

## **PRINCIPAL'S MESSAGE**

Dear UC Student,

As we begin the 2013-2014 school year, I am filled with excitement for all the achievements and successes the students of Union Catholic will no doubt experience. I wish you much success in all your academic pursuits, extracurricular undertakings, and spiritual growth. Most of all, I encourage you to say "yes", with vigor and enthusiasm, to the challenge I give you "to become all you can be." God has blessed you with gifts and talents that make you a very special, unique person. This new school year gives you the opportunity to continue to develop and grow to your fullest God-given potential. This is not an easy task for you since it requires dedication, self-discipline, good study habits, maturity, and a balanced social life bound together with a deep love of God and others. However, be assured that the administrators, teachers and staff of Union Catholic stand ready to assist and support you in this most important endeavor.

This student handbook is a valuable resource to help guide you successfully throughout the school year. It contains important information such as academic requirements for graduation, rules and regulations that you need to know and follow in order to maintain good standing as a member of the UC community, general information to help you organize and manage your school life efficiently, and a school calendar to assist you in planning your use of time effectively.

Please read your handbook and keep it available for ready reference. Knowledge of its contents will help insure that you do have a happy, successful, growth-filled school year. I pray the Lord Jesus and His Mother, Mary, will be with you during this school year and will give you the support and strength you need to become all you can be!

Sincerely yours,

Sister Percylee Hart, RSM  
Principal

## **SCHOOL PRAYER**

### **UNION CATHOLIC REGIONAL HIGH SCHOOL**

LORD, MAKE ME AN INSTRUMENT OF THY PEACE;  
WHERE THERE IS HATRED, LET ME SOW LOVE;  
WHERE THERE IS INJURY, PARDON;  
WHERE THERE IS DOUBT, FAITH;  
WHERE THERE IS DESPAIR, HOPE;  
WHERE THERE IS DARKNESS, LIGHT; AND  
WHERE THERE IS SADNESS, JOY.

DIVINE MASTER;  
GRANT THAT I MAY NOT SO MUCH SEEK  
TO BE CONSOLED AS TO CONSOLE;  
TO BE UNDERSTOOD AS TO UNDERSTAND:  
TO BE LOVED AS TO LOVE;  
FOR IT IS IN GIVING THAT WE RECEIVE;  
IT IS IN PARDONING THAT WE ARE PARDONED;  
AND IT IS IN DYING THAT WE ARE BORN  
TO ETERNAL LIFE.

SAINT FRANCIS OF ASSISI

## **MISSION STATEMENT**

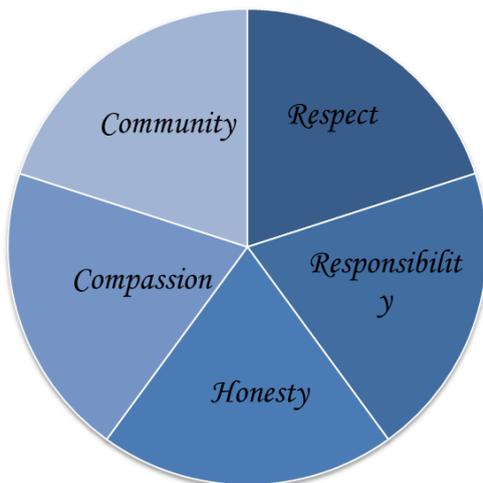
Union Catholic Regional High School strives to prepare students to fulfill their college and career goals by fostering the students' achievement of academic standards of excellence within a value-centered education, strong in its commitment to moral teaching, ethical norms and to the establishment of a community of faith and love in a coeducational, Catholic high school setting.

In the context of a diverse student body, the Union Catholic faculty strives to develop the uniqueness of each student by fostering special talents and by providing a viable program of studies and services that is meaningful to a student's present and future needs.

Union Catholic Regional High School wholeheartedly seeks to *Teach As Jesus Did* and to educate students to live the gospel message.

## **CORE VALUES**

AS STEWARDS OF UNION CATHOLIC'S MISSION TO PROVIDE A QUALITY EDUCATION IN A FAITH-BASED ENVIRONMENT, IT IS VITAL THAT WE, AS MEMBERS OF THE UNION CATHOLIC COMMUNITY, STAY TRUE TO OUR CORE VALUES, WHICH ARE STEEPED IN THE CATHOLIC TRADITION. THESE VALUES ARE THE GUIDING PRINCIPLES FROM WHICH UNION CATHOLIC'S ACTIVITIES, DECISIONS, AND BEHAVIORS FLOW. EACH MEMBER OF UNION CATHOLIC IS COMMITTED TO THE CORE VALUES OF:



## **ADMISSIONS POLICY**

Union Catholic admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. Union Catholic does not discriminate on the basis of race, color, national and ethnic origin in the administrations of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **PURPOSE AND USE OF HANDBOOK**

This Handbook exists to foster the efficient operation of Union Catholic Regional High School. To meet this objective, the School administration is given the flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **GUIDANCE SERVICES**

Guidance counselors provide individual and group counseling to all students in terms of their academic, emotional and social growth and development. Students are encouraged to make use of this service whenever necessary. For the convenience of parents, appointments can be made during the school day from 7:30 A.M. to 2:30 P.M. Call the Guidance Office at 908-889-1613 to arrange an after school appointment.

Director of Guidance

Mrs. Jennifer Dixon

Counselors

Mr. Michael Conte

Dr. Cas Jakubik

Mrs. Joanne Jakubik

## **TUTORING**

Peer tutoring is available during study hall and elective periods, in addition to before and after school. Applications are available in the Guidance Office beginning in October.

## **WORKING PAPERS AND SCHOLARSHIPS**

Working papers can be obtained in the Guidance Office before or after school each day. Scholarship information is posted on Naviance and emailed to students through their Union Catholic email accounts. Applications can be secured from the Guidance Secretary.

## **PARENTAL RIGHTS TO SCHOOL RECORDS**

As a parent, you have a right to view your child's record. In absence of a court order, both the custodial and non-custodial parent will have equal access to the child's record. If a court order is in effect, it is the responsibility of the custodial parent to provide the information to the school.

## **PSYCHOLOGICAL REFERRALS**

The Guidance Department utilizes the services of numerous agencies, psychologists, and psychiatrists to assist parents and students when such support appears necessary. Referrals are made through the director of guidance by the counselor of the individual student or by the schools' administration.

# **ACADEMIC POLICIES AND PROCEDURES**

## **GRADUATION REQUIREMENTS**

To graduate from Union Catholic Regional High School, all students must earn a minimum of 124 credits, which must include:

English	4 years
World History	1 year
U.S. History	2 years
Lab Science	2 years
Mathematics	3 years (including Algebra 2)
World Language	2 years, same language
Physical Education	4 semesters
Religion	Passing Grade each year

Each year a student must accrue a minimum of 29 credits in order to move to the next grade level.

## **GRADING SYSTEM**

Report cards are mailed quarterly. To obtain letter grades for quarter marks and exams, the following numerical equivalents are used:

90 - 100	A
86 - 89	B+
80 - 85	B
76 - 79	C+
70 - 75	C
66 - 69	D
64 and below	F

## **EXAMS**

Exams are administered in January and June for all courses.

### **Exam Exemptions**

Exam exemptions apply only to June exams. In each class the teacher determines whether exam exemptions are permitted. The teachers of different sections of the same course will jointly decide exam exemptions. Teachers may choose to offer NO exemptions. To be exempt, a student must maintain an "A" average throughout the entire course, including marking periods 1,2,3,4 and the January exam. (The receipt of an academic award does not indicate eligibility for exemption; the student must maintain an "A" average throughout the entire course.)

## **ACADEMIC HONESTY**

In accordance with the philosophy and goals of Union Catholic High School it is expected that a student's conduct will be characterized by a sense of honesty and integrity. A student can be academically dishonest in several ways, including, but not limited to:

- Plagiarism—the use of language, ideas, or thoughts of another as if it were ones own.  
“Caution! If you use someone else’s words or ideas without giving proper credit, you are guilty of plagiarism. Plagiarism is a serious offense, and your teacher will view it as such. Be scrupulous about crediting not only direct quotations but also restatements of the original ideas of others. Do not use another person’s phrases or exact sentence structure unless you enclose the material in quotation marks. When in doubt about plagiarism, give credit.” (Kinneavy and Warriner, 472).
- copying another’s answer(s)/ work
- providing questions or answers in examinations, tests, quizzes, take-home tests, research papers, term papers, homework or lab work
- discussing answers during a test
- using any unauthorized material during a test
- attempting to secure copies of a test or examination before the test or exam
- being in possession of a copy of a test or testing material before the test or exam
- resubmission of previously graded work or the submission of the same paper for two courses without the agreement of both teachers
- submission of someone else’s work as if it were one’s own
- impeding the academic progress of other students by such means as removal or misplacement of library materials, theft or damage to equipment, stealing another’s work or tampering with another’s disk files

The penalty for academic dishonesty is an automatic zero for the assignment in question. A report will be made to Dr. Reagan, Assistant Principal. Items may be confiscated and turned in as part of the report to Dr. Reagan. Mrs. Andrews, Assistant Principal, and the guidance department will be forwarded a copy of the report. Subsequent offenses can result in suspension and probation, and could be reason for dismissal from school.

## **DISTINGUISHED SCHOLAR AND HONORS PROGRAMS**

Students are accepted into Union Catholic’s Distinguished Scholar and Honor Programs based on above-average testing results and excellent academic records from the sending school. To remain in these programs, a student must maintain an above-average academic record in each subject area.

## **HONOR ROLL**

At the end of each marking period, a list of FIRST and SECOND HONORS is posted. Eligibility requirements are as follows:

FIRST HONORS - Grade point average of 3.75 (no grade below B)

SECOND HONORS - Grade point average of 3.25 (no Ds and one C or C+).

No student with a grade of "I" should be on the honor roll until the "I" is changed.

## NATIONAL HONOR SOCIETY MEMBERSHIP

Membership in the NHS is based on the following qualifications:

1. Yearly Student Average greater than 7.5
2. Active participation in three (3) or more activities. These activities may include athletic teams, school sponsored clubs, or extracurricular activities. At least two of these activities must be school sponsored.
3. Participation in two (2) service activities within the school building during the school year.
4. Participation in the NHS tutoring program.
5. Violations of the discipline code by any member of the NHS may result in dismissal from the NHS. Any member who is suspended will be removed from the NHS.
6. Any student with a final grade lower than C or more than one C or C+ for a final grade in the previous academic year is not eligible for membership.

## GRADE POINT AVERAGE (GPA)

A student's grade point average for the marking period is determined by assigning the following grade equivalent values:

	A	B+	B	C+	C	D	F
Advanced Placement	4.32	3.78	3.24	2.70	2.16	1.08	0
Accelerated	4.24	3.72	3.18	2.65	2.12	1.06	0
Honors	4.16	3.64	3.12	2.60	2.08	1.04	0
Regular	4.00	3.50	3.00	2.50	2.00	1.00	0
Regular Adapted	3.92	3.43	2.94	2.45	1.96	0.98	0
Basic	3.84	3.36	2.88	2.40	1.92	0.96	0

## STUDENT AVERAGE

The Student Average is used to determine cumulative class rank. A student's average is determined at the end of each year using the following grade equivalent values:

	A	B+	B	C+	C	D	F
Advanced Placement	11	10	9	8	7	5	0
Accelerated	10	9	8	7	6	4	0
Honors	9	8	7	6	5	3	0
Regular	7	6	5	4	3	2	0
Regular Adapted	6	5	4	3.25	2.5	1.5	0
Basic	5	4	3	2.5	2	1	0

## FINAL GRADE AVERAGE

In a *Full Year Course*, any student who fails *BOTH* third and fourth marking period, or fails three marking periods, fails the course for the year. In a *One Semester Course*, any student who fails either *BOTH* marking periods or one marking period *AND* the exam fails the course.

## INCOMPLETE GRADE

A grade of incomplete (I) is given only in those instances when a student has been absent for an extended period of time due to illness. When the student returns to school, the guidance counselor will meet with the student to arrange a schedule for the completion of make-up work. All make-up work must be completed in two weeks. Failure to do so may result in a grade of "F".

## SUMMER SCHOOL

Attendance at summer school is a serious responsibility on the part of parent and child. If a student fails to complete the required number of credits, then he/she must attend summer school and

obtain those credits before beginning the next fall semester at Union Catholic. Students attending summer school must request that grades be forwarded to Union Catholic before the beginning of the school year in September.

## **PROGRESS REPORTS**

Comprehensive Progress Reports that indicate a student's current academic status will be mailed at the midpoint of each marking period. Students having academic difficulty may, at the parent's request, receive additional reports during the second and sixth week of the marking period. Parents are encouraged to respond to these progress reports by calling or emailing teachers and/or guidance counselors.

## **COURSE FAILURE**

Because a student's academic success is the primary goal of Union Catholic High School, the progress of students who are failing courses will be supervised as described below.

- Students who fail two courses or more during a marking period will be closely monitored by their Guidance Counselor. They are ineligible for participation in interscholastic sports and extracurricular activities.
- Students who continue to fail two or more courses at mid-year will be placed on academic probation. Progress will continue to be monitored by their Guidance Counselor.

Students who begin a school year on probationary status must pass all courses in the first semester to remain at Union Catholic.

## **CLASSIFIED STUDENTS**

Students in need of Supplemental Instruction are serviced by the Union County Educational Services Commission. All incoming students who are classified must forward testing and an Individual Education/Service Plan to the Director of Guidance and sign 407 forms in order to establish eligibility for services and accommodations at Union Catholic. In order to receive accommodations and keep eligibility current, 407 forms must be completed each school year. These forms are available in the Guidance Office.

Only students receiving accommodations with current documented disabilities may request testing accommodations on standardized testing. In order to apply for accommodations on the PSAT, SAT, or ACT a student must have a current Individualized Service Plan (ISP) on file at Union Catholic. This ISP must clearly define the disability, the tests used in the diagnosis, and the need for special testing arrangements. This report must affirm the disability meets state guidelines. Students with documented disabilities in need of accommodations on classroom exams must make arrangements for these accommodations with their teacher before the day of a test.

## **TRANSFER STUDENTS**

The transfer deadline for new students entering Union Catholic is the first day of the second semester. New students who enter Union Catholic are placed on probation during which time their class work and conduct are evaluated by their teachers, counselor and disciplinarian. If their performance is less than what is expected, they will be asked to withdraw from Union Catholic.

## **NAVIANCE**

A comprehensive college and career planning solution, Naviance optimizes student success and connects what students do in the classroom to their future life goals. In addition to scholarship searches, students can find colleges and careers based on their strengths, skills, and interests.

For more information on accessing all that Naviance has to offer, visit [unioncatholic.org/guidance/naviance](http://unioncatholic.org/guidance/naviance) or speak with your counselor.

## **NCAA ELIGIBILITY**

Any student athlete who is considering participating in Division I or Division II athletics in college is

responsible for familiarizing themselves with NCAA eligibility requirements each year. Information can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). It is highly recommended that students visit the "Resources" page on the website, print out the "Guide for the College Bound Student Athlete" each year and review the list of NCAA approved courses before registering for classes. It is recommended that this process begin during sophomore year.

## **STUDENT SCHEDULES**

### **COURSE REGISTRATION**

During the second semester of each year, student assemblies are held for each grade level. At these meetings course requirements and course sequences are explained in detail. Parents, teachers and guidance counselors are consulted during the registration process to insure appropriate placement.

Course registrations are held during the third marking period. This allows sufficient time to make decisions regarding courses for the following year. After June 30th, any request for schedule changes must be submitted in writing to the Guidance Department. Requests will be reviewed by the Administration and Guidance.

### **WITHDRAWAL FROM A COURSE**

No course change will be made after the first 7 days of class except at the request of school personnel. A student withdrawing from a course is required to select a new course of study. Students withdrawing from a Semester 1 course or a full year course after October 1st will receive the grade of either Withdrawal-Pass (WP) or Withdrawal-Fail (WF) on their transcript. Students withdrawing from a Semester 2 course after February 15th will receive the grade of either WP or WF on their transcript. No credit will be given for those courses from which a student withdraws.

### **CHANGE IN ADDRESS PROCEDURE**

Notify the Main Office of any change in an address, telephone number, parent work number, or emergency number.

## **CAMPUS MINISTRY SERVICES**

In accord with Union Catholic's commitment to the spiritual growth of the community, the programs and services offered by the campus ministry team develop the students' awareness of their unique relationship with a loving God. As the center of the Christian community, the campus ministry team responds to the spiritual and developmental needs of each member through liturgical and paraliturgical celebrations.

The non-Catholic student is welcome at Union Catholic. The non-Catholic student is made fully aware that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in Religion classes and the spiritual services and programs scheduled for students throughout the school year.

### **SPIRITUAL PROGRAMS**

The following programs are conducted by Campus Ministry during the year:

Opening of School Liturgy	Christmas Liturgy	Faculty Convocation
Recollection Days	Catholic Schools Week	Senior Retreat Weekend
Peer Ministry Program	Graduation Mass	Thanksgiving Liturgy
Ash Wednesday Services	Holy Week Liturgy	

## **HEALTH SERVICES**

Good health is essential to success in academics, school activities and sports. The nurse is available during the school day for any student who becomes ill. Classroom teachers must issue a pass that authorizes the student to leave class and go to the Health Office. If a student is too ill to

remain in school, the nurse will contact the parents and request that they pick up the student. Students will not be sent home without parental permission and students may not drive themselves if they are released for medical reasons.

## **EMERGENCY CARDS**

An emergency card and family health history form are to be completed for each student annually.

## **ACCIDENTS**

All accidents or injuries must be reported to a teacher or coach. School personnel can give emergency care only. Parents are responsible for any additional medical care. School insurance is mandatory for all students.

## **CRUTCHES**

Students requiring the use of crutches must submit a written note from the treating physician to the school nurse before they can enter the building.

## **EXTENDED ILLNESS**

Students returning to school after an accident, prolonged illness (5 days or more), or recovery from a communicable disease must present a doctor's verification of readiness to return to school to the Health Office. Students will not be permitted to return to class unless they report to the nurse.

## **HEALTH PROBLEMS**

Parents should notify the school nurse of any existing health problems. Teachers will be made aware of the problem by the school nurse only after a release form is signed by the parent/guardian. A late to class pass, if required, will be issued to students.

## **GYM PASSES**

With parental permission, students can be excused from gym class a maximum of one time each marking period. For extended absences from gym class, students must submit a doctor's note to the Health Office.

## **MEDICATION**

Students who are required to take prescription medications during school hours must submit physician and parental approval in writing. Prescription medications will be dispensed by the school nurse from the original pharmacy container only; the label must contain the student's name and the dosage. This regulation also applies to students who use inhalers for asthma and allergies.

When students require over-the-counter (OTC) medications during the school day, the family physician and parent/guardian must complete the appropriate portions of the school physical form and parents must complete and sign the medical history form.

OTC medication, which must be in the original container, will be stored in the Health Office. All medication must be dispensed by the school nurse. Arrangements for student medication are valid for the current school year only and must be renewed annually after July 1.

## **IMMUNIZATIONS**

State law requires that all students have up-to-date immunizations against diphtheria, tetanus, polio, measles, mumps, rubella, and tuberculosis. Students may not attend classes or participate in any athletic activities if their immunizations are not verified.

*SCHEDULES WILL NOT BE RELEASED TO STUDENTS DURING BOOK SALE WEEK IF THESE RECORDS ARE NOT CURRENT.*

# **INTEGRATED PEST MANAGEMENT POLICY**

Annual Integrated Pest Management Notice

For School Year 2013-2014

Dear Parent, Guardian or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Union Catholic Regional High School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPMC) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinators for Union Catholic Regional High School, located at 1600 Martine Avenue, Scotch Plains, NJ 07076 are:

Bruce Douglas  
908-889-1600 ext. 313

[bdouglas@unioncatholic.org](mailto:bdouglas@unioncatholic.org)

Mary Ellen Wischusen  
908-889-1600 ext. 310

[mwischusen@unioncatholic.org](mailto:mwischusen@unioncatholic.org)

The IPMCs maintain the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPMCs are available to parents, guardians, staff members and students for information and to discuss questions regarding IPM activities and pesticide use at the school.

As part of a school pest management plan Union Catholic Regional High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The school's IPM policy is available on the school's website at [www.unioncatholic.org](http://www.unioncatholic.org), student handbook, faculty handbook and in the main office.

## **THE POLICY**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. This mandate came into effect based on the belief that the increased rate of childhood illnesses may be directly related to pesticide exposure.

The law requires the Principal of Union Catholic High School to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.

In the best interests of Union Catholic's students, faculty and staff, and in accordance with the school's safety and security procedures, Union Catholic High School is taking the necessary steps to ensure that our students, faculty and staff are not directly or indirectly exposed to any pesticides while on school property. Union Catholic has developed and maintains an IPM plan as part of its school policy.

## **INTEGRATED PEST MANAGEMENT PROCEDURES IN SCHOOLS**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Principal shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

## **DEVELOPMENT OF IPM PLANS**

The school IPM plan is a blueprint of how *Union Catholic High School* will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The Principal shall be responsible for the development of the IPM plan for this school.

## **IPM COORDINATOR**

The Principal shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

## **EDUCATION TRAINING**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

## **RECORD KEEPING**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

## **NOTIFICATION/POSTING**

The *Principal of Union Catholic High School* is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

## **RE-ENTRY**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

## **PESTICIDE APPLICATORS**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

## **EVALUATION**

Annually, the Principal will report to the School Consultative Board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The School Consultative Board directs the Principal to develop procedures for the implementation of this policy.

## **AUTHORIZING REGULATORY REFERENCES**

The School Integrated Pest Management Act of 2002

N.J.A.C. Title 7 Chapter 30 Subchapters 1-12

Pesticide Control Act of 1971

Adopted by the School Consultative Board of Union Catholic Regional High School

March 12, 2007.

## **OFFICE OF STUDENT AFFAIRS**

Conformity to the discipline code provides for an orderly school day, the proper atmosphere for teaching and learning, and the promotion of Christian values in our young men and women. Stu-

dent accountability and responsibility are the goals of the UC disciplinary code. The behaviors and actions of the students of Union Catholic are steeped in the core values of responsibility, respect, honesty, compassion, and community. Failure to comply with the discipline code will result in the implementation of a progressive system of detentions and suspension by the school disciplinarians. The refusal of students to behave properly will result in their exclusion from the UC community.

Any infraction that is not specifically mentioned in the list of detention, suspension, and expulsion offenses will be evaluated by the school administration. The seriousness of an infraction of school rules will determine the sanction a student must serve.

## **SCHOOL REGULATIONS**

### **ATTENDANCE**

Students are expected to be present and punctual for all classes throughout the year. Absences are registered on a student's permanent record. Chronic and/or excessive absenteeism can result in the loss of course credit. Cutting class and truancy are unexcused absences. Students will receive a failing grade for any quiz, test, examination, and/or lab missed during an unexcused absence. In addition courses have a minimum attendance requirement, and attendance is taken at the beginning of each class.

Students missing more than sixteen (16) school days for a full-year course and eight (8) school days for a semester course will not qualify to receive credit for the course. Students shall not be considered absent from school if they are participating in a school-sponsored event.

An extended illness shall be defined as one which requires absence from school of more than four (4) consecutive days. Such absence will not count against a student provided a statement from a medical doctor is submitted to the school nurse within five (5) days of their returning.

Students who exceed eight (8) absences for a semester course or sixteen (16) absences for a full year course may notify the office of student affairs of their wish to appeal. This must be done within 5 school days of notification of loss of credit. The appeal committee may consist of the disciplinarian, an assistant principal, the student's guidance counselor, the school nurse and the principal or principal's designee.

Students must arrive to school by 9 am to be given credit for a full day. If the student leaves before 1 pm, the student will be marked absent for a full day. Any student not in school by 9 am may not participate in any school activity.

### **ABSENCE**

When a student is absent, a parent/guardian must call the Attendance Office. The student must also bring a note from a parent/guardian to the Attendance Office upon returning to school.

### **HOMEWORK DURING ABSENCE**

The following procedures should be followed in securing assignments during a student's absence:

- Students who are absent from one to five days should obtain assignments from teachers' SchoolNotes pages on EdGate, <http://uc.edgate.org>. Students are required to make up all schoolwork missed during their absence. It is the responsibility of the students to see their teachers to obtain the assignments and assistance necessary to complete make-up work.
- Students who are hospitalized or expect to be out of school for three weeks or more, are entitled to home instruction. This service is handled through the Union County Educational Services Commission. Request forms can be obtained in the Guidance Office. Coordination of assignments will be promulgated by the guidance counselor.

### **LATE TO SCHOOL**

Students who arrive late to school and before 8:15 must report to the wing supervisor before going to homeroom. Students who arrive after 8:15 must sign in with the Office of Student Affairs. A student who misses more than 20 minutes of a class will be marked absent for the class.

Students who are late to school three (3) times in a marking period will receive a detention.

## **LATE TO CLASS**

Students are expected to arrive to class on time. Any student late for class four times in a marking period will receive a detention. Parents will be notified that the student will be subject to a progressive system of sanctioning if the tardiness continues.

## **EARLY DISMISSAL**

A written request for an early dismissal, signed by a parent/guardian MUST be brought to the Student Affairs Office by the conclusion of homeroom. The note must contain the reason for the early dismissal along with the phone number of the parent/guardian. An early dismissal that results in the student leaving before 1 pm shall be credited with a full day absence.

All students are required to have their parent/guardian sign them out of school through the Student Affairs Office. Students over the age of 18 must provide written permission from the parent/guardian before the student is excused. Students who drive must provide written permission from the parent/guardian, stating that the student will drive him/herself, before the student is excused.

## **DETENTION**

A disciplinarian will issue a detention for the following school offenses. Offenses include, but are not limited to:

- Lateness to School
- Lateness to Class
- Dress Code Violation
- Disrupting Class
- Failure to Follow Teacher's Instructions
- Laptop Infractions

### **Detention Rules**

Students are responsible for scheduling and serving the detentions they are issued. Detention is a media free zone. When a student accumulates 14 hours of unserved detention, he/she will be issued a one-day out-of-school suspension. Upon completion of the one-day suspension, a parent must accompany the student back to school to sign him/her in. The student will still be responsible for serving the 14 detention hours in addition to the one-day suspension and will be placed on probation.

## **SUSPENSION**

When detentions and parent conferences are not effective in modifying student behavior, or when the offense warrants more severe disciplinary action, students will be subject to suspension as described below. Cutting class and truancy are unexcused absences. Students will receive a failing grade for any quiz, test, examination, and/or lab missed during an unexcused absence.

### **Saturday Suspension**

Saturday suspensions must be served on Saturday morning from 8:00 A.M. to 12:00 Noon. A Saturday suspension is issued by the disciplinarian for the following school offenses:

- Failure to sign in when late to school
- Throwing food or any other object in the cafeteria
- School truancy
- Cutting class
- Laptop infractions
- Major infraction of the disciplinary code (as determined by the disciplinarian)
- Academic Dishonesty

## **Out-of-School Suspension**

Out-of-school suspensions are issued by the disciplinarian for the following infractions of the school discipline code:

- Fighting on school grounds
- Leaving school grounds during the school day without proper permission
- Accumulation of 14 unserved detention hours
- Any severe infractions of the discipline code as determined by the disciplinarians and/or the administration
- Smoking on school grounds
- Severe violation of the Acceptable Use Policy

The rules governing student activity during out-of-school suspensions are listed below:

- Students are not permitted on school grounds or in the school building for the duration of the suspension.
- Students may not participate in any school sponsored activity for the duration of the suspension.

## **PROBATION**

Students are placed on disciplinary probation if they exhibit a pattern of nonconformity with the school conduct code. Probation is automatic in the following circumstances:

- One out-of-school suspension
- Severe infraction of the school discipline code

The written terms of the probation will be given by the disciplinarian in conference with the student and parent/guardian. Violation of these terms will result in the dismissal of the student from Union Catholic.

## **EXPULSION**

When a student exhibits disregard for school regulations by a major violation of the school rules, or when the probation system fails to modify a student's behavior, the ultimate penalty of expulsion will be enforced. The following actions are grounds for expulsion:

- Use, possession, or distribution of any type of narcotics or alcohol on school property or at school-sponsored activities.
- Damage to school property.
- Theft.
- Violation of probation.
- Habitual disrespect for school personnel, fellow students, or school rules.
- Behavior that is not commensurate with Christian attitudes, morals and values.
- Conduct inside or outside of school that is detrimental to the reputation of the school.

## **ZERO TOLERANCE POLICY**

Students, who through any of the following actions that exhibit a disregard for the safety and welfare of other students, administrators, teachers or other school employees, on school property, on a school bus, or at a school-sponsored function, will be promptly reported to the police department and will be subject to immediate dismissal.

- In accordance with the zero tolerance policy of the Union County Prosecutor's Office, any student found knowingly in possession of a firearm. For purposes of this section "firearms" are as defined by *N.J.S.A. 2C:39-1f*.
- Any student who commits an assault upon another student, administrator, teacher or other school employee, with a weapon or any other object, which may inflict bodily harm. For pur-

poses of this section "assault" means those actions defined under *subsection a. (1) of N.J.S.A. 2C:12-1*.

- Any student found in possession of any item that may be classified as a dangerous weapon, including destructive devices and explosives. For purposes of this section "weapon" includes, but is not limited to, those items enumerated in *subsection r. of N.J.S.A. 2C:39-1*.

## **BULLYING POLICY**

In accordance with the core values of Union Catholic, acts of bullying, harassment, and/or intimidation are taken very seriously. Students should report any and all incidents of bullying to Dr. Reagan, Assistant Principal, or Mrs. Jennifer Dixon, Director of Guidance, immediately. The full bullying policy of Union Catholic High School can be found on the school's webpage.

## **MEDIA OPT OUT**

Parents are requested to notify the school if for some reason they do not wish their child to appear on UCTV or in publicly-used photographs. Students will be excused from video or photo appearances only when the school has an opt-out letter signed by a parent/guardian on file.

Opt-out letters should be addressed to Dr. James Reagan, Assistant Principal, 1600 Martine Avenue, Scotch Plains, NJ 07076. The letter will be kept on file for the remainder of the student's enrollment at Union Catholic.

# **USE, POSSESSION AND DISTRIBUTION OF CONTROLLED DANGEROUS SUBSTANCES**

## **DEFINITIONS**

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or \*constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person
- c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack);
- d) in a locker or desk; and
- e) in a privately or school-owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if s/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance:

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended:

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property.

## **POLICY**

- 1) A student shall be considered in violation of school policy if s/he is observed:
  - a) to be under the influence,
  - b) in possession,
  - c) engaged in distribution, or
  - d) have possession of a controlled dangerous substance.
- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.
  - a) When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the principal MAY refer the matter to local law enforcement officials.
  - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the principal MUST refer the matter to local law enforcement officials.
- 3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
- 4) If the principal determines that there:
  - a) was no violation of policy, the student will be permitted to return to school.
  - b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.
- 5) The principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.
- 6) When violation of this policy involves “distribution” or “possession with intent to distribute”, the discipline imposed will normally be expulsion.

## **ALCOHOL AND DRUGS**

The use of any alcoholic beverages or drugs is strictly prohibited. Any possession, use or sale of drugs or alcoholic beverages on the school grounds, at school functions, or on school buses is prohibited at all times. The breaking of this rule may cause the local law enforcement personnel to become involved. (See Expulsion)

Complete Care is the referring agency for all drug and alcohol testing referrals. Complete Care’s written report of the requested information must be submitted to the school. If a report is not submitted, a student will not return to school.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

It is the policy of educational programs governed by Union Catholic High School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of the Internet and related technologies. Access privileges will be revoked, school disciplinary action will be taken and/or appropriate legal action will be taken for any violations that are unethical and may constitute a criminal offense.

[Internet Terms, Conditions, and Regulations](#)

- 1) **Acceptable Use** - The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Union Catholic High School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
- 2) **Unacceptable Use** -Transmission of any material in violation of any U.S. or state board is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication and subscriptions to lists that have not been approved by the administration is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. Further:
  - Students may not access their personal subscriber online services using the school network.
  - Material obtained through research on the Internet, and then used in research papers for any classes at Union Catholic, must be properly documented.
  - Students are to make no attempt to bypass Union Catholic's security system or to gain access to information they do not have a right to see or use.
  - Computers may not be used to make sound recordings of individual(s) without the consent of all involved.
  - Students may not scan pictures of individual(s) without the consent of all involved.
  - Students may not personalize their laptops in an inappropriate manner. This includes, but is not limited to, the use of screensavers, backgrounds, and filenames which are pornographic, sexually provocative, vulgar, or violent. It also includes the placement of similarly inappropriate stickers on the laptop.
  - The school strongly recommends that students take great care when loading any additional software on their laptops. There is a risk that any new material might carry harmful viruses.
  - Be mindful that you are representing not only yourself, but Union Catholic as well when using social networking sites. Understand that the administration reserves the right to monitor sites and take disciplinary action if material is inappropriate.
- 3) **Vandalism** - Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.
- 4) **Privileges** - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use. Union Catholic also reserves the right to log Internet use and to monitor file server space utilization.
- 5) **Accounts** - System accounts are to be used by the authorized owner of the account for the authorized purpose. Users may not share their accounts, passwords, or computers with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- 6) **Email** - The use of email and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Inappropriate email use will be determined

by the administration. Examples of inappropriate use are: using an email account as a means of “chatting” online during class time and sending non-school related information or messages to more than one mail account at a time.

- 7) **Gaming** – The use of computer games is prohibited in classes, study hall, and the Library. Students playing games in these areas will be assigned detention. Gaming software that is found in school will be confiscated and will only be returned to a parent or guardian. It is strongly recommended that students load no games on their laptops, as downloaded games can carry destructive viruses.

Detentions will be issued for the following laptop infractions: playing games online, playing LAN games, remote proxies, and instant messaging, chatting.

*All violations of the Acceptable Use Policy will be reported to the Associate Principal.*

## **LAPTOP SECURITY**

Security is an important issue in the laptop environment at Union Catholic. In order to insure the security of all laptops in the building, the following requirements have been set:

- All laptops must be insured through Mindshift Insurance or a parent/guardian’s home owner’s policy.
- Laptops must be brought to all classes except Phys. Ed.
- Laptops should be brought home EVERY night and should not be left in lockers overnight.
- During lunch or Phys. Ed., all laptops should be LOCKED in lockers.
- After school, all laptops should be LOCKED in lockers.
- All students must carry laptops in the school issued laptop bag.
- Any laptop found in an unlocked locker, left unattended, or carried unprotected or in an unauthorized bag, will be confiscated. Students can retrieve confiscated laptops, with the following consequences:
  - o First time laptop is confiscated, student will be issued a 2 hour detention.
  - o Second time laptop is confiscated, student will be charged a fine of \$5.00 and issued a 4 hour detention.
  - o Third time laptop is confiscated, a parent conference will be scheduled.
- Students are not permitted to make any changes to the operating system installed on their laptops.
- No student should give his/her laptop to another student for any reason.

## **ELECTRONIC DEVICES**

In order to maintain a controlled classroom and school environment the following items are not permitted at all:

- Beepers
- Individual Gaming devices
- Laser Pointers
- Individual Audio Taping devices

The following items require responsible, appropriate use:

- Headphones
- I-pods
- Cell phones

Electronic devices will be confiscated and returned by Dr. Reagan, Assistant Principal, for \$5 per item. After a subsequent offense, items will be returned only to a parent or guardian.

I-pods, headphones, and cell phones may not be used when large groups are gathered.

Students are not permitted to audio tape or video tape in class without the direct consent of the teacher.

## **LOCKERS**

A locker is assigned to each student. It is the responsibility of the student to maintain the integrity of their locker. The locker must be kept locked at all times. Students should not give their locker combinations to other students. The student locker is the property of the school. Any damage or vandalism to the locker will be subject to the guidelines set forth in the discipline code.

Union Catholic will not be responsible for personal property stored in lockers. It is strongly recommended that students do not keep valuables in their lockers.

Specifically assigned lockers for student athletes will be assigned to secure belongings after school.

## **LOST AND FOUND**

The Office of Student Affairs is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the Office of Student Affairs or the Main Office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.

## **IDENTIFICATION CARDS**

All students must carry their student I.D. card. Lost I.D. cards are reissued for a fee of \$5.00. Any time a student is in the halls during class time they must have an I.D. card. No student is permitted out of class without an I.D. card.

## **BACKPACKS**

Backpack use is not permitted during the school day.

Purse size for the girls cannot be larger than nine inches by eleven inches.

All laptops must be carried in the school issued laptop case.

## **FIRE DRILLS**

Fire drill exit routes are posted in each classroom. When the fire alarm rings, leave the room quickly, quietly and orderly and proceed to assigned places outside the building. All windows and doors must be closed. Any student who intentionally activates the alarm system will be expelled immediately.

## **CAFETERIA**

Breakfast and lunch are available daily. Students who opt to bring a lunch from home must eat it in the cafeteria. While in the cafeteria, courteous behavior and good manners are expected of all students. After finishing their meal, students are expected to deposit all refuse in the designated receptacles provided. Special attention should be given to the separation of cans, glass and paper products for recycling purposes. Food and drink are not to be taken from the cafeteria.

## **PROSPECTIVE STUDENT VISITS**

Prospective UC students may visit the school. Guest students must be properly attired and receive permission from Mr. Luciano at least one day prior to the visit. An admit pass from the Recruitment Office will be issued on the day of the visit. Guest students must be dressed in accordance with the dress code.

# **STUDENT DRESS CODE**

Union Catholic students are expected to conform to the student dress code. In order to attend class a student must be in compliance with the dress and grooming code. A student who exhibits non-conformity to the dress code is liable for expulsion. Any student not in dress code will call home to have a parent/guardian bring clothes that conform to the code. The student will remain out of class until he/she is in conformity to the code and will be issued an absence for any missed

class.

## **GIRLS' DRESS CODE**

The uniform for girls attending Union Catholic is described below. When necessary, the appropriateness of student attire and accessories will be determined by the school administration. The following items are not permitted:

- Clogs, boots, open-back shoes, flip flops, ballerina slippers, sandals, moccasins, sneakers, slip on canvas sneakers
- Stockings with designs, leggings, pantyhose
- Printed tee shirts, tank tops
- Belts, studded bracelets, excessive bracelets
- Hats, head wraps, bandanas, ribbons
- Ornate, oversized jewelry, externally worn chains, beads, or other neckwear
- Extreme makeup, visible body art
- Nose rings
- Purse size cannot be larger than nine inches by eleven inches

### **Grades 11 and 12**

The uniform for 11th and 12th grade girls is as follows:

- Solid white or blue Flynn & O'Hara banded bottom uniform blouse, neatly pressed and properly sized. The blouse must be buttoned to the top 2 buttons. The bottom button must be buttoned.
- Plaid maroon or solid gray uniform skirt. Skirt length must be appropriate.
- Only a solid white t-shirt or solid white turtleneck may be worn under the blouse.
- Solid black, brown or gray flat dress shoes.
- Only a school sweater or school fleece may be worn over the blouse.
- Solid white, blue, maroon or gray knee socks or tights. Tights must be worn from October 15 – March 15.

### **Grades 9 and 10**

The uniform for 9th and 10th grade girls is as follows:

- Solid white or blue Flynn & O'Hara banded bottom uniform blouse, neatly pressed and properly sized. The blouse must be buttoned to the top 2 buttons. The bottom button must be buttoned.
- Navy/Khaki plaid or solid blue uniform skirt. Skirt length must be appropriate.
- Solid black, brown or gray flat dress shoes.
- Only a school sweater or school fleece may be worn over the blouse.
- Solid white, blue, maroon or gray knee socks or tights. Tights must be worn from October 15 – March 15.

## **BOYS' DRESS CODE**

The uniform for boys attending Union Catholic is described below. When necessary, the appropriateness of student attire and accessories will be determined by the school administration. The following items are not permitted:

- Clogs, boots, sandals, moccasins, sneakers, slip on canvas sneakers
- Printed tee shirts underneath the dress shirt, sweatshirts, flannel shirts
- Studded belts or bracelets, suspenders, wallet chains, excessive bracelets, and ornate, oversized jewelry

- Externally worn chains, beads, key chains, or other neckwear
- Earrings, earcuffs, and nose rings. No covers (including band-aids) over earrings or nose rings are permitted.
- Bandanas and hats
- Visible body art

### **Grades 9, 10, 11, and 12**

- Solid dress shirt, neatly pressed and properly sized. The collar must be buttoned to and at the neck and the shirt must be tucked in the slacks.
- Solid or subdued-design tie worn pulled up to the shirt collar. No bowties, string ties.
- Students must wear properly sized uniform slacks. Belts must be worn with the slacks.
- Solid brown or black dress shoes. No boots. Students must wear socks.
- Only a solid white shirt may be worn under the solid dress shirt.
- Only uniform sweaters or UC fleeces may be worn over the shirt and tie.

### **GROOMING CODE**

The following guidelines will be followed:

#### **GIRLS**

- Hairstyle acceptability is determined by the administration.
- Hairstyle that is extreme is not permitted.
- Hairstyle that is bizarre is not permitted.
- Hair must be a natural color.
- Visible body piercing other than earrings is not permitted.
- Visible body art is not permitted.
- Nose rings are not permitted.
- Extreme make-up and accessories are not permitted.
- Contact lenses must be a solid, natural color.

#### **BOYS**

- Hair shall not exceed collar length in the back or ear length on the sides and must be appropriate in width.
- Hair must be a natural color.
- Hairstyle that is extreme is not permitted.
- Hairstyle that is bizarre is not permitted.
- Make-up, nail polish, and extreme accessories are not permitted.
- Any visible body piercing is not permitted.
- Visible body art is not permitted.
- Nose rings are not permitted.
- Extreme make-up and accessories are not permitted.
- Contact lenses must be a solid, natural color.
- Other than neatly trimmed mustaches, boys must be clean-shaven. Any student not clean-shaven must purchase a razor and shave in school or call home and have a parent/guardian sign him out until he is in compliance with the grooming code.

### **SUMMER UNIFORM**

From March 15 through October 15, the following optional summer uniform is in effect:

- Boys and girls may wear the blue and white Union Catholic golf-style short sleeve shirt. Only a solid white t-shirt may be worn underneath.

## **TAG DAY DRESS CODE**

On TAG DAYS, students should keep in mind that they are still required to be appropriately dressed for the school environment. Any student wearing inappropriate tag day attire will call home to have a parent/guardian bring clothes that conform to the code. The student will remain out of class until he/she is in conformity to the code and will be issued an absence for any missed class. Acceptable Tag Day attire will be determined by the administration, but the following guidelines should be used:

- No low cut, halter tops, belly-showing shirts, tank tops, sleeveless shirts, strapless shirts, or off-the-shoulder shirts are permitted.
- No extremely large or long shirts are permitted.
- No shorts are permitted.
- No fishnet attire is permitted.
- No ripped jeans.
- No skirts are permitted.
- No open-back shoes, flip flops, slippers, sandals, ballerina slippers are permitted.

## **SPECIAL EVENT DRESS CODE**

Certain events throughout the school year are deemed formal events, and dress code should reflect the formality of the occasion. For formal events, boys are required to wear a jacket and tie, and girls are required to wear an appropriate dress, skirt, or dress slacks. Formal events include, but are not limited to, Academic Awards Night, Athletic Awards Banquet, Christmas Semi-Formal, Graduation Mass, National Honor Society and Foreign Language Honor Society Induction ceremonies.

# **TRANSPORTATION**

Union Catholic students are transported to and from school on buses and in privately owned cars. School policy regarding behavior on school buses, traffic policies, and the use of private cars are described below.

## **BUSING**

Any student whose behavior interferes with the safe operation of the school bus may be denied bus privileges. Smoking on the bus is not permitted. Students involved in discarding objects from the bus will be subject to suspension. Students are subject to the guidelines set forth in the discipline code when they are being transported to and from Union Catholic.

## **TRAFFIC POLICY**

Because of the number of school buses on UC property and on Martine Avenue and to insure the safety of our students, the following traffic policy has been established:

- Cars are not permitted to enter the school property between 1:50 and 2:20 P.M. Students who do not use the bus should be picked up after 2:20 P.M.
- Students should be dropped off and picked up in the Gym Parking lot. Do not use the Main Entrance.
- All cars must be parked in the student parking lot (auditorium area of building). Student cars are not to be parked by the gymnasium until after dismissal.

## **USE OF PRIVATE CARS**

Parking on school property is a privilege for Union Catholic students. All students using their own vehicles for transportation must register their vehicle in the Office of Student Affairs. A \$100.00 fee will be charged to register the vehicle. A \$50.00 fee will be charged to register a vehicle after ac-

quiring a license after January 1. Registered vehicles will receive an assigned parking space and a parking tag which must be displayed whenever the vehicle is parked on school property. Students must observe the 10 MPH speed limit while driving on school property. The following violations may be grounds for suspension or revocation of parking privileges and/or suspension from school:

- Failure to register a vehicle
- Failure to park in assigned space
- Failure to display parking tags
- Careless or reckless driving
- Unsafe speed

Students who exceed the school speed limit or who are guilty of inattentive or reckless driving will have their driving privilege suspended indefinitely.

Students are not permitted to loiter in the parking lot.

## **MEDIA CENTER**

The media center is open from 7:30 A.M. to 2:20 P.M. each school day. Most of the materials in the media center circulate for a specific period of time. You will be informed of the length of time when you check the material from the media center. It is essential for the benefit of everyone who uses the media center that all materials are returned on time. Students will be issued an overdue notice if the material they borrowed is not returned on time. Any lost or damaged materials must be replaced at the expense of the borrower.

## **ATHLETIC POLICY**

Union Catholic is very proud of its extensive athletic program. In order for all students to participate in this program in a safe and academically productive manner, the specific guidelines described below must be followed. Parents, guardians, and students are encouraged to discuss any problems, concerns, or questions regarding participation in athletics with the Director of Athletics.

### **REQUIREMENTS**

Students may participate on a sports team if the following requirements are satisfied:

- The medical office has on file the results of a physical examination performed not more than twelve (12) months ago.
- The health/permission questionnaire has been completed and signed by the parent(s) or guardian(s).
- The medical office has on file a consent form for random steroid testing signed by the parent(s) or guardian(s).
- The medical office has on file a note from the doctor authorizing a student under doctor's care to resume participation in athletics.
- The student is not serving an out-of-school suspension.

The student arrives at school before 9:00 AM on a day when a game or practice is scheduled.

Students may not participate on a sports team on a given day under the following conditions:

- The student does not participate in physical education class that day because of illness.
- The student arrives at school after 9:00 AM without a valid reason, as determined by the Director of Athletics.

### **ACADEMIC INELIGIBILITY**

Students will be declared ineligible to participate in athletics if they receive more than one (1) grade of 'F' during a marking period, or have a GPA less than 2.0. These students will be ineligible to participate in these activities for the entire marking period. Students participating in an activity

during the first marking period will be reviewed based upon fourth marking period grades of the previous year.

## AVAILABLE SPORTS

FALL		WINTER	
Cross Country	Boys & Girls (V)	Basketball	Boys (F/JV/V)
Soccer	Boys (JV/V)	Basketball	Girls (JV/V)
Soccer	Girls (JV/V)	Bowling	Boys & Girls (V)
Tennis	Girls (V)	Swimming	Boys & Girls (V)
Gymnastics	Girls (V)	Cheerleading	Girls (V)
Volleyball	Girls (F/JV/V)	Winter Track	Boys & Girls (V)
Cheerleading	Girls (V)		
SPRING			
	Baseball	Boys (JV/V)	
	Softball	Girls (JV/V)	
	Golf	Boys & Girls (V)	
	Tennis	Boys (V)	
	Track	Boys & Girls (V)	
	Lacrosse	Girls (JV/V)	

## CONDUCT AT ATHLETIC EVENTS

Students are expected to exhibit proper behavior at both home and away games. Fighting, booing, heckling, throwing items, dropping refuse, and loitering in the immediate area before or after a game are prohibited. School policy prohibiting the use or possession of alcohol and drugs applies at all athletic events in which the school is involved regardless of the site.

Conduct unbecoming an athlete will result in a conference with the head coach and the Director of Athletics. Such conduct can lead to suspension and dismissal from the team.

## ATHLETIC EQUIPMENT

All athletic equipment issued to athletes is the property of Union Catholic High School. Upon completion of a season or termination of participation all issued equipment must be returned to the coach. If athletes fail to comply with this responsibility, they will be billed for the cost of replacement of the equipment issued.

## ATHLETIC AWARDS

Athletic awards are presented to the student athlete upon the recommendation of the coaching staff. The awards are presented at an athletic banquet held at the end of each sports season.

## INJURY REPORT FORM

All accidents and injuries must be reported to the coach immediately. An injury report form must be completed at the time of the injury. These forms can be obtained from Ms. Meg Nuwer, Benefits Coordinator, or are available on the Union Catholic website. Insurance forms will be issued to parents after the Injury Report Form has been completed. The school insurance policy is a secondary health insurance policy. Medical bills must be submitted to the student's personal insurance carrier before claims are forwarded to the school insurance company.

## ATHLETIC INFORMATION

Information concerning schedules, cancellations, directions or forms for participation can be found by going to the following web sites or calling the UC hotline.

UC Hotline for daily athletic schedules: 908-889-1621, option #1

UC web page for schedules, directions, and participation forms:

1. [www.unioncatholic.org](http://www.unioncatholic.org)
2. "Click" Athletics
3. "Click" Schoolnotes.com (for daily schedule, directions, forms)
4. "Click" Highschoolsports.net (for daily schedule and team schedules)

## **SPORTS MEDICINE**

The Director of Sports Medicine will provide medical care for student athletes in the following manner: injury prevention, emergency care, proper medical referral, treatment, and rehabilitation for illness, injuries and/or conditions affecting the physical and mental well-being of the student athletes.

## **SNOW/EMERGENCY CLOSING**

It is sometimes necessary to close school due to weather conditions or some other emergency. The radio and television stations used to inform the UC community are given below.

WKXW	101.5	Trenton	WINS	1010	New York
WOR	710	New York			
Channel 4	WNBC		Channel 12		New Jersey News

School closings are also posted on the Union Catholic website. Parents and students can call the Main Office at 908-889-1600 to hear a recorded snow closure announcement.

## **MUNICIPAL ALLIANCE**

THE SCOTCH PLAINS-FANWOOD MUNICIPAL ALLIANCE COMMITTEE (MAC) IS PLEASED TO HELP DEFRAY THE COST OF THIS PLANNER FOR YOUR USE THIS YEAR.

THE ALLIANCE MEMBERS ARE CONCERNED ABOUT EACH OF YOU AND HOPE THAT YOUR HIGH SCHOOL EXPERIENCE IS HAPPY, HEALTHY AND SAFE. WE ENCOURAGE YOU TO ABIDE BY THE SCHOOL POLICIES OUTLINED IN THE SCHOOL'S DISCIPLINE POLICIES AND TO STAY DRUG AND ALCOHOL FREE.

THE SCOTCH PLAINS-FANWOOD MUNICIPAL ALLIANCE (MAC) IS AN ORGANIZATION WHICH IS DEDICATED TO PROVIDING SUBSTANCE ABUSE PREVENTION EDUCATION PROGRAMS AND ACTIVITIES IN THE COMMUNITIES OF SCOTCH PLAINS AND FANWOOD.

THE MEMBERSHIP OF THE MAC INCLUDES REPRESENTATION FROM THE SCHOOLS BOTH PUBLIC AND NON-PUBLIC, MUNICIPAL GOVERNMENTS, POLICE, MINISTERIUM, PTA, YMCA, LOCAL AGENCIES, LOCAL ORGANIZATIONS, MEMBERS OF THE COMMUNITIES AT LARGE.

# SCHOOL CONTACTS

The following names and telephone numbers are provided to assist UC parents and students in contacting school personnel.

## Admissions

To discuss admission matters.

Mrs. Betsy Thornton 908-889-9475 [bthornton@unioncatholic.org](mailto:bthornton@unioncatholic.org)

## Alumni Information/Update

To add new names to Alumni roster, get information on reunions, etc.

Ms. Kristine Mintel 908-889-9475 [alumni@unioncatholic.org](mailto:alumni@unioncatholic.org)

## Athletics

To discuss athletic matters.

Mr. Reagan Sr. (Athletic Director) 908-889-1621 [reagan@unioncatholic.org](mailto:reagan@unioncatholic.org)

## Attendance

To report a student absence.

Mr. Robert McCoid 908-889-1600 x 334 [rmccoid@unioncatholic.org](mailto:rmccoid@unioncatholic.org)

## Change of Address/Name

To change name, address, phone, etc.

Mrs. Mary Ellen Wischusen 908-889-1600 [mainoffice@unioncatholic.org](mailto:mainoffice@unioncatholic.org)

## Computers

To address any problems or questions with laptops.

Ms. Karen Piasecki 908-889-1600 x 301 [kpiasecki@unioncatholic.org](mailto:kpiasecki@unioncatholic.org)

## Discipline

To discuss student behavior concerns.

Ms. Matthews 908-889-1600 x 322 [kmatthews@unioncatholic.org](mailto:kmatthews@unioncatholic.org)

Dr. Reagan, Jr. 908-889-1600 [jreagan@unioncatholic.org](mailto:jreagan@unioncatholic.org)

## General Information

To obtain exam schedule, Parent Guild Information, School play information, Parent/Teacher, Back-to-School appointments, etc.

Mrs. Mary Ellen Wischusen 908-889-1600 [mainoffice@unioncatholic.org](mailto:mainoffice@unioncatholic.org)

## Guidance

To discuss student academic adjustment concerns or to request appointments with Guidance Counselors.

Mrs. Barbara McKenna 908-889-1613 [bmckenna@unioncatholic.org](mailto:bmckenna@unioncatholic.org)

## Health Office

To discuss health concerns.

Nurse Office 908-889-1600 x311

## Transportation

To discuss any problems or concerns with busing.

Mr. Edward Sagendorf 908-889-1600 x 333 [esagendorf@unioncatholic.org](mailto:esagendorf@unioncatholic.org)

Uniform Company (Flynn & O'Hara)

Toll Free Number 1-800-441-4122

FAX Number 215-637-6392

Showroom in Hazlet 732-888-3885

# BUILDING SECURITY

The school building opens at 7:15 AM. No students will be allowed access to their lockers until 7:15 AM. All doors are locked by 8:00 AM. Any student arriving after 8:00 AM must enter through the front doors. School ends at 2:10 pm. All students must be out of the building by 2:20 pm, unless involved in a supervised activity.

All visitors MUST report to the MAIN OFFICE upon entering the building.

## CLASS SCHEDULES

### FULL DAY SCHEDULE

Warning Bell	7:55
Homeroom	8:00 - 8:20
Period 1	8:25 - 9:15
Period 2	9:19 - 10:09
Period 3	10:13 - 11:03
A	
Lunch 1	11:03 - 11:30
Period 4	11:35 - 12:24
B	
Period 4	11:07 - 11:30
Lunch 2	11:30 - 11:57
Period 4	12:01 - 12:24
C	
Period 4	11:07 - 11:57
Lunch 3	11:57 - 12:24
Period 5	12:29 - 1:19
Period 6	1:23 - 2:10

### CLUB SCHEDULE

Warning Bell	7:55
Homeroom	8:00 - 8:10
Club Period	8:15 - 8:48
Period 1	8:54- 9:36
Period 2	9:40- 10:22
Period 3	10:26- 11:08
A	
Lunch 1	11:08 - 11:35
Period 4	11:40 - 12:29
B	
Period 4	11:12 - 11:35
Lunch 2	11:35 - 12:02
Period 4	12:06 - 12:29
C	
Period 4	11:12 - 12:02
Lunch 3	12:02 - 12:29
Period 5	12:34- 1:21

Period 6 1:25- 2:10

**EARLY DISMISSAL**

Warning Bell 7:55  
Homeroom 8:00 – 8:11  
Period 1 8:16 – 8:47  
Period 2 8:51 – 9:22  
Period 3 9:26 – 9:57  
Period 4 10:01 – 10:32  
Period 5 10:36 – 11:07  
Period 6 11:11 – 11:41

**PM ACTIVITY SCHEDULE**

Warning Bell 7:55  
Homeroom 8:00 – 8:10  
Period One 8:15 – 8:48  
Period Two 8:52 – 9:25  
Period Three 9:29 – 10:03  
Period Five 10:07 – 10:41

A

Lunch 1 10:41 - 11:08  
Period 4 11:13 - 12:02

B

Period 4 10:45 - 11:08  
Lunch 2 11:08 - 11:35  
Period 4 11:39 - 12:02

C

Period 4 10:45 - 11:35  
Lunch 3 11:35 - 12:02  
Period Six 12:07 – 12:42  
Homeroom 12:46 – 1:00  
Activity 1:00 – 2:10

**AM ACTIVITY SCHEDULE**

Warning Bell 7:55  
Homeroom 8:00 – 8:10  
Period One 8:15 – 8:40  
Homeroom 8:44 – 9:00  
Activity 9:00 – 10:03  
Period Two 10:07 – 10:41

A

Lunch 1 10:41 - 11:08  
Period 4 11:13 - 12:02

B

Period 4 10:45 - 11:08  
Lunch 2 11:08 - 11:35  
Period 4 11:39 - 12:02

C

Period 4	10:45 - 11:35
Lunch 3	11:35 - 12:02
Period Three	12:07 - 12:42
Period Five	12:46 - 1:26
Period Six	1:30 - 2:10