TABLE OF CONTENTS

Mission Statement ................................................................. 3
Philosophy ............................................................................. 4
General Information ............................................................. 5
School Calendar ..................................................................... 6
Testing Dates and Important Events ................................. 7
Daily Time Schedule .......................................................... 8
Graduation and Promotion Requirements ................. 9
Grading System ................................................................. 11
Class Rank ............................................................................ 12
Homework ............................................................................ 14
Makeup Work, Portfolio Assessment, Schedule Changes ... 15
Transcript, Admission Requirements For Post Secondary
Education ............................................................................. 16
Special Programs and Organizations .............................. 17
Student Code of Conduct ...................................................... 18
  • Expectations of Student Behavior ......................... 18
  • Discipline Procedures ........................................... 20
  • Violations and Sanctions ....................................... 21
Policies of Secondary Schools .............................................. 23
  • Attendance Policy .................................................. 23
  • Lateness ............................................................. 25
  • Cutting of Classes ............................................... 25
  • Field Trip Eligibility ............................................. 26
  • Detention ............................................................ 26
  • Suspension .......................................................... 26
  • Cafeteria Policy .................................................... 27
  • Media Center Policy ............................................... 27
  • Study Hall Policy ................................................... 27
  • Textbook, Desk & Locker Policy .......................... 27
  • Student Uniform Policy ........................................ 28
  • Uniforms ............................................................. 29
  • Electronic Devices ................................................ 30
  • Student Identification ........................................... 30
  • Interscholastic Athletics ........................................ 30
  • Nondiscrimination/Affirmative Action Policy .... 31
  • Harrassment and Sexual Harassment Policy ..... 31
  • Searches and Seizures .......................................... 31
  • Substance Awareness .......................................... 32
Acceptable Use Policy of the Internet ................................. 33
UNION CITY PUBLIC SCHOOLS MISSION STATEMENT

The vision of the Union City School District is focused on achieving one crucial goal- to enable all of our students to acquire the skills, understandings, and attitudes needed to be productive and successful members of our society.

Perhaps one of the most compelling reasons for this vision is its focus on the New Jersey Core Curriculum Content Standards. These standards will ensure our children’s success by: setting higher expectations, redesigning curricula that go far beyond basic skills, and establishing learning environments that facilitate active student learning.

To compete in today’s global, information-based economy, students must be able to solve real problems, reason effectively and make logical connections. Embedded in our approach to education is an image of children, families, community and teachers working together in making our schools dynamic and creating democratic learning environments.

The passage of the federal school legislation, the No Child Left Behind Act, compels us to act now to provide high-quality, equitable educational opportunities to all children in our schools. By encouraging students’ maximum human and intellectual development, the Union City School District will promote a commitment to equity and excellence.

Exciting and challenging changes are at hand. New standards based assessments and programs, and a focused vision all figure prominently in promoting and sustaining our goals. We look forward to the challenge and are confident that this educational design will promote sustained academic achievement for all Union City students.
UNION CITY HIGH SCHOOL MISSION STATEMENT

Union City High school is dedicated to producing independent, lifelong learners in a safe and secure environment. As a family of educators, we are committed to providing our culturally diverse community with the skills needed to become productive members of society.

All students will think critically, work collaboratively, communicate effectively, and utilize relevant technology in an ever-changing demanding world.

In a state of the art school, the students, as stakeholders, will be empowered to realize personal growth and to prepare for their individual goals.

VISITING THE SCHOOL

All visitors are required to report to the security desk at the main entrance.

All visitors to the school must obey regulations regarding no smoking and other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered “disorderly persons” and subject to appropriate action.

GUIDANCE SERVICE

Each campus is staffed by counselors. Students and parents are urged to make use of available resources there and should feel free to consult any of the staff members. Parents are requested to call in advance for counselor appointments.

Director of Guidance: Robert Celebrano
SCHOOL HEALTH SERVICE

A registered nurse is available all day at the high school. The school nurse will keep all pertinent medical information. Hearing and eyesight will be checked by nurse one time in elementary school and once in high school. Parents may receive notes from the nurse concerning the health of their child, and are asked to work together with the school nurse by following through on recommendations.

Medication

It is recommended that the students take ALL medication at home but, if necessary, parents have the right to arrange for the school nurse to administer medication to a student.

Special forms for this purpose are available from the school nurse. The form must include a written statement from the doctor indicating the type of medication, the dosage and the time to be given, and the purpose and need for the medication to be given during school hours. The medication must be in the original container and clearly labeled with the child’s name, physician’s name, dosage and time to be given.

PARENT-TEACHER CONFERENCES

Parents have the right to request parent-teacher conferences, meetings with guidance counselors or appointments with school administrators.

Parents shall make arrangements for parent-teacher conferences, meeting with guidance counselors and other school staff members through the parent liaison or through the guidance office.
# SCHOOL CALENDAR 2010-2011

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<td>21 days</td>
<td>22 days</td>
<td>23 days</td>
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**JANUARY**

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| 17 18 19 20 21 | 22 23 24 25 |
| 24 25 26 27 28 | 29 30 |

**FEBRUARY**

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| 1 2 3 4 | 5 6 7 8 |
| 7 8 9 10 11 | 12 13 14 15 |
| 14 15 16 17 18 | 19 20 21 |
| 21 22 23 24 25 | 26 27 |

**MARCH**

| M T W TH F | 1 2 3 4 |
| 1 2 3 4 | 5 6 7 8 |
| 7 8 9 10 11 | 12 13 14 15 |
| 14 15 16 17 18 | 19 20 21 |
| 21 22 23 24 25 | 26 27 28 29 |

**APRIL**

| M T W TH F | 1 2 3 4 |
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| 11 12 13 14 15 | 16 17 18 19 |
| 17 18 19 20 21 | 22 23 24 |
| 23 24 25 26 27 | 28 29 30 31 |

**MAY**

| M T W TH F | 1 2 3 |
| 2 3 4 5 6 | 7 8 9 10 |
| 9 10 11 12 13 | 14 15 16 17 |
| 16 17 18 19 20 | 21 22 23 24 |
| 22 23 24 25 26 27 | 28 29 30 31 |

**JUNE**

| M T W TH F | 1 2 3 |
| 1 2 3 | 4 5 6 7 8 |
| 6 7 8 9 10 | 11 12 13 14 15 |
| 14 15 16 17 18 | 19 20 21 22 23 |
| 20 21 22 23 24 | 25 26 27 28 29 |

**ONE-SESSION DAYS**

Nov 2 Election Day
Nov 24 Thanksgiving Recess
Dec 23 Winter Recess
May 27 Memorial Day Recess

**ONE-SESSION STAFF WORKSHOP DAYS**

TBA

**PROJECTED LAST DAY OF SCHOOL**

Projected Last day of school

Approved UCSS Meeting, March 23, 2010
TESTING DATES

12TH GRADE HIGH SCHOOL PROFICIENCY ASSESMENT (H.S.P.A.)
Fall Testing - October 5, 6, and 7, 2010
Spring Testing – March 1, 2, and 3, 2011

11TH GRADE HIGH SCHOOL PROFICIENCY ASSESMENT (H.S.P.A.)
March 1, 2, and 3, 2011

END OF COURSE BIOLOGY TEST
May 17 and 18, 2011

END OF COURSE ALGEBRA 1 & 2
Date to be announced

PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)
For college-bound students
Administered at Union City High School on
Saturday, October 16, 2010
Students must register for the test with their counselor
in the Guidance Office.

SCHOLASTIC APTITUDE TEST (SAT)
College entrance exam for college-bound students
Registration booklets and information available in the Guidance Office

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>Late Registration</th>
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</thead>
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<tr>
<td>Nov. 6, 2010</td>
<td>Oct. 8, 2010</td>
<td>Oct. 22, 2010</td>
</tr>
<tr>
<td>Dec. 4, 2010</td>
<td>Nov. 5, 2010</td>
<td>Nov. 19 2010</td>
</tr>
<tr>
<td>May 7, 2011</td>
<td>April 8, 2011</td>
<td>April 22, 2011</td>
</tr>
<tr>
<td>June 4, 2011</td>
<td>May 6, 2011</td>
<td>May 20, 2011</td>
</tr>
</tbody>
</table>

BACK-TO-SCHOOL NIGHT
September 16, 2010

PARENTS’ NIGHTS
December 2, 2010
FINANCIAL AID WORKSHOP
For graduating seniors and their parents, to provide information concerning financial assistance for post-secondary education. Date to be announced

AWARDS DINNERS, (SCHOLARSHIP, ATHLETIC)
For students who have achieved excellence in academics and athletics. Dates to be announced.

GRADUATION
-Scheduled for the last day of the school year

DAILY HIGH SCHOOL TIME SCHEDULE
Period 1 ............................................................8:00 A.M.-8:47 AM
Period 2 ...........................................................8:50 A.M.-9:31 AM
Period 3 ...........................................................9:34 A.M.-10:15 AM
Period 4 (Lunch) ...............................................10:18 A.M.-10:59 AM
Period 5 (Lunch) ...............................................11:02 A.M.-11:43 AM
Period 6 (Lunch) ...............................................11:46 A.M.-12:27 PM
Period 7 (Lunch) ...............................................12:30 P.M.-1:11 PM
Period 8 ............................................................1:14 P.M.- 1:55 PM
Period 9 ............................................................1:58 P.M.-2:39 PM

ONE SESSION SCHEDULE
Period 1 ............................................................8:00 A.M.-8:57 AM
Period 2 ...........................................................9:00 A.M.-9:50 AM
Period 3 ...........................................................9:53 A.M.-10:43 AM
Period 8 ............................................................10:46 A.M.-11:36 AM
Period 9 ............................................................11:39 A.M.-12:29 AM

Flag Salute and Pledge of Allegiance must take place each day during Homeroom Period.
GRADUATION AND PROMOTION REQUIREMENTS

Minimum requirements for graduation include both state and local standards as follows:

- Students must pass the New Jersey High School Proficiency Assessment in Reading, Writing, and Mathematics in order to receive a high school diploma. The test will be given in the 11th grade.
- Students must meet the attendance standards established by the Union City Board of Education.
- Students must meet the minimum proficiencies established for each course.
- Students must complete certain required courses plus enough electives to total 110 graduation credits (1 credit is granted for each class period a course meets in one week). Members of the class of 2013 will have to complete 120 credits.

The required courses are:
- 4 years of Communications (English/ESL)
- 3 years of Mathematics
- 2 years of United States History and 1 year of World History and Cultures
- 3 years of Science
- 1 year of Physical Education, Health and Safety for each year enrolled
- 1 year of Visual and Performing Arts.
- 2 years of World Languages or Student Demonstration of Proficiency
- 1 year 21st Century Career-Technical Education
- Class of 2013: 2.5 credits in Finance/Economics Technological Literacy, consistent with CCCS, integrated throughout the curriculum

Students who do not pass the HSPA in the eleventh grade are given the opportunity in the twelfth grade to take the test again. Students who have not passed all portions of the HSPA by the 12th grade, may be certified for graduation through the Alternative High School Assessment (AHSA). Their skills proficiencies must undergo a comprehensive evaluation. They must be certified as satisfactory by Local and County Superintendents of School as well as the State Department of Education.
PROMOTION TO THE NEXT GRADE

* Grade 9 - Eighth grade graduation
* Grade 10 - For members of class of 2013, see below
* Grade 11 - Minimum of 50 credits
* Grade 12 - Minimum of 80 credits

For high school graduation - Minimum of 110 credits, including all other graduation requirements. Graduation credits may be earned in all high school courses taken at approved summer schools if approval is given first by the high school administration.

Members of the class of 2013 will have to complete 120 credits and promotion to the next grade will be as follows:

- Grade 10 - Minimum of 30 credits
- Grade 11 - Minimum of 60 credits
- Grade 12 - Minimum of 90 credits

CRITERIA FOR GRADE LEVEL

To be assigned to a SOPHOMORE HOMEROOM, the student must have accrued 30 credits or more. This includes the successful completion of 1 year of English and 9G Physical Education and Health.

To be assigned to a JUNIOR HOMEROOM, the student must have accrued 50 credits or more. This includes the successful completion of 2 years of English, 1 year of the 3 year History requirement, 1 year of the 3 year Math requirement and 10G Physical Education and Health/Driver Education.

To be assigned to a SENIOR HOMEROOM, the student must have accrued 80 credits or more and be capable of meeting State and Board of Education requirements for a secondary diploma within the school year. This includes the successful completion of 3 years of English, 2 years of the 3 year History requirement, 2 years of the 3 year Math requirement, 2 years of the 2 year Science requirement and 11G Physical Education and Health.
GRADING

It is the school’s wish that every pupil receive in each subject the highest grade of which he or she is capable. Students who feel they are not achieving up to their potential should seek help from parents, counselors and teachers. The following grading system and related information is in use:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>0-64</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn Passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn Failing</td>
</tr>
<tr>
<td>M</td>
<td>Medical Excuse</td>
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<tr>
<td>A</td>
<td>Audit -</td>
</tr>
<tr>
<td>AF</td>
<td>Attendance Failure</td>
</tr>
</tbody>
</table>

HIGH HONORS: “A” in all subjects
HONORS: “A” in at least two subjects
“B” in remaining subjects

REGULATIONS FOR SELECTION FOR LOCAL CHAPTER OF THE NATIONAL HONOR SOCIETY MEMBERSHIP

1. Candidates must have attended Emerson or Union Hill for at least one semester.
2. Membership shall be limited to seniors and juniors.
3. To fulfill the scholastic requirement, a cumulative average of 87 must be maintained.
4. Students who are eligible scholastically shall be notified and told that for further consideration for selection they MUST submit a Student Activity Information Form.
5. Selection shall be based upon four criteria: Scholarship, Leadership, Service and Character.

NOTE: Membership for other national societies is also available for qualified candidates. Please contact the respective advisor for further information.
COMPUTATION OF CLASS RANK

Rank is calculated at the end of the junior year and senior mid-year. Students must be in attendance in district high schools for at least two years by the end of junior year in order to be officially ranked.

Class rank includes grades from subjects taken at and within the walls of the district’s high school. While students may be granted high school credit toward graduation for courses taken at colleges and other institutions of higher learning, grades for such courses will not be calculated into class rank. Additionally, the courses Math HSPA Skills 1, 2, and 3, English for Today 1, 2, 3, and 4, and Community Service will not be calculated into class rank.

Counselors will use the grade point averages for students who have less than two years in attendance at district high schools to provide an equated rank if requested to do so for college admissions purposes only.

Rank in class is based upon the weighted point average (GPA) earned by a student.

All courses considered “honors” courses will receive the weighted quality of 1.0 as indicated below. Advanced Placement courses will receive a weighted quality of 1.5.

The following courses will be considered honors courses:

**English:** All courses entitled “Honors”

**Mathematics:** All courses entitled “Honors.”

**Science:** All courses entitled “Honors” plus Microbiology/Genetics, Human Anatomy & Physiology

**Social Studies:** All courses entitled “Honors”

**World Language:** Spanish as a Native Language 3 and 4

Students who have been classified within the Special Services Department are not ranked, since earning a high school diploma depends on successfully completing their Individual Education Program (IEP.)

Bilingual students who do not have official high school records are given a rank equal to that which they would have earned had they been in high school for four years if requested to do so for college admissions purposes only.

Physical Education and Health Education grades are combined and the average of the two is included in computing class rank.

Summer school grades from an accredited summer school are included in computing class rank.

Failing grades are also included in computing class rank.

“Dropped” courses shall have no effect on GPA/class rank, if dropped during the school-sanctioned “Add-Drop” time period. Courses “dropped” after that time period shall fall into the “Withdraw Passing” or “Withdraw Failing” categories described below.
“Withdraw Passing” in which a student has a passing grade at the time of the withdrawal from the course, will have no effect on GPA/class rank. The course will appear on the final transcript as WP.

“Withdraw Failing”, in which a student has a failing grade at the time of withdrawal from the course, will have an effect on GPA/class rank. If the student substitutes a related course (e.g. one math class for another), the failing grade will carry over to the new course, will be averaged into the grade for the new course, and will be calculated into the GPA for class rank. If the student merely drops the failing course, the failing grade will be calculated into the GPA for class rank.

In the event of a tie for class rank, preference will be given to the student who has earned the greater number of credits in the Union City School System.

The following chart indicates quality point values awarded to final marks:

<table>
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<tr>
<th>Range of Final Marks</th>
<th>Quality Points</th>
<th>Honors Weighted Quality Points</th>
<th>Adv. Place. Weighted Quality Points</th>
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</tbody>
</table>
HOMEWORK

Homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the student’s knowledge. The term homework encompasses a wide variety of assignments that may include studying, reading, writing, solving math problems, preparing reports, or working on projects. Homework may be short-term (for example, to be done for the next day of school) or long-term (for example, to be done over a period of several days or weeks.) Although the number and length of assignments will vary on a daily basis, students can expect to be assigned homework from three to five times per week per course.

MAKEUP WORK

Students absent for any reason must make up assignments, classwork and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed. Students being excused for any reason must make arrangements with the teacher of the missed class in order to make up the work missed. This should be done before the absence from the class.

PORTFOLIO ASSESSMENT

A portfolio is a meaningful collection of student work that exhibits the student’s growth and progress in one or more areas. The Union City Board of Education has adopted a portfolio assessment policy as a means of enabling the student to take a more active role in the learning process. The student, in collaboration with the classroom teacher, decides which portfolio work (products, reports, essays, audio-visual projects) best illustrate his or her academic and creative growth within the marking period. The portfolio evaluation contributes to the student’s grade; traditional evaluation methods (tests, quizzes, homework, final examination) are also used. The implementation of portfolios within each class subject is determined by the individual department chairperson or supervisor and the classroom teacher. Students are responsible for the physical management of their portfolios, especially during scheduled conferences with teachers. A year-end evaluation of portfolio work is conducted as part of the final grading process.

SCHEDULE CHANGES

Once a student has selected a class, it is assumed that he/she will remain in that class for the entire year.

On the rare occasions that it may become necessary for a student to drop a class, it must be done as early in the first marking period as possible, and should be replaced by another class whenever possible.

No changes are to be made without the written recommendation.
of the teacher to the counselor, with the approval of the house director. The counselor must obtain the signature of an administrator before the change is finalized. No teacher is to accept a change slip without both a counselor and an administrator’s signature.

In the event of a dropped class after the first marking period, a grade of **WF** must be recorded on the student’s permanent record unless his/her average at the time of the drop is passing in which case the grade is to be recorded as **WP**.

**YOUR HIGH SCHOOL TRANSCRIPT**

The high school transcript of every student contains the following: Identifying information about the student; a list of courses taken, including grades and credit received; the student’s attendance record; a list of individual skills, talents, accomplishments, test scores and records from any previous school attended.

Transcripts are sent only with the approval of the student (18 or over) or of his/her parents (minors).

**POST SECONDARY SCHOOL ADMISSION REQUIREMENTS**

Admission requirements to colleges, technical schools, nursing schools, secretarial schools, computer training schools and other post secondary schools vary greatly. Students - with the aid of their guidance counselors - should familiarize themselves with the specific entrance requirements of their target school.

**GENERAL ADMISSIONS REQUIREMENTS FOR COLLEGE**

- 4 years of English
- 2-4 years of foreign language
- 2-4 years of college prep mathematics
- 2-4 years of social studies
- 2-4 years of science in lab setting

Colleges generally want 16 college units for admission. Although college standards vary, a college unit is generally considered a year’s work in the above listed subjects.

Students entering New Jersey State Colleges must have completed a minimum of 16 units of college preparatory subjects including four units of English, three units of math, one of which must be algebra, two units of social studies, and two units of laboratory science. The five additional units of academic electives shall be selected from courses in the above college preparatory subjects and foreign languages. New Jersey State district graduation requirements must also be met.

Most colleges expect students to take the Scholastic Aptitude Test
and some also require them to take one or more Achievement Tests. Both tests are administered by the Admissions Testing Program of the College Entrance Examination Board. Other colleges require the American College Test (ACT).

Class rank information is required by colleges. This measures and compares the student’s grades with those of others in the graduating class.

Colleges also want to know personal information about student character, ability to get along with others, work habits, motivation and attitudes. Written recommendations from counselors and teachers are requested.

Finally, colleges want to know about:
• extra-curricular and community activities
• attendance record
• health record

A personal interview may be required as well.

ADVANCED PLACEMENT PROGRAM

Several opportunities to obtain advanced placement credit are offered to Union City students. These include Biology, Chemistry, American History, Calculus, English, Spanish Language, and Spanish Literature. Students successfully completing specialized courses have the opportunity to take the advanced placement examinations and apply for college credit.

PERSONALIZED PROGRAMS

Special Services Programs are available for special needs students.

English as a Second Language is available for students who have been identified to be limited in their English proficiency.

Remedial Reading, Writing and Mathematics program provide remediation to those students who are performing below acceptable minimal levels of proficiency in the above areas.

Vocational Education is provided at the Hudson County Vocational Technical School in North Bergen and Jersey City Centers. This is a shared time program in which students take a particular vocational course but receive their required-for-graduation courses at their home school.

BREAKFAST / LUNCH PROGRAM

Free/Reduced Breakfast/Lunch is available to those students whose family incomes meet established guidelines. All students are required to return the lunch applications by September 15th. All students will stay in school during lunch periods.
EXTENDED DAY

The Extended Day Program provides remedial and enrichment activities from 3:00 PM to 4:00 PM Monday through Thursday.

ACCREDITATION

Union City High School are accredited by the State Department of Education, which means they meet the state standards for curriculum, staff, services, and facilities. This accreditation is reviewed at five-year intervals. The high school is also accredited by the Middle States Association of Colleges and Secondary Schools. This association evaluates the schools every ten years.

SCHOLARSHIP FUNDS

The purpose of the High School Scholarship Fund is to encourage students to continue their education after graduation from high school. The awards are based on academic achievement, character, and service to the school. It is the student’s responsibility to obtain, complete and return scholarship applications to the guidance office prior to the announced deadline.

SCHOOL LEADERSHIP COUNCIL

The School Management Team, which consists of administrators, teachers, parents and students, is the means by which the school community is empowered to make decisions to improve learning, impact on the learning environment, and provide better services and programs for all its students. The team meets regularly to analyze data about the school and community, to set goals for each school year, and to monitor the accomplishment of those goals.

PARENT ORGANIZATION

Any organization consisting of parents/guardians, school staff and friends of the school shall be a board-approved voluntary organization. It may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs.

Such organizations shall have as their objectives the promotion of pupil welfare: the development of close relationships between the home and the school, and the development between educators and the public of such united efforts as will secure for every pupil in the schools the best kind of educational program possible.
STUDENT CODE OF CONDUCT

The fundamental goal of the high school is to develop healthy, educated and socially well-adjusted individuals. The School District Code of Conduct is a means to help students to develop the understanding, attitudes, ideals and habits of conduct which lead to a productive life. Self-discipline is one of the most important habits a student must develop.

When a student breaks a school rule and violates the right of other students to learn, he or she will be disciplined. Disciplinary actions are meant to be a positive, not punitive form of correction.

Expectations of Student Behavior
Parents have the right to know the kind of behavior and attitudes the school expects of their children. The Union City Board of Education has established the following expectation for positive student behavior. All Union City students are expected:

• To Demonstrate Respect for People and Property
  • Respect the property of others.
  • Settle differences peacefully and respect the rights of their peers.
  • Display good sportsmanship and proper behavior at school-related functions.
  • Take pride in their school by keeping their school building and grounds clean and neat.

• To Take Responsibility for Their Own Behavior and Learning
  • Recognize that academic development is the primary purpose for school.
  • Complete all homework, class work, and other assignments.
  • Accept constructive criticism and suggestions for improvement when necessary and appropriate.
  • Accept the consequences of their actions.

• To Prepare Themselves Mentally and Physically for Learning
  • Be nourished, rested, clean and properly dressed and groomed.
  • Be free from alcohol and all other drugs.
  • Come to school prepared to learn.
· **To Use Time and Other Resources Responsibly**

  · Attend school regularly and punctually.
  · Use study period and library time for schoolwork.
  · Use equipment appropriately.
  · Treat books and materials respectfully.

· **To Meet the Requirements of Each Class**

  · Participate actively in class work.
  · Follow rules and procedures prescribed by teachers and admin-istrators.
  · Be prepared for class by bringing pencils or pens, textbooks, clothing and other materials necessary for participation.
  · Observe rules for safe handling of equipment and materials.

· **To Share Responsibilities When Working as Members of a Group**

  · Cooperatively share and contribute to the work of the group.
  · Listen to the points of view of others.
  · Accept and assume leadership roles when appropriate.

· **To Communicate with Parents and School Personnel about School Matters**

  · Discuss their academic learning and school progress with their parents and school personnel.
  · Transmit information to their parents and return responses to school personnel when asked to do so.
  · Know the appropriate people to involve when a problem occurs.
  · Know the goals of their school and grade and establish their individual goals accordingly.

These expectations are a guide not only for students, but also for par-ents, teachers and administrators. The entire school/community must support the development of Union City students’ academic capabilities and social behavior.
Discipline Procedures

The Administration reserves the right to take disciplinary action in the form of loss of privileges, detention, in-school suspension (ISS), out-of-school suspension (OSS), or expulsion. for any acts deemed as inappropriate student behavior.

**Loss of Privileges:** A student may not be allowed to attend field trips or participate in extra-curricular activities.

**Detention:** A period where a student is detained, either before, after school and/or during the lunch period for student to reflect on their unbecoming behavior.

**In-School Suspension:** A student is detained in a room away from their normal school environment for disciplinary purposes.

**Out-of-school Suspension:** Excluding students from school for any serious/repeated inappropriate activities.

**Community Service:** This program provides students with a meaningful community service experience.
Below is a list of serious violations of New Jersey Administrative Code and Union City Board of Education policies that will result in the following actions:

- Assaulting Staff
- Bomb Threat or Similar Terrorist Call
- Bullying, Intimidation or Harassment
- Bus Misconduct
- Discriminatory Comments
- Fighting
- Gambling
- Indecent Exposure
- Leaving School Grounds without Authorization
- Multiple Referrals
- Participation in Gang/Group Unlawful Activity
- Possession of a Dangerous Object
- Possession of a Weapon
- Possession of Alcohol or Other Substances
- Possession of Drug Paraphernalia
- Possession of Pornographic Material
- Presence in an Unauthorized Area
- Profanity Directed at a Student or Staff in School
- Pulling Fire Alarm
- Serious Class Misconduct
- Setting a Fire
- Sexual Harassment
- Smoking on School Grounds
- Tampering with School Equipment
- Theft/Extortion, Fraud, Forgery
- Truancy
- Unauthorized Demonstration
- Under the Influence of a Controlled Substance
- Unethical Conduct: Cheating, Plagiarism
- Use of Steroids
- Vandalism to School Property
- Verbal Confrontation With Staff
- Willfull Unsafe Conduct: Pushing, Tripping, etc
These infractions can result in the following actions:

Confiscation of Material
Conflict Resolution
Community Service
Court Appearance
Detention
Expulsion
In-School Suspension
Out- of School Suspension
Peer Mediation
Parent Notification/Conference
Police Notification
Principal Hearing
Referral to SSTF
Referral to Superintendent
Retribution
A. ATTENDANCE

Attendance on a regular basis is a necessity for the successful completion of each course offered at the high schools. In order to receive credit for a course, a student must attend class regularly. Students are responsible to make up all work missed for any reason within a reasonable period of time.

B. ABSENCE FROM SCHOOL

1. If an absence from school is necessary, parents are requested to contact the school by phone between 7:45 A.M. and 9:30 A.M. (UCHS: 201-330-8170 / José Martí Freshman Academy: 201-348-5400) After 3 consecutive days of absence students must present a physician’s note upon return to school.
2. A parental note or a physician’s note is due on the first day that a student returns to school.
3. When a student gets sick during the day, he/she has to be picked up by a parent or legal guardian. The parent must sign him/her out at the main office. Any class periods missed as a result of that, will count towards the attendance policy.

All absences require either a parental note or a physician’s note, due on the first day that a student returns to school.

C. SPECIFIC POLICIES FOR ABSENCE FROM CLASS/SCHOOL

1. The student will fail the course for the year on the 18th absence and fail the marking period on the 8th absence. A cut is considered an absence.
2. The above numbers include Full-Day absences from school, lateness to school that causes a student to miss more than 1/2 of the class, cutting of class, and leaving school early.
3. Students who are absent or dismissed early from school may not participate in, attend, or be involved in any extra-curricular program or after-school activity without prior administrative approval.
   • Vacations or family travel while school is in session will be counted toward the attendance policy.
   * Once a marking period ends, there will be no adjustments made to a student’s attendance.

All absences count towards the attendance record with the following exceptions:

1. Illness requiring hospitalization: days are not charged to absence allotment.
2. Absences verified by a doctor’s note at the time of the return to school:
   a. Absences of 1-3 consecutive days: the first day is charged against the attendance allotment.
   b. Absences over 3 days, but short of home instruction: the first two days will be charged against the attendance allotment.

3. **Required college visitations, which are verified and approved in advance by the Administration, up to four days.**
4. School sponsored activities and field trips.
5. Required Court appearance (documentation to be provided upon return to school).
6. Death in the immediate family (parents, grandparents, siblings). In such cases up to 3 days will not be charged against the absence allotment.
7. Religious Holidays as published annually by the State Board of Education will not be charged against the absence allotment.
8. A chronic medical condition requires that the student bring a cover letter each year from his/her doctor attesting to this illness. The note must contain an indication that a “Chronic Medical Condition” exists and an indication that the chronic condition will cause the student to be absent and/or late more than normal during the school year. Whenever the student is absent because of this chronic illness, a phone call is required from the parent.

**Consequences of unexcused absences:**

1-4 unexcused absences - Detention. Telephone message will be sent home.
5-9 Parental conference. Parent may be asked to sign in before school begins.
10 Student will be given a summons to court.

**D. RETURNING TO SCHOOL**

1. Upon returning to school from an absence the student must present a written parental notification or relevant documentation to his/her homeroom teacher.
2. All doctor’s notes must be submitted to the nurse immediately upon return to school.
3. Any student returning to school following the absence of three or more days must be seen by the school nurse before admittance to class.

**E. TRUANCY**

New Jersey State law holds parents responsible if their children are found to be truant or repeatedly absent from school. Parents can
be requested to bring their children to school and sign them in before school. Truancy has serious consequences for both children and parents: children can be arrested for habitual truancy and parents can be prosecuted as disorderly persons and fined.

After five unexcused absences by students under 16 years of age, state law requires notification of the parents. If the unexcused absences continue, parents will be required to appear in court and be subject to fines. (NJSA 18A:38-27 to 29)

This action can result in any of the forementioned consequences deemed appropriate by the administration.

**F. LATENESS**

Arriving late disrupts the class and interferes with learning. Punctuality is expected. A student is late when the late bell rings.

1. Homeroom: Students arriving after 8:00 am must sign in at the attendance office or designated area. Habitual offenders will be required to comply with sign-in procedures. These procedures may include mandatory sign ins by 7:45 am.

2. Classroom: The teacher will be responsible for the discipline of the student. Note: one point will be deducted from the final marking period average for each class late. No late passes will be given.

3. Students arriving 20 minutes late will not be marked present for that class.

**Consequences of infractions:**

1-4 unexcused lates - Detention. Telephone message will be sent home.

5-9 Parental conference. Parent may be asked to sign in before school begins.

10 Student will be given a summons to court.

**G. CUTTING OF CLASSES**

“Cutting class” is defined as the student’s absence from class on a day when he/she is present in school and is not otherwise officially excused from attending class by the administration. Because presence in the classroom is essential for true learning to take place, the penalties for cutting are severe. Cuts counts towards the attendance policy. Each cut will result in 10 points being deducted from the marking period average.

“Cutting class” may result in the following action such as detention, parental notification, LOP, Court appearance, and OSS.

**PLEASE NOTE:** Excessive lates, absences or cuts may require a court appearance and/or community service.
H. FIELD TRIP ELIGIBILITY
1. Any student who is participating in a school field trip must have a permission slip completed with the necessary information including a parental/guardian signature. This must be returned to the faculty advisor prior to the trip.
2. Any student with discipline or academic issues may lose trip privileges.
3. Any student attending a field trip must have permission of all of his/her teachers. The student may attend the trip if the permission form is signed by all his/her teachers.

I. DETENTION
Detention may be assigned for the following:
1. Violation of any Board of Education and/or school policies
2. Failure to attend detention may result in additional detention being assigned, loss of privileges, suspension and/or community service.

Detention may take place before/after school, or on Saturdays.

J. SUSPENSION
1. Students will be assigned detention and suspension by the school administrators for a specific amount of time depending on the circumstances for excessive lates, excessive cutting of classes or study hall, unacceptable school behavior, unacceptable classroom behavior and fighting, to give some examples. School administrators will assign detention or suspension at their discretion. Specific numbers could be required for each offense.
2. Students will be required to report to the suspension room at the beginning of the normal day and remain there until the conclusion of the school day. Teachers will be notified of the suspension and be required to provide assignments for the students.
3. Students who are suspended from school will not be allowed to participate in any school-related activity. This restriction applies to athletics, dances, proms, music programs, to name a few. The only exception will be the taking of examinations.

Students who are suspended will not be permitted to represent the school in extra-curricular activities during their period of suspension. Students who are suspended from school may not enter the building for any reason except to attend “In-School” Suspension.
K. CAFETERIA POLICY
   The Cafeteria is open for breakfast and lunch. The hours are from 7:00 A.M. to 7:50 A.M. and during periods 4, 5, 6, and 7. The following procedures must be followed:
   1. All students are required to stay in school for lunch.
   2. Students must eat breakfast and lunch at the assigned cafeteria.
   3. All students must follow entrance and exit procedures established by their Administration.
   4. Students must clean their table area prior to leaving.

L. MEDIA CENTER POLICY
   1. Students may report to the library during any study period with teacher permission and a pass.
   2. Students must enter the library at the beginning of the period and remain for the entire period.
   3. Any student leaving the library prior to the end of the period for any reason should have a pass.
   4. There is to be no eating or selling of food of any kind in the library.
   5. All persons are expected to return books at the proper time.
   6. Excessive overdues will result in the suspension of borrowing privileges.
   7. Persons losing books will be charged current full price for the books. Repeated loss of books will result in loss of all privileges.

M. STUDY HALL POLICY
   1. Students may be assigned to Study Hall.
   2. Attendance will be taken.
   3. Cutting study hall will result in disciplinary action such as detention and/or in-school suspension.

N. TEXTBOOK, DESK, & LOCKER POLICY
   1. Students are expected to care for texts and desks in a reasonable manner. Students who abuse these will be fined. Students must pay for lost books.
   2. All lockers are property of the school and, as such, the school reserves the right to open, inspect or restrict the use of lockers at any-time.
   3. Lockers are not to be shared nor should you give your combination or key to anyone. This is for security and safety.
   4. Lockers are provided as a service to our students. The school cannot be responsible for any loss of the contents of the student’s locker.
O. STUDENT UNIFORM POLICY
Mandatory School Uniform Policy requires:

**Boys:**
- Uniform shirt with district emblem
  - Khaki or navy blue pants
  - Dark blue fleece with district emblem
  - Khaki long walking shorts for the warm weather
  - Optional: Dark Blue sweatshirt with district emblem

**Girls:**
- Uniform shirt with district emblem
- Khaki or navy blue pants
- Dark blue fleece with district emblem
- Khaki long walking shorts for the warm weather
- Long Khaki skirt for religious observance
- Optional: Dark Blue sweatshirt with district emblem

The following rules must be followed:

1. Students in violation of the uniform policy would be required to gain administrative clearance to attend classes. Clearance involves wearing a school issued badge. This aids in maintaining school security and safety. Any attempts to circumvent the uniform policy will be considered a violation of the policy. Violators will receive the following non-compliance actions:
   - Parental notification via BBC
   - Detention
   - Parental Conference
   - Loss of privileges
   - In School Suspension / Community Service
   - Out of School Suspension

2. Hats or head gear (except for religious purposes) may not be worn in school. Hats or head gear must be in student lockers.
3. Physical Education students must wear the school physical education uniform.
4. Articles that are obscene, vulgar or representative of illegal activities may not be worn in school.

Please note: Clearance will not be issued for the following reasons:
- a. Sweat pants, pajama pants and/or lounge wear may not
be worn to school.
   b. Long walking shorts must not exceed 1 inch above the knee. (Athletic shorts are not acceptable.)
   c. Halter tops, strapless tops, tube top type shirts or blouses, skirts, shirts or blouses that expose the midriff may not be worn to school. If the student was to raise his/her hands over his/her head, the navel should not show.
   The administration reserves the right to refuse to allow any other clothing it considers inappropriate for school to be worn.
   d. Shorts of any style or color not coinciding with the Summer dress code.

These guidelines should be followed:
   1. Neatness and cleanliness in grooming
   2. Modesty
   3. Avoidance of extremes
   4. Avoidance of disruptive or distracting wearing apparel
   5. Avoidance of clothing constituting a health hazard

   Students on field trips are to adhere to the dress code!!

P. UNIFORM VIOLATION PROCEDURE

Students who are not wearing school issued uniforms will be stopped at the main entrance and will not be permitted into the building until they are processed into the system. Those students who are not wearing uniforms will be brought to a central location. At this point they will be entered into Power School under dress code violation, given a sticker indicating that a uniform has not been worn, and then will be marked late to school.

Any student who arrives to school and is not wearing a uniform will report to the main security desk. They will be marked late, and will be entered under dress code violation. Each student who is late will be given a pass to class indicating they were processed into the system.

Uniform infractions
   1-4 Detention (Telephone message will be sent to home)
   5-9 Detention (Student will not be permitted into class until a parent comes in)
   10 or more: At this point the student who has not worn a uniform 10 or more times will already have been marked late to school, therefore he/she will be given a summons to court.
Q. ELECTRONIC DEVICES
   1. Radios, IPods, CD players, MP3 players are not permitted in school.
   2. Cellular phones are prohibited on school property unless an individual is given written permission by the Board of Education, the chief school administrator or the school principal.
   3. Devices may be confiscated and returned to parent.
   4. The BOE will NOT accept responsibility for lost or stolen devices.

R. STUDENT IDENTIFICATION
   1. I.D. cards must be worn/carried by students at all times during the school day and at extra-curricular activities.
   2. Students who lose their I.D. card must have them replaced immediately at a cost of $5.00.

S. INTERSCHOLASTIC ATHLETICS
   1. The athletic program is open to all students regardless of race, creed, color, religion, sex, social or economic status.
   2. Students must be medically cleared via an athletic physical prior to the start of their respective sport.
   3. Students involved in interscholastic competition represent Union City High School. Their conduct on and off the field must be worthy of this privilege as representatives of our school. Unsportsmanlike behavior and/or other violations of the Code of Conduct will not be tolerated and may result in suspension or removal from the team.

Student Academic Eligibility
   1. ALL first–year students are academically eligible for athletic participation during the fall or first semester, September 1 – January 31, however for first–year students to be academically eligible during the spring or second semester, February 1 – June 30, each participant must be passing at least thirty [30.0] credits as required by the State of New Jersey for graduation.
   2. For all other students to be academically eligible for athletic participation during the fall or first semester, September 1 – January 31, in the second year, and beyond, of attendance in the secondary school each participant must have completed, passed thirty [30] credits required by the State of New Jersey in the prior September – August calendar year. For all other students to be academically eligible for athletic participation during the spring or second semester, February 1 – June 30, each participant must be passing at least thirty [30.0] credits as required by the State of New Jersey for graduation.
3. A student becomes ineligible for high school athletics if he/she has completed eight semesters of eligibility in high school, OR attains the age of nineteen years old prior to September 1.

T. NONDISCRIMINATION/AFFIRMATIVE ACTION

The secondary schools continue to support the district’s Affirmative Action policy and to implement the district’s equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

U. HARASSMENT & SEXUAL HARASSMENT POLICY

It is the Union City Board of Education’s policy to maintain an instructional and working environment free from all forms of sexual harassment for any employee or student. Sexual harassment in any manner or form is expressly prohibited and will not be tolerated. The Board of Education is committed to vigorously enforcing this policy.

The Board does not condone and will not permit sexual harassment of any employee or student. A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, which could include discharge. A substantiated charge against a student in the school district shall subject that student to student discipline which could include suspension or expulsion.

V. SEARCHES AND SEIZURES

School officials are specifically charged with maintaining order, safety and discipline. In order to carry out this responsibility, and to create a safe and harmonious environment that is conducive to learning, designated school officials have the authority to conduct reasonable searches and seizures.

1. Searches of student locker, desk, or other storage facility: Lockers, desks, and other storage facilities belong to the school district and are assigned for the convenience of the pupils. They shall not be used for the storage of illegal or dangerous items, items prohibited by the Board of Education, or evidence of an illegal act or violation of a school rule. The principal or other official designated by the Board of Education may inspect lockers or other storage facilities. The Board of Education must inform students in writing at the beginning of the school year that both announced and unannounced inspections may occur. The principal or other official designated by the Board of Education may conduct a reasonable search when there is reasonable suspicion to believe that illegal or dangerous items or items that are evidence of a violation of the law or a school rule are contained therein.
The student will be given the opportunity to be present when a specific search of personal possessions is conducted, provided that the student is in attendance and there is no reason to believe that his/her presence would endanger his/her safety or the safety of others.

2. Search of a student’s person and/or possessions:
Designated school officials may conduct a reasonable search of a student’s person and possessions if there are reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order. Designated school officials shall use discretion before deciding to conduct a physical search. If the decision is made to conduct a physical search, the principal shall attempt to notify the student’s parent(s)/guardian(s) and request their presence. Designated school officials shall not conduct an excessively intrusive search in light of the age and sex of the student and the nature of the infraction, and under no circumstances shall designated school officials conduct or sanction a strip search. A physical search shall be conducted in the privacy of a school office, except in an emergency where delay might endanger the welfare of other students or school personnel. Moreover, a physical search shall be conducted by designated school officials of the same sex as the student, and in the presence of at least two school personnel of the student’s sex.

3. Weapons and Dangerous Instrumentalities
Students are prohibited from bringing, or being in possession of, a weapon or dangerous intrumentality on school property, school buses, or to school-sponsored activities. Any student in violation of this policy shall be reported immediately to the school principal, for referral to the superintendent and the police. The possession of any weapon by a student shall result in disciplinary action and may result in suspension, expulsion, and/or transfer to an alternative education program. Any students finding or discovering a weapon shall immediately report such a find or discovery to the nearest school personnel. The student shall not touch, possess, confiscate or destroy any weapon found or discovered.

X. SUBSTANCE AWARENESS
The Union City Board of Education recognizes the need to provide students with an environment that is safe and protected. The prevention of drug and alcohol abuse by our students will be addressed through an educational program and support staff.

If a student is suspected of being under the influence of alcoholic beverages or intoxicating drugs, New Jersey State Law requires that the matter be reported immediately to school principal, who is required to immediately notify the student’s parents and refer the student to the appropriate hospital or agency as described in Board Policy 5131.6
Any written report by an examining physician on the student’s condition must be furnished to the student’s parents, the school nurse and to the S.A.S.A Program office as soon as possible.

Students found to be in possession of drug paraphernalia, alcohol or other substances, or under the influence of alcohol or drugs will be required to submit to an immediate and mandatory drug test for possible treatment. Materials will be confiscated and turned over to the police. Refusal to comply with testing will result in immediate out of school suspension pending an educational alternative.

ACCEPTABLE USE OF THE INTERNET

1. Purpose
To support its commitment to providing avenues of access to the universe of information available, the district’s system of electronic communication shall include access to the Internet for students and staff from within the district or as permitted via remote access.

2. Limitation of Liability
The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system. Access to the Internet is exclusively for educational purposes.

3. District Rights and Responsibilities
The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.
The Board designates the Administrator/Supervisor of Technology and Information Systems as the administrator of the district system. He shall recommend to the Chief School Administrator and Board Secretary qualified staff persons to operate and maintain the system. The Senior Network Administrator shall maintain technical operations within the guidelines of this policy and any regulations developed to ensure implementation of this policy.
Each principal shall coordinate the district system in his/her building, ensuring that teachers receive proper training in the use of the system;
ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level. The principal is responsible for ensuring compliance at the school level of all technology related policies and procedures.

4. Access to the System
This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

All students and employees of the Board shall have access to the internet through the district’s networked or stand alone computers, and with permission, via remote access. Parents/Guardians shall be informed of this policy by newspaper advertisements, school board notes, at “Open House” nights and copies made available upon request and publicly displayed on the district web site.

To deny a child access to the district’s internet/network, parents/guardians must notify the building principal in writing.

To comply with the Children’s Online Privacy Protection Act (COPPA), the Union City Board of Education does not allow children under the age of thirteen to release personal information to web site operators nor does the Board of Education allow teachers to give such consent to release information on the parent’s behalf.

If this release of information is deemed to have educational value by the teacher/administrator, written permission must first be obtained from the parent/guardian via the Union City COPPA form available from the Office of Technology.

5. Filtering Policies
The board shall ensure the acquisition and installation of blocking/filtering software to deny student/staff access to certain areas of the Internet to comply with all federal/state filtering requirements such as the Children’s Internet Protection Act (CIPA) and Neighborhood Children’s Internet Protection Act (NCIPA) and to address concerns of the community and school administration. Due to the ever evolving Internet base of information, this blocking cannot guarantee that students may not access material that may not conform to Union City’s curricular educational standards nor conform to regulations such as CIPA/NCIPA. Teacher/staff supervision of student’s use of the Internet and online services while students are in school is required and expected.
6. E-mail (accounts issued under union-city.k12.nj.us):
Classroom E-mail Accounts
Students in grades K-8 shall be granted internet based e-mail access through classroom accounts only. Students in grades 9-12 may also be issued e-mail access through classroom accounts. Parents/guardians shall be notified that a class is using a classroom account for e-mail.
**To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.** Classroom accounts are to be administered by the classroom teacher.

7. Individual E-mail Accounts for Students
Students in grades 9-12 may be granted individual e-mail accounts and dial-up access to the system at the request of teachers and with the consent of parents/guardians. Students in grades K-8 may be granted remote access at the request of teachers and with the consent of parents/guardians. **An agreement shall be required for an individual e-mail account and/or remote access to the school systems network and must be signed by the student and his/her parent/guardian.**

Students in grades K-12 may be granted intranet based e-mail accounts as part of special projects. **Such intranet based accounts will not allow communication via e-mail over the internet and do not require an agreement.**

8. Individual E-mail Accounts for District Employees
District employees shall be provided with an individual e-mail account. VPN access to the district system may be requested. Use of the provided e-mail account and/or district system access constitutes agreement with this policy.

9. Use of E-mail accounts not issued by the Board of Education (i.e Hotmail):
Access to the internet implies the ability to use Internet-based commercial email accounts. Use of such is done subject to all provisions, practices and regulations of this policy except that agreements are not required due to the fact that the Board of Education is not issuing these accounts.

10. Online Chat Rooms
Student use of chat rooms on the internet/intranet shall be limited to educational use only and under the supervision of qualified staff. The district may filter/block chat rooms that are deemed non-educational related.

11. Supervision of Students
Student use of the Internet shall be supervised by qualified staff while the student is in school.
12. District Web Site
The Board authorizes the establishment and maintenance of a district web site. The purpose of the web site will be to inform the district educational community of district/school programs, policies and practices. Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building Principal/designee shall oversee these web sites. The Administrator/Supervisor of Technology shall publish and disseminate guidelines on acceptable material for these web sites. (6/20/02)

Written permission for web posting of student personally identifiable information shall be obtained from parent/guardians as per State Department of Education approved consent form in order to comply with NJ 18A:36-35.

13. Parental Notification and Responsibility
The Chief School Administrator along with the Administrator/Supervisor of Technology and Information Systems shall advertise and disseminate this policy so that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing. (6/20/02)

Written permission for web posting of student personally identifiable information shall be obtained from parent/guardians as per State Department of Education approved consent form in order to comply with NJ 18A:36-35. This signed agreement shall remain in effect until rescinded in writing by sending a letter to the principal of your child’s school. (as per consent form).

14. Staff Notification and Responsibility
Staff shall be informed of this policy and any resulting regulations that ensure policy implementation by e-mail and postings in all school buildings.

15. Student Safety Practices
Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child’s access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

16. Prohibited Activities
• Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system
(hacking), nor shall they go beyond their authorized access. This includes attempting to log in through another individual’s account or accessing another’s files.

- Users shall not deliberately attempt to disrupt the district’s computer system performance or destroy data by spreading computer viruses, worms, “Trojan Horses,” trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

- Users shall not use the district system to engage in illegal activities.

- Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

- Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another’s ideas/words as one’s own.

- Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

17. Prohibited Language

- Prohibited language applies to public messages, private messages, and material posted on web pages.

- Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

- Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

18. System Security

- Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

- Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

- Users shall not install or download software or other applications without permission of the supervising staff person.

- Users shall follow all district virus protection procedures when installing or downloading approved software.

- Users are subject to online monitoring of their use of the network through methods such as but not limited to:
  - IP address loggings
  - Shadowing of network access by authorized staff
19. **System Limits**  
- Users shall access the system only for educational, professional or career development activities. This includes but is not limited to discussion group mail lists and chat rooms.  
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.  
- Users shall check e-mail frequently and delete messages promptly.

20. **Privacy Rights**  
- Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.  
- Users shall not publish private information about another individual.  
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

21. **Sanctions:**  
Pupil sanction to be detailed in Board Policy and/or established by school administrators. Violators of this policy are subject to denial of network access at a minimum and subject to all state/federal laws and sanctions they may impose.

22. **Implementation**  
The chief school administrator and the Administrator/Supervisor of Technology and Information shall prepare regulations to implement this policy.  
The Administrator/Supervisor of Technology and Information Systems along with the district technology task force shall establish guidelines as needed to clarify policy issues.  
This policy shall be reviewed annually as new technologies emerge.
Legal References:
N.J.S.A. 2A:38A-1 et seq. Computer System
Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
N.J.A.C. 6A:24-1.1 et seq. Urban Education Reform in the Abbott Districts
See particularly:
N.J.A.C. 6A:24-1.4, 2.2, 4.1, 6.1
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
17 U.S.C. 101 United States Copyright Law
47 U.S.C. 254(h) Children’s Internet Protection Act
Summary Version of Acceptable Use Policy 6142.10
This policy is developed to protect both the Union City Board of Education and the staff and students who use the network services provided by the Union City Board Of Education.
The Board of Education shall ensure the acquisition and installation of blocking/filtering software to deny student/staff access to certain areas of the Internet to comply with all federal/state filtering requirements such as the Children’s Internet Protection Act (CIPA) and Neighborhood Children’s Internet Protection Act (NCIPA) and to address concerns of the community and school administration.
Due to the ever evolving Internet base of information, this blocking cannot guarantee that students may not access material that may not conform to Union City’s curricular educational standards. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system. Access to the Internet is exclusively for educational purposes.
Teacher/staff supervision of student’s use of the Internet and online services while students are in school is required and expected.
To deny a child access to the district’s internet/network, parents/guardians must notify the building principal in writing.
All users agree to refrain from illegal activities, hacking, use of profane language, plagiarism, copyright infringement and other activities as stated in the policy.
The entire policy is available for viewing at: http://www.unioncity.k12.nj.us/edinovations/AUP.pdf
It is also available at every public school and may be requested by fax at 201-348-5626 or by email by contacting jsheehy@union-city.k12.nj.us.