



Parent & Guardian Reference Manual

Union City Board of Education

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I. INTRODUCTION

Our Mission

The Union City School District continues its focus on achieving one crucial goal – to enable all of our students to acquire the skills, understandings and attitudes needed to be productive and successful 21st Century learners.

Perhaps one of the most compelling reasons for this vision is its focus on the attainment and mastery of the national Common Core State Standards (CCSS) and the PARCC (Partnership for Assessment of Readiness for College and Careers). These standards are based on college and career-ready, internationally benchmarked CCSS which will ensure our children's success by; setting higher expectations, redesigning curricula that go far beyond basic skills, and establishing innovative 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. We promote and value the diversity of our school community.

The passage of federal school reform legislation compels us to act now to provide high-quality, equitable educational opportunities to all children in our schools. Our educators provide quality teaching and learning while empowering students effectively to compete in a global society. By encouraging students' maximum human and intellectual development, the Union City School District will continue to promote a commitment to equity and excellence.

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

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Union City School District
www.ucboe.us

Union City High School	http://uchs.ucboe.us/	201-330-8678
Jose Marti Academy	http://jmfa.ucboe.us/	201-348-5400
Emerson Middle School	http://ems.ucboe.us/	201-348-5900
Union Hill Middle School	http://uhms.ucboe.us/	201-348-5936
Early Childhood Center	http://ecc.ucboe.us/	201-271-2310
Edison School	http://edison.ucboe.us/	201-348-5965
Colin Powell School	http://cpowell.ucboe.us/	201-351-5165
Jefferson School	http://jefferson.ucboe.us/	201-348-5960
Hudson School	http://hudson.ucboe.us/	201-624-9800
Robert Waters School	http://rws.ucboe.us/	201-348-5925
Roosevelt School	http://roosevelt.ucboe.us/	201-348-5971
Veterans' Memorial	http://veterans.ucboe.us/	201-348-2737
Washington School	http://washington.ucboe.us/	201-348-5829
Sara M. Gilmore Academy	http://gilmore.ucboe.us/	201-299-9855

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II. FINDING OUT ABOUT OUR SCHOOLS

Parents have the right to be fully informed about matters affecting their children's education.

Public Information

The board will keep the community informed of the status of the schools through the district's website: www.ucboe.us, advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the board and the district shall be directed by the chief school administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs. The district budget, the annual goals and progress toward achievement of those goals, shall be communicated to the public as required by law.

The board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The Board of Education

Board of Education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and Special Meetings of the Board of Education are open to the public and representatives of the media except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with the law.

The board welcomes participation of interested organizations and individuals and will schedule time, as appropriate, for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

The board will not permit unnecessary or undesirable identification of district pupils at public or board of education meetings, particularly when the pupil is subject to disciplinary action, or is educationally handicapped. A special confidential file shall be kept of the names of educationally handicapped pupils on whose behalf the board must take public action. An unidentifiable coding shall be used when referring to the pupil.

Comments and questions at the end of regular meetings may deal with any topic related to the board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and the district's website.

Parent Organizations

In each school, any organization consisting of parent(s) or legal guardian(s), school staff and friends of the school shall be a Board-approved voluntary organization. It may not establish educational policy,

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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.

Organizations shall not use the district's name in their titles without the Board's express consent. Such permission to use the district's name does not constitute permission to act as the district's representative.

The Board shall make it a practice not to interfere in the internal workings of such groups. Permission to hold regular meetings of such associations in school facilities will be extended by the Board of Education for a particular school year, in accordance with district policy.

The school Principal or another professional staff member designated by the Principal may serve as adviser to the general parent(s) or legal guardian(s) organization. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

Visiting the Schools

The board welcomes visits to school by parent(s) or legal guardian(s), board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the chief school administrator shall devise regulations controlling visitors. (See Safety Manual for School Procedures)

All visitors shall be required to report to the main office upon entering the building.

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.

All students and staff in grades 9-12 will be required to wear identification badges. All badges are to be worn on their person and shall be visible at all times and located above the waist.

Parent/Guardian Conferences

Parent(s) or legal guardian(s) have the right to request parent/guardian-teacher conferences or conferences with other school staff members. Arrangements for these conferences must be made through the parent liaison or the appropriate department's office.

Questions and Complaints

The Board of Education welcomes inquires about and constructive criticism of the district's programs, equipment, operations and personnel.

The chief school administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and

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applicable negotiated agreements.

Parent(s) or legal guardian(s) and pupils will be informed of the proper avenues to follow in an individual school.

When a board member is confronted with an issue, he/she may comment, or refer the complaint or inquiry to the chief school administrator.

Only in those cases where satisfactory adjustment cannot be made by the chief school administrator and the staff shall communications and complaints be referred to the Board of Education for resolution.

All signed complaints shall be acknowledged promptly.

III. RIGHTS AND RESPONSIBILITIES

Parent(s) or Legal Guardian(s) Responsibilities

Parent(s) or legal guardian(s) play an essential part in the education of their children. Parental or legal guardian responsibilities for their children's educational progress can be grouped under the following four areas:

1. Provide a Supportive Home Environment for Schoolwork:
 - Provide time and place for homework.
 - Take an active interest in their children's work.
 - Reward the child's effort and praise his or her work.
 - Engage in supportive activities such as reading, cultural events and trips with the child.
2. Communicate with School and its Staff:
 - Attend conferences and back-to-school programs.
 - Attend school activities with the child.
 - Examine the child's homework, tests and other schoolwork.
 - Monitor report cards and progress reports.
3. Set High Expectations for the Child:
 - Encourage the development of talents: for example, artistic, musical or athletic abilities.
 - Encourage the child to do his/her best work all of the time.
 - Monitor the quality of the child's work.
 - Help the child select courses and activities; encourage the selection of challenging course work.
4. Demand High Standards of Behavior at Home and at School:
 - Demonstrate the values you believe in.
 - Set limits for the child.
 - Hold the child responsible for his or her own behavior.
 - Support the efforts of school authorities to create an orderly climate.

Read to Your Children

During the early school years, parent(s) or legal guardian(s) can encourage their children's progress by reading to them and encouraging them to name things in their environment. Parent(s) or legal guardian(s)

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can also help their children by having the child read to them.

Throughout the school years, parents can influence their children's motivation and progress by providing a quiet place to study, encouraging regular study habits and monitoring their schoolwork. Through regular discussions with their children about matters of local and family interest, parents contribute to the intellectual development of their children.

High Expectations

Parent(s) or legal guardian(s) must set high expectations for their children. They should encourage their children to do their best work, not just the minimum amount required. Parent(s) or legal guardian(s) should monitor the assignments given their children to see if the work is challenging. In their later school years, parent(s) or legal guardian(s) should insist their children enroll in academically demanding courses.

Parent(s) or legal guardian(s) should carefully review their child's report card. They should also discuss the report card with their child and, if there is a problem, discuss the problem with the child's teacher.

Extra-curricular activities can be an important source of individual motivation and pride. Parent(s) or legal guardian(s) should permit and support their children's participation in these experiences.

It is important that parent(s) or legal guardian(s) take an active interest in the school program.

- Plan to attend school events and parent/guardian-teacher conferences.
- Monitor the school program.
- Contact the school with any questions or concerns.
- Hold the school staff and the Union City Board of Education accountable for providing a high quality educational program.

Title 1 School-Parent Compact

The Title 1 School-Parent Compact is a written commitment indicating how all members of a school community -- parents, teachers, principals, students, and concerned community members -- agree to share responsibility for student learning. Upon registering a child in the school district each parent or guardian signs a School-Parent Compact that is then placed in the child's cumulative folder. This compact serves as a clear reminder of everyone's responsibility to take action at school and at home so that children can achieve high academic standards.

Pupil Records

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board for the furnishing of pupil records in accordance with law and rules.

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Notification of Rights

Parent(s) or legal guardian(s) and adult pupils shall annually be notified in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records will be made available to parent(s) or legal guardian(s) and adult pupils on request.

When the language of the parent(s) or legal guardian(s) or adult pupil is not English or the parent(s) or legal guardian(s) or adult pupil is deaf, the Superintendent shall, whenever possible, provide interpretation in the dominant language or assist in securing an interpreter.

Due Process

If consent to release pupil record information is refused by a parent(s) or legal guardian(s), the district shall institute due process hearing procedures as indicated in Policy and Regulation No. 2460.

Content of Records

Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.

Any school records with HIV identifying information will be maintained in accordance with the standards set forth in N.J.S.A. 26:5C.

Permitted records include observations and ratings by professional staff members acting within the scope of their professional duties, samples of pupil work, information obtained from professionally acceptable standard instruments of measurement, educationally relevant information provided by a parent(s) or legal guardian(s) or adult pupil concerning achievements and other school activities that the parent(s) or legal guardian(s) or pupil wishes to make part of the pupil's record, extra-curricular activities and achievements, rank in class, academic honors earned, and written evidence of compliance with the requirements of this policy for notification and consent.

In all cases, information in pupil records must be educationally relevant, objective, and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil's religious or political affiliation or of any indication of a pupil's illegitimacy.

Collection and Maintenance of Records

A single, central file will be compiled for each pupil and will be maintained in the office of the school to which the pupil has been assigned or, in the case of pupils assigned to a school or program outside the district, in the office of the child study team. If any record regarding a pupil is required to be kept outside that file, a notation of its existence and location must be kept in the central file.

The Superintendent shall be responsible for the security of pupil records and shall designate appropriate custodians of the records. The Superintendent shall ensure that all persons collecting or using personally identifiable information are trained regarding the confidentiality of personally identifiable information. The

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Superintendent shall maintain for public information a current list of the names and positions of the employees within the school district who may have access to personally identifiable information. Parent(s) or legal guardian(s) or adult pupils shall be informed when personally identifiable information collected, maintained or used is no longer needed to provide educational services to the child.

Retention and Destruction

The Superintendent shall develop regulations in accordance with the administrative code concerning retention and destruction of pupil records. The New Jersey district of last enrollment must keep in perpetuity: the pupil's name, date of birth, sex, address, telephone number, grades, attendance records, classes attended, grade level completed, year completed, name of parent(s) or legal guardian(s) and citizenship status.

Transfer of Pupil Records

The Superintendent or designee shall request the school records of a transferred pupil within two weeks of the pupil's enrollment and shall obtain proper identification of new pupils. The Superintendent or his designee shall forward pupil records as soon as possible upon receipt of the request from the school district to which the pupil has transferred. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the pupil's parents/guardians informed the district of the transfer.

A pupil's records will be sent to the New Jersey School District to which the pupil transfers within ten days of the new district's verification of the transfer, in accordance with State Board rules. All information in the pupil's record related to disciplinary action taken against the pupil by the district will also be sent to the receiving district without the consent of the parent or adult pupil pursuant to N.J.S.A. 18A:36-19a and N.J.S.A. 18A:36-25.1.

Computerized Records

Pupil records stored electronically in a computerized system must be protected by programmed security blocks and safeguards that ensure both access to the full record by authorized persons and complete security against access by unauthorized persons. An updated hard copy of pupil records will also be maintained and will be subject to all the restrictions of law and this policy.

Access to Records

Access to pupil records will be available only to the pupil's parent(s) or legal guardian(s), the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The Board is permitted access to pupil records only through the Superintendent. Secretarial and clerical

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personnel are permitted access to pupil records only to the extent necessary in the performance of their responsibilities, under the direct supervision of teaching staff members.

Copies of pupil records may be made by those permitted access to them at the fee established for the reproduction of public records in Policy No. 8310.

Directory Information

The Board designates as pupil "directory information" a pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of district athletic teams and other, similarly nonintrusive specific information.

Directory information for all pupils in the district may be released without specific permission, except when such release is prohibited by a parent(s) or legal guardian(s) or adult pupil.

A district that receives funds under the Elementary and Secondary Education Act is required to provide, on request by a military recruiter or an institution of higher education, access to the names, addresses and telephone listings for all secondary pupils. However, parent(s), legal guardian(s) and/or the adult pupil may request that such information not be released without prior written parental consent.

Parent(s) or legal guardian(s) or adult pupils shall be provided with a ten day period to submit a written statement to the chief school administrator, or designee, to prohibit the institution from including any and all types of information about the pupil in any information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters.

Appeal of Record

A parent(s) or legal guardian(s) or adult pupil may challenge the pupil's record and may request the addition of material or comments or the deletion of material from the record. The parent(s) or legal guardian(s) or adult pupil may request a stay of disclosure pending final determination of any such challenge. An appeal must be made in writing to the Superintendent, who shall attempt to resolve the issue. Any appeal made to the Board will be determined within twenty days and after opportunity has been offered for a hearing. A record of the appeal will be made part of the pupil's record.

Pupils with Disabilities

All student records shall be maintained according to N.J.A.C. 6A: 32.

The parent, adult student or their designated representative shall be permitted to inspect and review the contents of the student's records maintained by the district board of education under N.J.A.C. 6A: 32 without unnecessary delay and before any meeting regarding the IEP.

Any consent required for students with disabilities under N.J.A.C. 6A: 32 shall be obtained according to N.J.A.C. 6A:14-1.3 "consent" and 2.3(a) and (b).

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Liability

Liability shall not be attached to any member, officer or employee of the Board of Education permitting access or furnishing pupil records in accordance with these rules and regulations. It shall be the responsibility of the Superintendent to keep abreast of all changes in state and federal law and regulation concerning pupil records.

School Attendance

Parent(s) or legal guardian(s) have the right for their children to attend school and the obligation to see that they do so. Regular attendance is essential to a successful education. It is the responsibility of both the parent/guardian and the student to ensure regular attendance.

18A: 38-25. Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children similar grades and attainments or to receive equivalent instruction elsewhere than at school.

18A: 38-26. Such regular attendance shall be during all the days and hours that the public schools are in session in the district, unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child is such that he cannot benefit from instruction in the school, but nothing herein shall be construed as permitting the temporary or permanent exclusion from school by the board of education of any district of any child between the ages of 5 and 20, except as the explicitly otherwise provided by law.

18A: 38-31, Violations of article by parents or guardians: penalties: A parent, guardian or other person having charge and control of a child between the ages of 6 and 15 years, who shall fail to comply with any of the provisions of this article relating to his duties shall be deemed to be a disorderly person and shall be subject to a fine of not more than twenty-five dollars (\$25.00) for a first offense and not more than one hundred dollars (\$100.00) for each subsequent offense in the discretion of the court.

School Absence

In the event that an absence from school is necessary; parents or legal guardians are asked to contact the school between 7:45 a.m. – 9:30 a.m. A phone call will be made to the parent/guardian from their child's school should the child not report to school. Excessive absences will result in having the school's truant officer issue a court appearance.

Returning to School

- Upon returning to school from an absence the student must present a written excuse signed by his/her parent/guardian.
- All doctor's notes must be submitted to the nurse. An "admit to class" slip will be issued accordingly.
- Homeroom teachers will either make a PowerSchool log entry or a written record on the back of the attendance card.
- Any student returning to school following a medical absence of 3 or more days must be seen by the school nurse before admittance to class.

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Truancy

The Board of Education requires the pupils enrolled in the schools of the district attend school regularly in accordance with the laws of the state N.J.A.C. 6A: 16-7.8(a) 4 and the District Policy Regulation 5200.

Truancy is defined as a pupil that has ten or more cumulative unexcused student absences. Truancy has serious consequences for both parents or legal guardians and students. The school attendance officer will report excessive or cumulative student attendance to an administrator. School administration and staff will adhere to the following procedures:

(3-5 cumulative student absences)

1. Notify parent(s) or legal guardian(s) of student absences
2. Investigate the cause of the absences
3. Inform parent(s) or legal guardian(s) of the attendance policy

(6-9 cumulative student absences)

1. Notify parent(s) or legal guardian(s) of student absences
2. Conduct a home visit and investigate the cause of the absences
3. Assess student's academic, behavioral and health needs
4. Develop an action plan
5. Refer to school and community resources/agencies

(10 cumulative student absences)

1. File a complaint to the court system for violating the truancy law.
2. Proceed with disciplinary actions that may include suspension and denial of participation in extra curricular activities or events.

Pupil Lateness

Arriving late to class disrupts the class and interferes with learning. Punctuality is expected. Students are required to report to school by the school's designated arrival time for line-up or homeroom each morning. Refer to the school's schedule for specific arrival and dismissal times.

Chronic lateness will result in parental conferences, interventions or may require further disciplinary actions that may include a court appearance.

Student Registration

Registration Directions

- Student(s) age 5 and up must be present with the parent(s) or legal guardian(s) at the time of registration.
- Legal guardianship documentation must be the original court document signed and sealed by a Judge.
- All document forms can be found on the district's website and must be completely filled out and signed before the assigned registration appointment.

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- All information must be printed clearly in ink.
- All documents must be original.
- The Physician Form must have the immunization records and proof of physical attached.
- Any missing documents will result in the need to reschedule your appointment.

Early Childhood Registration

- Follow directions above and Call (201) 392-3677 for an appointment.
- Pre-school children must be 3, 4, and 5 years of age before September 1.

Proof of Residence in Union City

1. One Picture ID from parent or legal guardian – Pick 1 from list below.
 - Current Driver's License
 - Current NJ State ID Card
 - Valid Passport
2. TWO proofs of residency with name & address on documents – Pick 2 from the list below.
 - Employment or unemployment document OR Health Benefits Card OR Welfare documents
 - Voter registration card
 - Utility bill (PSE&G, water, cable, telephone)
 - Property tax bills OR deed OR contract of sale OR mortgage OR evidence of property ownership, if the parent/guardian owns house
 - A lease agreement with rent receipt, including deposit slip demonstrating the property address and tenant name
 - Military status including assignment documents.

Note: If the child's last name differs from the last name of the parent(s) or legal guardian(s), proof of parentage is required. Parent's or legal guardian's name change must be documented (i.e. marriage or divorce certificate).

Student Certificates

The student certificates listed below are required to register your child.

1. Birth Certificate OR Passport OR Baptismal Certificate
2. Immunization records showing all immunizations are current
3. TB Skin Test (Mantoux method of PPD test)
Students cannot register until after the TB test has been read and the doctor has provided you with written results. If the TB test is positive, parent/guardian needs to provide proof of normal chest X-ray and/or proof of INH medication treatment including dosage, date started and date completed.
4. Medical "State of NJ Physician Form" for Union City
5. Report Card and prior school records.
6. Transfer Card/Withdrawal form from previous school

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Elementary, Middle, & High School Registration

- Follow registration directions above and Call (201) 392-3677 for an appointment.

Home Instruction

To provide uninterrupted education for pupils unable to attend their regular classes because of illness, disability or administrative action, the board of education shall provide away-from-school

instruction when proper application has been made and subject to the following restrictions:

- The period of absence must be expected to be longer than two weeks except in special circumstances.
- A parent/guardian or appropriate adult authority must be within call during the period of instruction.
- In cases of illness or disability, medical certification is required for both the necessity of the pupil's absence and of his/her fitness to benefit from the instruction.

Each case must be approved by the Board of Education; all requirements for receipt of state aid must be fulfilled.

The chief school administrator shall select the instructors and oversee coordination between the home instructor and the regular classroom teacher in determining the pupil's instructional program.

A pupil receiving home instruction is not considered absent.

Athletics

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

Eligibility Standards

A pupil who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a pupil who wishes to participate in a program of athletic competition must include an acknowledgment of the physical hazards that may be encountered in the activity.

Pupil participation in a program of athletic competition shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school pupils must

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meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.

2. A pupil in grades 3 through 12 is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period.
3. A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition
 - i. A pupil who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.
 - ii. A pupil who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.
4. A pupil in any grade who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Health Requirements

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in school district sponsored programs of athletic competition. Information concerning a pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.

Pupils enrolled in grades six to twelve must receive a medical examination prior to participation in school-sponsored interscholastic or intramural programs of athletic competition and any squad or team activity.

Pregnancy

No pupil, married or unmarried, who is otherwise eligible for enrollment in the district, will be denied an educational program because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for participation in the regular instructional program and in the co-curricular program that a pregnant pupil present to the school principal her physician's written statement that such participation will not be injurious to her health or jeopardize her pregnancy.

A pregnant pupil who does not wish to attend regular classes or is physically unable to do so during her pregnancy may, with her consent, be assigned to an alternate instructional program or home instruction.

The parent(s) or legal guardian(s) of a pregnant pupil under eighteen years of age shall be notified of any change in the pupil's regular educational program.

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A pupil who has received an alternate instructional program for reasons associated with pregnancy shall be readmitted to the regular program upon her request and the written statement of her physician that she is physically fit for attendance.

Excusal from Class or Program

The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the School principal.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.

IV. CHILDREN'S HEALTH AND WELFARE

Health and Service Policy

Parent(s) or legal guardian(s) are primarily responsible for student's health. The school assists the parents in fulfilling his responsibility without assuming it for them.

The aims of the school health examination:

- To discover and initiate treatment of remediable conditions that impairs the child's health and his/her ability to learn.
- To serve as an educational means of creating a favorable attitude toward health examinations and their importance throughout life.

The main objective of school nursing is to strengthen the education process of children by assisting them in improving or adapting to their health status.

The following policies are intended to promote good health and well being of pupils and staff.

- The school health room should not be a substitute for a family doctor.
- Please do not send ill children to school. (Examples: colds, fever, vomiting, contagious diseases, etc.)
- Please inform nurse of telephone numbers in case of emergencies. This is extremely important. Phone number changes must be reported immediately.
- Consistent absenteeism or frequent trips to the Health Office may indicate a physical problem and should be checked by a doctor.
- If your child has a chronic disease or special problem, please contact your doctor as soon as possible and provide a doctor's note to the nurse.
- Remember, frequent untreated ear infections may affect hearing.

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- Home instruction is provided for the education of children who are unable to attend school. A certificate from the doctor should state an expected absence for more than three (3) weeks.
- If your child has an injury requiring a medical excuse for physical education, please present this in writing to the school nurse in order for the child to be excused from participating in class and follow up with a note indicating clearance to return without restrictions.
- Parent(s) or legal guardian(s) are encouraged to notify the nurse immediately of any communicable disease in the family. Please consult the chart below:

Disease	Exclusion from School	Re-admission
Chickenpox	For seven (7) days after the last chickenpox	
Pink Eye	24-72 hours or until all discharges subside	MD Certificate/note
Staff, Skin Lesions & Infected Wounds	Four to 10 days until drainage stops	MD Certificate/note

The school nurse should be personally contacted to determine if any medical/academic modifications may be deemed necessary.

The School Nurse

- The school nurse will keep all pertinent medical information.
- Hearing and eyesight will be checked by the school nurse as per state requirements
- Parent(s) or legal guardian(s) may receive notes from the nurse concerning the health of your child.
- Please work together with the school nurse by following through on suggestions.
- A note for medical follow-up will be sent home to parent or legal guardian if indicated by the screenings.

Student Injuries

Parent(s) or legal guardian(s) should be aware of the permission slips they sign before their children take part in certain school activities, such as athletic or field trips. These forms serve several purposes, they inform the parent(s) or legal guardian about the activity, and, sometimes they seek to protect the school district from lawsuits should a student be injured during the activity.

Communicable Diseases

The Board of Education recognizes that control of the spread of communicable disease is essential to the well being of the school community and to the efficient operation of the schools. The cooperation of parent(s) or legal guardian(s) is essential for the school to protect children from the spread of communicable diseases.

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To protect students from exposure to serious disease enrollment in the Early Childhood Program requires immunization from diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus, hepatitis B, varicella, pneumococcal conjugate, and influenza.

To prevent the spread of infectious diseases to other students and staff, parent(s) or legal guardian(s) are requested to report communicable diseases to the school nurse. The following is a list of these reportable communicable diseases.

Chicken Pox	Mumps
Conjunctivitis (Pink Eye)	Pediculosis (Head Lice)
Encephalitis	Pinworm
Hepatitis A-D	Rubella (German Measles)
HIV Seropositive	Ringworm
Impetigo	Staphiococcal Infections
Influenza (flu)	Streptococcal Infections
Measles	Tuberculosis
Meningitis	Veneral Disease
Mononucleosis	AIDS-HIV
Lime Disease	Pneumonia

The confidentiality of student health records is maintained in accordance with the Union City Board of Education policy, state and federal laws and regulations.

Medication

It is recommended that the students take ALL medication at home but, if necessary, parent(s) or legal guardian(s) 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.

Substance Abuse

The Union City Board of Education recognizes the need to provide for a safe and positive learning environment. It will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of the district as outlined in N.J.A.C. 6A: 16-1.3; 6A: 16-4.1 and the District Policy Regulation 5530. A pupil who uses, possesses, or distributes alcohol or other drugs on school grounds or off school premises including school sponsored functions will be subject to disciplinary consequences. Discipline may include suspension or expulsion.

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school sponsored function shall report the matter in accordance with N.J.A.C. 6A: 16-4.3(a)1. The Principal will notify the school nurse and parents/guardian and refer the student to a hospital or agency. Law enforcement will be notified for possession of a controlled substance on school grounds pursuant to N.J.A.C. 6A: 16-6.3(a). An

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immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parents or legal guardians of the pupil, the Principal and the Superintendent in accordance with N.J.A.C. 6A: 16-4.3(a) 2-4.3(a) 8. The pupil shall return to school if the medical evaluation verifies that the alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use

interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parents or legal guardians and attendance at school shall not resume until a written report verifies that the substance no longer interferes with the pupil's physical or mental ability to perform in school. The Board of Education may provide additional intervention and referral services for the pupil in accordance with

N.J.A.C. 6A: 16-4.3(a) 12, 4.3(a)13, and 4.3(a)14. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential.

Suspected Child Abuse and Neglect

Under New Jersey State Law, the protection of children from suspected abuse or neglect outweighs the rights of parents, as outlined in Union City Board of Education Policy. The binding rules of Child Protection and Permanency (formerly the Division of Youth and Family Service, DYFS) require any school employee having reason to believe that "a child may have been neglected, abused or otherwise needed attention, "to make a report to Child Protection and Permanency (CP&P). If concern about a child's welfare is reported to the school principal, the principal must report the concern to CP&P.

The primary responsibility of the school is to report any reasonable suspicion. The investigation of the suspected abuse or neglect is the responsibility of CP&P.

Support Services

Student with Disabilities – Parental/Guardian Participation and Safeguards

Referral to the Child Study Team

- Parent(s) or legal guardian(s) have the right to essential information even before their children are referred to the child study team. (CST)
- This information includes the reason for the potential referral, the methods that have been used in the classroom to alleviate the problem, notice of parent(s)' or legal guardian(s)' rights to due process, pupil records, and a description of the procedures that may be used during the evaluation. This information must be written in language understandable to the general public and be written in the native language of the home. Where the native language requirement would place an unreasonable burden upon the local school district, other means of communication must be used to assure that the parent fully understands the English language transcription of the information.
- Union City, by law obtains parental permission before conducting a comprehensive CST evaluation.

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Eligibility

- After a student is evaluated, a meeting is held to consider whether the student is entitled to special education or related services. Remember that not all students who are evaluated qualify for special education.
- Parent(s) or legal guardian(s) have the right to participate in the eligibility conference. They may bring with them any other individuals they deem necessary to assist them at the meeting. They are given notification 15 days prior to the appointment. Meetings may be rescheduled at their request. Notification of the meeting and the resulting information must be given in the native language of the home.
- By law, Union City obtains parental or legal guardian permission before classifying or making initial placement of a pupil in a program providing special education or related services.
- Parent(s) or legal guardian(s) may initiate due process procedures if they disagree with the results of the evaluation. They may request an independent evaluation that must be provided at no cost to the parent(s) or legal guardian(s).
- If a student is found to be entitled to classification, the Union City School District will, by law, provide a copy of the special education law to the parent(s) or legal guardian(s).

Individual Education Program (IEP)

- An IEP is a written statement about the special services that a disabled student is entitled to receive. State rules and regulations require parental participation at the IEP basic plan section meeting and the IEP annual review. The Union City School District, by law takes whatever action is necessary to insure that the parent(s) or legal guardian(s) understands the proceedings at an IEP meeting, including arranging for an interpreter for parents who are deaf or whose native language is other than English.
- The Union City School District, by law, provides the parent(s) or legal guardian(s) a copy of the classification and individualized education program that has been signed by members of the CST. This must be provided to the parent/guardian in the native language of the home unless this places an unreasonable burden on the district in such cases, other means of communication are used to insure that the parent(s) or legal guardian(s) fully understands the English transcription of the information.

Mediation and Due Process

- At any time during the process between referral and approval of the IEP, or even after the student is placed in special education parent(s) or legal guardian(s) and the district may disagree about what is appropriate for the student. The parent(s) or legal guardian(s) may first want to settle it through mediation. Mediation means the parent(s) or legal guardian(s) sitting down with a third party and someone from the school district to talk about the differences in order to settle the disagreement. If the problem is not settled at this level, the parent(s) or legal guardian(s) has the right to due process procedures.
- A due process hearing is a formal attempt to settle a disagreement between parents and the school district out of court. An impartial hearing officer must review all the information about the student and reach a decision.

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Annual Review

- Union City invites parent(s)/guardian(s) to participate in the monitoring of their children's progress. The IEP of a disabled student is reviewed annually. Parent(s) or legal guardian(s) are entitled to participate at annual review meetings. The rules of the notification and consent that apply to the initial IEP meeting are also applicable at annual review.

Student Attitude and Behavior

A student's attitude or behavior can interfere with his or her education, as well as the education of other students. It is the policy of the Union City Board of Education to identify these "disaffected"

and "disruptive" students and to provide programs and services to help them benefit from their school experience.

Disaffected Students

- Like the disruptive student, the disaffected student is not succeeding academically or coping socially in the regular school setting. The disaffected student is often discontent with or alienated from teaming. But, given the proper support the disaffected students chances of academic achievement are greatly increased.

Disruptive Students

- Like the disaffected student, the disruptive student is not succeeding academically or coping socially in the regular school setting. Some disruptive students have the potential to learn while others do not. Disruptive students consistently behave in ways that interfere in the learning process for themselves and others. Their behavior results in frequent disciplinary action and/or suspension from school.

Identifying Students in Need

When determining whether a student is disaffected or disruptive and in need of special programs or services, members of the school staff consider the following behavior and circumstances:

- Under achievement, poor classroom performance or academic failure
- Poor self-image or lack of self-confidence
- Repeated behavior problems
- Lack of motivation or poor decision making
- Lack of involvement in school activities
- Increased tardiness or absence from school
- Poor relationship with peers or adults
- Older than most children for that grade
- Held back at grade level or insufficient credits for promotion to the next grade
- Poor performance on standardized tests
- Stressful family life
- Resentful or hostile to authority figures

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- Difficulty with community and law enforcement agencies
- Substance abuse problems
- Vandalism (disruptive students only)

After the school principal, vice-principal, guidance counselor and teacher (or teachers) conclude a student is disaffected or disruptive, they review what services and programs would best meet the student's individual needs. The student's parent(s)/guardian(s) have input into this process and are always included when making the final decision.

V. POLICIES AND PROCEDURES

Fire and Security Drills

In accordance with N.J.S.A. 18A: 41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that response to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Response made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for required school security drill.

The chief school administrator may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

The *Union City Safety and Security Plan* is required by State regulations and includes all safety and security policies and procedures. It is available on the school district's website. The *Union City School Crisis Response Handbook* lists the procedures and instructions for various crisis situations and is disseminated to all staff each school year.

Emergency Closings and Delayed Openings

The chief school administrator is authorized by the board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances that might endanger the health or safety of pupils or school employees.

Each year, parent(s) or legal guardian(s), pupils, and staff members shall be informed in advance of how they shall be notified in the event of emergency closings. Parent(s) or legal guardian(s) shall be required to make alternative arrangements for their children for unscheduled early closings, in the event no one is home to receive a child after an unscheduled early closing.

Affirmative Action

The Union City Board of Education will continue to support its 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 Federal and State laws and

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regulations. A copy of the district's affirmative action plans and self-evaluation of affirmative action achievement is available in the district office.

Harassment, Intimidation and Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A: 37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A: 37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

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1. Constructively attempt to stop acts of harassment, intimidation, or bullying;
2. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
3. Report acts of harassment, intimidation, and bullying to the designated school staff member.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment,

intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to

the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A: 16-7.

Harassment, Intimidation, and Bullying Off School Grounds

The Harassment, Intimidation, and Bullying Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Harassment, Intimidation, and Bullying Reporting Procedure

Pupils, parent(s) or legal guardian(s), and visitors are encouraged to report alleged violations of this policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parent(s) or legal guardian(s), and visitors may report an act of harassment,

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intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school's Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1

et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary. A parent or guardian may request a hearing before the Board of Education after receiving the information.

When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school's Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A: 3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10: 5-1 et seq.).

Pupils with Disabilities

Nothing contained in N.J.S.A. 18A: 37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports.

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Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board has established a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment that may include quid pro quo harassment and hostile environment. This grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. The grievant must present the complaint in written form to the designated Affirmative Action Officer.

Acceptable Use of Network(s)/Computers and Resources

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

- A. Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:
- B. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- C. Using the computer networks/computers to violate copyrights, institutional or third party copyrights,

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- D. license agreements or other contracts.
- E. Using the computer networks in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

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Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Principal or designee a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Student Dress Code

Students are required to wear the school uniform to class everyday. At school sponsored events, common sense and decency should prevail. Please refer to the Union City Mandatory School Uniform Policy for more information.

The following are not to be worn/used in school:

- Sweat pants
- Hats/doo rags/headbands/bandanas
- Shorts/skirts must be a length that the bottom of the shorts/skirts reaches to the bottom of the longest finger when a student's arms are resting at his/her side.
- Clothing or buttons that are obscene, vulgar or represent illegal activities
- Radios, MP3 players, beepers and cell phones
- Tank tops, tube tops, shirts and blouses which expose one's midriff
- Any other attire deemed in appropriate for school or school-sponsored activities by the school administration.