the following:**

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- Family travel
- Household or babysitting duties
- Other daytime activities unrelated to school and not covered under excused absences
- There is no such thing as an authorized “Senior Cut Day”, nor are the days after Prom excused.
- Please note that parent/guardian letters will not excuse absences.

Teachers are not required to give specific assignments to cover the period of unexcused absences. Tests, quizzes, reports, homework or any other missed work as a result of an unexcused absence **may not be made up for full credit\***. Final exams will not be taken by students who are unexcused on the day of the exam.

## CUTTING CLASS/LEAVING SCHOOL WITHOUT PERMISSION

Cutting is defined as unexcused or unexplained absence from school, a class or an assigned location.

Leaving school without permission is defined as leaving without being dismissed through the Nurse’s office, the Main Office or through the Attendance Office. **There are no exceptions. Parents may not give their child permission to leave without contacting Attendance first.** Students who arrive to class 7 minutes late or more without a pass will be considered as a cut.

## TRUANCY

Truancy is defined as ten consecutive unexcused or unexplained absences from school without parent/guardian knowledge. The only absences excused are those with valid documentation or official school closings as posted on the school calendar.

## LATE ARRIVAL TO SCHOOL

Students are to report to their homerooms **no later than 7:35am**. Students not making it to their homeroom by that time will be reported as tardy. **Being tardy will only be considered excused with the following documentation:**

- Doctor/Dental note
- Court appointment paperwork
- College placement testing paper
- Other valid documents confirming lateness
- **Being tardy related to general traffic conditions will not be excused.**
- **Please be aware that parent/guardian notes WILL NOT excuse being tardy.**

**\*\* Students will receive a Central Detention on the 5<sup>th</sup> unexcused late to school. \*\***

- If the student misses the assigned Central Detention, they will be required to serve a Saturday Detention.
- In the event that the student does not report to any of the above assigned detentions will result in ISI.

## EARLY DISMISSAL

If you need to have your child released early, it is requested that you either call Attendance prior to coming for your child or send in a note with the student to be delivered first thing that morning. Please understand that if you do not make arrangements ahead of time, we may not be able to get your child as quickly as you would like, based on their class schedule. **It is important to note that in order for a student to receive credit for the day, they need to remain in school until 11:35 am.**

All students under the age of eighteen (18) must be signed out and picked up by a parent/guardian or another designated adult. The parent/guardian, or designated adult must be recorded in the computer system, listed on file in the attendance office or in emergency situations parent/ guardian may provide written notification (must be signed by parent/guardian). Any changes or additions to the student’s Genesis record must be done in person by the student’s legal guardian at the high school Counseling Office. No one under the age of eighteen (18) will be permitted to walk, take a bus, taxi or uber for an early dismissal from school. **Students that are eighteen and able to sign out must have permission from a parent or guardian.** *(Exceptions may be permitted for seventeen (17) year old students that drive to school.)*

## ATTENDANCE REQUIREMENTS FOR AFTER SCHOOL PARTICIPATION (INCLUDES ATHLETIC AND EXTRACURRICULAR ACTIVITIES)

Students who leave school before the end of the day will not be permitted to participate in after school activities unless the reason for leaving is one of the following:

- Medical Appointment
- Legal

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- College Visitation
- Driver's Road Test
- Religious Observances
- Funeral/Wake

(All of the above excuses **MUST** be documented)

1. If a student arrives tardy, they must arrive no later than 10:30 a.m. in order for them to participate in after school activities. They **MUST** meet the 4 hour minimum to receive credit for the day and to participate in after school activities (includes athletic and extracurricular activities).
2. If a student is chronically tardy and/or cuts classes, they may be prohibited from participating in after school activities. The building principal will deal with each student on a case by case basis.
3. Students who are absent from school may not participate in after school activities (includes athletic and extracurricular activities). Exceptions will be made for students visiting a doctor, attending a funeral, taking a road test, required to be in court, and religious reasons.

## ATTENDANCE ACTIONS

- Absence letters will be emailed through Genesis following the 4<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup> and 19<sup>th</sup> unexcused **full-day** absence.
- Absence letters will be emailed through Genesis following the 4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 15<sup>th</sup> unexcused **class** absence.
- The parent/guardian will be brought to court when the student (under the age of 16) exceeds 9 **unexcused** absences.
- Automated phone calls will be made to parents/guardians when a student is recorded as being absent or tardy.
- Parents are required to notify the Attendance Office if their child will be late or absent. Parents/guardians are **strongly encouraged** to use the **Parent Portal in Genesis**. Additionally, parents/guardians may contact the following individuals:

• Grade 9	Ms. Hutchins	908-851-6522	ahutchins@twpunionschools.org
• Grade 10	Ms. Hutchins	908-851-6522	ahutchins@twpunionschools.org
• Grade 11	Mrs. Askew	908-851-6523	caskew@twpunionschools.org
• Grade 12	Ms. Strobel	908-851-6521	pstrobel@twpunionschools.org

## ATTENDANCE VIOLATIONS

- On the fifth tardy to school a student will be assigned a Central Detention.
- Cutting will result in a Level 0-1 discipline.
- Leaving school without permission will result in a Level 2-3 discipline.
- Central detention will result in a Saturday detention.
- **FAILURE TO REPORT TO A SATURDAY DETENTION WILL RESULT IN AN IN-SCHOOL INTERVENTION.**

## RESTORATION OF LOST CREDIT

Credit lost through excessive absence may be restored by satisfactory completion of courses in summer school sessions or other approved alternatives.

**\*\*According to board policy, a waiver may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her.**

If a student would like to appeal attendance or loss of credit, the student and parent/guardian must meet with the appeals committee. Please remember that the committee is looking for "good cause" therefore you should bring anything that would convince the committee to allow your child to graduate. Please contact the grade level administrator to schedule an appeal.

**IT IS THE STUDENT'S RESPONSIBILITY TO SEE THEIR COUNSELOR ABOUT MAKING UP ANY FAILED COURSES.**

## NURSE'S OFFICE VISITS

In order to balance the need for class attendance with a student's need for health care, the following procedure has been established concerning visits to the nurse's office:

1. Students must have a pass to enter the nurse's office
2. A student in need of first aid is given immediate attention. If a student requests comfort measures, such as ice or heat, for a previous injury, they are advised to come for this treatment with the teacher's permission.
3. When a student complains of illness, a "nursing assessment" is made based on the student's symptoms. If a student is able to return to class, they are encouraged to do so. If rest is needed during the day, the student is allowed to return and rest with the teacher's permission. A student too ill to return to class is permitted to rest in the health office or is sent home after receiving parent or guardian's permission.
4. During 9<sup>th</sup> period, only emergencies will be handled by the nurse's office.

\*Subject to change\*

## **PROCEDURE FOR MEDICALLY EXCUSED STUDENTS FROM PHYSICAL EDUCATION**

Students excused for more than two consecutive days are to bring a doctor's note to their physical education teacher during their regularly scheduled gym period. The doctor's note is to be signed by the physical education teacher. The physical education teacher will then send the student to the nurse. Students who are excused for 1 week or longer will be assigned to the library. Students excused for less than a week will be returned to the gym, but they shall not participate in activities.

- A medical excuse does not waive the prohibition of jewelry.
- Submission of a fraudulent note will result in disciplinary action.
- Students medically excused from physical education may not participate in athletics or any club program that involves physical activity.

## **STUDENT COMPLAINTS AND GRIEVANCE HEARING PROCEDURES - Disciplinary action**

### **A. Rights of Students**

Any student having a complaint has the right to discuss the matter with an appropriate school administrator.

No reprisals of any kind shall be taken by anyone against any student as a result of a complaint or appeal.

**All appeals/complaints sent to the principal must be put in writing within 24 hours.**

### **B. Local school level**

The Principal is responsible for:

1. Ensuring that procedures for considering student problems and process complaints and appeals are cooperatively developed by students, faculty and school administrators;
2. Determining that the procedures are precise and clearly stated and make provisions for (a) guaranteeing each student due process; (b) submitting, in writing, an appeal and the explanation of issues involved to the appropriate individual or office; and (c) requiring that all parties involved be notified, in writing, of the decision within 10 school days of the date the appeal is received;
3. Forwarding an information copy of the procedures to the Assistant Superintendent;
4. Distributing the procedures (local school level and beyond the local school level) to each student;
5. Planning with the faculty, school administrators, and student council representatives orientation and discussion meetings to assure that each student has been informed of the appeal at the local school level; and
6. Requiring an annual review and revision, if appropriate, of the procedures at the local school level.

### **C. APPEAL OF THE DECISION OF THE PRINCIPAL**

If the student has attempted, without success, to have a problem resolved at the local school level and is not satisfied with the decision rendered, he/she may appeal the decision to the Superintendent in the following steps

#### **1. *Submitting an appeal***

Within 10 school days of the decision of the Principal, the student requests, in writing, a review of the complaint and appeals the decision to the Superintendent's office. The statement should include (a) all pertinent factual information; (b) the remedy requested; and (c) a request for a review of the complaint and the decision of the Principal or an informal hearing before the Assistant Superintendent.

#### **2. *Review of an Appeal***

Upon receipt of a request for a review of a decision rendered by the Principal, the Assistant Superintendent acknowledges receipt of the request. The Assistant Superintendent makes a decision based on the information submitted by the student and any additional information he/she has obtained. Within 10 school days of the date the appeal is received, the Assistant Superintendent notifies the student and Principal, in writing, of the decision concerning the appeal.

#### **3. *Informal hearings before the Assistant Superintendent***

Upon receipt for request for a hearing, the Assistant Superintendent (a) acknowledges receipt of the request; (b) sets the date for an informal hearing which must be held within 10 school days from the date the request is received; (c) informs all individuals concerned, in writing, of the time, date, and place for the hearing; and (d) notifies the student of his/her right to present information, evidence, and witnesses. The Assistant Superintendent is responsible for conducting the informal hearing, questioning parties at the informal hearing, and providing an opportunity for the student to question parties during the hearing. Within five school days after the informal hearing, the Assistant Superintendent reviews all data and information presented at the hearing, renders a decision, notifies the student and Principal, in writing, of the decision and the student's right to appeal the decision.

#### **4. *Review by the Superintendent***

The student may appeal the decision of the Assistant Superintendent. The appeal must be submitted to the Superintendent within ten school days of the receipt of the

notification of the decision of the Assistant Superintendent and include information to justify the appeal. The Superintendent reviews the issue and related information. Within five school days of receipt of appeal, the Superintendent renders a decision and notifies the student, Principal, and Assistant Superintendent in writing.

5. *Appeals to the Board of Education*

A student may appeal decisions of the Superintendent to the Board for Education. Such appeals must be presented to the Board within five days of receiving the Superintendent's written decision. The Board shall render its decision within 10 days and reduce it to writing.

6. *Decisions of the Board may be appealed to the New Jersey Commissioner of Education.*

## **STUDENT BEHAVIOR – BOARD OF EDUCATION POLICY**

The intent of the Union Township Board of Education policy on student behavior is to assure the good order of the schools. This intent will require students to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority of the Board for Education employees, for the educational purpose underlying all school activities, for the widely shared use of school property and for the rights and welfare of other students.

### **I. PURPOSE OF POLICY**

A. The purpose of this policy is to ensure that the physical/mental health, safety and welfare of students in the schools will be protected and an orderly environment which is conducive to learning be maintained. Students shall conduct themselves in keeping with their level of maturity. Students shall act with due regard for the educational purposes underlying all school activities. The BOE has bestowed the authority to all teachers and administrators to enforce the state statutes regarding student behavior.

B. The authority of any administrator, teacher, or other Board of Education employee shall extend over every student whether or not they have direct responsibility for the student(s) in every part of the school property, on school vehicles, at any time, and at all school functions, regardless of location, whether or not school is in session.

C. Parent(s)/guardian(s) shall be expected to guide and direct their children toward standards of good conduct while in school. Parents should employ preventive and corrective disciplinary measures regarding their children. Principals and teachers shall afford parents/guardians adequate opportunities to work with school staff in helping, supporting and modifying the behavior of students.

### **II. STUDENT RESPONSIBILITIES**

A. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior and for the consequences of their misbehavior.

B. When students fail to discipline themselves and commit any of the offenses listed in this policy or violate other school rules, policies, or directives, such students shall be subject to corrective action in accordance with their level of responsibility. In appropriate circumstances students shall be turned over to civil and/or law enforcement authorities having jurisdiction for specific violations of the law.

C. The following general types of offenses or infractions of the school system's standards of student conduct and good citizenship shall be deemed inappropriate and unacceptable. Students committing such offenses or infractions shall be subject to discipline for purposes of modifying their behavior, deterring continuation of unacceptable conduct and protection of others. Specific examples of the types of offenses listed are included for illustration only. All other district and school rules, directives and administrative regulation accompanying this policy are incorporated herein.

**Fighting will not be tolerated portal to portal. Students who fight will be directed to participate in the Extended Day (EDP) Program for a marking period. Students placed in the EDP program, will also have to meet the exit criteria in order to be eligible for entering back into their regular schedule. \*\*\*Please see the EDP handbook\*\*\***

1. **OFFENSES AGAINST STUDENTS**

This type of offense shall encompass any student action which shall interfere with or endanger another student's safety, health or welfare in the school, on school property, at a school sponsored function, on school vehicles or coming to and going from school.

2. **OFFENSES AGAINST TEACHERS, ADMINISTRATORS, OTHER SCHOOL PERSONNEL OR BOARD MEMBERS**

This type of offense shall encompass any student action which shall interfere in any way with the discharge by a school staff member of his/her duties and obligations, or shall endanger that person's safety, health, or welfare in the school environment as described in this policy.

3. **OFFENSES AGAINST PROPERTY**

This type of offense shall encompass any student action, which vandalizes or removes the property of the school district, instruction or other equipment, or the personal property of other students, staff members or other Board employees.

#### 4. OFFENSES AGAINST DRESS CODE

This type of offense shall encompass any student action, which shall jeopardize, harm, or interfere with the student's academic, health or social progress in school. This would include violation of the school dress code which is designed to provide a positive learning environment for each student.

#### 5. OFFENSES AGAINST THE SCHOOL

This type of offense shall encompass any student action which shall detract from the positive nature of the school environment or harm the school system as a community of the people.

#### 6. HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education expects pupils to treat each other with civility and respect and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any pupil.

"Harassment, Intimidation or Bullying" is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any school-sponsored function or on a school bus and that:

- A reasonable person should know, under the circumstances, will have effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school. Any school employee, pupil or volunteer who has witnessed or has reliable information that a pupil has been subject to harassment, intimidation or bullying will report the incident to the appropriate school official designated by the administration. The board shall not tolerate any act of harassment, intimidation or bullying.

**Any student who posts inappropriate comments, pictures, recordings, etc., to any social networking site and it is deemed harassment, bullying or intimidation towards another individual may be subjected to school discipline and/or legal consequences. Union High School will deal with all cyber bullying issues regardless of where they occur or at what time they occur. Any harassment, intimidation, or bullying complaint should be directed to the student's school counselor or vice principal. The counselor or vice principal will involve the high school's anti-bullying specialist.**

In accordance with Board of Education policy, the following administrative procedures are provided to guide the processing of violations of policy. These definitions are provided for clarification:

**Substance:** Alcoholic beverages; tobacco; any controlled dangerous substance or chemical which releases any vapor, fume, solid or liquid matter causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

**Substance Abuse:** The consumption or use of any substance defined herein for the purpose other than for the treatment of sickness or injury as prescribed by a person duly authorized by law to treat the sick.

In any incidents where there is reasonable suspicion of any involvement with CDS(Controlled Dangerous Substance):

1. Be referred to the school nurse and building principal/designee
2. Submit to an evaluation conducted by school personnel. If the evaluation supports the probability the student is under the influence:
  - a. A parent will be notified, and an immediate medical exam, including a urinalysis, by a doctor of parent's choice, local medical facility, or medical examiner will be required.
  - b. Within 24 hours, and in order to return to school, a student must submit a medical report completed by the examining physician stating that they are cleared to return to school.
  - c. The results of a urine sample, vitals and a complete medical report shall be provided to the parent, Principal and Superintendent by the examining physician.
3. If the medical results are positive:
  - a. The student will not return to school until a written report from a physician certifies that the substance use no longer interferes with the student's ability to perform in school
  - b. The student is subject to disciplinary action.
  - c. The school administration and SAC will determine the follow-

\*Subject to change\*

up requirements.

4. If the medical results are negative the student will be readmitted to school without penalty.

**Please refer to the Township of Union's District Policy for the complete Substance Abuse Policy.**

### III. ADMINISTRATION OF POLICY

Administrators, the Superintendent and Board of Education, if necessary, are authorized to prescribe and implement anyone or combination of the following types of corrective disciplinary actions in the event that student use of controlled substances has been confirmed.

#### A. DEPRIVATION OF PRIVILEGES (RESTRICTION)

A student may be disciplined by depriving him/her for a set period of time, of the following privileges: coming to school; attending class; moving about the school freely; leaving school at normal dismissal time; and attending or participating in any school-related program or activity.

#### B. RESTITUTION OF DAMAGES

A student and his or her parents or guardian may in accordance with law be required to make restitution for cost and labor expended for any piece of property or equipment, whether owned by the school district, by another student, or by any school staff member or employee which the student has vandalized, stolen, damaged or misused. The district will endeavor to recover restitution from parents for cost and labor if it cannot obtain restitution from the student committing the offense.

#### C. COUNSELING

A student may be counseled or admonished by any school staff member for any offense or infraction, by oral, and/or written means. A staff member engaging in such disciplinary action shall place emphasis on explaining to the student why a particular type of behavior is damaging to him/her and unacceptable in the school. The consequences of continuation of such conduct and more appropriate alternatives types of behavior should also be explained to the student.

#### D. REFERRAL

A student may be referred by a teacher, counselor, Principal or Superintendent to: the school's child study team; an individual member of the district's special services staff; an appropriate agency for evaluation, intervention or counseling. The cooperation of the student and his/her parents or guardians in seeking outside services may be a recommendation of the school district as a condition for continuation in the school system.

#### E. CORRECTIVE INSTRUCTION

A student may be required by school officials to engage in a prescribed self corrective behavioral modification educational program or other learning experience. Such programs shall be prescribed by the district. Students with similar behavior problems may be assigned to small group programs.

#### F. DUE PROCESS REQUIREMENTS

In appropriate circumstances a student may be excluded from school by the Board of Education in accordance with due process of law.

#### G. DISCIPLINE RECORD TRANSFER

Union High School is required to send the Discipline Record of a student who is transferring to a new school, to that school within two (2) weeks of transfer (N.J.S.A. 18 A, P.L. 2002). Parents/guardians may review their child's record at any time by making an appointment with an administrator.

## UNACCEPTABLE BEHAVIOR

The following are specific examples of behavior resulting in after school detention, Saturday detention, suspension from school and/or a hearing at the Board of Education level:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Alcohol Use/Possession – Level 1-5<br/>1st Offense:<br/>**Possession: 5 days of ISI<br/>**Confirmed Use: 5 days of ISI<br/>(Refer to substance abuse policy)</li> <li>2. Assault student to student - Level 4-5</li> <li>3. Assault student to staff member, teacher or administrator - Level 5-6 (student will be arrested)</li> <li>4. Bus misconduct – Level 0</li> <li>5. Chronic violation of school rules – Level 1-5</li> <li>6. Class disruption – Level 0-5</li> <li>7. Creating a safety hazard – Level 0-5</li> <li>8. Cutting class (or part of a class) – Level 0-1</li> <li>9. Disrespect to any staff member, teacher, or administrator – Level 0-5</li> <li>10. Disruptive behavior on school grounds - Level 0-5</li> <li>11. Distribution of a controlled dangerous substance – Level 4-6 (student will be arrested)</li> <li>12. Distribution of non-dangerous items, food or substances - Level 0-1</li> <li>13. Dress code/ Repeated violation of the dress code – Level 0-2</li> <li>14. Drug Use/Possession (including paraphernalia) – Levels 1-5 taken to Care Station /Counseling (Refer to substance abuse policy)<br/>1st Offense:<br/>**Possession - nicotine: 5 days of ISI</li> </ol> | <ol style="list-style-type: none"> <li>**Possession - marijuana (or CDS): 5 days of ISI<br/>**Confirmed Use: 5 days of ISI<br/>(Refer to substance abuse policy)</li> <li>15. Eating in an unauthorized area – Level 0</li> <li>16. Entry into an inappropriate lavatory – Level 0</li> <li>17. Excessive time on a hall pass (more than 7 minutes) – Level 1</li> <li>18. Extortion – Level 2</li> <li>19. Extreme Lateness to School (After 1<sup>st</sup> Period) – Automatic Saturday Detention without parent/guardian permission. Arriving after 10:35 am equals an absence.</li> <li>20. Failure to attend assigned teacher detention, after school detention, or Saturday detention – Level 0-2</li> <li>21. Failure to identify oneself upon request by any employee of the Township of Union Board of Education or providing false information concerning identity – Level 2-5</li> <li>22. Failure to pay school fines or debts – Forfeiture of school activities and school related documents</li> <li>23. Failure to return school-related documents in a timely manner – Level 0-1</li> <li>24. Failure to return all equipment/uniform items issued for athletic teams or co-curricular groups – Penalties at discretion of Athletic Director</li> <li>25. Failing to move when staff directs a student or a group of students to move to another location – Level 0-5</li> </ol> |
|--|--|

\*Subject to change\*

26. Food cannot be delivered to students by outside vendors. – Level 0-1
27. Fighting – Level 5-6
28. Forging school documents, to include hall passes/ – Level 1
29. Gambling, card playing, dice games, etc. – Level 0
30. Horseplay on school grounds – Level 0-2
31. Improper Use of Cell Phone – Level 1-3 (Tik Tok, Instagram, SnapChat, FaceTime, Texting, Phone Calls)
32. Inappropriate Touching/Contact or Comments- Level 1-5
33. Insubordination (defiance of authority) – Level 1-3
34. Jeopardizing the safety and welfare of all members of the building (ex: fire, bombs, firearms, weapons, pulling fire alarms, threatening letters, and/or anything that can cause harm) (Possible arrest) – Level 3-6
35. Lateness to school or class – Refer to Late Chart
36. Leaving the school building without permission – Level 2-3
37. Leaving class without a hall pass – Level 1
38. Littering- Level 0
39. Loitering in halls – Level 0-2
40. Misuse of a hall pass - Level 0-2
41. Obscene gesture or remark directed at a student – Level 0-2
42. Possession of a controlled or dangerous substance and/or paraphernalia – Level 1-5  
1st Offense:  
\*\*Possession - nicotine: 5 days of ISI  
\*\*Possession - marijuana (or CDS): 5 days of ISI  
\*\*Confirmed Use: 5 days of ISI  
(Refer to substance abuse policy)
43. Possession of or caught in the act of smoking or using tobacco nicotine, marijuana, vaping devices, or other products related to the use of tobacco or marijuana - Level 3-5 \* Possession of a lighter- Level 1-2  
1st Offense:  
\*\*Possession - nicotine: 5 days of ISI  
\*\*Possession - marijuana (or CDS): 5 days of ISI  
\*\*Confirmed Use: 5 days of ISI  
(Refer to substance abuse policy)
44. Possession of stolen property – Level 2
45. Recording - Level 1-5 (Unless authorized by staff)
46. Running in the halls – Level 0
47. Sagging Pants – Level 0
48. Sexual explicit acts on school grounds (consensual) – Level 4-5
49. Sexual explicit acts on school grounds (non-consensual) – Level 5-6 (police notification)
50. Sexual harassment- Level 2-6
51. Theft, Robbery – Level 2-5
52. Social Media - Inappropriate posting regarding a student, staff member or school – Level 3-4
53. Social Media - Inappropriate threatening post – Level 4-6 (possible arrest)
54. Threatening a student – Level 1-6
55. Threatening a staff member/teacher/administrator – Level 1-6
56. Truancy – Restorative Practices (Refer to truancy section in Handbook)
57. Unauthorized use of school lockers – Level 0
58. Vandalism (to include restitution) – Level 2-4
59. Verbal Confrontation- Level 0-1
60. Violation of cafeteria rules – Level 0-2
61. Violation of parking lot rules – Level 0-2 (car will be towed if not registered with school)

**NOTE: School violations may occur that are not listed. Administration has the right to use sound judgment after investigating the incident to determine the proper discipline.**

**Students that are suspended from school whose parents are unable to pick them up immediately will spend the day in ISI. ISI will not count as the suspension. The student must serve the out of school suspension.**

## DISCIPLINE LEVELS

\*subject to change based on infraction\*

### LEVEL 0 (DETENTIONS)

1<sup>st</sup> Offense- Central Detention (After School)

2<sup>nd</sup> Offense- Saturday Detention

3<sup>rd</sup> Offense- Next Level

### LEVEL 1 (ISI - IN SCHOOL INTERVENTION)

1<sup>st</sup> Offense- 1 Day

2<sup>nd</sup> Offense- 2 Days

3<sup>rd</sup> Offense- Next Level

**\*\*\*Note: Students who are removed from ISI for disciplinary reasons will automatically be suspended from school. Infractions can range from a Level 3 to Level 6 depending on the severity of the behavior.**

### LEVEL 2 (1-3 DAYS SUSPENSION FROM SCHOOL)

1<sup>st</sup> Offense- 1-2 Days

2<sup>nd</sup> Offense- 3 Days

3<sup>rd</sup> Offense- Next Level

### LEVEL 3 (3-5 DAYS SUSPENSION FROM SCHOOL)

1<sup>st</sup> Offense- 3-4 Days

2<sup>nd</sup> Offense- 5 Days

3<sup>rd</sup> Offense- Next Level

\*Subject to change\*



**LEVEL 4 (5-10 DAYS SUSPENSION FROM SCHOOL)**

1<sup>st</sup> Offense- 5-7 Days

2<sup>nd</sup> Offense- 8-10 Days

3<sup>rd</sup> Offense- Next Level

\*Students will be required to attend a substance abuse program.

**LEVEL 5 (EXTENDED DAY PROGRAM)****LEVEL 6 (RECOMMENDATION FOR EXPULSION TO SUPERINTENDENT)**

Extreme discipline matters that are handled by the Principal, Assistant Superintendents, and the Superintendent. All recommendations will be made to the Superintendent of Schools, who will follow Board Level procedures in cooperation with the Union Board of Education.

**LATENESS TO CLASS**

Students are expected to arrive to all classes throughout the day on time. If students are late to class the teacher will mark the student tardy. The following consequences will be enforced:

1<sup>st</sup> Late – Central Detention

2<sup>nd</sup> Late – Saturday Detention

3<sup>rd</sup> Late – Central Detention + Saturday Detention + Parent Conference (In Person or Phone)

4<sup>th</sup> Late – In- School Intervention (ISI)

5<sup>th</sup> Late – Out of School Suspension

**LATE ARRIVAL TO SCHOOL-UNEXCUSED LATE**

Students will receive a Morning Detention on the 5<sup>th</sup> unexcused late to school. Please refer to Late Arrival To School for the complete listing of documentation needed for excused absences.

**Please note the following:**

Removal from Central Detention will result in a Saturday Detention

Removal from Saturday Detention will result in ISI or Out of School Suspension depending on the infraction

Removal from ISI will result in Out of School Suspension ranging from Level 3 to Level 4

Any behavior which is also illegal will be reported to the Union Township Police Department.

The consequence for any violation of school rules will depend upon the severity and repetitiveness of the violation. Consequences are at the discretion of UHS Administration

When suspended, a student should make up work. Students will be given the same number of days to make up work as the number of days suspended. The teacher is not obligated to provide extra help to the student.

**IN-SCHOOL INTERVENTION (ISI)**

Students in ISI are considered to be present and are provided with assignments from their teachers. Please read the below policy:

- **General Information/Behavior**
  - Starting time 7:35 am and dismissal 3:30 pm
  - Possible dismissal at 2:35 pm dependent on student's ability to maintain 85 points or higher on Daily Monitor Sheet
  - Parents will be informed if a student has to stay until 3:30 pm.
  - Daily Monitor Sheets will help students self-manage their own responsibilities including completion of work and behavior.
  - **NO electronic devices/cell phones are allowed, and will be held until the end of the day in the school safe.**
- **Lunch**
  - Students can purchase lunch from the cafeteria, but they must eat in ISI.
- **Points**
  - Students all begin with 100 points each day
  - The students earn points for being on task and matching the monitor sheet
  - Students can lose points for not following the rules.

**REINSTATEMENTS**

Reinstatements will be held with an administrator. A parent/guardian **MUST** be present during reinstatement meetings. Students may not return to school until the reinstatement meeting has taken place.

**SUBSTANCE ABUSE POLICY**

- **1<sup>ST</sup> OFFENSE-** Parent/Guardian meeting with administration.  
Five (5) school days of in school intervention which may include exclusion from extra-curricular activities.  
Police may be notified.  
Mandatory follow-up with Student Assistance Counselor (S.A.C.).  
\*Students will be encouraged to attend a substance abuse program.

**\*Students may be required to attend the SOS Program for two Saturdays from 8:00 am - 11:00 am. \*Days and times subject to change.\***

\*Subject to change\*



- **2<sup>nd</sup> OFFENSE-** Parent/Guardian meeting with administration  
Recommendation to EDP program.  
Police may be notified.  
\*Students will be encouraged to attend a substance abuse program.  
**\*Students may be required to attend the SOS Program for two Saturdays from 8:00 am - 11:00 am. \*Days and times subject to change.\***  
**\*\*Principal's discretion may be used to determine consequences**
- **3<sup>rd</sup> OFFENSE-** Parent/Guardian meeting with administration.  
Recommendation to EDP program.  
Police may be notified.  
\*Students will be encouraged to attend a substance abuse program.  
**\*Students may be required to attend the SOS Program for two Saturdays from 8:00 am - 11:00 am. \*Days and times subject to change.\***  
**\*\*Principal's discretion may be used to determine consequences**
- **4<sup>th</sup> OFFENSE-** Parent/Guardian meeting with administration.  
Recommendation to EDP program.  
Police may be notified.  
Possible recommendation by the Principal to the Superintendent for a hearing for expulsion followed by forty-five (45) school days exclusion from participation in extracurricular activities.  
\*Students will be encouraged to attend a substance abuse program.  
**\*Students may be required to attend the SOS Program for two Saturdays from 8:00 am - 11:00 am. \*Days and times subject to change.\***  
**\*\*Principal's discretion may be used to determine consequences**

Please refer to the Township of Union's District Policy for the complete Substance Abuse Policy.

## RESTORATIVE PRACTICES

There is an exciting new practice we are instituting in the Township of Union this year. It is called "Restorative Practice." It hails its name from "Restorative Justice." Restorative Justice is a theory of justice that focuses on **mediation** and **agreement** rather than punishment. Offenders must **accept responsibility for harm and make restitution with victims**.

The basic principles of restorative practices are as follows:

- We are here to build positive relationships with others.
- We strive to be respectful to all.
- Everyone has a voice and partakes in decision-making processes.
- We will address harms, needs, and causes of conflict and harm.
- We will encourage all to take responsibility for their actions.

Restorative Practices will be used in conjunction with the consequences outlined in the Student Handbook.

## ELECTRONIC DEVICES

Smart phones, laptops, and Ipads may be used for educational purposes but only with approval by a teacher. Electronic items will be confiscated if used without the permission of a teacher or staff member in class. Confiscated items must be picked up by a parent or legal guardian.

Students needing to use a phone should go to the main office. Parents/Guardians can call the main office if they need to contact anyone.

## CELL PHONE POLICY

1. No phone calls allowed.
2. No recording fights, altercations, or arguments. Students caught recording will be given a consequence according to the Student Handbook. (Privacy Issues)
3. No recording staff, students, classes, or conversations of any kind. Students caught recording will be given a consequence according to the Student Handbook. (Privacy Issues)
4. Cannot record staff or students on Social Media or post on Social Media - Privacy Issues
5. Bullying of any kind through text or Social Media is prohibited.
6. Cannot use it during class without teacher permission.
7. Cannot use headphones in the hallway and cafeteria during school hours. Headphones are only allowed in class at the teacher's discretion.
8. Your cell phone can be confiscated if you violate the cell phone policy and the violation causes physical, social, or emotional damage, violates privacy issues, causes altercations of any kind or any threat of danger.
9. UHS accepts no responsibility if a cell phone is stolen, misplaced, or damaged.

**\*\*\*STUDENTS WHO BRING CELL PHONES/ELECTRONIC DEVICES TO SCHOOL, DO SO AT THEIR OWN RISK\*\***

\*Subject to change\*

The administration, faculty and staff of Union High School, **WILL NOT** assume liability for lost, stolen or damaged merchandise found in school or in a student's possession. **The administration will not attempt to find or locate lost or stolen electronic devices.**

## HEAD COVERINGS

Hats, headbands, headwraps, durags, bonnets (unless used for religious purposes), etc. are not permitted during the school day. If a non-religious head covering is worn to school, it is to be placed in the student's locker and is to remain there until dismissal. The student will not wear or carry the non-religious head covering during the school day. If a non-religious head covering is worn in school, it will be confiscated and only returned to a parent or guardian. Head coverings worn for religious purposes will be allowed.

## DISCIPLINE CONSEQUENCES GUIDELINES

Students are required to respect all school rules from the moment they leave their home in the morning until they return in the afternoon. Students found in violation of school rules while traveling to and from school will be dealt the appropriate consequence.

## GRADUATION CEREMONY- SENIORS

Only students who have complied with all attendance, course, NJ Dept. of Education testing requirements, and Union BOE credit requirements will be permitted to participate in the graduation ceremony. The diploma will be withheld until such time as all requirements are met. In addition, students who do not comply with the dress, behavior, or attendance codes associated with graduation will be removed from the graduation ceremony. Further, all class dues, fines and the detention time not resolved prior to the date of graduation must be resolved before the diploma is granted. Seniors accumulating an excessive number of discipline referrals will not be permitted to walk graduation. Also, students who exhibit and/or extreme behaviors can be excluded from walking at graduation at the discretion of the Principal.

## SENIOR PROM

The administration of Union High School believes attendance at the Senior Prom is a privilege not a right. Therefore, the students attending the prom must have conducted themselves with character and citizenship as outlined in the student handbook. **Hence, any student with 2 or more suspensions during the school year will NOT be allowed to attend the prom. Any student with 18 or more absences for the school year will NOT be permitted to attend the prom.** Any student that has not served all detentions will be excluded from prom. Also, students who exhibit excessive and/or extreme behaviors can be excluded from attending prom at the discretion of the Principal. Students **MUST BE** on target to graduate to attend prom. Fifth year seniors may not attend the prom.

## SENIOR FINAL EXAM EXEMPTION

Seniors may be exempt from final exams if their average is a 3.7 or higher including the mid-term.

## SENIOR OPTIONS

Seniors in good standing (met all graduation requirements) may have the option to reduce their course load by participating in the senior options program. Requests will be reviewed individually to determine if the student is eligible for course load reductions.

Students participating in the senior options program must leave school grounds immediately at their individual dismissal time. Should students not leave school grounds or misuse the senior options opportunity, they may be removed from the program and will need to complete a typical nine period day with 2:35pm dismissal.

## SENIOR DUES

All seniors are required to pay senior dues. Senior dues subsidize the cost of the senior activity, the cap and gown, and commencement activities.

## EXTENDED DAY PROGRAM (EDP)

Students who consistently violate the rules and regulations will be assigned to the Extended Day Program. EDP may be assigned at the discretion of the Principal. Any student arrested on school grounds may be assigned EDP. Students fighting will be immediately considered for EDP at the discretion of the Principal.

## ACADEMIC INTEGRITY

Academic integrity is a core belief at Union High School. Students found cheating in any form will receive zero credit for the assignment and may be subjected to additional consequences. Students working on research assignments should consult with their teachers if they have any doubts as to how information from sources is used.

## SATURDAY DETENTION

### Rules and Regulations

1. **TIME:** 8:00 a.m. to 11:00 a.m.
2. **PLACE:** Wait by the Main Gym entrance at the rear of the building. Teacher will escort the student to the cafeteria.
3. **REQUIREMENTS FOR ADMISSION**
  - School related books and Chromebook
  - Work materials, such as pencils, paper etc.
  - Attire in accordance with the dress code
4. **NON-ATTENDANCE:** Parents must call their child's respective Vice Principal. If a student fails to attend Saturday detention, he/she must report to the appropriate grade administrator on the first day of return to school (prior to 1<sup>st</sup> period).
  - The student must present bonafide evidence that he/she should legitimately be excused. Work is not a legitimate excuse.
  - Failure to provide such evidence will result in assignment of another Saturday Detention or suspension.
  - Failure to attend Saturday detention will result in a suspension.
  - Students must wear their ID's to Saturday detention or they will not be admitted. (Failure to wear ID will be considered a cut.)
5. **NO FOOD OR COFFEE:** Food and coffee are to be consumed prior to the start of Saturday Detention.

## CENTRAL DETENTION

### Rules and Regulations

1. Central Detention can be issued on the day of the infraction.
2. Detention begins promptly at 2:45 p.m.
3. Students are required to bring school related work to detention; this includes Chromebook, school books and other school related materials. Students are expected to read, study or to do other home work.
4. Students assigned central detention must attend every day until their detention obligation is completed
  - A. Teacher Detention: If a student is assigned detention by a teacher, the student is to attend that detention first and may enter Central Detention with a pass from the teacher until 3:00 p.m. After 3:00 p.m., if a student remains in teacher detention, the student must submit a pass to the office with the time of arrival and dismissal signed by the teacher who gave the detention prior to the first period the following morning school is in session. That student will be given another date for Central Detention.
  - B. Doctor's Visit: If a student has a doctor's appointment, the student must submit a note to the office with the doctor's name, address, and phone number prior to first period the following morning that school is in session.
  - C. Detention runs until 3:45 p.m.

**Failure to attend Central Detention for any other reason will be considered a cut, and an automatic Saturday Detention will be issued.**

**Please note the following:**

Removal from Central Detention will result in a Saturday Detention

Removal from Saturday Detention will result in ISI or Out of School Suspension depending on the infraction.

Removal from ISI will result in Out of School Suspension.

## SECURITY CAMERA NOTICE

The Union Township Board of Education recognizes the school district's responsibility to provide a safe environment for the staff and students and to maintain order in and around the school. A security camera system is in use in various (undisclosed) locations.

**PLEASE TAKE NOTICE** that all activities on school property are subject to video monitoring.

## GANG INSIGNIA/ACTIVITY

New Jersey law requires that students shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence or membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interest of any gang or gang activity including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of District rules or policies, or (d) inciting other students to act with physical violence on any person. The term "gang", means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of the Code of Conduct, District rules or policies, or whose purpose or activities cause disruption, or are likely to cause disruption to the education process. Gang related items will be confiscated. The appropriate discipline will be rendered to any student involved in gang activity. The Union Police Department will be notified if a student is involved in any type of gang activity.

## CAFETERIA

1. DO NOT cut in line or enter the serving area through the exit door.
2. No student is to leave the cafeteria for any reason until his/her table has been cleaned.
3. No food is to be taken out of the cafeteria.

\*Subject to change\*

4. No students are permitted in any other areas of school during lunch without a pass.
5. Students are not to leave the building for lunch. A cafeteria monitor will dismiss students by section.
6. Students must eat lunch in their assigned cafeteria.

## STUDENTS REQUIRING ACCOMMODATIONS

It is the practice of this school to provide assistance to students with permanent or temporary disabilities. Help may be provided by any or all of the following:

<b>Five minute pass</b>	This allows students to leave class five minutes prior to dismissal time.
<b>Student assistant</b>	Should a student be unable to maneuver carrying books and/or other materials, each teacher will provide a student assistant to aid the student who is disabled.
<b>Elevator privilege</b>	Where stairs present a problem, the student will be allowed to use the elevator located near the school library. A student assistant will be provided if necessary.

## LOCKERS

Each student is assigned an individual locker the first day of school in the homeroom. A quality lock will be issued for hallway lockers. Students must provide their own physical education locks. Students, not the Board of Education or school authorities, are responsible for their own articles. However, any difficulty with a lock or locker should be reported to the Main Office. Students may not share lockers. Consequences will be assigned to students who use a locker which has not been assigned by the homeroom teacher. Non-school issued locks for hallway lockers will be cut off. Reimbursement will not be made for the cut lock. By law, the high school administrative team has the legal right to search lockers at any time. Periodically, random searches will take place as a precautionary security measure.

**NOTE:** A locker/ desk is property of the school; therefore, the school Principal or a designated representative may conduct a search of a student locker at any time, or property if there is a reasonable suspicion that the search will reveal that the student has violated or is violating either state law or rules of the school. This is in compliance with New Jersey State law. Periodic inspections of student lockers will be done routinely throughout the school year. Inspections will be done without prior notice to students.

## ID PROCEDURES

All students must wear their school provided ID badge at all times. The ID must be visible and worn around the neck using a breakaway lanyard. The school has provided breakaway lanyards to all students. Students will also have to display their ID's when attending all after school functions. Students will not be admitted to athletic events, school plays, talent shows, etc., without displaying their ID's. If a student misplaces their badge or leaves it at home, it is the responsibility of the student to obtain either a new badge or a temporary ID wrist bracelet, through the Attendance Office. **Any student that does not have their ID will be charged \$5 a day for each day that they do not have their ID.**

The consequences for not having an ID badge during the school day are as follows:

3 <sup>rd</sup> Offense:	Saturday Detention
Subsequent Offenses:	Suspension

Replacement IDs cost \$5.00. The cost of replacing the lanyard is \$2.00.

Students found intentionally damaging their ID's by either cutting, bending, or defacing it will be required to replace their ID immediately. Those students will be required to pay for a replacement.

## DELIVERIES

Deliveries to students, such as flowers/balloons will not be accepted. Please inform family/friends to have these sent to your home address. Food deliveries to the school will not be accepted.

## STUDENT DRESS CODE

Dress appropriately for school. Clothing should be appropriate for the educational setting/process. Clothing should not endanger one's safety or the safety of others. Any student dressed inappropriately will be sent to ISI if the parent/guardian is unable to bring a change of clothes. The student will be charged with an unexcused absence.

## IMPLEMENTATION OF THE DRESS CODE

**The Building Principal has the right to change or modify the UHS Dress Code at any time.**

- Audio headsets are not to be worn, which include but are not limited to AirPods, wireless/bluetooth headphones and devices.
- Sunglasses are not to be worn. Prescription sunglasses may be worn in school if indicated by a doctor's note. Doctor's note must be submitted to the school nurse
- Jewelry and accessories that pose a safety hazard can not be worn. Piercing jewelry – including but not limited to – lip, nose, eyebrow or tongue, and hoop and/or hanging earrings must be removed for physical education classes, vocational/industrial arts education classes, interscholastic sports, and intramural sports.
- Studded belts, studded jewelry, or rings with two or more finger holes may not be worn.

\*Subject to change\*

- Clothing may not display indecent, obscene, or offensive writing, pictures, or slogans
- Blouses and dresses with plunging necklines may not be worn. No see through shirts, low cut shirts or tops, no thin strap shirts or tops.
- No tank tops, halters, bare midriffs, or muscle shirts. No undershirts worn as outerwear.
- Camis must be worn under low cut tops or shirts
- Trousers must be worn at the waist. No sagging pants during school hours.
- No ripped or torn clothing. \*Ripped jeans can only be worn if leggings are underneath.
- Shoes that will create a safety hazard shall not be worn. No bare feet, flip flops, sport slide on sandals, slippers or sandals without heel straps.
- Short shorts may not be worn. Finger-tip length shorts only.
- Special announcements will be made concerning “new styles” and/or situations not covered above.
- Any article of clothing that is deemed disruptive to the learning environment will be addressed.
- Special trips: Teachers chaperoning field trips will advise their group of the appropriate dress for the trip.
- Head coverings are not permitted. Exceptions to this policy may be made for religious, legal or other appropriate circumstances.

## **DRESS CODE VIOLATIONS**

### **Procedures regarding dress code violation:**

1. Staff members will make the determination on whether the student is or is not in violation of the dress code and refer the student to the Main Office for administrative follow-up.
2. If the student is in violation, the student will be requested to make a change of clothing in school. The student will be charged with an unauthorized absence for the time out of class.
3. The student's parent/guardian will be called and informed that their child is in violation. The parent may choose to bring in a change of clothing. If the parent brings in a change, the student will remain in the office until a parent arrives. The student will be charged with an unauthorized absence for the time out of class.
4. If the parent cannot be notified, the student will be detained in ISI until dismissal from school and charged with an unauthorized absence for the entire day.
5. If a student is in violation a second time, a detention, Saturday detention, ISI or suspension may result.

## **STUDENT ASSISTANCE PROGRAM**

Students may discuss any number of personal concerns, including school difficulties, problems with relationships, alcohol/drugs, family, etc. All inquiries are kept confidential. Appointments can be made directly with Ms. Jill Hall, 908-851-6581 or Ms. Lucille Williams in the Student Assistance Offices by calling (908) 851-6883.

## **WORKING PAPERS**

Working papers may be obtained in the Counseling Office before or after school. First, get a physician's Certificate of Physical Fitness and employer's Promise of Employment. Have these filled out and bring them back to the Attendance Office with a copy of your birth certificate. Your working papers will then be completed for you.

## **FUNDRAISING**

Only approved Union High School fundraising items may be sold in school. All other merchandise will be confiscated, and a disciplinary consequence will be assigned.

## **BUS TRANSPORTATION/CONDUCT**

All Union High rules and regulations apply to students riding a school bus to or from school, or on a field trip. A bus pass is mandatory at all times and the driver is in charge. Inappropriate behavior could result in disciplinary action and/or suspension/revocation of bus privileges (Legal reference NJSA 18A:252).

## **VALUABLE PROPERTY/PHYSICAL EDUCATION**

Students are reminded not to wear valuable jewelry to school at any time. This includes expensive watches, bracelets, rings, earrings and pins. These items are all too often lost and/or stolen. Physical Education teachers will not be responsible for these items during a gym class, or at any other time. In addition, exposed body piercings must be removed prior to taking physical education classes. This includes earrings and posts as well. These valuable items should not be placed in one's locker either in the gym or in hall lockers. In short, valuable material has no place in school.

## **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular/athletic activities is a privilege and not a right. Students not abiding by stated club/team rules may be subjected to suspension or removal from the program. Students that exhibit criminal or egregious behavior related to or unrelated to club/athletic activities, either during school or after school hours, may be subjected to suspension or removal from the program. Administration has the right to exclude students from participation and try-outs if behavior and academic performance are not acceptable. Participation in extracurricular activities is a very important part of every student's education. All colleges, as well as business organizations employing high school graduates, are interested in school and community activities in which the students participate in a few well chosen, meaningful activities. Students who wish to initiate a new club should see the principal who will help them find a teacher sponsor to supervise the club activities. A complete list of clubs and advisors will be distributed at a later date.

## STUDENT FINES

Students that have unpaid books or other fines from previous years will not be permitted to participate in extracurricular/athletic activities until all debts are paid. Report Cards and diplomas will be held until all obligations are paid.

## NATIONAL HONOR SOCIETY

Students must apply for membership. Membership is an honor bestowed upon a select group of students who meet the criteria of the selection process. This will be decided by the society advisor and the faculty council. Students interested in applying for membership must see their school counselor or the appropriate advisor for specific guidelines. Please be aware that students must have a minimum cumulative G.P.A. of 3.50 unweighted. The G.P.A. will include all classes.

Union High School also is a member of the following Honor Societies:

- National Art Honor Society
- National German Honor Society
- National Spanish Honor Society
- National French Honor Society

## INTERSCHOLASTIC ATHLETICS

Participation in extracurricular/athletic activities is a privilege and not a right. Students not abiding by state club/team rules may be subjected to suspension or removal from the program. Students that exhibit criminal or egregious behavior related to or unrelated to club/athletic activities, either during school or after school hours, may be subjected to suspension or removal from the program. Eligibility rules for all participants in interscholastic athletics at Union High School, to include freshman, sophomore, Junior Varsity and Varsity teams are as follows:

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1.
2. ELIGIBLE during the first semester (September 1 to January 31) if a new student has passed 25% of the credits required by the State of New Jersey for graduation, during the immediately preceding academic year, i.e., 62.5 credits. ELIGIBLE FOR SECOND SEMESTER (February 1 to June 30) if a student has passed the equivalent of 12 ½ % of the credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31) i.e., 31.2 credits. Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
3. Students entering Union High School after beginning their high school education at another school must meet with the athletic director to determine eligibility for athletic participation. The NJSIAA has specific rules governing the eligibility of student athletes that transfer and Union High School will be compliant with those policies. Specific information about the transfer eligibility rules can be obtained by visiting the NJSIAA web site at: [www.njsiaa.org](http://www.njsiaa.org).

Interscholastic athletic competition is an important part of school activities at Union High School. Therefore, spectators are expected to exhibit courtesy and good sportsmanship at all events, and treat opposing teams and spectators as respected adversaries.

## ATHLETIC PARTICIPATION

Students wishing to participate on a Union High School athletic team must meet the NJSIAA requirement for athletic eligibility. As a member of a team, all UHS student athletes are expected to attend practices and scheduled competitions. Additionally, team members are responsible for returning all equipment/uniforms that were issued by the coach. Students will be billed replacement costs for unreturned equipment/uniforms. Finally, Union High School student athletes are expected to be good citizens of our school community and to demonstrate excellent sportsmanship at all times. Student athletes that fail to meet these requirements may lose their privilege of participating on a Union High School athletic team.

## STUDENT PUBLICITY

Union High School often notifies the press of outstanding students' achievements. Pictures and information are forwarded to the press in addition to being posted on the Union High School webpage. Parent(s)/guardian(s) or students that do not want pictures or information to be released or posted should contact their vice principal. An **OPT OUT** form will be made available on the Genesis Parent Portal.

## STUDENT PARKING

### STUDENTS WILL USE PARKING PERMITS \*Subject to change\*

Each student driver must have a parking permit. Permits cost \$5.00 per school year or part thereof and may be purchased through the Main Office. Lost permits will be replaced at cost of \$5.00 dollars. Students must also complete the parking the student parking form [linked here](#). Vehicles without permits will be towed at the owner's expense. Vehicles parked improperly or in **RESERVED PARKING SPACES** will be subject to towing.

Students must park in designated areas - the last row of the main lot and the lot near the practice field on Cooke Drive.

- 1) The parking and/or operation of motor vehicles by students on school property is recognized to be a privilege, subject to such terms and conditions established by the Board of Education and/or the school district administration, as may be amended from time to time.



- 2) The exercise of the privilege for which a parking permit is issued is limited to driving to and from school, and the parking of the motor vehicle for which the permit is issued, while students are engaged in school activities. Occupancy of permitted motor vehicles on school property at any other time and for any other purpose is prohibited;
- 3) Smoking by any occupant in permitted motor vehicles while such motor vehicles are parked or operated on school property is prohibited;
- 4) Permitted motor vehicles are subject to internal and external examination by school authorities at all times while such motor vehicles are located on school grounds. Students signing off on the parking agreement specifically grant permission for such examinations. The presence of controlled dangerous substances, alcohol, illegal weapons or any item, the possession of which is unlawful, shall be cause for immediate termination of parking permits. Additionally, each of the undersigned recognize the existence of a Memorandum of Agreement between the school district and the Township of Union Police Department which requires the reporting of the presence of unlawful items to law enforcement authorities;
- 5) Students signing off on the parking agreement agree that permitted motor vehicles shall be operated and/or parked on school property in compliance with all laws applicable to the operation and parking of such vehicles on public streets in the State of New Jersey, and such other restrictions as may be imposed by school authorities;
- 6) The speed limit for the operation of motor vehicles on school property is 10 miles per hour.
- 7) Special attention, in the case of student drivers, is drawn to the provisions of the New Jersey Motor Vehicle Code applicable to young drivers known as graduated driver license restrictions. Specifically such restrictions are:
  - No driving between 12:01 a.m. and 5:00 a.m.
  - No using cell phones, hand-held video games or any other hand-held electronic devices.
  - Passengers must be from the provisional license holder's household, plus one additional person.
  - The provisional license holder and all passengers must wear a seatbelt.
  - Students signing off on the parking agreement agree that the permitted vehicle(s) shall be operated at all times on school property in accordance with these restrictions;
- 8) Permits issued under this agreement shall be applicable only to the vehicle(s) for which issued and are not transferable to vehicles not specified within this agreement;
- 9) Hang tags issued as evidence of the parking permit(s) issued under this agreement shall display the vehicle registrations number(s) of the vehicle(s) to which they apply shall be prominently displayed on the rear view mirror of the vehicle such that they may be readily visible through the windshield. Hang tags not associated with the vehicle in which they are displayed shall be confiscated and the parking permit(s) to which they apply shall be subject to suspension or revocation;
- 10) All vehicles shall be properly parked in designated parking spaces;
- 11) Any motor vehicle improperly parked or displaying an invalid parking hang tag shall be subject to removal at the owner's expense;
- 12) Permitted motor vehicles are operated and/or parked on school property solely at the risk of the owner. The school district shall not be liable for any damages to such motor vehicles, or injuries to any occupant of such vehicles, or injuries to any occupant of such vehicles, except for those for which the actions of the district or any of its employees or agents may be the cause.
- 13) Violation of any of the terms and conditions set out in this agreement may be the cause for suspension or revocation of the parking privileges granted.